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Show Organizer Information and Forms

Quick Reference Checklist

To assist with your planning, several critical deadlines are listed below. You are urged to start now in order to complete the details for your booth.

COMPLETE?		ACTIVITY OR FORM	DEADLINE
<input type="checkbox"/>		HOTEL RESERVATIONS	
		Group Block of 10+ Rooms – Rooming Lists OR Cancellations Due.....	January 16, 2015
		Individual Reservations.....	January 23, 2015
		HAI FORMS	
<input type="checkbox"/>		Aircraft Display Confirmation & Insurance Documents.....	February 19, 2015
<input type="checkbox"/>		Additional Exhibit Hall Guest Passes.....	February 13, 2015
<input type="checkbox"/>		Discounted Award Dinner Ticket(s)/Table(s).....	January 16, 2015
<input type="checkbox"/>		Exhibitor Appointed Contractor Form (Online Only).....	January 30, 2015
<input type="checkbox"/>		Exhibitor Session Request Form.....	December 9, 2014
<input type="checkbox"/>		Exhibitor Badge Registration.....	Don't Forget!
<input type="checkbox"/>		Meeting Room Request.....	December 9, 2014
<input type="checkbox"/>		Publication Bin Reservation Form.....	January 30, 2015
<input type="checkbox"/>		Waiver/Booth Variance Request.....	December 5, 2014
		GES EXPOSITION SERVICES (Discount Deadlines)	
<input type="checkbox"/>		Carpet.....	January 30, 2015
<input type="checkbox"/>		Certificate of Insurance (<i>Submitted to GES if using outside contractors</i>).....	January 30, 2015
<input type="checkbox"/>		Furniture.....	January 30, 2015
<input type="checkbox"/>		Labor.....	January 30, 2015
<input type="checkbox"/>		Material Handling.....	January 30, 2015
<input type="checkbox"/>		Signs.....	January 30, 2015
<input type="checkbox"/>		SHIPPING	See Appropriate Forms
		GES Logistics	
		--Advance to Warehouse.....	Must Arrive On/Between January 26 – February 24, 2015
		--Direct to Show Site.....	Based on Targeted Move-in Date
		Port/Airport and Arrival Deadline	
		--Advance to Warehouse: Air Freight (Orlando Intl MCO).....	Received by February 15, 2015
		Ocean FCL (Miami Port).....	Received by February 8, 2015
		Ocean LCL (Miami Port).....	Received by February 8, 2015
		--Direct to Show Site: Air Freight (Orlando Intl MCO).....	Received by February 22, 2015
		Ocean FCL (Miami Port).....	Received by February 15, 2015
		Ocean LCL (Miami Port).....	Received by February 15, 2015
		UTILITIES & OTHER SERVICES (DISCOUNT DEADLINES)	
<input type="checkbox"/>		Attendee Lead Retrieval.....	January 30, 2015
<input type="checkbox"/>		Audio Visual/Computer.....	January 30, 2015
<input type="checkbox"/>		Booth Cleaning.....	January 30, 2015
<input type="checkbox"/>		Catering.....	January 30, 2015
<input type="checkbox"/>		Electricity, Telephone, Internet.....	January 30, 2015
<input type="checkbox"/>		Floral.....	January 30, 2015
<input type="checkbox"/>		Talent / Temporary Personnel.....	January 30, 2015



Helpful Contacts

HAI HELI-EXPO 2015 Show Management

1920 Ballenger Avenue, Alexandria, VA 22314
Phone: 703-683-4646 || Fax: 703-683-0341 || heliexpo.rotor.org

Jessica Kuney heliexpo@rotor.org	Shows & Expositions Coordinator	Exhibitor Registration, Guest Passes, EACs, Booth Relocation Requests, Exhibitor Regulations & Policies
Charlotte, Zilke, CEM, CMP Charlotte.Zilke@rotor.org	Director of Conventions	Booth Assignments
Age Robinson Age.robinson@rotor.org	Business Development Assistant	Meeting Rooms, Exhibitor Sessions
HAI Sales Sales@rotor.org	Sales	Advertising, Booth Sales, Sponsorships
Harold Summers Harold.Summers@rotor.org	Director of Flight Ops	Exhibitors Flying In Aircraft
Wayne O'Brien Wayne.OBrien@rotor.org	Accounts Coordinator	HAI Invoices, Receipts, Payments

Global Experience Specialists

Phone: 800-475-2098 (702-515-5970) || Fax: 866-329-1437 (702-263-1520) || www.ges.com/contact

Customer Service/Orders info@ges.com	Online Chat Also Available	Carpet, Furniture, Labor, etc.
Drew Dempsey DDempsey@ges.com	General Freight Forman	Exhibitors Trucking In Aircraft
Amy Ellis AEllis@ges.com	Account Manager	Overall Management
John Roberts JRoberts@ges.com	Director of National Accounts	Overall Management

Orange County Convention Center

9899 International Drive, Orlando, Florida 32819
Phone: 407-685-9824 || Fax: 407-685-9884 || www.occ.net

Emil Zraggen Emil.Zraggen@occc.net	Event Manager	General Exhibitor Questions
---	---------------	-----------------------------

Centerplate – Catering

Phone: 407-685-5562 || Fax: 407-685-9859 || brenda.jenkins@centerplate.com

Connections Housing – Housing

Phone: 877-254-4354 (404-842-0000) || HELI-EXPOHousing@ConnectionsHousing.com

Century Security & Event Staffing – Security

Phone: 407-226-1168 || Fax: 407-226-7076 || www.centurytradeshow.com

Floral Expositions – Floral

Phone: 407-855-0339 || Fax: 407-855-0242 || orders@floralexpo.net

Global Experience Specialists Logistics – Shipping Quote Requests

Phone: 949-305-8063 (858-472-0473) || Fax: 702-657-7335 || mkovac@ges.com || www.ges.com

Judy Venn & Associates – Talent & Model Agency

Phone: 800-553-8855 (714-957-8300) || Fax: 714-957-8301 || info@judyvenn.com

Lagniappe Studio – Photography

Phone: 303-471-2220 || Fax: 303-471-2224 || photos@lagniappestudio.com || www.lagniappestudio.com

PRG – A/V & Computer Rental

Phone: 404-214-4800 || Fax: 404-214-4801 || btipton@prg.com || www.prg.com

Smart City – Internet & Telephone

Phone: 407-685-2000 || Fax: 407-685-2015 || allocccsr@smartcity.com || www.smartcity.com

HAI HELI-EXPO 2015 Exhibitor Portal

Through the Exhibitor Portal, Exhibitor Contacts have the ability to manage:

1. Exhibitor Registration

HAI HELI-EXPO 2015 Exhibitor Pre-Registration is available online only. Exhibitor Contacts will be able to manage their company's exhibiting personnel list up to and through the show at www.rotor.org/exhibitorportal. Changes can be made online until badges are printed out onsite. **Badges will not be mailed; ALL badges must be picked up onsite.**

Exhibiting companies receive: **FOUR (4) complimentary Exhibitor Badges per 10'X10' booth space assigned and TWO (2) complimentary Exhibitor Badges per 20'X40' static space assigned, up to a combined maximum of 60 passes.**

Exhibitor Registration will be located in the South Hall of the Orange County Convention Center. On-site hours are:

Saturday,	February 28	1:00 p.m. – 4:30 p.m.
Sunday,	March 1	8:00 a.m. – 4:30 p.m.
Monday ,	March 2	8:00 a.m. – 4:30 p.m.
Tuesday,	March 3	8:00 a.m. – 4:30 p.m.
Wednesday,	March 4	8:00 a.m. – 4:30 p.m.
Thursday,	March 5	8:30 a.m. – 3:00 p.m.

Exhibitors will be able to pick up their badge(s) at the Exhibitor Self-Badge Pick-up kiosks or at the Exhibitor Registration Desk. Once the Exhibiting Company's complimentary allotment is exhausted, the individual must pay. Badge exchanges may be made until 12:00 p.m. on Tuesday, March 3, but **ONLY** if the badge to be replaced is brought to the Exhibitor Registration Desk by Noon. **All on-site registrations must be paid by (cash or credit card) at the exhibitor price of \$170. No company will be invoiced for Exhibitor Badges.**

2. Exhibit Hall Guest Passes

Exhibiting companies will receive: **FOUR (4) complimentary One-Day Guest Passes per 10'X10' booth space assigned and TWO (2) complimentary One-Day Guest Passes per 20'X40' static space assigned.** These complimentary Exhibit Hall Guest Passes will be provided as outlined above, **up to a combined maximum of 60 passes.**

Discounted Exhibit Hall Guest Passes - As a service to our Exhibitors, HAI offers additional One-Day Exhibit Hall Guest Passes, for distribution to clients and customers, at a substantial savings! These passes are available **only in sets of ten (10) for \$850.00 (non-refundable).** This offer is a **\$600.00 savings** off the on-site Day Pass price of **\$145.00 per person, per day for members!!!** The deadline to purchase additional Exhibit Hall Guest Passes is **February 13, 2015.**

Complimentary Guest Passes as well as Discounted Exhibit Hall Guest Passes will be available to download online through the Exhibitor Portal at www.rotor.org/exhibitorportal.

3. **"Salute to Excellence" Award Dinner tickets or tables can be purchased through the Exhibitor Portal. Tickets for the Award Dinner are sold separately. The discount deadline to purchase tickets and/or a table at the discounted rate is January 16, 2015.**

4. Exhibitor Appointed Contractors

Let us know what contractors will be working in your booth space. If this is applicable to your company, this should be completed by January 30, 2015 to prevent any problems onsite during move-in and move-out.

5. Download the HAI HELI-EXPO 2015 Logo

By accepting the guidelines for use, exhibitors can download the HAI HELI-EXPO logo in various formats.

Meeting Room Request Form

Orange County Convention Center

Meeting rooms at the Orange County Convention Center are available in limited supply during HAI HELI-EXPO 2015.

HAI HELI-EXPO 2015 exhibitors may apply for a maximum of two (2) complimentary meeting rooms for up to a maximum of three (3) hours each. Additional meeting room requests may be approved, subject to availability and fee. See pricing listed below.

Requests will be processed on a first-come, first-served basis. However, applications are not automatically accepted, each request will be reviewed by HAI and may be rejected for any reason. Exhibitors will be notified of status. Note: If we are unable to accommodate your request, we will provide you with contact information for the Hilton Orlando, or other HAI-contracted hotels. **Meetings will NOT be listed in the HAI HELI-EXPO 2015 Official Program & Exhibit Guide;** exhibitors are responsible for advertising their meeting.

Once scheduled, a confirmation notice will be sent to the contact person listed below and HAI will send an invoice for payment, if applicable. All meeting room invoices must be paid in full prior to December 19, 2014.

Meeting Room(s) Requests at HAI-Contracted Hotels

Please contact the hotel's convention services department directly. The hotel will contact HAI for approval of the event before scheduling.

If you would like assistance with optional meeting spaces for social functions, etc. (other than the convention center or hotels), please email: heliexpo@rotor.org or fax: 703-683-0341. Provide general information about what you would like to do and the anticipated number of people.

Pricing for Additional Requests

- ☐ Full Day \$ 900 (8 am – 4 pm) ☐ Half Day - \$ 500 Select: ☐ 8 am – 12 pm ☐ 12pm – 4 pm.
☐ 1-100 people: No additional charge ☐ 101+ people +100

ALL MEETING ROOM INVOICES MUST BE PAID IN FULL PRIOR TO **DECEMBER 9, 2014**. PLEASE NOTE LIMITED AVAILABILITY.

PLEASE COMPLETE ONE FORM PER MEETING/EVENT. THIS IS REQUEST # ____ OF ____.

Contact Name: _____ Company Name: _____

Phone: _____ Cell: _____

Email: _____ Fax: _____

Meeting Name: _____

(How attendees will identify your meeting.)

Type of Meeting: _____

(Sales, Customer Appreciation, Staff Training, etc.)

Note: All Press Conferences must be scheduled with Chris Dancy, HAI's Director of Communications.

Complete the online Press Conference form: rotor.org/newsconference

Company: _____

(If different from above. Is responsible for all meeting costs — room changeovers, food and beverage, audio/visual, rigging, etc. associated with meeting.)

Schedule

Day: Please **select** preferred day. Check the boxes for all acceptable alternatives in case preference is not available.

☐ Tuesday, March 3 ☐ Wednesday, March 4 ☐ Thursday, March 5 ☐ Other: _____

Time: Please list actual time of event. HAI will schedule at least 15 minutes in between meetings for room refresh/set-up. If extended set-up or tear-down time (beyond 15 minutes) is required, please make a note with anticipated amount of time needed.

Start Time: _____ circle: a.m. / p.m. End Time: _____ circle: a.m. / p.m.

Meeting Room Specifications

Ideally, we prefer to have the room size fit the number of attendees; however, in an environment where rooms are used for multiple meetings, this is not always possible. We appreciate your understanding if we are unable to accomplish this.

Number of People Attending: _____ Room Set-Up (Select One): ☐ Conference ☐ Banquet ☐ Theater ☐ Classroom

Special Needs or Comments: _____

All meeting needs (audio visual, catering, etc.) are the responsibility of the contact person noted above. Information and forms for various services can be found in the Exhibitor Services Kit. (i.e., Computers and audio/visual equipment rentals are available from PRG. Internet access is available through SmartCity. Food and beverage can be ordered through Centerplate.)



Meeting Room Request Form Hilton Orlando

Meeting rooms **at the Hilton Orlando**, the headquarter hotel, are available in limited supply during HAI HELI-EXPO 2015.

Requests will be processed on a first-come, first-served basis. However, not automatically accepted, each request will be reviewed by HAI and may be rejected for any reason. Exhibitors will be notified of status. **Meetings will NOT be listed in the HAI HELI-EXPO 2015 Official Program & Exhibit Guide or Mobile App.** Exhibitors are responsible for advertising their meeting.

If you would like assistance with optional meeting spaces for social functions, etc. (other than the convention center or hotels), please email: heliexpo@rotor.org. Provide general information about what you would like to do and the anticipated number of people.

THE HILTON ORLANDO WILL ADVISE COST OF SPACE DIRECTLY TO CONTACT PERSON BELOW. ONCE SCHEDULED, CONFIRMATION WILL BE SENT TO CONTACT PERSON NOTED BELOW BY HILTON ORLANDO.

PLEASE COMPLETE ONE FORM PER MEETING/EVENT. THIS IS REQUEST # ____ OF ____.

Contact Name: _____ Company Name: _____

Phone: _____ Cell: _____

Email: _____ Fax: _____

Meeting Name: _____
(How attendees will identify your meeting from others.)

Type of Meeting: _____
(Sales, Customer Appreciation, Staff Training, etc.)

Note: All Press Conferences must be scheduled with Chris Dancy, HAI's Director of Communications.

Complete the online Press

Conference form: rotor.com/heliexpo/newsconf

Company: _____
(If different from above. Responsible for all meeting costs — room changeovers, food and beverage, audio/visual, rigging, etc. associated with meeting.)

Schedule

Day: Please **click** preferred day. Check the boxes for all acceptable alternatives in case preference is not available.

☐ Sunday, March 1 ☐ Monday, March 2 ☐ Tuesday, March 3 ☐ Wednesday, March 4 ☐ Thursday, March 5
☐ Other: _____

Time: Please list actual time of event. Hilton will schedule at least 30 minutes in between meetings for room refresh/set-up. If extended set-up or tear-down time (beyond 15 minutes) is required, please make a note with anticipated amount of time needed.

Start Time: _____ click: ☐ a.m. / ☐ p.m. End Time: _____ click: ☐ a.m. / ☐ p.m.

Meeting Room Specifications

Ideally, we prefer to have the room size fit the number of attendees; however, in an environment where rooms are used for multiple meetings, this is not always possible. We appreciate your understanding if we are unable to accomplish this.

Number of People Attending: _____ Room Set-Up (Click One): ☐ Conference ☐ Banquet ☐ Theater ☐ Classroom

Special Needs or Comments: _____



Publication Bin Request

Publication Bins are for industry-related **magazines**, which include editorial only. Newsletters and advertising materials (including brochures, price lists, and catalogues) are not permitted and will be discarded by Show Management without refund.

Eligible Exhibitors are entitled to one (1) bin at no charge, but the reservation form must be received by **January 30, 2015**, or materials will NOT be delivered to the display site and a header sign will not be made! Extra bins for exhibitors are \$100 per bin and are subject to availability. Non-exhibitors may purchase bins for \$350 each, subject to availability – limit 2.

Show Management has the right to request a sample of the periodical(s) for review and approval. Once Show Management has approved the reservation form, a confirmation of Bin Assignment will be sent to the contact person listed below. Only approved periodicals with a confirmed Bin Assignment will be permitted on display.

Show Management will coordinate the re-stocking of the bins at no additional charge.

It is the sole responsibility of the Publisher to pay for the Material Handling (receipt & delivery) drayage fees to GES. Be sure to complete the required form included in the Exhibitor Service Kit.

Shipping Instructions:

Materials should be shipped "Advance to Warehouse" to **arrive on or between January 26 – February 24, 2015**. Shipments must be prepaid and addressed as follows:

From: Exhibitor's Name / Contact Name / Exhibitor's Address / Box ___ of ___.

To: Company Name / HELI-EXPO 2015 / **Publication Bins**
c/o Global Experience Specialists (GES)
7945 Mandarin Drive, Orlando, FL 32819 USA

"Direct to Show" shipments will be accepted; however, there may be a delay in the on-site delivery of materials as booth freight will receive priority delivery. See Direct to Show shipping information outlined in the GES forms.

Company Name: _____ Contact Name: _____

Phone: _____ Cell: _____

Email: _____ Fax: _____

We would like to reserve _____ Publication Bin(s) for display of the following periodical(s):

1) _____ 2) _____ 3) _____

Payment: Includes one (1) complimentary bin per Exhibitor

Total Amount \$ _____ ☐ Check Enclosed (*Made Payable in U.S. Funds Only*) ☐ Credit Card

Select one: ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Credit Card Number: _____ Exp Date: _____ Validation Code: _____

Print Cardholder's Name: _____

Cardholder's Signature: _____

FAX TO 703-683-0341 OR MAIL WITH PAYMENT BEFORE JANUARY 30, 2015
ATTN: HAI BUSINESS DEVELOPMENT DEPARTMENT

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

A

RUSH!

PUBLICATION BINS

FROM:

A

RUSH!

PUBLICATION BINS

FROM:

ADVANCE WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

HAI HELI-EXPO 2015

NAME OF EXHIBITION

BOOTH NUMBER

C/O Global Experience Specialists

7945 Mandarin Drive

Orlando, FL 32819

USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 26, 2015 - Tuesday, Feb 24, 2015

Carrier

Number

of

pieces



ADVANCE WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

HAI HELI-EXPO 2015

NAME OF EXHIBITION

BOOTH NUMBER

C/O Global Experience Specialists

7945 Mandarin Drive

Orlando, FL 32819

USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 26, 2015 - Tuesday, Feb 24, 2015

Carrier

Number

of

pieces





Exhibitor Session Application

Exhibitor Sessions are open to all attendees and will be listed in the 2015 Program & Exhibit Guide.

HAI HELI-EXPO 2015 exhibitors may apply for a maximum of two (2) Exhibitor Sessions during which they may present information related to the product(s) and/or service(s) they offer. Attendees are notified that this is an exhibitor session. No financial transactions may take place during the session.

A limited number of Exhibitor Sessions are available per day, Tuesday–Thursday, 10:00 a.m.– 3:45 p.m. Exhibitor Sessions will be scheduled at the Orange County Convention Center and listed in the official HAI HELI-EXPO 2015 Program & Exhibit Guide. Exhibitor Sessions are available in intervals of 45-minute for \$1,000 or 75-minute for \$1,500.

Exhibitor Session applications will be processed on a first-come, first-served basis. However, applications are not automatically accepted; each application will be reviewed by HAI for appropriate content and may be rejected for any reason. Exhibitors will be notified of status. (Note: Exhibitor Sessions are not News Conferences! Complete the News Conference Request form at www.rotor.org/newsconference to request a news conference.)

Once scheduled, a confirmation notice will be sent to the “Contact Person” for the Exhibitor Session. The contact person will have three (3) business days to return the confirmation notice to accept the assigned schedule or request a change. Once accepted, HAI will send an invoice for payment of the Exhibitor Session. All Exhibitor Sessions must be paid in full prior to January 2, 2015.

SUBMISSION DEADLINE: DECEMBER 9, 2014

Length of Session

Please select preference: ☐ 45 minutes/\$1,000 ☐ 75 minutes/\$1,500

Room Set

Each meeting room will be set with a podium and wired, handheld microphone at the front of the room. A table will be placed next to the podium for presenters’ materials and/or handouts. No head tables available. A choice of two room sets are available, but preference cannot be guaranteed.

Please select room set preference: ☐ Classroom for 80 ☐ Theater for 150

Schedule

Day: Please **select** preferred day:

☐ Tuesday, March 3 ☐ Wednesday, March 4 ☐ Thursday, March 5

Time: Please **select** preferred time:

(Note: Exhibitor Sessions will not be scheduled between 11:45 a.m.-1:00 p.m.)

45-minute options: ☐ 10:00 -10:45 a.m. ☐ 11:00 - 11:45 a.m. ☐ 1:00 - 1:45 p.m. ☐ 2:00 - 2:45 p.m. ☐ 3:00 - 3:45 p.m.

75-minute options: ☐ 10:00 -11:15 a.m. ☐ 1:00 - 2:15 p.m. ☐ 2:30 - 3:45 p.m.

Audio Visual Equipment Needs

Each Exhibitor Session will be scheduled in a room equipped with a podium microphone (as mentioned above), projection screen, a/v cart with electric, and LCD projector with house sound. Any additional needs are the responsibility of the presenter(s). Note: Computers and other audio visual equipment are available to rent from PRG (see Exhibitor Services Kit). Internet access in meeting rooms is only available if rented through SmartCity.

Page 1 of 2. Please continue on to next page...

DON'T DELAY. SUBMISSION DEADLINE: DECEMBER 9, 2014

LIMITED AVAILABILITY. EXHIBITOR SESSIONS ARE ASSIGNED ON A FIRST-COME, FIRST-SERVED BASIS.

FAX TO: 703-683-0341

Exhibitor Session Application continued...

Title of Session Limit of 15 words. To be listed in the Program & Exhibit Guide.

Description of Session Limit of 75 words. To be listed in the Program & Exhibit Guide.

Contact Person

The contact person is responsible for organizing the presenters, serving as the main point of contact with HAI for this session, sharing information regarding the scheduling of the session with other presenters, and moderating the presentation onsite. The contact person may also be a presenter at the session. This information will not be listed in the Program & Exhibit Guide.

Name: _____ Email: _____

Company Name: _____

Address: _____ City, State, Zip, Country: _____

Phone: _____ Fax: _____

Agreement _____ **Please initial.**

I agree the Exhibitor Session will be completed within the assigned timeframe, allowing the following sessions assigned to the same room to begin on time.

Additional Presenter(s)

If there are multiple persons involved in this session, complete the information requested for each. This information will not be listed in the Program & Exhibit Guide.

Name(s)	Company Affiliation(s)	Title(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page 2 of 2

DON'T DELAY. SUBMISSION DEADLINE: DECEMBER 9, 2014

LIMITED AVAILABILITY. EXHIBITOR SESSIONS ARE ASSIGNED ON A FIRST-COME, FIRST-SERVED BASIS.

FAX TO: 703-683-0341

GES Information and Order Forms

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



Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): 800.475.2098 International Calls: 702.515.5970
7000 Lindell Road FAX (in USA): 866.329.1437 International Faxes: 702.263.1520
Las Vegas, NV 89118-4702 Contact us Online: www.ges.com/chat

Show Information

Booth Size: 10' x 10'
Backwall Drape: Blue
Sidewall Drape: Blue
Facility Carpet Color: Hall is NOT Carpeted - MANDATORY FLOOR COVERING IS REQUIRED - any booth missing floor covering by 4:30pm on Monday, March 2, 2015 carpet will be provided at the EXHIBITOR'S EXPENSE
Aisle Carpet Color: Blue Jay
Booth ID Sign

Important Information

END CAPS:

Do not forget to hide unsightly structural areas with end-cap draping. This is especially true for pop-up booths when a booth is at the end of an aisle, or inline but placed on a slant, or when a popup booth is used in island exhibits and the back is exposed. If you do not handle this yourself, HAI may order draping or end caps (at the exhibitor's expense) to mask the unsightly view of exposed wire structures, electrical wires, etc., along an aisle or at the edge of booths. See item #9 of the Rules and Regulations on www.rotor.com/helioxpo for more details.

HAND CARRY:

Definition of Hand Carry - is material that can be hand carried by only one person through the main entrance of a facility during move-in and move-out that weighs less than 300 lbs.

Important Dates *Be sure to check all order forms for additional deadlines*

Monday,	January 26	Advance Shipments may begin arriving at the Warehouse	
Tuesday,	February 24	Last day for Advance Shipments to arrive at the Warehouse without surcharges	
		Advance Warehouse Hours for receiving are Monday - Friday, 8:00 AM to 4:30 PM	
		Reference Targeted Floorplan for Dates & Times for Direct Shipments to avoid Off-Target Surcharges.	
Friday,	February 27	Aircraft Fly-In	Must schedule time with HAI Director of Flight Operations
Saturday,	February 28	Aircraft Fly-In	Must schedule time with HAI Director of Flight Operations
Friday,	February 27	Installation	8:00 AM - 4:30 PM Targeted Move-In ONLY
Saturday,	February 28		8:00 AM - 4:30 PM Targeted Move-In ONLY (OT INSTALL)
Sunday,	March 1		8:00 AM - 4:30 PM Targeted Move-In ONLY (OT INSTALL)
Monday,	March 2		8:00 AM - 4:30 PM Targeted Move-In ONLY
Tuesday,	March 3	Show Hours	10:30 AM - 5:00 PM
Wednesday,	March 4		10:00 AM - 5:00 PM
Thursday,	March 5		10:00 AM - 4:00 PM
Thursday,	March 5	Dismantle	4:00 PM - 8:00 PM
Friday,	March 6		8:00 AM - 4:30 PM
Saturday,	March 7		8:00 AM - 12:00 PM (OT Dismantle)
Thursday,	March 5	Aircraft Fly-Out	Must schedule time with HAI Director of Flight Operations
Friday,	March 6	Aircraft Fly-Out	Must schedule time with HAI Director of Flight Operations
Saturday,	March 7	Carriers must be checked in by: 8:00 AM Carriers post-show must be checked-in by this time.	
Saturday,	March 7	All exhibitor materials must be removed by: 12:00 PM	

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

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

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o Global Experience Specialists, Inc. (GES). Please do **not** consign **international** shipments c/o Global Experience Specialists, Inc. (GES); however, please contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse: c/o Global Experience Specialists, Inc. (GES)
7945 Mandarin Drive
Orlando, FL 32819
USA

Shipments should arrive on or between:
January 26 - February 24, 2015

Direct Shipments to Exhibit Site: c/o GES
Orange County Convention Center - South Concourse
9899 International Drive
Orlando, FL 32819
USA

Reference Targeted Floorplan for Dates & Times for Direct Shipments to avoid Off-Target Surcharges.

Marshaling Yard Site Address: c/o Global Experience Specialists, Inc. (GES)
7945 Mandarin Drive
Orlando, FL 32819
USA

GES Servicer®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.



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



We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

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. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture and Accessories

The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

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.

How Can I Order My Show Services?

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

Step 1: Go to <https://e.ges.com/052600574/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098 / Fax: 866.329.1437
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Need Assistance?

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



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



As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer[®] www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

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.

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574



Safety is very important for everyone working in the Exhibit Hall.

Global Experience Specialists, Inc. (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.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. 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.



STOP. THINK. SAFETY.



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.

Global Experience Specialists, Inc. (GES) will have trained labor available to assist you in all aspects of the setup and dismantle of your booth and with the movement of your equipment. Union exhibit labor claims jurisdiction for the installation, dismantling and cleaning of prefabricated exhibits and displays when this work is done by persons other than full time company personnel. Exhibitors handling this work themselves must be prepared to provide proof of full time employment. Labor may be employed by completion of labor forms enclosed in the service kit. If, however, you hire any labor to assist you, it should be through the Official Services Contractor. All mechanical equipment on the trade show floor must be under the care, custody and control of GES. This includes Forklifts, Scooters, Pallet Jacks, Genie Lifts, etc. as well as all other equipment mechanical in nature.

Freight Handling Jurisdictions

Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Global Experience Specialists, Inc. (GES) will not be responsible, however, for any materials they do not handle. Global Experience Specialists, Inc. (GES) will have COMPLETE control of the loading docks at all times. If you wish to unload or load, you must report to the GES Servicenter. Do not proceed to the docks until authorized to do so.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Global Experience Specialists, Inc. (GES) to store empty crates. Please refer to the MATERIAL HANDLING & SHIPPING INFORMATION in the service kit for the handling of empties.

The following is a guideline of the work your company's staff is permitted to do:

- ♦ Transport small items to your booth by hand, or with personally owned 2-wheel carts (**GES will have carts available for GES' use only**). All forklifts will be operated by GES. 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.
- ♦ Unpacking and uncrating of boxes, equipment, merchandise, etc.
- ♦ Fine-tuning/calibrating your equipment and the interconnection of computers and peripherals.
- ♦ The setup of signs/graphics.
- ♦ After electrical service has been ordered and the power box delivered, you may plug in your own equipment. However, for safety reasons, if your equipment needs to be hard wired, electricians must do the work.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Global Experience Specialists, Inc. (GES) and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Global Experience Specialists, Inc. (GES). Should you have questions about the work you can perform, please contact GES or Show Management. Rates for moving shipments from the dock to your booth are located on the Material Handling Form. This form includes rates for handling shipments received at show site and at the GES warehouse.

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.

Need Assistance?

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



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



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

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **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, un-supervised 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; **Un-Supervised 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 un-supervised 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

- 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 on-line, via fax, phone or through a work order on site.
- 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 Customer 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 1/2% per month until paid.

IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's 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 subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's 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.**
- GES to Customer:** To the extent of GES' 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 attorney's 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

- 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.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count 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.
- 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.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- 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.
- 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.
- 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.
- 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 of 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.

- 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.
- 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 Customer's 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.
- 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 GES 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

- 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.
- 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

- 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.
- 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.
- 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.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration 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 Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer 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 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.

Need Assistance?

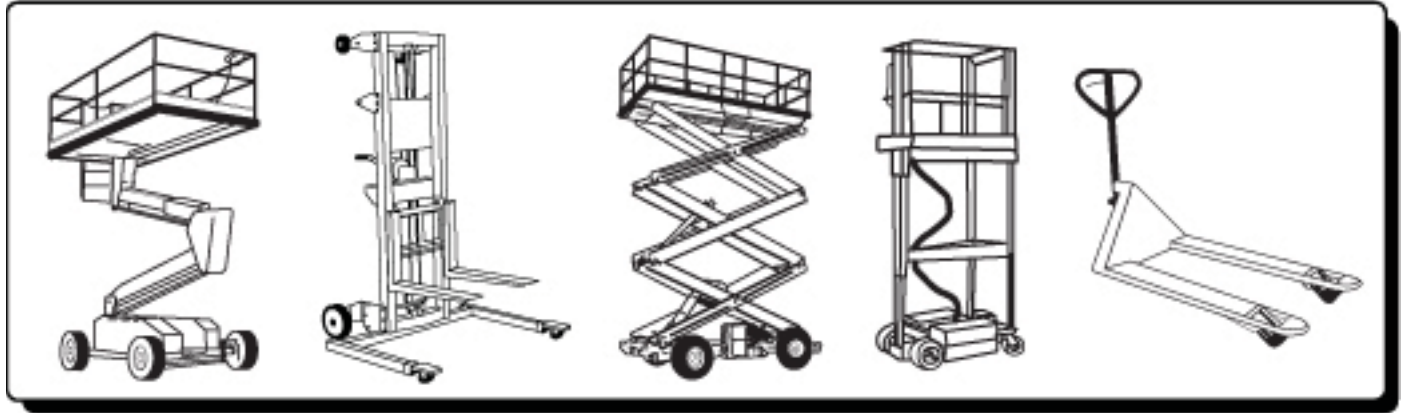
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/052600574/esm>

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting 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.

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.

Thank you for your complete cooperation.



Advertising/Sponsorship

Get the Biggest Bang for Your Buck at HAI HELI-EXPO 2015!

You've invested in your booth for HAI HELI-EXPO. Now, make sure attendees know you are there! Supplement your exhibit and maximize your ROI by taking advantage of HAI's HELI-EXPO advertising and sponsorship opportunities.

PLUS! Your advertising and sponsorships may make you eligible to be bumped up into a higher lottery stage for HAI HELI-EXPO 2016! Ask us how!

Advertising Opportunities:

- The *HAI HELI-EXPO 2015 Program & Exhibit Guide*: This pocket guide, distributed onsite to attendees, includes a comprehensive show schedule and list of exhibiting companies
- *ROTOR*® Magazine: HAI's flagship publication, distributed at HAI HELI-EXPO and year-round, to 20,000 HAI HELI-EXPO attendees and industry professionals around the world
- *RotorNews*® HAI's daily e-newsletter, sent to more than 30,000 subscribers, produces special show issues

Sponsorship Opportunities:

HAI HELI-EXPO has a wide variety of sponsorship opportunities — everything from receptions and golf tournaments to tote bags and bus wraps. HAI HELI-EXPO Show Sponsorships gives maximum exposure before thousands of HAI HELI-EXPO attendees. HFI Sponsorships offer you recognition as a supporter of Helicopter Foundation International's (HFI) twin goals of preserving the heritage of the rotorcraft industry and ensuring that its future is bright. Finally, Helicopter Association International (HAI) offers Professional Education Sponsorships that get your message to a targeted audience of aviation professionals, as you support HAI's education initiatives.

For more information, or to secure your advertising or sponsorships, visit rotor.org/sponsor or contact the HAI Sales Team:

Sales Department
Sales@rotor.org
703-683-4646

Exhibiting Company Employee ID Guidelines & EAC Information

Exhibiting Company Employees Identification System Guidelines for Installation and Dismantling

The following security regulations and precautions will be used for the security and safety of all participants of HAI HELI-EXPO®.

- All labor and supervisors, to include exhibiting company employees, (who do not have exhibitor badges) will be required to wear wristbands prior to entering the exhibit hall.
- In the event that the employee does not have an official exhibitor show badge, he/she will have the burden to prove that he/she is a representative of the exhibiting company. A picture ID issued by the exhibiting company, paperwork from HAI, such as booth space, booth layout, hotel reservations, or an airline ticket purchased by the exhibiting company are examples that will be acceptable as proof.
- Before a wristband is given to the employee, it will be necessary for the individual to sign a registry at the entrance or dock door; and their driver's license be photocopied and countersigned. The photocopy will be filed and be available in case the individual returns on subsequent days.
- All exhibitor employees will be required to wear the wristband around the wrist before entering the exhibit area. Cut, torn, re-taped, or otherwise altered wristbands will be confiscated, and the individual will be denied access to the exhibit area. Individuals not wearing the wristband in the appropriate manner will also be denied access to the exhibit area. There will be no exceptions.

The location for wristband pick-up will be announced closer to show opening.

Questions? Email: heliexpo@rotor.org

Exhibitor Appointed Contractors (EACs), Independent Decorators (IDs), and Other Contractors/Vendors

Exhibit Appointed Contractors are companies such as display houses, independent decorators, or outside contractors/vendors, other than those officially appointed by Show Management, that Exhibitors hire to use for the installation of their booth.

Outside contractors must meet the contractor/vendor requirements of the Orange County Convention Center and the rules and regulations of the show, and agree to conform to current and acceptable labor contracts. The exhibitor appointed companies must supply a Certificate of Insurance as proof of required coverage and comply with the same insurance requirements as the exhibitors.

For Security Purposes – If you plan to use a firm other than an Official Show-Appointed Service Provider(s) for any service on the showfloor, you, the Exhibitor, must complete the EAC form online at www.rotor.org/exhibitorportal, for each company hired and provide them with the insurance requirements that they must submit to GES.

Exhibitor Contacts can submit EAC information to HAI through the Exhibitor Portal at www.rotor.org/exhibitorportal. The deadline to submit EAC information to HAI is January 30, 2015.

ID/EAC Labor Identification Guidelines

The following security regulations and precautions will be used for the security and safety of all participants of HAI HELI-EXPO 2015:

- **All supervisors and laborers will be required to wear wristbands prior to entering the hall.**
- The ID/EAC company supervisor responsible for all work performed at the Orange County Convention Center will pick up the wristbands from the security office during the afternoon prior to the day of use, except for those that have special permission to begin work earlier; they will need to pick up theirs that morning. HAI's Security Office will be located in the Orange County Convention Center. Exact location will be announced closer to the show dates.
- The wristbands will be sequentially numbered and block of numbers will be given to each ID/EAC company.
- Each day, all labor will report to an area designated by HAI security where they will check-in and be issued a wristband.
- A form will be provided to the supervisor by official security management, to be used to list all workers and the number of the wristband issued to each individual each day. A copy of this roster will be turned in to the security office each day after check-in.
- All workers will be required to wear the wristband around the wrist before entering the exhibit area. Cut, torn, re-taped, or otherwise altered wristbands will be confiscated, and the individual refused entry to the exhibit area. Individuals not wearing the wristband in the appropriate manner will also be refused entry into the exhibit area. There will be no exceptions.
- Each ID/EAC company will be responsible for notifying all of their personnel of the location of the designated area where they will receive the wristbands each day. The supervisor should remain at that location until all of the workers have been checked in. If the supervisor is not present, the worker(s) will be turned away.
- **Wristband Request Forms do not have to be completed this year.**

The location for wristband pick-up will be announced closer to show opening.

We will do everything possible to make these requirements as smooth as possible for you. We appreciate and thank you for your cooperation in this matter.

Questions? Email: heliexpo@rotor.org



Letter for IDs & EACs

Dear Exhibitor:

If you are using a company not officially appointed by Show Management for any services, please forward that company a copy of this notice along with the following –

- ID/EAC Labor Identification System Guidelines

Dear IDs and EACs:

HAI HELI-EXPO 2015 will implement the same security system as used for the past several HAI HELI-EXPOS. Attached are said details. Please read these guidelines carefully and be prepared to follow them.

In past years, several of the certificates of insurance we received failed to name the necessary “additional insured” also had expired dates, or lacked sufficient coverage. Please confirm the accuracy of all information. In addition, some did not reflect the correct dates of the show, including set-up and/or teardown. Please check your certificates and correct any error(s) before sending them. Remember, you will not be allowed on the floor until these criteria are met!

Insurance Requirements:

- EAC shall maintain for the entire duration of HAI HELI-EXPO (move-in: 02/25/15 through move-out: 03/7/15):
1) (a) Workers' Compensation Insurance, in the amount required by law, covering all of its employees and/or agents; (b) Employers' Liability Insurance with limits not less than one million U.S. dollars (\$1,000,000) for any one accident, one million U.S. dollars (\$1,000,000) for disease each employee and one million U.S. dollars (\$1,000,000) disease limit; 2) Commercial General Liability including Bodily Injury, Property Damage, Broad Form Contractual Liability, Personal Injury, and Products and Completed Operations coverage with limits of liability of at least one million U.S. dollars (\$1,000,000) per occurrence of bodily injury and broad form property damage combined, and two million U.S. dollars (\$2,000,000) annual aggregate; 3) Business Automobile Coverage to include owned, hired, and non-owned vehicles with a combined single limit of one million U.S. dollars (\$1,000,000) ; 4) Umbrella Liability Insurance with an aggregate limit of not less than five million U.S. dollars (\$5,000,000) per location covering excess liability over all commercial General Liability, Automobile Liability and Employers' Liability. The excess portion of the umbrella shall be on a following form basis with respect to the underlying coverage. Any retention or deductible limit applying to the Umbrella Policy shall be paid by the Exhibitor. All coverage specified above shall be on a primary and non-contributory basis.
- Exhibitor's insurance shall name as additional insured and hold harmless, without any restrictive modifications, the following entities and their officers, officials, directors, representatives, agents, and employees: Helicopter Association International (HAI), Helicopter Foundation International (HFI), the Orange County Convention Center, and Global Experience Specialists.
- Proof of such insurance shall be provided in the form of a certificate as well as a copy of the endorsement adding the entities specified as Additional insured to HAI Show Management at: 1920 Ballenger Ave, Alexandria, VA 22314, or its agent or representative upon request.
- See number 25 of the Rules & Regulations for more information.

Please make sure you, as an independent decorator or exhibitor appointed contractor, have provided HAI with an All-inclusive list of the exhibiting companies you will be working for at HAI HELI-EXPO 2015.

See you in Orlando!
Show Management
Helicopter Association International

TO BE COMPLETED BY EXHIBITOR

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 Phone: 800.475.2098 or 702.263.1520 for international exhibitors

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



Form Deadline Date:
January 30, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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 (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC 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: _____
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 SIGN **X**

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

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 Kit/Service 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.

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4805 Sand Lake Road, Orlando, FL 32819-9539

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 ADDRESS	BOOTH NUMBER
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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

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Kit/Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
2. 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.
3. 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.
4. **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.**
5. **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.**
6. **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 Kit/Services Manual.**
7. EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (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.
8. 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)
9. 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.
10. 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.
11. EAC has attached herewith certificates of insurance 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.
 - 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 \$5,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Helicopter Association International (Show Management), HAI HELI-EXPO 2015 (Show) and Orange County Convention Center - South Concourse (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (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.
13. 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.
14. EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
16. 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.
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.

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4805 Sand Lake Road, Orlando, FL 32819-9539

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 ADDRESS	BOOTH NUMBER
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Rules and Regulations (continued)

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 ☒

 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

PLEASE SIGN ☒

 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Need Assistance?

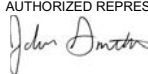
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/15	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234		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. <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>				
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	POLICY EFFECTIVE DATE 7. (MM/DD/YY)	POLICY EXPIRATION DATE 8. (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/15	01/01/16	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
	PRODUCTS-COMP/OP AGG	\$2,000,000				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/>	SKLS-029499S	01/01/15	01/01/16	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
	(Per accident)					
	PROPERTY DAMAGE	\$				
	(Per accident)					
	AUTO ONLY-EA ACCIDENT					
	OTHER THAN	\$				
	AUTO ONLY:	\$				
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/15	01/01/16	EACH OCCURRENCE	\$5,000,000
					AGGREGATE	\$5,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/15	01/01/16	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	OTHER
D	OTHER				Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
5. Global Experience Specialists, Inc. (GES) (Official Service Provider), Helicopter Association International (Show Management), Orange County Convention Center - South Concourse (Facility), and HAI HELI-EXPO 2015 (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (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: March 3 - 5, 2015 at city of Orlando.						
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 4805 Sand Lake Road Orlando, FL 32819-9539			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 AUTHORIZED REPRESENTATIVE  10.			

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 Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: Global Experience Specialists, Inc. (GES) (Official Service Provider), Helicopter Association International (Show Management), HAI HELI-EXPO 2015 (Show) and Orange County Convention Center - South Concourse (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (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 #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Get GES Transportation Plus and
Save 10%
On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

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 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.



COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER:	
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	
CONTACT'S HOTEL (OPTIONAL)					
Pick Up Information					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	

Delivery Information					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

Method of Shipment		
Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.	Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces: _____	Total Weight: _____	Hazardous Materials Contact Number () _____ - _____
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.		<div style="border: 1px solid black; padding: 5px;"> I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Authorized Signature - Please Sign: </div> <div style="border: 1px solid black; padding: 5px;"> I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms. </div>
<div style="border: 1px solid black; padding: 5px;"> Authorized Signature - Please Sign: </div>		<div style="border: 1px solid black; padding: 5px;"> X </div>
AUTHORIZED NAME - PLEASE PRINT		DATE

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.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

R-5

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

HAI HELI-EXPO 2015

NAME OF EXHIBITION

0520600574

BOOTH NUMBER

C/O GES

7945 Mandarin Drive
Orlando, FL 32819 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 26, 2015 - Tuesday, Feb 24, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____ of _____ pieces
Number _____



A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

HAI HELI-EXPO 2015

NAME OF EXHIBITION

0520600574

BOOTH NUMBER

C/O GES

7945 Mandarin Drive
Orlando, FL 32819 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 26, 2015 - Tuesday, Feb 24, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____ of _____ pieces
Number _____



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

R-6

D

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

HAI HELI-EXPO 2015

NAME OF EXHIBITION

0520600574

BOOTH NUMBER

C/O GES

Orange County Convention Center - South Concourse

9899 International Drive

Orlando, FL 32819 USA


Reference Targeted Floorplan for Dates & Times for Direct Shipments to avoid Off-Target Surcharges.
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier

Number

of

pieces

 **GES** Global Experience Specialists

D

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

HAI HELI-EXPO 2015

NAME OF EXHIBITION

0520600574

BOOTH NUMBER

C/O GES

Orange County Convention Center - South Concourse

9899 International Drive

Orlando, FL 32819 USA


Reference Targeted Floorplan for Dates & Times for Direct Shipments to avoid Off-Target Surcharges.
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier

Number

of

pieces

 **GES** Global Experience Specialists



All inbound exhibit material and equipment is specifically targeted by booth number.

Please refer to TARGET ASSIGNMENTS contained in this section.

Remember that off-target freight may be refused and charged an off-target surcharge of 30%.

DO NOT ALLOW YOUR CARRIER TO BLOCK YOUR "ON-TARGET" FREIGHT WITH OFF-TARGET FREIGHT AS THE ENTIRE LOAD MAY BE RESCHEDULED.

Your TARGET ASSIGNMENT is designed to be the point at which direct deliveries may begin checking in at the Marshaling Yard. It is not the point at which set-up should be scheduled.

Freight shipped through our warehouse will be delivered prior to the the beginning of your assigned target date and time. Please refer to the Freight Timetable of Operations for more information.

Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be NO GUARANTEES with respect to absolute delivery dates and times.

Route your shipments carefully. Utilize only carriers who provide bills of lading and can be contacted at any point in time.

Insure your material from the time it leaves your facility until it is returned.

The target assignments are intended for your general planning purposes.

We recommend scheduling installation labor to begin the day after your inbound target assignment.

NOTE: All exhibitor crates must be emptied and labeled for removal by the time specified in the Freight Timetable of Operations.

EXCEPTIONS: Exhibitors listed as Last in First Out.
POV deliveries - Please see POV Load-In/Load-Out Procedures as a specially designed time has been set aside for the delivery of small personal operated vehicles.

If you have any questions, please contact:
Drew Dempsey - GES Operations Manager
Phone: 214-443-2543

Email: ddempsey@ges.com





It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the INBOUND TARGET ASSIGNMENTS

PLEASE PLAN CAREFULLY

CORRECT



INCORRECT



Off-target freight and equipment may be refused and/or rescheduled.

Off Target Surcharge: 30% will apply to all inbound shipments arriving OFF TARGET. Please refer to Target Schedule.

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 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.

Form Deadline Date:
January 30, 2015



COMPANY NAME			BOOTH NUMBER
CONTACT NAME			
PHONE NUMBER			
FAX NUMBER			
EMAIL ADDRESS			
ADDRESS			
CITY	STATE	ZIP/POSTAL CODE	COUNTRY
CURRENT ASSIGNED TARGET DATE/TIME			
NEW REQUESTED TARGET DATE/TIME			
REASON FOR REQUEST			
All Change Request Forms Due By: January 30, 2015			

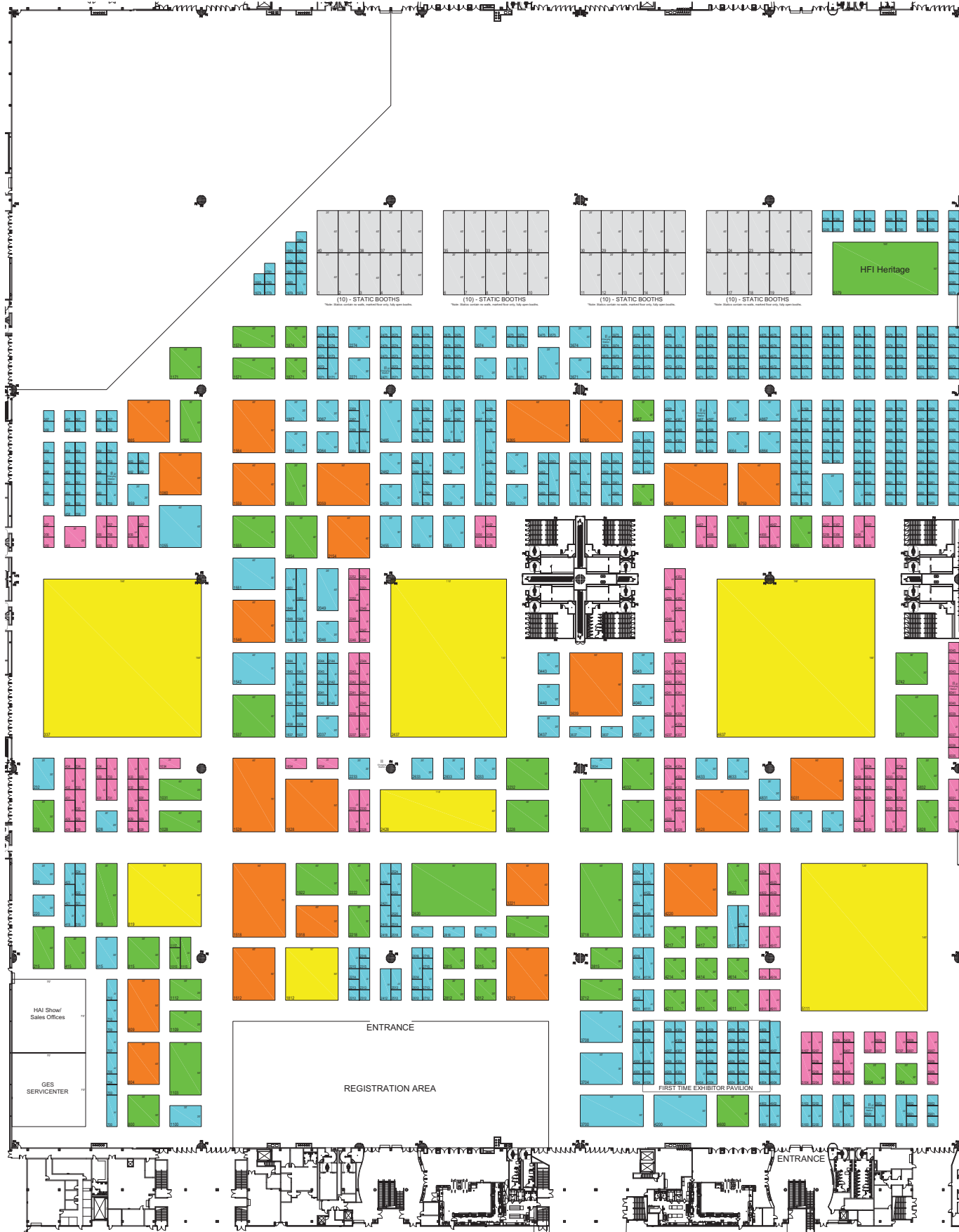
This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.

Off-target surcharges will apply to all direct shipments received prior to or after your assigned target shipment schedule.

Please send completed form to Drew Dempsey - GES Operations Manager

Phone: 214-443-2543

Email: ddempsey@ges.com



TARGET MOVE-IN

HELICOPTER ASSOCIATION INTERNATIONAL MARCH 3-5, 2015

ORANGE COUNTY CONVENTION CENTER - NORTH & SOUTH HALLS
ORLANDO, FLORIDA

PLAN CURRENT AS OF: 10-29-14

FREIGHT TARGET SCHEDULE

- Friday, 2/27/15 @ 8:00 A.M.
- Friday, 2/27/15 @ 1:00 P.M.
- Saturday, 2/28/15 @ 8:00 A.M.
- Sunday, 3/1/15 @ 8:00 A.M.
- Monday 3/2/15 @ 8:00 A.M.

Static Booths

- Friday, 2/27/15 - Saturday, 2/28/15

Get GES Global Transportation Plus and
Save 10%
On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

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 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.



COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
Pick Up Information		
PICKUP DATE:	SHIPPING / RECEIVING HOURS:	
STREET ADDRESS:	CITY:	PROVINCE: POSTAL CODE: COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):		MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment			
Type of Customs Entry:	<input type="checkbox"/> Permanent (Sold/Giveaways)	Value of Permanent Goods (US\$): \$	
	<input type="checkbox"/> Temporary (To Return)	Value of Temporary Goods (US\$): \$	
Mode of Transport:	<input type="checkbox"/> Ocean FCL	<input type="checkbox"/> Ocean LCL	<input type="checkbox"/> AirFreight <input type="checkbox"/> Truck
Type of Equipment for FCL:	<input type="checkbox"/> 40' Container	<input type="checkbox"/> 20' Container	<input type="checkbox"/> High Cube <input type="checkbox"/> Other:
Commodity:			
Desired Delivery Date or Targeted Move-In Date:			

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

Total Gross Weight (7)	Total Value (8)
kilos	\$

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound per package, \$ 100.00 (USD) per package or \$ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

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Material Handling is the unloading of your exhibit materials, 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.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 32 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 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.
- 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

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. For a rate quote please call GES Logistics at 1.888.454.4437.

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/everything/logistics/tracking/.

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 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.

Estimating Material Handling Charges, *continued*

- **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 Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & 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, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth 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 Servicercenter®** 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 Servicercenter®**. 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 & 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.

Need Assistance?

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



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 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.

Form Deadline Date:
January 30, 2015



COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 74.00 cwt	\$ 66.60 cwt	ST/ST \$ 92.50 cwt	\$ 83.25 cwt
ST/OT \$ 96.25 cwt	\$ 86.63 cwt	ST/OT \$ 120.31 cwt	\$ 108.28 cwt
OT/OT \$ 118.50 cwt	\$ 106.65 cwt	OT/OT \$ 148.13 cwt	\$ 133.32 cwt

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 65.00 cwt	\$ 58.50 cwt	ST/ST \$ 81.25 cwt	\$ 73.13 cwt
ST/OT \$ 84.50 cwt	\$ 76.05 cwt	ST/OT \$ 105.63 cwt	\$ 95.07 cwt
OT/OT \$ 104.00 cwt	\$ 93.60 cwt	OT/OT \$ 130.00 cwt	\$ 117.00 cwt

Uncrated Materials	
Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 97.50 cwt	\$ 87.75 cwt
ST/OT \$ 126.75 cwt	\$ 114.08 cwt
OT/OT \$ 156.00 cwt	\$ 140.40 cwt

How To Know What Rates To Use Based On Show Move-In/Move-Out:

Straight Time: 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: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

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

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 32 days (any materials stored beyond 32 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per 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.

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.

Arrival Dates and Surcharges for Shipments: Storage rates apply to shipments received before the published timeline. A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the published timeline.

Advance Dates:

Mon, Jan 26, 2015: Advance shipments may begin arriving at warehouse.

Tue, Feb 24, 2015: Last day for shipments to arrive at warehouse.

Direct Dates:

Reference Targeted Floorplan for Dates & Times for Direct Shipments to avoid Off-Target Surcharges.

Off Target Surcharge: 30% will apply to all inbound shipments arriving OFF TARGET.

Please Indicate Below

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.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 49.00	1	\$
Small Package, Each Additional Carton	\$ 26.00		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Labor Tax: 6.5%			C. x 6.5% = D	\$
C. Payment Enclosed			A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

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.

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

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 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.

Form Deadline Date:
January 30, 2015



COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

If this form is not received by GES by January 30, 2015, this pre-printing service will not be provided.

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

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
9899 International Drive	Orlando	FL	32819	USA
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:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicercenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order 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.

Need Assistance?

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



Order Directly Online:
<https://e.ges.com/052600574/esm>

052600574

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 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.

**MANDATORY
FORM***



Form Deadline Date:
January 30, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ALL EXHIBITORS MUST RETURN THIS FORM

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?



IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of Orange County Convention Center - South Concourse and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 7945 Mandarin Drive , Orlando, FL 32819

No charge for this marshaling service.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Orange County Convention Center - South Concourse as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Orange County Convention Center - South Concourse, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact the GES Servicer® at www.ges.com/chat.



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

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

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


Discount Deadline Date:
January 30, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Important Information & Rates

A storage area will be available for Exhibitor's literature and samples not requiring refrigeration. The charge for storage as described will be per skid, one skid minimum. This charge includes one time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72". When ready for delivery of material to or from storage, please notify the **GES Servicer**®. Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk

Notice – You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the **GES Servicer**®.

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

LABOR RATES ARE AS FOLLOWS:

Forklift with Operator	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 172.50	\$ 215.25	\$ 258.50
5,000#, OT Code: 705200	\$ 242.00	\$ 302.75	\$ 363.50
Worker per Hour	Discount	Regular	Show Site
Storage, ST Code: 705044	\$ 82.00	\$ 102.50	\$ 123.00
Storage, OT Code: 705044	\$ 123.00	\$ 153.75	\$ 184.50

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	= TOTAL	X 6.5% TAX	= GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$
Please estimate the number of workers and hours per worker needed for delivery and removal above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.								\$

Please Indicate

Please describe your product:

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, Per Pallet/Piece	\$73.50		\$
A.	Total All items Ordered			\$
B.	Rental Tax: 6.5%		A x 6.5% = B	\$
C.	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

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Form Deadline Date:
January 30, 2015



COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Special Freight Services — Small Passenger Vehicles Only!

Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, One (1) laborer with One (1) pushcart, for one (1) trips. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are **\$76.25** Straight time, and **\$93.75** Overtime.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. one (1) cartload trips allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to the Marshaling Yard and watch for the Cartload Service signs. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter®.



Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth		1	\$
200506	Booth to Dock		1	\$
A.	Total All items Ordered			\$
B.	Rental Tax: 6.5%		A x 6.5% = B	\$
C.	Payment Enclosed		A + B = C	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
			AUTHORIZED NAME - PLEASE PRINT	DATE

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

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COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

Vehicle placement on the trade show floor will be a round-trip fee of \$242.25 per vehicle. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

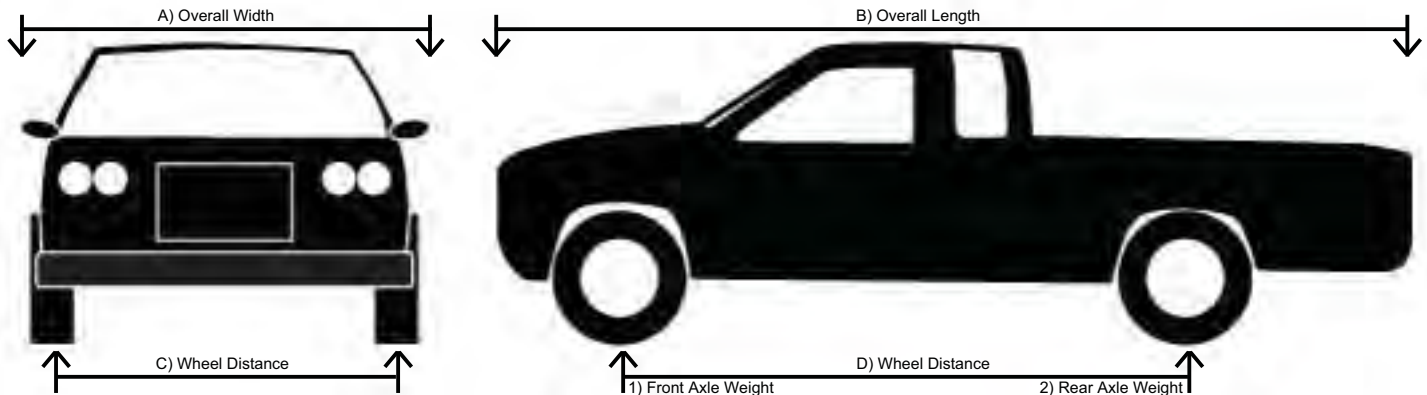
Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of the vehicle.

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

A.	Total All Items Ordered:	\$
B.	Rental Tax: 6.5%	$A \times 6.5\% = B$ \$
C.	Item # 200507 Payment Enclosed	$A + B = C$ \$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT DATE

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option.

Standard

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

Includes:

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



Black (41)



Blue (42)



Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



Red (49)

Plush

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

Includes:

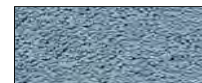
- 26 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



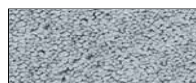
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



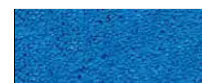
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



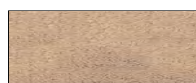
Snow (80)

Ultra Plush

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

Includes:

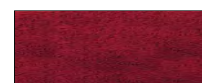
- 50 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



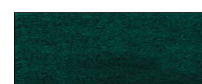
Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.

Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



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)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Purple (48)



Red (49)



Teal (55)



White (50)

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'



305182 - Refrigerator,
White, 20"L 22"D 33"H



300120 - Sign Holder, Bell
Base



300108 - Sign Holder,
Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,
Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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Discount Deadline Date:
January 30, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Display Furniture*			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 99.00	\$ 148.25	300079	Display Case 5', Half View	\$ 501.50	\$ 753.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 90.50	\$ 136.00	300080	Display Case 5', Quarter View	\$ 501.50	\$ 753.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 59.00	\$ 88.50	300082	Display Case 6', Full View	\$ 516.00	\$ 774.50
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 99.50	\$ 149.25	300083	Display Case 6', Half View	\$ 516.00	\$ 774.50
Tables				300084	Display Case 6', Quarter View	\$ 516.00	\$ 774.50
300057	Table, Rectangle, 24"x36"x30" High	\$ 106.00	\$ 159.75	300088	Display Case 7', Vertical	\$ 673.50	\$ 1,010.50
300056	Table, Square, 24"x24"x30" High	\$ 99.00	\$ 148.25	Accessories			
300059	Table, Starbase, 30" Diameter x 40" High	\$ 191.50	\$ 287.25	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 4.35	\$ 6.55
300058	Table, Starbase, 40" Diameter x 30" High	\$ 191.50	\$ 287.25	300123	Aisle Stanchion, without Chain	\$ 41.75	\$ 62.50
Skirted Tables				300103	Aluminum Easel	\$ 56.50	\$ 84.75
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300111	Bag Stand	\$ 77.75	\$ 116.50
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 119.00	\$ 178.50	300102	Coat Rack	\$ 77.75	\$ 116.50
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 135.00	\$ 202.50	300110	Fish Bowl	\$ 24.70	\$ 37.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 164.00	\$ 246.00	300104	Garment Rack	\$ 77.75	\$ 116.50
3007	Table, Skirt 4th Side	\$ 32.25	\$ 48.50	300106	Literature Rack	\$ 136.00	\$ 204.00
Skirted Counters				300201	Pegboard, White, 4'x8'	\$ 135.00	\$ 203.00
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				305182	Refrigerator, White, 20"L 22"D 33"H*	\$ 308.00	\$ 462.50
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 140.00	\$ 210.00	300131	Security Cage, Large, without Lock	\$ 430.50	\$ 645.75
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 166.75	\$ 250.25	300132	Security Cage, Small, without Lock	\$ 286.25	\$ 429.50
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 191.50	\$ 287.25	300120	Sign Holder, Bell Base	\$ 70.50	\$ 106.00
3017	Counter, Skirt 4th Side	\$ 32.25	\$ 48.50	300108	Sign Holder, Chrome, 22"x28"	\$ 70.50	\$ 106.00
Risers				300211	Tackboard, 4'x8'	\$ 141.00	\$ 212.25
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 49.00	\$ 73.50	300112	Ticket Tumbler, Small, Table Top	\$ 123.50	\$ 185.50
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 34.50	\$ 51.75	300113	Wastebasket	\$ 15.00	\$ 22.50
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 62.50	\$ 94.00	300118	Waterfall Stand	\$ 77.75	\$ 116.50
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 49.00	\$ 73.50	<i>Prices include delivery, installation, rental, and removal.</i>			
Custom Booth Drape				<i>*Power is not included. Order power on Electrical Order Form in this manual. Please note if 24 hour power is required. One (1) 500 Watt outlet per two (2) display cases.</i>			
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 14.45	\$ 21.75				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 17.30	\$ 26.00				
Display Furniture*							
300073	Display Case 4', Corner View	\$ 501.50	\$ 753.00				
300074	Display Case 4', Full View	\$ 487.25	\$ 731.25				
300075	Display Case 4', Half View	\$ 487.25	\$ 731.25				
300076	Display Case 4', Quarter View	\$ 487.25	\$ 731.25				
300078	Display Case 5', Full View	\$ 501.50	\$ 753.00				

Please Indicate Choice
Place Order Here
Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3001, 3002 ONLY)

Gray will be provided if no color is indicated below:

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Purple (48) | <input type="checkbox"/> Red (49) |
| <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) | |

4th Side Table Skirt (3007 ONLY)

- ☐
- 6' Table
- ☐
- 8' Table

4th Side Counter Skirt (3017 ONLY)

- ☐
- 6' Counter
- ☐
- 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

- ☐
- Horizontal
- ☐
- Vertical

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A. Total All Items Ordered				\$
B. Rental Tax: 6.5%				\$
C. Payment Enclosed				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign:				X
AUTHORIZED NAME - PLEASE PRINT				DATE

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

Need Assistance?

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Discount Deadline Date:
January 30, 2015

COMPANY NAME EMAIL ADDRESS Booth Number

GES Furniture Packages offer significant savings!

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 241.20	\$ 361.80	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 542.25	\$ 812.48
Prices include delivery, installation, rental, and removal.				Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			

Please Indicate Choice

Table Skirt Color (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Purple (48) | <input type="checkbox"/> Red (49) |
| <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) | |

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			\$
400012	Furniture Package 2			\$
A.	Total All Items Ordered			\$
B.	Rental Tax: 6.5%		A x 6.5% = B	\$
C.	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT DATE

Need Assistance?

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Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

Seating - Sofas and Loveseats



305068 - Loveseat, Key West, Black,
57"L 35"D 33"H



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



305264 - Sectional, Heathrow, Black
Vinyl, 72"L 48"D 28"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



305265 - Sofa, Heathrow, Black Vinyl,
48"L 24"D 28"H



305125 - Sofa, Key West, Black, 85"L
35"D 33"H



305226 - Sofa, Mirabel, Brown Leather,
76"L 35"D 32"H



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



305221 - Sofa, Roma, White Vinyl, 78"L
31"D 33"H



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



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

Seating - Club Chairs



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



305225 - Chair, Mirabel, Brown
Leather, 36"L
35"D 32"H



305220 - Chair, Roma, White
Vinyl, 37"L 31"D
33"H



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



305267 - Corner, Heathrow, Black
Vinyl, 24"L 24"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. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

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 18.5"D 16"H



305231 - Chair,
Fusion, Clear/
White, 19"L 21"D
32"H



305230 - Chair,
Fusion, Green/
White, 19"L 21"D
32"H



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



305266 - Chair,
Heathrow, Black
Vinyl, 24"L 24"D
28"H



305079 - Chair,
Ice Transparent/
Chrome, 17.25"L
20"D 32"H



305034 - Chair,
Iso Mesh Black,
36"L 24"D 38"H



305111 - Chair,
Jetson, 19"L
18"D 31"H



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



305149 - Chair,
Luxor, Guest,
27"L 28"D 40"H



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



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



305108 - Chair,
New York, 23"L
32"D 33"H



305115 - Chair,
Panton, White,
20"L 34"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



305069 - Chair,
T-Vac
Translucent, 25"L
23"D 30"H



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



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

Seating - Ottomans



305277 - Ottoman,
Bench, Black Vinyl,
60"L 20"D 18"H



305278 - Ottoman,
Bench, White Vinyl,
60"L 20"D 18"H



305085 - Ottoman,
Cube, Black, 17"L
17"D 18"H



305093 - Ottoman,
Cube, White
Leather, 17"L 17"D
18"H



305086 - Ottoman,
Half Round, Black,
72"L 36"D 17"H



305087 - Ottoman,
Half Round, White,
72"L 36"D 17"H



305240 - Ottoman,
Puzzle Bench,
White, 48"L 24"D
18"H



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



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



305279 - Ottoman,
Square Seat, White,
34"L 34"D 15"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



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



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



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

Seating - Office and Utility Seating



305150 - Chair,
Altura, High Back,
25"L 25"D 43"H Adj.



305151 - Chair,
Altura, Med. Back,
25"L 25"D 37"H Adj.



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



305114 - Chair, Flex
with Wheels, 24"L
22"D 31"H



305147 - Chair,
Luxor, High Back,
27"L 28"D 47"H Adj.



305148 - Chair,
Luxor, Med. Back,
27"L 28"D 41"H Adj.



305076 - Chair, Otto,
Highback Black,
23"L 21"D 43"H



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



305043 - Stool,
Drafting, 25"L 26"D
34"H

Seating - Barstools



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



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



305010 -
Barstool, Gin,
Maple, 16"L 16"D
29"H



305023 -
Barstool, Ice,
Transparent/
Chrome, 16.75"L
16"D 32"H



305011 -
Barstool, Jetson,
Black, 18"L 19"D
29"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, Zooley
Swivel, White/
Chrome Base,
15"Lx17"Dx31"-3
5"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue



Silver Textured

Tables - Cafe



305162 - Table,
Cafe, Blue/
Black, 30"
Round 29"H



305154 - Table,
Cafe, Blue/
Chrome, 30"
Round 29"H



305164 - Table,
Cafe, Graphite/
Black, 30"
Round 29"H



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



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



305159 - Table,
Cafe, Graphite/
Chrome, 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/
Chrome, 30"
Round 29"H



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



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



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



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



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



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



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



Tables - Bar



305131 - Table,
Bar, Blue/Black,
30" Round 42"H



305140 - Table,
Bar, Blue/
Chrome, 30"
Round 42"H



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



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



305142 - Table,
Bar, Graphite/
Chrome, 30"
Round 42"H



305145 - Table,
Bar, Graphite/
Chrome, 36"
Round 42"H



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



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



305143 - Table,
Bar, Maple/
Chrome, 30"
Round 42"H



305146 - Table,
Bar, Maple/
Chrome, 36"
Round 42"H



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



305139 - Table,
Bar, Red/
Chrome, 30"
Round 42"H



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



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



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



305303 - Table,
Bar, White
Laminate/Tulip
Chrome Base,
30" Round 42"H

Tables - Cocktail



305017 - Table, Cocktail, Geo,
Black, 50"L 22"D 16"H



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



305020 - Table, Cocktail,
Inspiration, 42"L 28"D 18"H



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



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



305015 - Table, Cocktail, Soho,
38"L 38"D 18.5"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



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



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



305047 - Table, End,
Geo, Black, 26"L 26"D
20"H



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



305049 - Table, End,
Inspiration, 24"L 28"D
22"H



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



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



305045 - Table, End,
Soho, 26"L 26"D 27"H



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



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



305276 - Table,
Mosaic, Set of 3



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

Conference Tables



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



305028 - Table, Conf., Graphite,
72"L 36"D 29"H

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.

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Specialty Furniture



305029 - Table, Conf., Graphite,
96\"/>



305171 - Table, Conf., Gray, 72\"/>



305172 - Table, Conf., Gray, 96\"/>



305033 - Table, Conf., Mahogany,
120\"/>



305030 - Table, Conf., Mahogany,
42\"/>



305031 - Table, Conf., Mahogany,
72\"/>



305032 - Table, Conf., Mahogany,
96\"/>



305177 - Table, Conf., Manhattan,
42\"/>



305293 - Table, Conf., Merlin,
Gray Laminate/Black, 46\"/>



305281 - Table, Conf., White
Laminate, 42\"/>



305208 - Table, Nova, Oval,
White/Silver Legs, 71\"/>

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.

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

Product Display



305002 - Bookcase, Graphite,
36"L 13"D 71"H



305001 - Bookcase, Mahogany,
36"L 13"D 71"H



305053 - Etagere, Black, 30"L
16"D 70"H



305052 - Etagere, Pewter, 30"L
16"D 70"H



305215 - Pedestal, Black
Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black
Plastic, 24"L 24"D 42"H



305103 - Pedestal, Locking
Door, Black, 24"L 24"D 42"H



305297 - Pedestal, Powered
Locking, Black, 24"L 24"D 30"H



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



305298 - Pedestal, Powered
Locking, White, 24"L 24"D 30"H



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

Office and Utility Furniture



305040 - Credenza, Graphite,
72"L 24"D 29"H



305039 - Credenza, Mahogany,
72"L 24"D 29"H



305057 - Desk, Executive,
Graphite, 60"L 30"D 29"H



305056 - Desk, Executive,
Mahogany, 60"L 30"D 29"H



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



305059 - File, Lateral, Graphite,
36"L 20"D 29"H



305058 - File, Lateral,
Mahogany, 36"L 20"D 29"H

Lamps



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



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

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

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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.



Discount Deadline Date:
January 30, 2015

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas and Loveseats				Seating - Ottomans			
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 483.00	\$ 725.00	305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 119.50	\$ 179.25
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	\$ 361.00	\$ 542.00	Seating - Office and Utility Seating			
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	\$ 1,029.00	\$ 1,540.00	305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 355.25	\$ 533.50
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,390.50	\$ 2,091.00	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 340.00	\$ 509.75
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 671.50	\$ 1,007.25	305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	\$ 211.00	\$ 317.00
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	\$ 420.00	\$ 630.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 158.50	\$ 238.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 540.75	\$ 811.75	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 398.50	\$ 598.50
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	\$ 844.50	\$ 1,267.00	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 365.75	\$ 549.00
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	\$ 454.00	\$ 681.00	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 449.00	\$ 673.50
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 861.00	\$ 1,287.50	305126	Chair, Task, 25"L 26"D 21"H	\$ 144.25	\$ 216.25
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 632.50	\$ 948.75	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 208.00	\$ 312.00
305268	Sofa, Tangiers, 78"L 37"D 36"H	\$ 388.00	\$ 582.00	Seating - Barstools			
Seating - Club Chairs				305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 157.50	\$ 237.00
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 530.50	\$ 796.25	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 157.50	\$ 237.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 771.50	\$ 1,153.50	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 202.00	\$ 302.75
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 836.25	\$ 1,256.50	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 211.25	\$ 317.25
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	\$ 517.00	\$ 775.50	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 259.50	\$ 389.25
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 531.50	\$ 797.25	305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.	\$ 89.00	\$ 134.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 372.75	\$ 559.25	305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5	\$ 89.00	\$ 134.00
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	\$ 291.00	\$ 437.00	305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5	\$ 89.00	\$ 134.00
Seating - Chairs				305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33	\$ 89.00	\$ 134.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 293.50	\$ 440.75	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 287.25	\$ 431.50
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 117.50	\$ 176.25	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 287.25	\$ 431.50
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 117.50	\$ 176.25	305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	\$ 114.00	\$ 171.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 146.25	\$ 219.50	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 385.25	\$ 577.75
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D	\$ 93.00	\$ 140.00	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 350.25	\$ 525.25
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	\$ 62.00	\$ 93.00	Tables - Cafe			
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 146.25	\$ 219.50	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 220.50	\$ 330.75
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 146.25	\$ 219.50	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 294.50	\$ 441.75
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 146.25	\$ 219.50	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 220.50	\$ 330.75
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	\$ 233.00	\$ 350.00	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 256.50	\$ 385.25
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 211.25	\$ 317.25	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 294.50	\$ 441.75
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 306.00	\$ 459.50	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 348.25	\$ 522.25
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 194.75	\$ 292.50	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 220.50	\$ 330.75
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 2	\$ 306.00	\$ 459.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 256.50	\$ 385.25
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 323.50	\$ 485.25	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 294.50	\$ 441.75
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	\$ 316.00	\$ 474.00	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 348.25	\$ 522.25
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	\$ 301.00	\$ 452.00	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 220.50	\$ 330.75
305108	Chair, New York, 23"L 32"D 33"H	\$ 199.75	\$ 299.75	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 294.50	\$ 441.75
305115	Chair, Pantan, White, 20"L 34"D 33"H	\$ 211.25	\$ 317.25	305282	Table, Cafe, Silver Texture/Black Base, 30" Round 2	\$ 138.00	\$ 207.00
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	\$ 129.00	\$ 194.00	305299	Table, Cafe, Silver Textured Grain/Tulip Chrome Ba	\$ 173.00	\$ 259.50
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	\$ 195.00	\$ 293.00	305283	Table, Cafe, White Laminate/Black Base, 36" Round	\$ 125.00	\$ 187.50
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 301.75	\$ 453.25	305301	Table, Cafe, White Laminate/Tulip Chrome Base, 36	\$ 170.00	\$ 255.00
305269	Chair, Tangiers, 34"L 37"D 36"H	\$ 271.00	\$ 407.00	Tables - Bar			
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	\$ 93.00	\$ 140.00	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 229.75	\$ 345.00
Seating - Ottomans				305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 299.75	\$ 450.00
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	\$ 261.00	\$ 392.00	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 229.75	\$ 345.00
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	\$ 261.00	\$ 392.00	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 282.25	\$ 423.25
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 106.00	\$ 159.75	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 299.75	\$ 450.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 102.75	\$ 154.50	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 352.25	\$ 528.50
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 403.75	\$ 605.75	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 229.75	\$ 345.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 403.75	\$ 605.75	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 282.25	\$ 423.25
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	\$ 334.75	\$ 502.75	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 299.75	\$ 450.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 243.00	\$ 364.50	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 352.25	\$ 528.50
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	\$ 79.00	\$ 119.00	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 229.75	\$ 345.00
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	\$ 79.00	\$ 119.00	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 299.75	\$ 450.00
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 119.50	\$ 179.25	305286	Table, Bar, Silver Textured Grain/Black Base, 30" R	\$ 151.00	\$ 227.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 119.50	\$ 179.25	305302	Table, Bar, Silver Textured Grain/Tulip Chrome Bas	\$ 185.00	\$ 278.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 119.50	\$ 179.25	305287	Table, Bar, White Laminate/Black Base, 36" Round	\$ 141.00	\$ 212.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 119.50	\$ 179.25	305303	Table, Bar, White Laminate/Tulip Chrome Base, 30"	\$ 178.00	\$ 267.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 119.50	\$ 179.25				
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 119.50	\$ 179.25				

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052600574

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

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

Discount Deadline Date:
January 30, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Tables - Cocktail				Tables - Conference			
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 234.75	\$ 352.25	305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"	\$ 256.00	\$ 384.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 240.00	\$ 360.50	305281	Table, Conf., White Laminate, 42" Round 29"H	\$ 207.00	\$ 311.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 315.25	\$ 472.75	305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	\$ 568.50	\$ 852.75
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	\$ 239.00	\$ 358.50	Tables - Martini Bar			
305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 278.00	\$ 417.25	305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 3,079.75	\$ 4,624.75
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 365.75	\$ 549.00	305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,153.50	\$ 1,730.50
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 324.50	\$ 487.25	Product Display			
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 324.50	\$ 487.25	305002	Bookcase, Graphite, 36"L 13"D 71"H	\$ 340.00	\$ 509.75
Tables - End Tables				305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 340.00	\$ 509.75
305273	Table, Aura, White Metal, 15" Round 22"H	\$ 101.00	\$ 152.00	305053	Etagere, Black, 30"L 16"D 70"H	\$ 310.00	\$ 465.50
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	\$ 96.00	\$ 144.00	305052	Etagere, Pewter, 30"L 16"D 70"H	\$ 310.00	\$ 465.50
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 208.00	\$ 312.00	305215	Pedestal, Black Plastic, 24"L 24"D 36"H	\$ 393.50	\$ 590.25
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 217.25	\$ 326.50	305216	Pedestal, Black Plastic, 24"L 24"D 42"H	\$ 465.50	\$ 698.25
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 297.75	\$ 447.00	305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 457.25	\$ 686.00
305211	Table, End, Oliver, 22" Round 22"H	\$ 208.00	\$ 312.00	305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	\$ 333.00	\$ 500.00
305046	Table, End, Silverado, 24" Round 22"H	\$ 259.50	\$ 389.25	305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	\$ 398.00	\$ 597.00
305045	Table, End, Soho, 26"L 26"D 27"H	\$ 315.25	\$ 472.75	305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	\$ 333.00	\$ 500.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 238.00	\$ 357.50	305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	\$ 398.00	\$ 597.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 238.00	\$ 357.50	Office and Utility Furniture			
305276	Table, Mosaic, Set of 3	\$ 188.00	\$ 282.00	305040	Credenza, Graphite, 72"L 24"D 29"H	\$ 477.00	\$ 715.75
305275	Table, Timber, Wood, 16" Round 17"H	\$ 119.00	\$ 179.00	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 556.25	\$ 834.25
Tables - Conference				305057	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 468.75	\$ 703.50
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 265.75	\$ 398.50	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 516.00	\$ 774.50
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 427.50	\$ 641.75	305294	Desk, Writing/Work Table, White Laminate/White, 48	\$ 242.00	\$ 363.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 281.25	\$ 422.25	305059	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 400.75	\$ 601.50
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 427.50	\$ 641.75	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 432.50	\$ 649.00
305027	Table, Conf., Graphite, 42" Round 29"H	\$ 352.25	\$ 528.50	Lamps			
305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 477.00	\$ 715.75	305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	\$ 284.25	\$ 426.50
305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 585.00	\$ 877.50	305205	Lamp, Table, Mason, Silver, 16" Round 26"H	\$ 209.00	\$ 314.25
305171	Table, Conf., Gray, 72"L 36"D 29"H	\$ 477.00	\$ 715.75				
305172	Table, Conf., Gray, 96"L 36"D 29"H	\$ 585.00	\$ 877.50				
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 644.75	\$ 967.25				
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 365.75	\$ 549.00				
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 432.50	\$ 649.00				
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 528.50	\$ 793.00				
305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 321.25	\$ 482.00				

Place Order Here

ITEM#	DESCRIPTION	PRICE	X	QTY	=	TOTAL	X	6.5% TAX	=	GRAND TOTAL
										\$
										\$
										\$
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Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.
Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

Payment Enclosed

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

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AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

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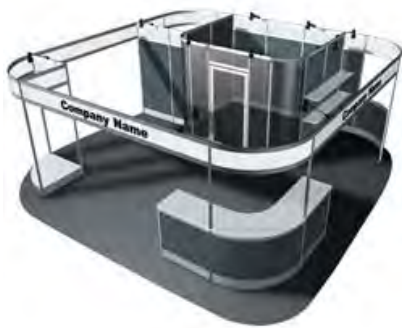
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With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, 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.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed sign
- one 57-13/16" 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

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and 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.

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"



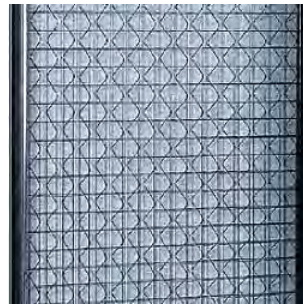
600222 - Exhibit, Light Box,
Medium 37"x56"



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: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

Trim Color



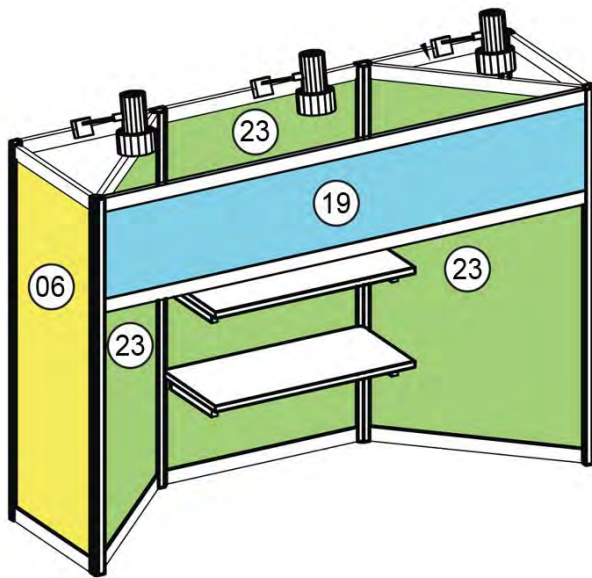
Black (41)



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.

Exhibit #1, 6' Tabletop (600001)



23 608323 26 9/16" wide x 45" tall

Discount Price - \$154.50 /Regular Price - \$231.75

Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall

Discount Price - \$63.75 /Regular Price - \$95.75

Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall

Discount Price - \$102.00 /Regular Price - \$153.50

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that 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.

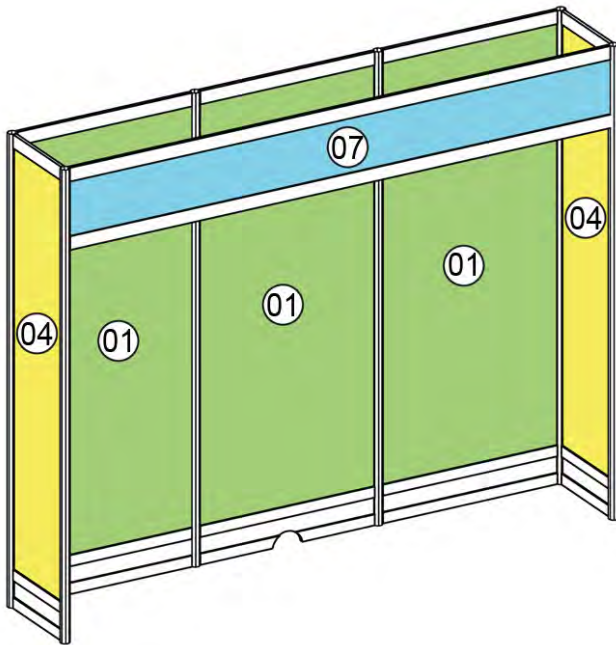
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Link: <https://file.ges.com/>



Exhibit #2, 10 x 10 (600002)



01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$424.25 /Regular Price - \$636.50

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$212.25 /Regular Price - \$318.25

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$181.25 /Regular Price - \$272.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that 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.

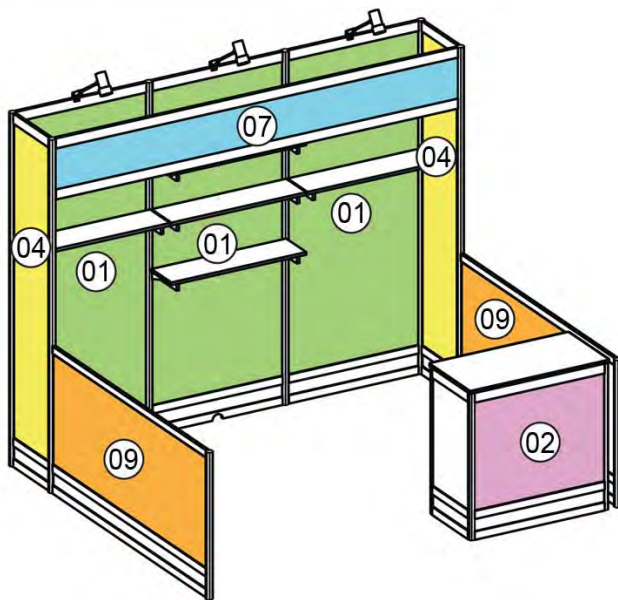
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Link: <https://file.ges.com/>



Exhibit #3, 10 x 10 (600003)



01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$424.25 /Regular Price - \$636.50

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$212.25 /Regular Price - \$318.25

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$181.25 /Regular Price - \$272.00

Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$148.25 /Regular Price - \$222.50

Produced on 3/16" Thick White Foamcore

09 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$301.75 /Regular Price - \$453.25

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that 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.

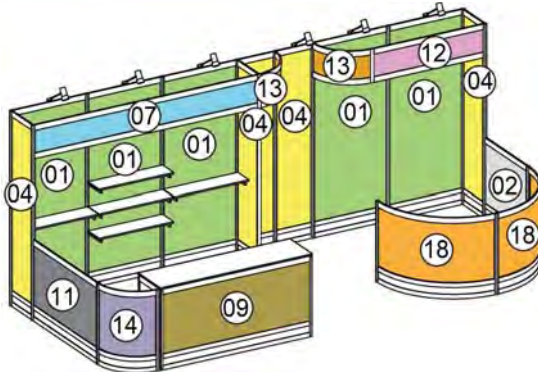
Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

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Link: <https://file.ges.com/>



Exhibit #4, 10 x 20 (600004)



12 608312 57 7/8" wide x 12" tall

Discount Price - \$93.00 /Regular Price - \$139.00

Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall

Discount Price - \$46.25 /Regular Price - \$69.50

Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall

Discount Price - \$237.00 /Regular Price - \$355.25

Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$301.75 /Regular Price - \$453.25

Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall

Discount Price - \$115.25 /Regular Price - \$173.00

Produced on 1/8" Thick White Foamacell

All Prices listed above are Per Panel.

Please note that 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.

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Link: <https://file.ges.com/>

01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$424.25 /Regular Price - \$636.50

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$212.25 /Regular Price - \$318.25

Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall

Discount Price - \$89.25 /Regular Price - \$134.00

Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$148.25 /Regular Price - \$222.50

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

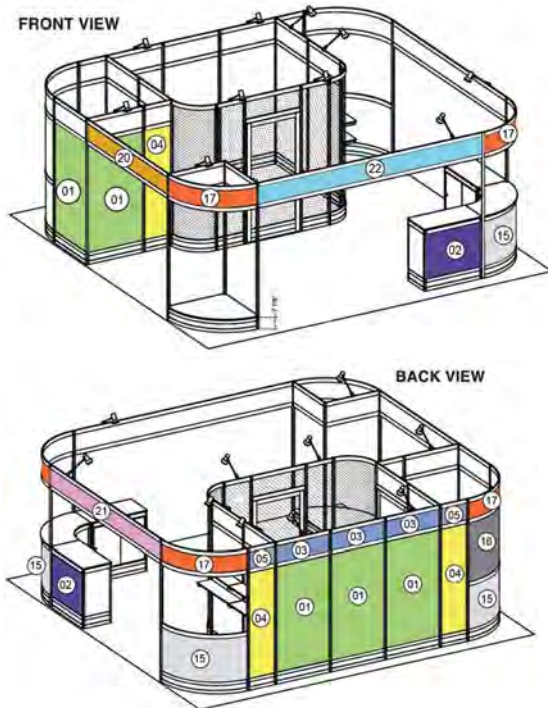
Discount Price - \$181.25 /Regular Price - \$272.00

Produced on 3/16" Thick White Foamcore



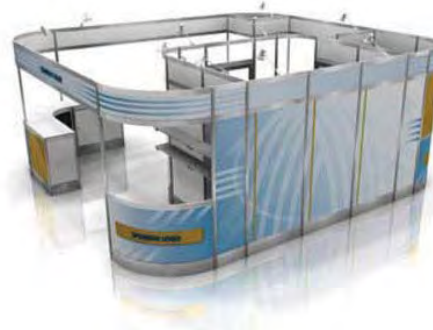
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #5, 20 x 20 (600005)



- 21** 608321 136 9/16" wide x 12" tall
Discount Price - \$139.00 /Regular Price - \$209.00
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall
Discount Price - \$149.25 /Regular Price - \$224.50
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall
Discount Price - \$174.00 /Regular Price - \$261.50
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$148.25 /Regular Price - \$222.50
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall
Discount Price - \$59.25 /Regular Price - \$88.75
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall
Discount Price - \$46.25 /Regular Price - \$69.50
Produced on 3/16" Thick White Foamcore

- 01** 608301 38 1/8" wide x 72 3/8" tall
Discount Price - \$424.25 /Regular Price - \$636.50
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 72 3/8" tall
Discount Price - \$212.25 /Regular Price - \$318.25
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$283.25 /Regular Price - \$425.50
Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$237.00 /Regular Price - \$355.25
Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall
Discount Price - \$240.00 /Regular Price - \$360.50
Produced on 3/16" Thick White Foamcore



All Prices listed above are Per Panel.

Please note that 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.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>

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

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

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


Discount Deadline Date:
January 30, 2015

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits				Accessories			
600005	Exhibit System GEM #5, 20'x20' Island	\$ 9,342.00	\$ 14,018.25	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 57.50	\$ 86.25
10x20 Exhibits				Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 6,272.75	\$ 9,414.25				
10x10 Exhibits							
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,503.75	\$ 2,255.75				
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 2,863.50	\$ 4,295.00				
6ft Table Display							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,421.50	\$ 2,132.00				
Accessories							
600410	Exhibit, Ad Board, 1M x 8'	\$ 493.25	\$ 740.50				
600110	Exhibit, Armlight Black	\$ 73.75	\$ 110.25				
600103	Exhibit, Counter, 1M Curved	\$ 683.00	\$ 1,024.75				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 345.00	\$ 518.00				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 472.75	\$ 709.75				
600221	Exhibit, Light Box, Large 37"x85"	\$ 626.25	\$ 939.25				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 494.50	\$ 741.50				
600223	Exhibit, Light Box, Small 37"x28"	\$ 306.00	\$ 459.50				
661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 433.75	\$ 651.00				
600291	Exhibit, Panel, Wirewall, 1M	\$ 423.25	\$ 635.50				

Please Indicate Choices
Place Order Here
13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- ☐ Black (41)
 ☐ Burgundy (43)
 ☐ Pepper (52)
- ☐ Blue (42)
 ☐ Emerald Green (44)
 ☐ Red (49)
- ☐ Blue Jay (56)

Table Skirt Color (600001 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Beige (54)
 ☐ Black (41)
 ☐ Blue (42)
- ☐ Burgundy (43)
 ☐ Forest Green (45)
 ☐ Gold (46)
- ☐ Gray (40)
 ☐ Purple (48)
 ☐ Red (49)
- ☐ Teal (55)
 ☐ White (50)

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

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

- ☐ Coated: Black (C41)
 ☐ Coated: Oxford White (C50)
- ☐ Coated: Prism Blue (C42)
 ☐ Coated: Silver Gray (C79)
- ☐ Fabric: Black (F41)
 ☐ Fabric: Blue (F42)
- ☐ Fabric: Gray (F40)


Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- ☐ Black (41)
 ☐ Silver (79)

Electrical or Utilities Under Carpet?

- ☐ Yes
 ☐ No

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

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.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email gesed@ges.com

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Rental Tax: 6.5%		A x 6.5% = B	\$
C.	Payment Enclosed		A + B = C	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT				DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecom/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

Need Assistance?

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


Order Directly Online:

<https://e.ges.com/052600574/esm>

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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.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS6	ai, eps
Adobe Photoshop CS6	tiff (LZW), jpg (high quality), psd
Adobe InDesign CS6	indd (include all links)
Adobe Acrobat	PDF (press quality setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.



ai / eps
(vector)

gif
(raster)

Vectors

Editable Text

Vectors

Outlined Text

Vector Artwork

For the best quality, create in **vector format (ai or vector eps)**.

Logos taken from websites are generally gif files. **Gif files are not acceptable as they will not print clearly.** See Visual.

Artwork produced in vinyl, for example; solid company logos or text, must be supplied in a **vector format (ai or vector eps)**.

Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.



Low Resolution
(72 dpi)



High Resolution
(300 dpi)



Bitmap/Raster Artwork

Tif 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. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into 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).

GES TRANSFER SITE

Please use our GES ftp transfer utility site to send file/s directly to your contact, no login required. Just enter the following information:

- Your email address in the "Your Email Address:" field
- Your contact's email address (gesgraphics@ges.com) in the "Recipient Email Address:" field
- Your company name/event name, event location and any other specifics associated with your graphic file under "Comments:"

Click next, browse to find your file/s and lastly, click the upload button to send.

The FTP transfer site is located at <https://file.ges.com/>

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>



Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- 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.
- Always add at least 1" of bleed to your images.
- 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.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in figure a. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in Illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in Illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif LZW compression or .psd embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

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.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember!

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

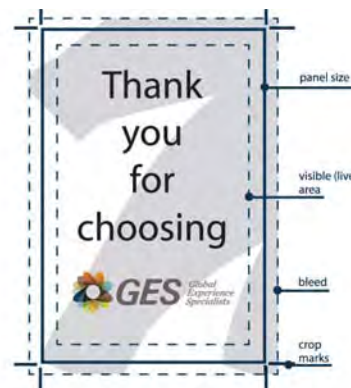


figure a.

Need Assistance?

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



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

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

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


Discount Deadline Date:
January 30, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600506	Sign, 11"x14"	\$ 64.50	\$ 96.75
600510	Sign, 22"x28"	\$ 129.00	\$ 193.50
600512	Sign, 28"x44"	\$ 159.75	\$ 240.00
600501	Sign, 7"x11"	\$ 46.00	\$ 69.25
600547	Easel Back	\$ 7.95	\$ 11.90

We offer complete graphics services from Design to Print!

We can create custom graphics to fit any of your needs, including:

- Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)
- Vinyl or Mesh Banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut / 3D graphics for eye catching effects
- Printing on specialized materials

For a quotation, please visit: <http://www.ges.com/graphics/quote/>

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic & delivery)	\$ 196.75	\$ 295.50
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	\$ 255.50	\$ 383.25
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 232.75	\$ 349.25
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 378.00	\$ 567.50
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 348.25	\$ 522.25
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 492.25	\$ 738.50
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	\$ 208.00	\$ 312.00

Please Indicate Choice
Place Order Here
Cardboard Base Colors (Item # 600528, 600526, 600529, 600527 ONLY)

- ☐ Black ☐ White ☐ Gray
☐ Printed Base -Additional Cost Discount: \$22.75 Regular: \$34.25 (Item # 601099)
 Please add to total and include graphics in digital file submission.

I have NOT sent my print ready file(s) to GES

Please let us know when you expect to submit your artwork:

- ☐ I need assistance submitting my file(s), please contact me
☐ I will be submitting my file by (date) _____
☐ I need GES to set my copy
 Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES

Check the submission type used below:

- ☐ I put them on the GES FTP site
☐ I sent them to the gesgraphics@ges.com mailbox
☐ I sent a disc via USPS, FedEx, UPS or other
☐ I sent them directly to a GES employee (insert name below) _____

Digital File Submission:

You can upload your file(s) after sending in your order using the information below.

<ftp://csftp.ges.com/SouthEast>

USER NAME: gesseftp

PASSWORD: k7md#2dx

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

SIGN INFO

If you do not have a print file to submit, please write in the text and description for your sign order here:

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
A. Total All items Ordered				\$
B. Sales Tax: 6.5%				A x 6.5 % = B \$
C. Payment Enclosed				A + B = C \$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

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Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

38" Ad Board



- 600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

- 600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

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

24" Ad Board



- 600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

- 600528 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.*

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

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Discount Deadline Date:
January 30, 2015

Go to below link to view images and information:
<http://ges.com/ecom/info/landD.pdf>

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

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

Important Information & Rates

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 four (4) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a four (4) hour "No-Show" charge per worker will apply.

The minimum charge for labor is four (4) 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.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 82.00	\$ 102.50	\$ 123.00
Install & Dismantle, OT Code: 705000	\$ 123.00	\$ 153.75	\$ 184.50

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**

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

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

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

GES is responsible for the following type of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	6.5% TAX	GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						A.	Total Labor Ordered	\$
Authorized Signature - Please Sign:						B.	25% (\$50.00 min) GES Supervision	\$
X AUTHORIZED NAME - PLEASE PRINT						C.	Payment Enclosed	\$

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

Need Assistance?

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


Order Directly Online:

<https://e.ges.com/052600574/esm>

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 Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**MANDATORY
FORM***



Discount Deadline Date:
January 30, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Number of Crates _____ Shipped By _____ Date _____

Number of Fiber Cases _____ Color _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

Did You Order ---

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No With the Exhibit <input type="checkbox"/> _____ Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____
--	---	---

Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear- down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
--	---

Outbound Freight Information

Outbound Freight Charges _____ <input type="checkbox"/> PrePaid <input type="checkbox"/> Collect (for non-GES Logistics Shipments only) <input type="checkbox"/> Bill To _____ _____ <input type="checkbox"/> GES Storage _____	Consigned To _____ Address _____ City/State/Zip/Postal Code/Country _____ Second Consignee _____ Address _____ City/State/Zip/Postal Code/Country _____
---	--

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Emergency Contact Information / Showsite Contact

Name _____ Title _____

Telephone _____ Cell Phone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization ☐ Yes ☐ No

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

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Order Directly Online:
<https://e.ges.com/052600574/esm>

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

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

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

Discount Deadline Date:
January 30, 2015

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

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.
TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a four (4) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is four (4) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 172.50	\$ 215.25	\$ 258.50
5,000#, OT Code: 705200	\$ 242.00	\$ 302.75	\$ 363.50
4 Stage Forklift w/Operator Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705240	\$ 249.00	\$ 310.00	\$ 373.25
5,000#, OT Code: 705240	\$ 359.50	\$ 459.60	\$ 539.75
Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 82.00	\$ 102.50	\$ 123.00
Freight, OT Code: 705030	\$ 123.00	\$ 153.75	\$ 184.50
Rigging, Teamster, ST Code: 705031	\$ 87.00	\$ 131.00	\$ 151.00
Rigging, Teamster, OT Code: 705031	\$ 131.00	\$ 158.00	\$ 184.00
Equipment Only per Hour	Rate	Regular	Show Site
Genie Lift, ST Code: 706304	\$ 160.50	\$ 200.75	\$ 241.00

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

Please Indicate Service
☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

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

GES is responsible for the following type(s) of work:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating |
| <input type="checkbox"/> Reskidding | | |

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL	6.5% TAX	GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Payment Enclosed

\$

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

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

Need Assistance?

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<https://e.ges.com/052600574/esm>

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

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

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



Discount Deadline Date:
January 30, 2015

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

PLEASE COMPLETE THIS FORM FOR ALL CRANE AND LABOR NEEDED.

TO DETERMINE IF YOU NEED CRANE AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- Crane and Labor may be required when uncrating, positioning, and reskidding equipment and/or machinery is too large to be safely managed by an In-Booth Forklift.
- A crane may be required for moving equipment and materials to another level of the facility externally that cannot be transported internally due to size and/or weight.
- If you require a crane, a crew will be assigned consisting of a crane with an operator, a foreman and two workers. An oiler will be added to the crew for cranes over 50 tons and rates will be adjusted accordingly for the additional worker.

Important Information & Rates

Labor and Crews requested for the start of the working day at 8:00 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a four (4) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour "No-Show" charge per worker and forklift will apply.

The minimum charge for labor is four (4) hours per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Crane w/Operator Per Hour		Discount	Regular	Show Site
20 Ton, ST	Code: 705281	\$ 645.75	\$ 772.25	\$ 898.75
20 Ton, OT	Code: 705281	\$ 771.75	\$ 929.75	\$ 1,087.00
Worker per Hour		Discount	Regular	Show Site
Rigging, Teamster, ST	Code: 705031	\$ 87.00	\$ 131.00	\$ 151.00
Rigging, Teamster, OT	Code: 705031	\$ 131.00	\$ 158.00	\$ 184.00

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

Please Indicate Service

☐ **Exhibitor Supervised (Do Not Proceed)**

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

GES is responsible for the following type of labor:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating |
| <input type="checkbox"/> Reskidding | | |

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF CRANE/CREW	LABOR RATE	=	TOTAL	6.5% TAX	=	GRAND TOTAL
	AM PM	AM PM								\$
	AM PM	AM PM								\$
	AM PM	AM PM								\$
	AM PM	AM PM								\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.						Payment Enclosed		\$		
Authorized Signature - Please Sign: X						Authorized Name - PLEASE PRINT		DATE		
Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.										

Need Assistance?

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

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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.


Discount Deadline Date:
January 30, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CM Lodestar Chain Hoists			
702133	Hoist, Electric Chain, 1 TON	\$ 412.75	\$ 619.75
702132	Hoist, Electric Chain, 1/2 TON	\$ 354.25	\$ 531.25
702131	Hoist, Electric Chain, 1/4 TON	\$ 315.25	\$ 520.16
702134	Hoist, Electric Chain, 2 TON	\$ 475.25	\$ 784.16
Rotating Motors			
<i>One 5 amp 120V outlet is required for rotating motor. place order on form E-2 or below.</i>			
609107	Rotating Motor 100#	\$ 441.50	\$ 662.50
609106	Rotating Motor 300#	\$ 514.00	\$ 771.75
609105	Rotating Motor 500#	\$ 662.50	\$ 993.50
Tomcat Aluminum Truss			
608131	Truss, 12" Box, Black, Per Foot	\$ 21.70	\$ 32.50
608132	Truss, 12" Box, Silver, Per Foot	\$ 20.40	\$ 30.65
608135	Truss, 12" Corner Block, Black	\$ 140.25	\$ 210.50
608136	Truss, 12" Corner Block, Silver	\$ 139.25	\$ 208.75
608133	Truss, 20" Box, Black, Per Foot	\$ 26.85	\$ 40.25
608134	Truss, 20" Box, Silver, Per Foot	\$ 25.70	\$ 38.55
608138	Truss, 20" Corner Block, Black	\$ 145.70	\$ 218.55
608137	Truss, 20" Corner Block, Silver	\$ 139.25	\$ 208.75

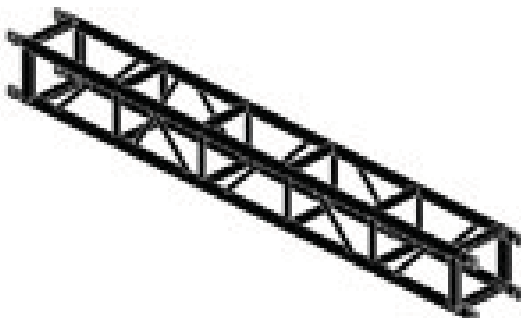
Sign and/or truss points exceeding 200 lbs. will require a hoist .

Order your chain hoists and truss through GES and save transportation and freight charges, as well as costly downtime. Hoists include: transportation charges, and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.

GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.

Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.

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

Place Order Here


ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Rental Tax: 6.5%		A x 6.5% = B	\$
C.	Payment Enclosed		A + B = C	\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT				DATE

Need Assistance?

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<https://e.ges.com/052600574/esm>

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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.

Discount Deadline Date:
January 30, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- All GES rental equipment, overhead rigging, and flown objects must be assembled and disassembled by GES Labor.
- Please note: Hanging Sign Rigging must be ordered through Orange County Convention Center.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to 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 four (4) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a four (4) hour "No-Show" charge per worker will apply.

The minimum charge for labor is four (4) 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.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular	Show Site
Stagehand, ST	Code: 705080	\$ 82.00	\$ 102.50	\$ 123.00
Stagehand, OT	Code: 705080	\$ 123.00	\$ 153.75	\$ 184.50

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	6.5% TAX	=	GRAND TOTAL
	AM PM	AM PM											\$
	AM PM	AM PM											\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.							A.	Total Labor Ordered					\$
Authorized Signature - Please Sign:							B.	25% (\$50.00) GES Supervision					\$
X								AUTHORIZED NAME - PLEASE PRINT					
								DATE					
							C.	Payment Enclosed					\$

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

Need Assistance?

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

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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.


Discount Deadline Date:
 January 30, 2015

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

GES IS RESPONSIBLE FOR ALL LIGHTING FOCUS

- A focus crew will consist of a lift and 2 man crew.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

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

LABOR RATES ARE AS FOLLOWS:

High Lift w/Crew	Discount	Regular	Show Site
Lighting Lift w/Operator, ST Code: 705305	\$ 384.00	\$ 444.00	\$ 504.00
Lighting Lift w/Operator, OT Code: 705305	\$ 466.00	\$ 526.00	\$ 586.00
Lighting Lift w/Operator, Night Ra Code: 705305	\$ 598.00	\$ 608.00	\$ 668.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Night Rate: Monday through Sunday from 10:00 PM to 8:00 AM.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
ON-SITE CONTACT: _____ **ON-SITE CONTACT PHONE #:** _____

Place Order Here
Schedule Labor:

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	= TOTAL	X 6.5% TAX	= GRAND TOTAL
	AM	PM						\$
	AM	PM						\$
	AM	PM						\$
	AM	PM						\$
						A.	Total Labor Ordered	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

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

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>



Please note: Hanging Signs are NOT permitted in linear booths, static booths, or Perimeter Wall booth.

- a. Standard Booth: One or more (10x10) standard units in a straight line. Exhibit fixtures and components will be permitted to a maximum height of **8ft.**
- b. Perimeter Wall Booth: One or more (10x10) standard units in a straight line located on the outer wall of the exhibit floor. Exhibit fixtures and components will be permitted to a maximum height of **12ft.**
- c. Peninsula Booths: Four or more (10x10) standard units back to back with an aisle on three sides. Exhibit fixtures and components will be permitted to a maximum height of **12ft.** Hanging signs will be permitted to a maximum height of **16ft.**
- d. Island Booths: Four or more (10x10) standard units back to back with an aisle on four sides. Exhibit fixtures and components will be permitted to a maximum height of **20ft.** Hanging signs will be permitted to a maximum of **20ft.** in island booths.

Any hanging sign requests must meet approval of Show Management. Show management reserves the right to reject any hanging sign or banner that does not adhere to the specifications above.

Truss:

Suspended truss may not exceed **30ft** in height. Ground supported truss must follow the guidelines established in a, b, c, and d above. Truss may not exceed the dimensions of the booth space unless hanging points require such installation for safer installation. Lighting fixture pipes may not extend out further than 3 ft from truss. Counterbalance techniques must be employed to keep truss from twisting. Graphics or banners attached to truss cannot exceed the height guidelines established in a, b, c, and d, above.

Hanging sign and/or Lighting plot plans must be submitted to GES by the discount deadline date established on the hanging sign form. If sent electronically, plans should be submitted in .dwg format. Hard copies of hanging sign or lighting plot plans should be received by the established discount deadline date. Plans submitted in this format should be sent to:

GES

Attn: Kelly Green
5560 Katella Ave
Cypress, CA 90630

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

052600574

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

Global Experience Specialists, Inc. (GES) • Drew Dempsey - GES Operations Manager Email: kgreen@ges.com

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 ADDRESS	BOOTH NUMBER
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All rigging plans need to be reviewed and approved by GES. Plans received on or prior to the deadline date will be reviewed at no charge.

HAI HELI-EXPO 2015 Plan Deadline Date: January 30, 2015

Plan or plan revisions received January 30, 2015 thru February 12, 2015 - **\$750.00 per booth space**

Plan or plan revisions received February 13, 2015 thru February, 20, 2015 - **\$1,000.00 per booth space**

Plan or plan revisions received after February 21, 2015 - **\$1,500.00 per booth space**

Plans must be sent via Email for review.

Email (.dwg and imperial unit format only) to:

kgreen@ges.com

Place Order Here

ITEM#	DESCRIPTION	DATE SENT	PRICE	TOTAL PRICE
	Rigging Plan Review Before Deadline		No Charge	\$
700100	Rigging Plan Review			\$
A.	Total All Items Ordered			\$
B.	Rental Tax: 6.5%		A x 6.5% = B	\$
C.	Payment Enclosed		A + B = C	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT				DATE

Need Assistance?

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



Order Directly Online:

<https://e.ges.com/052600574/esm>

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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.


Discount Deadline Date:
 January 30, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.57	\$ 0.85
500600	Duration of Show (per sq. ft. per day)	\$ 0.41	\$ 0.62
500602	Per Day (per sq. ft. per day)	\$ 0.63	\$ 0.95
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 0.64	\$ 0.96
Mopping and Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 0.90	\$ 1.35
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	\$ 109.25	\$ 163.75
501010	Porter Service, 501-1500 sq.ft., Per Day	\$ 141.00	\$ 212.25
501010	Porter Service, 1501-3000 sq.ft., Per Day	\$ 175.00	\$ 262.75
501010	Porter Service, 3001 sq.ft. & Up, Per Day	\$ 238.00	\$ 357.50

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.

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%**.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 83.25	\$ 104.00	\$ 124.75
Porter Service, OT Code: 705010	\$ 166.75	\$ 209.00	\$ 250.25

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site.

Please Indicate Service
Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

☐ Yes ☐ No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicercenter®**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	= TOTAL PRICE
500600	Vacuuming Duration			3	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	= TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						\$
A.	Total All Items Ordered					\$
B.	Labor Tax: 6.5%					\$
C.	Payment Enclosed					\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

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


 Order Directly Online:
<https://e.ges.com/052600574/esm>

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

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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

Form Deadline Date:
January 30, 2015

**MANDATORY
FORM***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP/POSTAL CODE COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER	SHOWSITE CONTACT NAME AND PHONE NUMBER	

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 this authorization 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 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, 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 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.

Bank ACH/Wire transfer payment information:

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

To properly credit your account, send the following information to the 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

- 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.
- 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.***
- 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.

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

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number				<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card

PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard	*Signature Required Below
		<input type="checkbox"/> VISA <input type="checkbox"/> American Express	

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

Calculation of Orders

Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$


To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of:	\$
Enclosed is a check in the amount of:	\$

Check Number: Dated:

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE  **X**
SIGN

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE _____

052600574

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

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

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



Form Deadline Date:
January 30, 2015

COMPANY NAME	EMAIL ADDRESS	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	
Phone	Fax	Exhibiting Company Contact Email Address	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 10px; font-size: 2em; font-weight: bold;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.	
Exhibiting Company Authorized Signature			
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 (G-2) and submit with this form if third party is not to be invoiced for all services.

- | | | | | | |
|---|---|--|---|---|--|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics | <input type="checkbox"/> I & D Labor | <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Material Handling |
| <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs | <input type="checkbox"/> Transportation | | |
| <input type="checkbox"/> Other (Please Specify) _____ | | | | | |

Step 3. Provide the Third Party contact information

Third Party Company Name			
Third Party Company Address		City	State
		Zip	
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
Account Number		Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 10px; font-size: 2em; font-weight: bold;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	
Third Party Cardholder's Signature			
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.

Need Assistance?

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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 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.

**MANDATORY
FORM***



Form Deadline Date:
January 30, 2015

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 A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Special Colored Drape - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-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.

Need Assistance?

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



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<https://e.ges.com/052600574/esm>

052600574

Additional Service Order Forms

EXHIBITOR CATERING MENU



Orlando
**Orange County
Convention Center**





Welcome to Orlando!

Welcome to Orlando, a world-renowned destination for business and family fun – where the entertainment options are matched only by the warmth and energy of an exciting community.

Centerplate is the world's leading event hospitality company and we are thrilled to be your exclusive hospitality partner at the Orange County Convention Center. Our style is collaborative and our Orlando team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests. Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff, or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results.

Please give us a call to start the planning process today!

Here's to your successful event in Orlando,

Terry Ross

Terry Ross, Director of Sales & Marketing
Centerplate
9800 International Drive
Orlando, FL 32819



P: 407.685.7542

C: 321.202.9534

Terry.Ross@Centerplate.com

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 Click on any of the INDEX items
to jump immediately to that page.

SERVICE DIRECTORY

CENTERPLATE EXHIBITOR/BOOTH CATERING **407.685.5562**

CENTERPLATE FAX LINE **407.685.9859**



A LA CARTE MENUS



A LA CARTE

BEVERAGES

All services include the appropriate condiments, cups and napkins.

Freshly Brewed Coffee **\$150**
Three gallon units
(approximately 48 cups)

Freshly Brewed Decaffeinated Coffee **\$150**
Three gallon units
(approximately 48 cups)

Morning Coffee Package with our Freshly Brewed Coffee **\$300**
To include three gallons of regular coffee, two gallons of decaf coffee, and one gallon of herbal tea

Keurig K-Cups Coffee Service **\$225**
Includes machine rental, first 48 K-Cups with sweeteners, creamers, bio-degradable cups, lids, sleeves and napkins. Select from Donut House – Light Roast, Nantucket Blend – Medium Roast, Jet Fuel – Dark Roast or Donut House Decaf.
Minimum of 48 K-Cups per selection.
Additional K-Cups (48ct) **\$200**

Keurig Starbucks K-Cups Coffee Service **\$250**
Includes machine rental, first 48 Starbucks K-Cups with sweeteners, creamers, bio-degradable cups, lids, sleeves and napkins. Select from Veranda Blend Blonde, Pike Place Roast Coffee, Café Verona or Decaf House Blend.
Minimum of 48 K-Cups per selection.
Additional Starbucks K-Cups (48ct) **\$225**

Flavia Espresso & Coffee Services **\$450**
Includes machine rental and first 100 pods with sweeteners, creamers, bio-degradable cups, lids, stir-sticks, sleeves and napkins. Selections include Columbian Medium Roast Coffee, Dove Hot Chocolate and Arabica Espresso Roast.
Minimum of 100 Pods per selection.
Additional Flavia Pods (100ct) **\$400**
Standard 120v with two plugs required.

Flavia Cappuccino Espresso Roast Services **\$575**
Includes machine rental and first 200 pods with sweeteners, creamers, bio-degradable cups, lids, stir-sticks, sleeves and napkins. Easy two pod brewing process with Espresso Roast and Cappuccino Mixer.
Additional Flavia Pods (200ct) **\$500**
Standard 120v with two plugs required.



A LA CARTE

BEVERAGES

All services include the appropriate condiments, cups and napkins.



Herbal Tea Three gallon units (approximately 48 cups)	\$150	Assorted Soft Drinks Pepsi® Products Diet and Regular (per case of 24)	\$72
Freshly Brewed Iced Tea Three gallon units (approximately 60 cups)	\$114	Aquafina Bottled Water (per case of 24)	\$72
Southern Sweet Tea Three gallon units (approximately 60 cups)	\$114	Perrier Sparkling Water (per case of 24)	\$84
Lemonade Three gallon units (approximately 60 cups)	\$114	Gatorade® (per case of 24)	\$96
Tropical Fruit Punch Three gallon units (approximately 60 cups)	\$114	Red Bull® Energy Drink (per case of 24)	\$144
Assorted Individual Fruit Juices (per case of 24)	\$90	Starbucks® Frappuccino (per case of 24)	\$144



A LA CARTE

FROM THE BAKERY

All services include the appropriate condiments, disposable plates, cutlery and napkins.



Assorted Fresh Baked Muffin Tops (dozen)	\$42	Fresh Baked Vegetable Biscuits (dozen)	\$38	Full Sheet Cake 100 slices approximately	\$290
Assorted Bagels with Cream Cheese (dozen)	\$42	Assorted Breakfast Bakeries (one dozen total) Fresh baked muffin tops, danish and bagels Served with fruit preserves, butter, and cream cheese	\$42	Full Sheet Cake with Custom Chocolate Silk Screen Logo	\$550
Assorted Danish (dozen)	\$42	Freshly Baked Assorted Gourmet Cookies (dozen)	\$36	Gourmet Cupcakes (dozen) Minimum of one dozen for each flavor:	\$34
Assorted Croissants (dozen)	\$42	Double Fudge Brownies (dozen)	\$32	<ul style="list-style-type: none"> • Carrot raisin and walnuts with vanilla icing • Red velvet with cream cheese icing • Picasso with chocolate chunks, chocolate fudge, mini marshmallows, and chocolate shavings • Banana nut cream with chocolate icing • Berries and cream with vanilla icing 	
Assortment of Scones (dozen)	\$42	White, Milk, and Dark Chocolate Covered Strawberries (dozen)	\$46		
Freshly Baked Pan Dulces (dozen)	\$38	Petite Dessert Pastries (dozen)	\$46		
Assorted Sliced Breakfast Breads (10 slice loaf)	\$30				

A LA CARTE

FROM THE PANTRY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Sliced Seasonal Fruits and Berries with Dip

Serves 1.5

With honey yogurt dipping sauce

\$90

Individual Bags of Potato Chips and Pretzels
(dozen)

\$27

\$12

Crunchy Pretzel Twists
(pound)

Individual Assorted Fruit Yogurt
(dozen)

\$45

Individual Bags of Chex® Snack Mix
(dozen)

\$29

Roasted Gourmet Cocktail Nuts
(pound)

\$20

Whole Fresh Fruits
(dozen)

\$33

Potato Chips and Dip
(pound)

\$35

Please select one:
Dill sour cream dip,
French onion dip or
creamy ranch dip

Hard Candy Jar
(pound)

\$20

Assortment of individually wrapped hard candies

Tortilla Chips (pound)
With zesty salsa

\$50

Granola Bars
(dozen)

\$33



BREAK MENUS



BREAK SERVICE

BREAK ITEMS

Prices listed are per guest. Minimum of 25 guests.

Citrus Break

Bountiful baskets of seasonal whole fresh fruits, Key lime cheesecake bars, lemon bars, orange glazed sugar cookies and hard lemon candies

\$10

Eye Opener Energy Break

Whole fresh fruit basket, individual fruit yogurts, assorted dried fruits and healthy trail mix in individual bags

\$9

SUGGESTED ACCOMPANIMENTS:

(per case of 24)

Assorted Soft Drinks

Pepsi® Products Diet and Regular

\$72

Death by Chocolate Break

Chocolate dipped Oreo® cookies, pretzel rods, strawberries, peanuts, double fudge brownies and double chocolate chip cookies

\$11

Fruit and Cheese Break

Whole fresh fruit basket, assorted regional and imported cheeses with fruit garnish, gourmet crackers, crostini and flat breads

\$12

Aquafina Bottled Water

\$72

Snack Attack Break
Sweet and salty trail mix, ruffled potato chips, crunchy pretzel twists, Goldfish®, assorted fresh baked cookies, Rice Krispies® treats and M&M® candies

\$11

Assorted Individual Fruit Juices

\$90

Gatorade®

\$96

Power Break

A selection of whole grain and oat muffins, vegetable breads, assorted dried fruits, energy and granola bars and whole seasonal fresh fruit

\$12

Milk and Cookies Break

Whole fresh fruit basket, freshly baked chocolate chip, oatmeal, peanutbutter and sugar cookies, individual half pints of 2% milk, chocolate milk and non-fat milk

\$11

Red Bull® Energy Drink

\$144

Starbucks® Frappuccino

\$144

LUNCH MENUS

LUNCH

BOXED LUNCHES

Prices listed are per guest.

All boxed lunches are served with an individual bag of potato chips, chocolate chip cookies and condiments.

Traditional Boxed Lunch \$21

Served on a French roll with lettuce and tomato

Please select from the following:

- Turkey and Swiss cheese
- Roast beef and cheddar cheese
- Ham and cheddar cheese
- Grilled vegetables

Gourmet Salad Boxed Lunch \$23

Accompanied by appropriate dressings

Please select from the following:

- Barbeque chicken on mixed greens with black beans, onions, bell peppers and tomatoes with ranch dressing
- Chicken Caesar with cornbread croutons and Key lime Caesar dressing



Gourmet Wrap Boxed Lunch \$24

Served with pasta salad

Please select from the following:

- Southwest roast beef with grilled peppers
- Smoked turkey with pesto
- Grilled vegetables

Premium Boxed Lunch \$26

Served with lettuce, tomato and dill pickle

Please select from the following:

- Turkey and Swiss on pumpernickel rye roll
- Roasted beef with Boursin® cheese and onion marmalade on a kaiser roll
- Salami, capicola, ham and pepperoni with provolone cheese on Italian ficelle
- Tomato, mozzarella, basil and olive oil on a baguette

LUNCH

EXHIBIT BOOTH DELI LUNCHEONS

All deli luncheons are served with disposable plates, cutlery, napkins, and appropriate condiments.

Make Your Own Deli Sandwich \$180

Each platter serves approximately 10 people

Platter of sliced roast beef, baked ham, turkey, sliced American and Swiss cheeses, lettuce, tomatoes, onions, pickles and assorted freshly baked rolls. Accompanied by potato chips

The Three Foot Sandwich Board \$175

Serves approximately 12 guests

Turkey pastrami, honey cured ham and roast beef served with sliced Swiss, provolone and cheddar cheese on a three-foot long hoagie roll. Accompanied by potato chips



RECEPTION MENUS



RECEPTION

COLD HORS D'OEUVRE

Prices listed are per piece.
Minimum of 50 pieces per selection.

Assorted Pinwheel Tea Sandwich	\$3.50
Tomato and Fresh Mozzarella Shooter	\$3.50
Prosciutto-wrapped Melon on Bamboo Skewer	\$3.75
Smoked Salmon on Wonton Crisp with Wasabi Aioli	\$4
Rice Roll with Jerked Tuna, Mango Relish and Wasabi Aioli	\$4.50
California Roll with Soy Dipping Sauce, Wasabi and Pickled Ginger	\$4.50
Caribbean Ceviche Shooter	\$4.50
Asian Spoon Ahi Tuna Tataki with Plantain Chip	\$4.50



Crab Salad in Mini Bouchée with Calypso Sauce	\$5
Jumbo Shrimp Cocktail with Lemons and Cocktail Sauce	\$5
Coastal Cold Dill Cream Artisan Leeks and Wild Mushroom in Pastry	\$5.25
Prosciutto-wrapped Shrimp with Remoulade	\$5.50
Shrimp Casino with Bacon and Sweet Pepper Sauce	\$5.50
French Brie and Pear Almond Purse in Martini Glass with Raspberry Coulis	\$5.50
Wild Salmon and Asparagus with Honey Dijon	\$5.75



RECEPTION

HOT HORS D'OEUVRE

Prices listed are per piece.
Minimum of 50 pieces per selection.

Vegetable Spring Roll with Sweet and Sour Dipping Sauce	\$3.75
Fried Pot Sticker with Ponzu Sauce	\$3.75
Beef Empanada	\$3.75
Chicken Supreme Roulade with Creole Mustard Dipping Sauce	\$3.75
Vegetable Cheese Quesadilla	\$4.50
New Zealand Shepherd's Pie	\$4.50
Chicken Quesadilla and Green Chili Cheese	\$4.75
Teriyaki Beef Kabob	\$4.75
Mini Beef Wellington	\$4.75
Argentine Chicken Empanada with Garlic Aioli	\$4.75

Sausage en Croute with Stone Ground Mustard	\$4.75
Brazilian Churrasco Steak and Chimichurri Dipping Sauce	\$5.25
Angus Beef Slider with American Cheese	\$5.25
Chicken Breast Slider with Pepper Jack Cheese	\$5.25
Russian Stuffed Potato and Bacon with Sour Cream	\$5.50
Blue Crab Cake with Citrus Herb Remoulade	\$5.50
Bacon-wrapped Diver Scallop with Garlic Cream	\$5.50
Coconut Shrimp with Pineapple Chutney	\$5.50
Beef Saté with Pineapple Fried Rice	\$5.75



RECEPTION

RECEPTION DISPLAYS

Display serves approximately 25 guests.

Imported and Domestic Cheese Display

\$175

Garnished with seasonal fruit, sliced baguettes and assorted crackers

Sliced Seasonal Fruits and Berries Display

\$150

With orange yogurt dipping sauce

Fresh Vegetable Crudités Display

\$150

With creamy mojito dip and spicy Florida ranch dip



EXHIBITOR FAVORITES

EXHIBITOR FAVORITES

BOOTH ATTRACTIONS

Tables and electrical power required for any equipment will be the responsibility of the customer



Just Like Grandma Used To Make

FRESH BAKED COOKIES

Otis Spunkmeyer® Cookies and Oven \$165

Includes one case of cookie dough, an oven, oven mitt, spatula, tray, plastic plates and napkins

Each case includes 240, two ounce cookies

Flavor options. Please indicate your choice on the order form: chocolate chip, sugar, oatmeal raisin, peanut butter, white chocolate macadamia nut (by the case of 240)

Power requirements: 110volt/20amps/single phase
4ft table required



Additional Otis Spunkmeyer® Cookies \$165

EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

“Chill Out”

ASSORTED ICE CREAM NOVELTIES

Fruit Bars, Ice Cream Sandwiches **\$3.50**

Assorted Häagen Dazs® Ice Cream Bars **\$5.50**

Hand Scooped Häagen Dazs® Ice Cream by the Tub **\$250**

Approximately 75 single scoop, three ounce servings per tub

Includes an attendant

Contact Centerplate Sales for flavor choices

Ice Cream Freezer Rental Per Day \$95

Power Requirements: 110volt/20amps/single phase

Put a Barista In Your Booth

COFFEE SPECIALTIES

Per Serving Cost \$3.75

Cappuccino, Espresso, and Latte

Personnel, product, cups and condiments included
Minimum of 500, eight ounce cups per day required

Add Flavor Syrup for Your Entire Event \$0.50

Vanilla, Hazelnut, Caramel and Mocha

Above syrups and mocha options are applied to all 500 cups per day

Cappuccino/Espresso Machine Rental Per Day \$350

Power requirements: 208volt/30amp/single phase per machine,
110volt/20amp/single phase per grinder



EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

Refreshing and Healthy

FROZEN YOGURT

Frozen Yogurt \$2.50

Personnel, product, cups and spoons included
Choice of two flavors: vanilla, chocolate, low-fat vanilla, low-fat chocolate, strawberry, keylime or mango
Minimum of 250, four ounce servings per day required

Frozen Yogurt Cart Rental Per Day \$250

Power requirements: 2 each, 208volt/30amps/single phase, 4ft table required



Out Of This World!

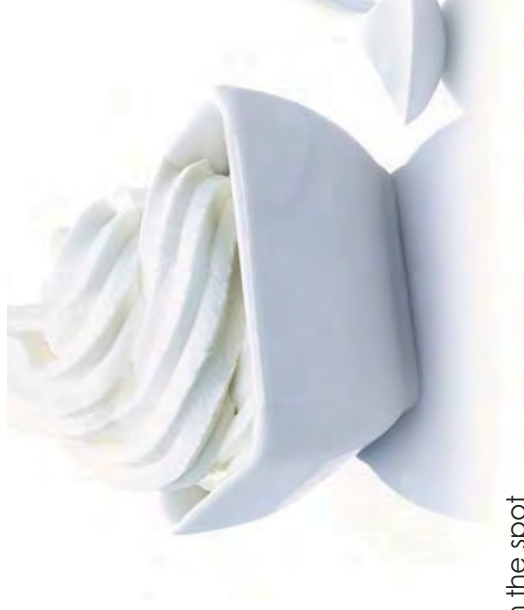
LITTLE ORBIT MINI DONUTS

Mini Donuts \$3

Deep fried and powdered on the spot
Personnel, product, bags, and napkins included
Flavors: powdered sugar and cinnamon
Minimum of 250 bags (six pieces per bag) required
Contact Centerplate Sales for additional options

Little Orbit® Mini Donuts Cart Rental Per Day \$250

Power requirements: 4 each 110volt/20amps/single phase



EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

Go To The Oasis

REFRESHING FROZEN FRUIT SMOOTHIE

Frozen Smoothie Servings **\$3.75**

Personnel, product, cups and napkins included
Contact Centerplate Sales for additional options
Please indicate your choice of two flavors:
mango, strawberry, piña colada or banana
Minimum of 250, six ounce cups per day required

Frozen Smoothie Machine Rental Per Day **\$250**

Power Requirements: 110volt/20amps/single phase
6ft table required

A Different Twist

HOT PRETZELS

Giant Hot Gourmet Pretzels **\$5**

Personnel, product and napkins included
Please indicate your choice of flavor on the order
form: plain, salted or cinnamon sugar.
Stuffed pretzels are available at an additional cost
Flavors include plain pretzels stuffed with sweet cream
cheese, apple chunks, mozzarella cheese and pizza
sauce or jalapeño stuffed with pepper jack cheese
Minimum of 250 pretzels per day required

Gourmet Pretzel Machine Rental Per Day **\$250**

Power Requirements: Two each, 110volt/15amps/single phase
6ft table required



EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

Liquid Sunshine

FRESH SQUEEZED LEMONADE

Fresh Squeezed Lemonade **\$3.75**

Personnel, product and cups included

Minimum of 250, six ounce servings per day required

Lemonade Machine Rental Per Day **\$250**

Power Requirements: Two each 110volt/15amp/single phase
6ft table required



An Asian Influence

SUSHI IN YOUR BOOTH

Fresh Made Sushi **\$3.50**

Per piece

Minimum of 750 pieces

Sushi Cart Per Day **\$250**

Includes a Chef attendant

* For additional Asian menu selections, please speak to your
Booth Catering Sales Manager



BEVERAGE MENUS

BEVERAGES

HOSTED FULL SERVICE BAR

The following special beverage service can be ordered for your exhibit booth with Show Management's approval. Beverages charged upon consumption.

Premium Brand Cocktails (by the cocktail)	\$7
Deluxe Brand Cocktails (by the cocktail)	\$6.50
Premium Wines (by the glass)	\$6.75
Deluxe Wines (by the glass)	\$6.25
Imported Beer (by the bottle) Heineken, Amstel Light	\$5
American Premium Beer (by the bottle) Budweiser, Bud Light, Miller Lite, O'Doul's	\$4.25
Assorted Soft Drinks Pepsi® Products Diet and Regular	\$3
Aquafina Bottled Spring Water	\$3

INDIVIDUAL PRICED ITEMS

Draft Beer – Keg (by the keg)	
American Premium Budweiser, Bud Light, Miller Lite	\$425
Imported Heineken, Amstel Light	\$525

*Client is responsible for the necessary space and electrical requirements for keg service in the booth. Power requirements are 110 volt/20amp power supply per keg Perlick.

House Wine by the Bottle Serves approximately five glasses per bottle	\$32
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Cocktail Punches by the Gallon Serves approximately 25 five-ounce servings Choice of: Champagne Mimosa Punch, pre-mixed Bloody Mary's, and pre-mixed Screwdrivers	\$100
--	-------

A Centerplate Bartender is required for all alcoholic beverage events.

BEVERAGES

WATER SERVICES

Water Cooler Rental

To include one, 5-gallon container of spring water
Price listed is for the entire duration of the show
Power Requirements: 110volt/20amps/single phase

\$200

Additional Five-Gallon Containers of Spring Water

Cups included

\$38.50

Water Cooler Deposit

Charged if not returned at the end of the show

\$350

Cubed Ice (10 lbs)

\$10

PERSONNEL

Based upon a minimum requirement of 4 hours

Booth Attendant (Server) for Your Booth

Additional hours above the required minimum \$45

\$180

Bartender for Your Booth

Additional hours above the required minimum \$56

\$225

Chef for Your Booth

Additional hours above the required minimum \$56

\$225



INFORMATION

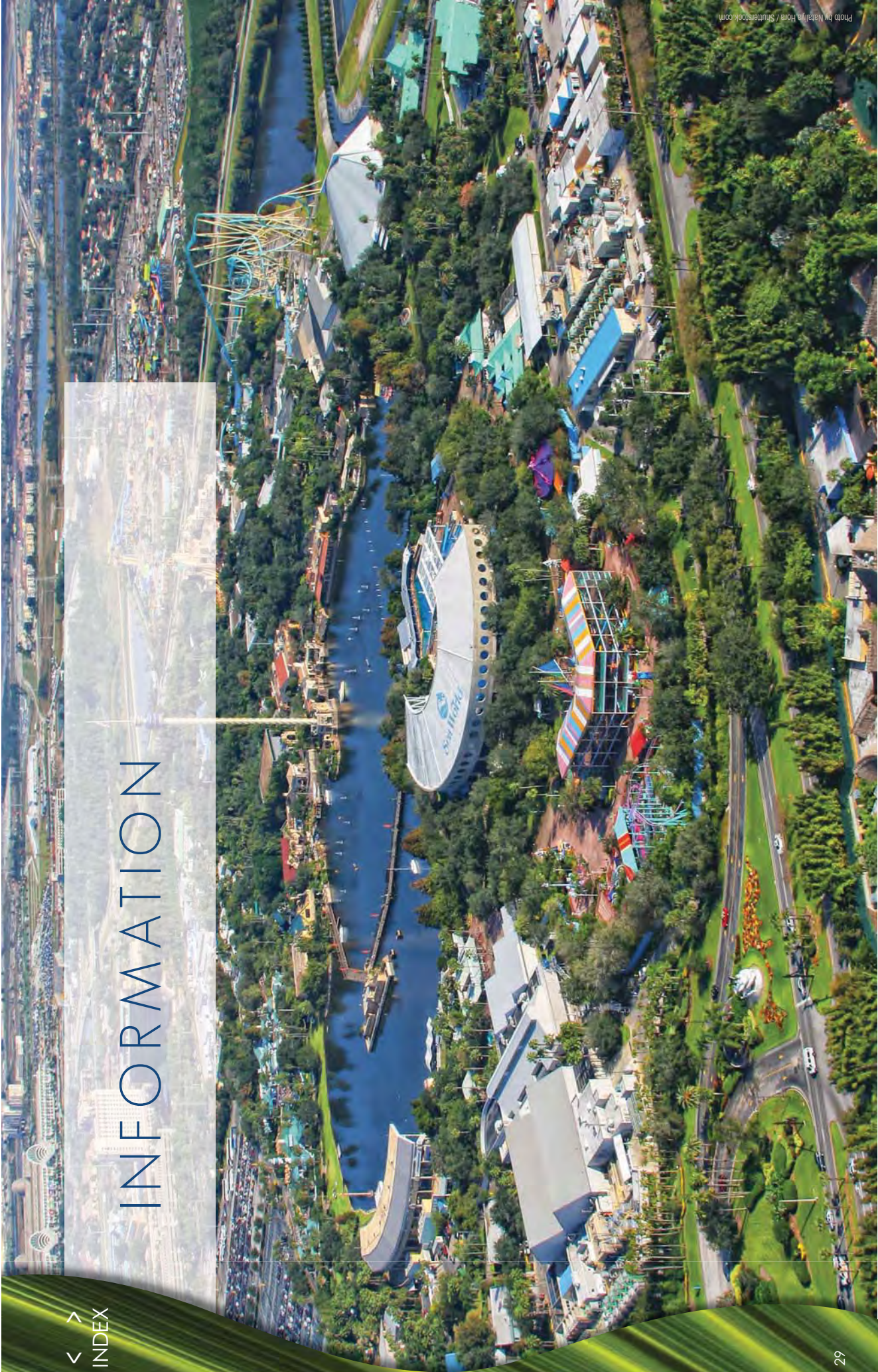


Photo by Watanya Horne / Shutterstock.com

GENERAL INFORMATION

POLICIES AND PROCEDURES

These points will ensure your success while hosting visitors in your booth.

- Centerplate is pleased to be the exclusive caterer in the Orange County Convention Center. We will provide all of your food, beverage, and staff services.
- If your company manufacturers, produces, or distributes food or beverages and your products are related to the nature of the show, you may provide samples of it for your guest's enjoyment in your booth on the trade show floor. Maximum food sample sizes are three ounces and maximum beverage sample sizes are four ounces. Kindly provide a written request to your catering sales manager and we will coordinate details with you.
- We must receive all show orders a minimum of seven days prior to the show to ensure we have the food and beverage services you require as well as if appropriate staffing to prepare, deliver, and service your account.
- A 20% service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

Exclusivity

Centerplate maintains the exclusive right to provide all food and beverage in the Orange County Convention Center. All food and beverages, including water, must be purchased from Centerplate.

Menu Selection

Our knowledgeable Catering Sales Team is eager to assist you with your event planning, menu selection and to answer any questions or concerns. Even though our menus offer a wide variety from which to choose, your Catering Sales Manager – together with our Executive Chef – will be happy to design menus to suit your special occasion.

Contracts

In order to execute your event, a signed copy of the Banquet Contract and Banquet Event Orders (BEOs) must be returned to Centerplate prior to any services being provided. The signed contract, with its stated terms, constitutes the entire agreement between the client and Centerplate. In addition, full payment for all services must be received in advance of your first event.

Food and Beverage Pricing

A good faith estimate, of food and beverage prices, will be provided in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases.

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

Service Charges and Tax

A twenty percent (20%) service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges are subject to applicable tax laws and regulations.

The service charge of twenty percent (20%) is added to your bill for this catered event/function (or comparable service). Twenty percent (20%) of the total amount of this service charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. Eighty percent (80%) of the total amount of this service charge is distributed to the employees providing the service as a gratuity. You are free, but not obligated to, add or give an additional gratuity directly to your servers.

If the Customer is an entity claiming exemption from taxation in the State where the facility is located, please provide us satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.



Vouchers

Centerplate requires a guarantee for all hosted retail vouchers. The guarantee will be based upon eighty percent (80%) of the total number of hosted vouchers to be distributed. The vouchers will be charged at full face value regardless of the actual purchase amount. The guarantee will be detailed on a banquet event order, with the charges included, as part of the banquet contract.

The client must also agree to provide payment for any additional retail vouchers redeemed beyond the guarantee number. Centerplate must approve the design and content of the voucher in advance.

Payment Policy

A deposit of ninety percent (90%) of the total contract value will be required thirty (30) days in advance of the first function. The final ten percent (10%), remaining balance due, shall be paid in full prior to the start of the first scheduled function. A completed credit card authorization form must be provided by the customer as a guarantee of payment for any additional on-site services rendered. MasterCard, Visa and American Express are gladly accepted. Final payment is due within ten (10) days of invoice date. In the event payment is not received within ten (10) days, the credit card on file will be charged.

All money due to Centerplate will begin to accrue one and a half percent (1.5%) interest from the date of the invoice for all sums over thirty (30) days. Additionally, any cost of collection and enforcement of the contracted services will be the responsibility of the event.

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

Guarantees

The Customer shall notify Centerplate, not less than five (5) business days (excluding holidays and weekends) prior to the event, the minimum number of guests the Customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

If Customer fails to notify Centerplate of the guaranteed attendance within the time required, (a) Centerplate shall prepare for and provide services to guests attending the event on the basis of the estimated attendance specified in the BEOs and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

Centerplate will be prepared to serve five percent (5%) above the guaranteed attendance, up to a maximum of fifty (50) meals (the overage).

- If this overage is used, the Customer will pay for each additional guest at the same price per guest/per item, plus applicable service charges and sales tax. Should additional guests attend the event in excess of the total of the guaranteed attendance plus the overage, Centerplate will make every attempt to accommodate such additional guests subject to product and staff availability. Customer will pay for such additional guests and/or a la carte items at the same price per guest or per item plus the service charge and local taxes.
- Should the guaranteed attendance increase or decrease by thirty-three percent (33%) or more from the original contracted number of guests, an additional charge of twenty percent (20%) per guaranteed guest may apply.

Meal functions of 2,500 and above are considered "Specialty Events" and may require customized menus. Your Catering Sales Manager and our Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In rare cases, additional labor and equipment fees may be applied to successfully execute these events.

The guaranteed attendance shall not exceed the maximum capacity of the areas within the facility in which the event will be held.

Sustainability

Centerplate at the Orange County Convention Center makes a conscious effort to practice sustainability in everyday procedures. Engaging in both recyclable and compostable programs enables us to work in a productive environment while maintaining a high level of corporate social responsibility. China service, compostable, and recyclable materials are available for food and beverage services. We also source products from various local Florida vendors and farms. In addition, Centerplate partners with the Orange County Convention Center and planners to minimize the waste of nutritious and wholesome foods by donating leftover items to local non-profit organizations for distribution.

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

Alcoholic Beverage Guidelines

Centerplate is the sole holder of liquor licenses for the Orange County Convention Center. We retain the exclusive right and responsibility to provide and dispense any alcohol served at the facility. We reserve the right to request photo identification from any guest in attendance and to refuse services to attendees who do not have proper identification or appear to be intoxicated. Alcoholic beverages are not permitted to be removed from the facility.

Alcoholic beverages may be donated for an event, provided the donation is to a registered non-profit organization and written notice submitted to Centerplate from the distributor/donor at least thirty (30) days prior to the event. The distributor/donor must state the selections, number of cases and delivery arrangements.

A waiver fee will be assessed and charged to the Customer based upon the size and scope of the donation. Waiver fees will be negotiated on a case-by-case basis. These fees apply to all donated product delivered and invoiced, whether used or unused. All liquor must be delivered and removed from the premises by a licensed Florida wholesaler that provides Centerplate with an invoice priced for no less than their "laid in" cost. Centerplate does not assume responsibility for spoilage, uncorked bottles not consumed, or any bottles left on the premises after the event.

Cancellation Policy

A charge will be assessed for cancellation of contracted services within thirty (30) days of an event. The charge of twenty percent (20%) of the total estimated charges will be applied for cancellations within thirty (30) days of the event. Any event cancelled within seventy-two (72) business hours, prior to the event, requires payment in full for the estimated revenue based on the menu and event arrangements.

China Service

In all carpeted meeting rooms, china service will automatically be used for all meal services, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the Exhibit Halls, with the exception of plated meals, are accompanied by high-grade and/or compostable disposable ware. If china is preferred, the following fee will apply:

- Breakfast, lunch, receptions, dinners, refreshment, or coffee breaks \$2.00++ per guest, per meal period or per break

Eco-Friendly Services

A complete line of "green" products and services are available. Your assigned Catering Sales Manager will be glad to discuss "green" options available for your events.

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

Linen Service and Special Event Planning

Centerplate provides its in-house linen for all meal functions with our compliments. Additional linen fees will apply for specialty linens or linens required for meeting functions. Floral, décor and entertainment services can be arranged on your behalf. Our catering professionals will manage all aspects of your special event giving you the opportunity to address other conference and/or show requirements.

Holiday Service

There will be an automatic labor fee for food and beverage service or preparatory days on the following federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Centerplate will notify the Customer of estimated labor fees based on the information supplied by the Customer.

Delayed or Extended Service

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by thirty (30) minutes or more, an additional labor charge will apply. Should your event require extended pre/post service or stand by time, often necessitated by high functions, an additional labor charge will apply.

Food Storage, Delivery and Production Services

If an organization requires food preparation, heating, cold and dry storage, or other kitchen services, arrangements must be made no later than three (3) weeks in advance of the start of the event. Only Centerplate staff may perform all preparations as well as cooking within the facility's production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your catering sales manager for more information.





The Centerplate Way

Centerplate is a leading global event hospitality company, serving fans and guests at more than 250 North American sports, entertainment and convention venues. Much of our success comes from our attention to the details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients, to simple and clean preparations that let the food speak clearly, to crisp, sincere and attentive service, our guiding philosophy is more “restaurant” than “caterer.” So welcome to our place! We’ll do everything we can to help you have a fantastic time.

Centerplate Stir™ is our strategic design initiative, formed to imagine and create custom hospitality solutions as uniquely compelling as the events and venues and teams they support.

Making it better to be there since 1929.



SUBMIT ORDERS TO:

PRG, LLC

tradeshows@prg.com

1053 Willingham Drive

Atlanta, Ga 30344

Phone: (404) 214-4800

Toll Free: (888) 844-4225



TO ORDER

Order Online: <https://orders.prg.com>

Online Order Code: **HELI150130**

Prices listed are
for the duration
of the show!

Company: _____ Booth Number: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
DISPLAY PACKAGES			
	40" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)	\$315.00	
	40" LCD Monitor + Laptop + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$375.00	
	46" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)	\$365.00	
	46" LCD Monitor + Laptop + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$423.00	
FLATSCREEN DISPLAYS			
TOUCHSCREENS, VIDEO WALLS, & OTHER SIZED MONITORS ARE AVAILABLE. CALL FOR A CUSTOM QUOTE!			
NOTE: Displays do NOT include floor stands. Floor stands must be ordered separately. See under "Video".			
	19" LCD Monitor (4:3 / 1280x1024 Resolution / Computer input only) What is your visual source? Computer only - No Audio How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$65.00	
	24" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$125.00	
	32" HD LCD Monitor (16:9 / 1920 x 1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$192.00	
	37" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$233.00	
	40" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$267.00	
	46" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$325.00	
	55" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$422.00	
	65" HD LED-LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$600.00	

Advanced Rate Deadline is January 30, 2015

Orders received after the Advanced Rate Deadline
are subject to an additional 20% charge on equipment.

Page 1 Equipment Subtotal


NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!


Company: _____ Booth Number: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
VIDEO			
	Monitor Floor Stand w/ Shelf (Select if you are ordering a display from PRG)	\$65.00	
	Monitor Floor Stand w/ Shelf (Select if you are providing your own monitor) NOTE: You MUST SUPPLY a PRG approved wall mount. Please call to get mount approved.	\$96.00	
	Blu-Ray / DVD Player (Consumer grade w/ HDMI output - NTSC, Format USA)	\$38.00	
	Multi-Regional DVD Player (Formats Include - NTSC / PAL / SECAM)	\$100.00	
	Video DA (used to send a DVD player source to multiple displays)	\$27.00	
COMPUTER PACKAGES			
	Laptop PC / 19" LCD Monitor (4:3 / 1280x1024 resolution) Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 19" Monitor, Keyboard, and Mouse	\$142.00	
	Laptop PC / 24" LCD Monitor (16:9 / 1900x1200 resolution) Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 24" Monitor, Keyboard, and Mouse	\$167.00	
	Mac Mini Computer / 24" LCD Monitor (16:9 / 1900x1200 resolution) Includes: Mac Mini Computer (with OS 10.0), 24" Monitor, Keyboard, and Mouse	\$167.00	
LAPTOPS AND COMPUTER ACCESSORIES			
	PC Laptop (with Windows XP / Microsoft Office 2007)	\$108.00	
	Apple Laptop (MacBook Pro w/ OS 10.0)	\$175.00	
	Laser Printer (Black & White)	\$83.00	
	USB Keyboard & Mouse	\$12.00	
	Wireless Keyboard & Mouse	\$22.00	
	Computer Speakers	\$15.00	
	8-Port Ethernet Hub	\$22.00	
	Computer DA (used to send one computer signal to multiple displays)	\$27.00	
PRESENTATION EQUIPMENT			
	Tripod Screen (w/ Black Skirt) - Select one: <input type="checkbox"/> 4' Width <input type="checkbox"/> 6' Width <input type="checkbox"/> 8' Width	\$22.00	
	3,000 Lumen LCD Projector (1024 x 768 Resolution)	\$192.00	
	AV Cart (w/ Black Skirt) - Select one: <input type="checkbox"/> 34" Height <input type="checkbox"/> 54" Height	\$15.00	
AUDIO EQUIPMENT			
	350 Watt Sound System (Includes 2 Speakers with stands, and a mixing console)	\$117.00	
	Wireless Microphone - Select one: Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier <input type="checkbox"/>	\$100.00	
	Wired Microphone - Select one: Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier <input type="checkbox"/>	\$22.00	
	6-Channel Audio Mixing Console	\$58.00	

Page 2 Equipment Subtotal

Page 1 Equipment Subtotal

Add the Page 1 and Page 2 Equipment Subtotals  **Equipment Total**

30% of Equipment Total, or \$125 *minimum*, whichever is greater  **Required Labor Service Charge**

May be required for mounting monitors 32" and larger. (Please contact PRG)*  *Additional Labor Requirements**

☐ Decline Waiver 10% of Equipment total, see next page for details  **Optional Damage Waiver**

6.5% of Equipment, Labor & Optional Damage Waiver  **6.5% Required Sales Tax**

Advanced Rate Deadline is January 30, 2015

Orders received after the Advanced Rate Deadline
are subject to an additional 20% charge on equipment.

JK1DATL10072014

Grand Total

NO MATERIAL HANDLING CHARGES ON  EQUIPMENT !!!

Company: _____ Booth Number: _____

AGREEMENT INFORMATION

Optional Damage Waiver: Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

Cancellation Policy: Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

Equipment: For equipment not listed, please contact us for a complete list of inventory.

Installation / Delivery / Pickup: A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. PRG is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers. Delivery times selected on the order form are only targeted times. There may be a variance in delivery times based on work loads for that particular day and time.

****Wall or Truss Mounted Monitors:** Additional labor charges may be required for mounting monitors 32" and larger to your booth structure. PRG is **NOT** responsible for attaching the mounting hardware to the booth structure.

Rental Rates: The advance rate deadline is two weeks prior to the first show day. Rental rates (advance / on-site) are for the entire length of the show. If an order is placed after the Advanced Rate Deadline, an additional 20% late fee may be added to the equipment total.

Venue Charges (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

PAYMENT INFORMATION

Credit Card: ☐  15 Card Numbers ☐  16 Card Numbers ☐  16 Card Numbers

Card Number:

Expiration Date:

MONTH

YEAR

Cardholder's
Name: _____

Cardholder's
Signature: _____

Cardholder's Address: _____

City: _____ State: _____ Zip Code: _____

COMPANY INFORMATION

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Contact: _____

Email: _____

DELIVERY INFORMATION

Show Name: HAI HELI-EXPO 2015

Location: Orange County Convention Center

Booth#/Rm#: _____ Booth size: _____

Delivery Date: _____

Delivery Time: ☐ 8AM-10AM ☐ 10AM-12PM
(select one)

☐ 1PM-3PM ☐ 3PM-5PM

On-site Contact: _____

On-site Phone: _____

TOLL FREE: 888-844-4225 - EMAIL: TRADESHOWS@PRG.COM

NOTE: Your request will be processed and a CONFIRMATION will be returned within two (2) business days. Questions, concerns or for additional requirements or information, feel free to contact PRG TOLL FREE at 888-844-4225, or email at tradeshow@prg.com.

We look forward to serving you, your staff and company at the event. Visit us online at www.prg.com

NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!

Print Form

Submit Form To PRG

Show Name: HAI HELI-EXPO 2015
Incentive Deadline Date: January 30, 2015
OCCC Exhibitor Services Coordinator: Emil Zraggen
Direct Phone: (407) 685-5118
Email: Emil.Zraggen@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

How To Order:

The fastest and easiest way to order OCCC services is through our online ordering system at www.occc.net/exhibitor - instantly get a confirmation of your order and a preliminary invoice!

If not ordering OCCC services online, please complete all applicable order forms and a required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. Forms can be emailed, faxed or mailed to the OCCC for order processing. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

Order Online:

www.occc.net/exhibitor

Email: Exhibitor.Services@occc.net

Fax: (407) 685-9884

Mail: Orange County Convention Center
 9860 Universal Blvd.
 ATTN: Exhibitor Services
 Orlando, FL 32819-8199

OCCC Exhibitor Payment Conditions & Guidelines

1. Full payment and an accurate diagram **MUST** be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers. Orders without payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment and diagram is received by OCCC.
3. Orders received during move-in and/or on-site are subject to a 50% price increase over the base rates.
4. Modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move-in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.

OCCC Exhibitor Payment Options:

Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any addition charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any Third Party Authorization Request, in which case the exhibitor will be responsible for all charges.

NAME OF EVENT: **HAI HELI-EXPO 2015**

E X H I B I T O R	EXHIBITING COMPANY: _____		BOOTH #: _____
	PHONE: _____	FAX: _____	BOOTH SIZE: _____ X _____
	ADDRESS: _____		BOOTH TYPE:
	CITY: _____	STATE: _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
	ZIP CODE/PROVIDENCE: _____	COUNTRY: _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER
B I L L I N G	ORDER CONTACT NAME: _____		I AM:
	ADDRESS: _____		<input type="checkbox"/> THE EXHIBITOR
	CITY: _____	STATE: _____	<input type="checkbox"/> AN EAC/I&D: _____
	ZIP CODE/PROVIDENCE: _____	COUNTRY: _____	<input type="checkbox"/> OTHER: _____
	PHONE: _____	FAX: _____	
ORDER CONTACT EMAIL: _____		EMAIL FOR INVOICES: _____	

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

<u>Heli-Expo Interational 2015</u> OCCC EXHIBITOR SERVICES COORDINATOR: Emil Zraggen (407) 685-5118 Emil.Zraggen@occc.net	<u>PLACE ORDER VIA PHONE, FAX, MAIL OR ONLINE:</u> ORDER ONLINE: www.occc.net/exhibitor EMAIL US: exhibitor.services@occc.net SEND VIA FAX: (407) 685-9884 CALL US: (407) 685-9824 or (800) 345-9898	<u>OCCC MAILING ADDRESS:</u> Orange County Convention Center 9860 Universal Blvd. ATTN: Exhibitor Services Orlando, FL 32819-8199
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☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD NUMBER: _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electrical, rigging, lighting, water & drain, compressed air, propane & natural gas, cable TV and firewatches.

SIGNATURE: _____

DATE: _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____

SIGNATURE: _____

NAME: _____

SIGNATURE: _____

NAME: _____

SIGNATURE: _____



NAME OF EVENT: **HAI HELI-EXPO 2015**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****TO COMPLETE THIS ORDER YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision			Incentive Rate If Ordered & Paid By:				Base Rate If Ordered & Paid After:				On-Site Rates After:
			January 30th, 2015				January 30th, 2015				Feb. 25th, 2015
Quantity	Item Description		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
Floor	Ceiling										
		120V 5 Amp (500w) Single Outlet*	\$103.86	\$10.39	\$6.75	\$121.00	\$166.52	\$16.65	\$10.83	\$194.00	
		120V 10 Amp (1000w) Single Outlet*	\$118.45	\$11.85	\$7.70	\$138.00	\$190.56	\$19.05	\$12.39	\$222.00	
		120V 15 Amp (1500w) Single Outlet*	\$133.05	\$13.31	\$8.64	\$155.00	\$213.73	\$21.38	\$13.89	\$249.00	
		120V 20 Amp (2000w) Single Outlet*	\$148.50	\$14.85	\$9.65	\$173.00	\$236.91	\$23.69	\$15.40	\$276.00	
Please Select Any 208V Services											
		208V 20 Amp Single Phase*	\$191.41	\$19.14	\$12.45	\$223.00	\$307.29	\$30.73	\$19.98	\$358.00	
		208V 20 Amp Three Phase*	\$293.56	\$29.36	\$19.08	\$342.00	\$471.24	\$47.12	\$30.64	\$549.00	
		208V 30 Amp Single Phase*	\$252.36	\$25.24	\$16.40	\$294.00	\$403.43	\$40.34	\$26.23	\$470.00	
		208V 30 Amp Three Phase*	\$419.74	\$41.97	\$27.29	\$489.00	\$673.82	\$67.38	\$43.80	\$785.00	
		208V 40 Amp Single Phase*	\$310.72	\$31.08	\$20.20	\$362.00	\$494.41	\$49.45	\$32.14	\$576.00	
		208V 40 Amp Three Phase*	\$534.76	\$53.48	\$34.76	\$623.00	\$855.79	\$85.58	\$55.63	\$997.00	
		208V 50 Amp Single Phase*	\$386.26	\$38.63	\$25.11	\$450.00	\$618.88	\$61.89	\$40.23	\$721.00	
		208V 50 Amp Three Phase*	\$666.94	\$66.70	\$43.36	\$777.00	\$1,068.66	\$106.87	\$69.47	\$1,245.00	
		208V 60 Amp Single Phase*	\$465.23	\$46.53	\$30.24	\$542.00	\$733.04	\$73.31	\$47.65	\$854.00	
		208V 60 Amp Three Phase*	\$800.00	\$80.00	\$52.00	\$932.00	\$1,282.40	\$128.24	\$83.36	\$1,494.00	
		208V 80 Amp Single Phase*	\$605.14	\$60.52	\$39.34	\$705.00	\$968.23	\$96.83	\$62.94	\$1,128.00	
		208V 80 Amp Three Phase*	\$1,068.66	\$106.87	\$69.47	\$1,245.00	\$1,708.15	\$170.82	\$111.03	\$1,990.00	
		208V 100 Amp Single Phase*	\$774.24	\$77.43	\$50.33	\$902.00	\$1,237.76	\$123.78	\$80.46	\$1,442.00	
		208V 100 Amp Three Phase*	\$1,335.61	\$133.57	\$86.82	\$1,556.00	\$2,137.33	\$213.74	\$138.93	\$2,490.00	
NOT AVAILABLE FROM THE FLOOR		208V 150 Amp Single Phase*	\$1,084.11	\$108.42	\$70.47	\$1,263.00	\$1,733.90	\$173.39	\$112.71	\$2,020.00	
		208V 150 Amp Three Phase*	\$1,872.10	\$187.21	\$121.69	\$2,181.00	\$2,993.99	\$299.40	\$194.61	\$3,488.00	
		208V 200 Amp Single Phase*	\$1,446.34	\$144.64	\$94.02	\$1,685.00	\$2,315.01	\$231.51	\$150.48	\$2,697.00	
		208V 200 Amp Three Phase*	\$2,495.27	\$249.53	\$162.20	\$2,907.00	\$3,993.12	\$399.32	\$259.56	\$4,652.00	
		208V 400 Amp Single Phase*	\$2,891.84	\$289.19	\$187.97	\$3,369.00	\$4,627.46	\$462.75	\$300.79	\$5,391.00	
		208V 400 Amp Three Phase*	\$5,782.82	\$578.29	\$375.89	\$6,737.00	\$9,254.07	\$925.41	\$601.52	\$10,781.00	
Select Any Related and/or Required Services											
		Ceiling Drop Charge†					\$250.00				\$370.00
		208V Connection Plug‡					\$87.32				\$93.00
		25' Extension Cord					\$22.53				\$24.00
		Six Outlet Power Strip					\$22.53				\$24.00
		European Power Strip					\$43.19				\$46.00
*LABOR, PLACEMENT & 24-HOUR POWER INCLUDED †REQUIRED FOR ALL CEILING DROPS ‡REQUIRED FOR EACH 208V OUTLET											TOTAL:

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY



NAME OF EVENT: **HAI HELI-EXPO 2015**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****TO COMPLETE THIS ORDER YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision			Incentive Rate If Ordered & Paid By: January 30th, 2015				Base Rate If Ordered & Paid After: January 30th, 2015				On-Site Rates After:	
Select: <input type="checkbox"/> 220/240V <input type="checkbox"/> 380V <input type="checkbox"/> 480V											Feb. 25th, 2015	
Quantity	Floor	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal	
		20 Amp Single Phase*	\$382.83	\$38.28	\$24.89	\$446.00	\$613.73	\$61.37	\$39.90	\$715.00		
		20 Amp Three Phase*	\$588.84	\$58.88	\$38.28	\$686.00	\$942.49	\$94.25	\$61.26	\$1,098.00		
		30 Amp Single Phase*	\$503.86	\$50.39	\$32.75	\$587.00	\$806.00	\$80.60	\$52.40	\$939.00		
		30 Amp Three Phase*	\$838.62	\$83.86	\$54.52	\$977.00	\$1,345.06	\$134.51	\$87.43	\$1,567.00		
		40 Amp Single Phase*	\$618.88	\$61.89	\$40.23	\$721.00	\$988.83	\$98.89	\$64.28	\$1,152.00		
		40 Amp Three Phase*	\$1,068.66	\$106.87	\$69.47	\$1,245.00	\$1,708.15	\$170.82	\$111.03	\$1,990.00		
		50 Amp Single Phase*	\$771.67	\$77.17	\$50.16	\$899.00	\$1,236.04	\$123.61	\$80.35	\$1,440.00		
		50 Amp Three Phase*	\$1,334.76	\$133.48	\$86.76	\$1,555.00	\$2,135.61	\$213.57	\$138.82	\$2,488.00		
		60 Amp Single Phase*	\$928.75	\$92.88	\$60.37	\$1,082.00	\$1,486.69	\$148.67	\$96.64	\$1,732.00		
		60 Amp Three Phase*	\$1,599.13	\$159.92	\$103.95	\$1,863.00	\$2,562.22	\$256.23	\$166.55	\$2,985.00		
		80 Amp Single Phase*	\$1,210.30	\$121.03	\$78.67	\$1,410.00	\$1,937.33	\$193.74	\$125.93	\$2,257.00		
		80 Amp Three Phase*	\$2,135.61	\$213.57	\$138.82	\$2,488.00	\$3,420.60	\$342.06	\$222.34	\$3,985.00		
		100 Amp Single Phase*	\$1,547.63	\$154.77	\$100.60	\$1,803.00	\$2,476.39	\$247.64	\$160.97	\$2,885.00		
		100 Amp Three Phase*	\$2,670.38	\$267.04	\$173.58	\$3,111.00	\$4,272.95	\$427.30	\$277.75	\$4,978.00		
		150 Amp Single Phase*	\$2,167.38	\$216.74	\$140.88	\$2,525.00	\$3,466.94	\$346.70	\$225.36	\$4,039.00		
		150 Amp Three Phase*	\$3,742.48	\$374.25	\$243.27	\$4,360.00	\$5,988.83	\$598.89	\$389.28	\$6,977.00		
		200 Amp Single Phase*	\$2,891.84	\$289.19	\$187.97	\$3,369.00	\$4,627.46	\$462.75	\$300.79	\$5,391.00		
		200 Amp Three Phase*	\$4,990.55	\$499.06	\$324.39	\$5,814.00	\$7,986.26	\$798.63	\$519.11	\$9,304.00		
		400 Amp Single Phase*	\$5,782.82	\$578.29	\$375.89	\$6,737.00	\$9,254.07	\$925.41	\$601.52	\$10,781.00		
		400 Amp Three Phase*	\$11,565.66	\$1,156.57	\$751.77	\$13,474.00	\$18,505.57	\$1,850.56	\$1,202.87	\$21,559.00		
Select Any Related and/or Required Services												
REQUIRED	Ceiling Drop Charge†						\$250.00				\$370.00	
	380V/480V Connection Plug‡						\$87.32				\$93.00	
<div style="display: flex; justify-content: space-between;"> *LABOR, PLACEMENT & 24-HOUR POWER INCLUDED †REQUIRED FOR ALL ORDERS ‡REQUIRED FOR EACH OUTLET </div>											TOTAL:	

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors/EAC are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice

FOR OFFICE USE ONLY

NAME OF EVENT: **HAI HELI-EXPO 2015**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****TO COMPLETE THIS ORDER AN OCCC METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered & Paid After:				On-Site Rates After:
		January 30th, 2015				January 30th, 2015				Feb. 25th, 2015
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
	Water Service Connection* 1/2 FPT SERVICE OUTLET	\$190.55	\$19.06	\$12.39	\$222.00	\$307.29	\$30.73	\$19.98	\$358.00	
	Water Fill & Drain* 1-99 Gallons	\$80.68	\$8.07	\$5.25	\$94.00	\$128.75	\$12.88	\$8.37	\$150.00	
	Water Fill & Drain* 100-299 Gallons	\$162.22	\$16.23	\$10.55	\$189.00	\$259.22	\$25.93	\$16.85	\$302.00	
	Water Fill & Drain* 300-500 Gallons	\$232.61	\$23.27	\$15.12	\$271.00	\$375.10	\$37.51	\$24.39	\$437.00	
	Water Fill & Drain* Each Additional 500 Gallons	\$33.47	\$3.35	\$2.18	\$39.00	\$58.36	\$5.84	\$3.80	\$68.00	
	Drain Service Connection* 1/2 FPT Service Outlet	\$170.89		\$11.11	\$182.00	\$272.00		\$17.70	\$290.00	
	30 Gallon Quick Recovery Hot Water Heater*	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	80 Gallon Hot Water Heater*	\$634.74		\$41.26	\$676.00	\$634.74		\$41.26	\$676.00	
	Single Beauty Sink* with Hot Water Heater	\$329.57		\$21.43	\$351.00	\$492.95		\$32.05	\$525.00	
	Single Utility Sink* with Hot Water Heater	\$329.57		\$21.43	\$351.00	\$492.95		\$32.05	\$525.00	
	Single Utility Sink* without Hot Water Heater	\$232.86		\$15.14	\$248.00	\$352.11		\$22.89	\$375.00	
	Triple Kitchen Sink* with Hot Water Heater & Disposal	\$722.06		\$46.94	\$769.00	\$1,053.52		\$68.48	\$1,122.00	
	Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max.	\$265.72		\$17.28	\$283.00	\$362.44		\$23.56	\$386.00	
	LP (Liquid Propane) Gas* 5lb Tank	\$59.22	\$5.93	\$3.85	\$69.00	\$72.10	\$7.21	\$4.69	\$84.00	
	LP (Liquid Propane) Gas* Each Additional 5lb Tank	\$41.20	\$4.12	\$2.68	\$48.00	\$49.78	\$4.98	\$3.24	\$58.00	
	Natural Gas Connection† 45000 BTUs Hook-Up	\$256.46	\$25.67	\$16.69	\$299.00	TO ENSURE PROPER PERMITTING AND INSTALLATION, ALL NATURAL GAS ORDERS MUST BE PLACED (21) DAYS PRIOR TO THE FIRST MOVE-IN DATE				
	Natural Gas Connection Each Additional 45000 BTUs	\$59.22	\$5.93	\$3.85	\$69.00					
	Ceiling Drop For Natural Gas Only Required For All Natural Gas Orders	MUST BE INCLUDED IN TOTAL FOR ALL NATURAL GAS ORDERS			\$250.00					
	HD Cable TV Service* Digital Tuner Required for HD Service	\$300.00	\$43.35		\$343.35	\$300.00	\$43.35		\$343.35	
*LABOR & PLACEMENT <u>INCLUDED</u> , SERVICES ARE ONLY AVAILABLE FROM THE FLOOR †REQUIRES A CEILING DROP CHARGE										TOTAL:

OCCC TERMS & CONDITIONS

- For exact placement, attach an OCCC Service Placement Plot form indicating the number and location of connections. If an OCCC Service Placement Plot form is not provided, the OCCC will install the service in the most convenient location and charges will apply for relocation.
- On-site orders are subject to a 50% price increase over base rates.
- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact your Exhibitor Services Coordinator.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY



Orange County Convention Center

Exhibitor Services



★RECOGNIZED★
Employer of ETCP
Certified Technicians

RIGGING ORDER FORM

NAME OF EVENT: **HAI HELI-EXPO 2015**

EXHIBITING COMPANY:

PHONE:

FAX:

EMAIL:

ADDRESS:

CITY:

STATE:

ZIP CODE/PROVIDENCE:

COUNTRY:

ORDER CONTACT NAME:

PHONE:

FAX:

EMAIL:

BOOTH #:

BOOTH SIZE:

X

BOOTH TYPE:

☐ INLINE

☐ ISLAND

☐ PENINSULA

☐ OTHER

I AM:

☐ THE EXHIBITOR

☐ AN EAC/I&D:

☐ OTHER:

****TO COMPLETE THIS ORDER AN OCCC METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION****

RIGGING LABOR	Incentive Rate If Ordered & Paid By:	Base Rate If Ordered & Paid After:
	January 30th, 2015	January 30th, 2015
Initial Rigging Charge, Three-Person Team, First Hour In & Out	\$504.00 <input type="checkbox"/> Select	\$732.00 <input type="checkbox"/> Select
Dedicated Rigging Team, 4 Hour Minimum, In or Out Only	\$1,008.00 <input type="checkbox"/> Select	\$1,464.00 <input type="checkbox"/> Select
Additional Rigging Labor, Per Rigger, Per Hour	\$84.00	\$122.00
Holiday or Overtime (After 8 hours), Per Rigger, Per Hour	\$126.00	\$183.00

REQUESTED RIGGING INSTALL DATE:

REQUESTED RIGGING STRIKE DATE:

DESCRIPTION OF ITEM(S):

SIZE:

WEIGHT:

QUANTITY:

REQUESTED HEIGHT FROM FLOOR TO BOTTOM OF SUSPENDED ITEM:

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.):

ADDITIONAL COMMENTS:

DOES THIS ITEM REQUIRE:

☐ POWER

☐ OCCC TRUSS OR HOISTS

IF SO, PLEASE ATTACH ORDER FORM

OCCC RIGGING TERMS & CONDITIONS

- A credit card on file with a Method of Payment form is required for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge as noted above when this order is received. Additional charges, if any, for additional labor or hardware needed to suspend items will be charged separately to the credit card.
- After you assemble your sign and you're ready for rigging to commence, the on-site authorized person must visit the Exhibitor Services desk to sign paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the Exhibitor Services desk or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.
- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed before initiating services.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- All labor in excess of one (1) hour for installation and one (1) hour for removal (the Initial Rigging Charge) will be billed in 1/2 hour increments.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Orders received on site are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

FOR OFFICE USE ONLY



Orange County Convention Center



Exhibitor Services

RIGGING EQUIPMENT ORDER FORM

NAME OF EVENT: **HAI HELI-EXPO 2015**

BOOTH #:

EXHIBITING COMPANY:

BOOTH SIZE: **X**

****TO COMPLETE THIS ORDER AN OCCC RIGGING ORDER FORM AND METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION****

Contact us for quantity discounts! Save on transportation/freight charges and costly

Quantity	Item Description	Incentive Rate If Ordered & Paid By: January 30th, 2015			Base Rate If Ordered & Paid After: January 30th, 2015			On-Site Rates After: Feb. 25th, 2015
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	CM Lodestar Chain Hoist, Electric, 1/4 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25	
	CM Lodestar Chain Hoist, Electric, 1/2 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25	
	CM Lodestar Chain Hoist, Electric, 1 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25	
	CM Lodestar Chain Hoist, Electric, 2 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25	
	Rotating Motor, 100lb Capacity*	\$180.28	\$11.72	\$192.00	\$270.42	\$17.58	\$288.00	
	Rotating Motor, 200lb Capacity*	\$210.32	\$13.72	\$224.04	\$315.48	\$20.51	\$335.99	
	Rotating Motor, 500lb Capacity*	\$240.37	\$15.62	\$255.99	\$359.62	\$23.38	\$383.00	
Please Select Truss Color: <input type="checkbox"/> Silver or <input type="checkbox"/> Black								
	Thomas Aluminium Truss, 12" x 12" x 10'	\$74.81	\$4.86	\$79.67	\$112.21	\$7.29	\$119.50	
	Thomas Aluminium Truss, 12" x 12" x 8'	\$69.46	\$4.51	\$73.97	\$104.21	\$6.77	\$110.98	
	Thomas Aluminium Truss, 12" x 12" x 5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 12" x 12" x 4'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 12" x 12" x 3'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 12" x 12" x 2.5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 12" x 12" x 2'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 12" Corner Block	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 12" Hingle Plate	\$69.46	\$4.51	\$73.97	\$104.20	\$6.77	\$110.97	
	Thomas Aluminium Truss, 12" Base Plate	\$42.75	\$2.78	\$45.53	\$64.12	\$4.17	\$68.29	
	Thomas Aluminium Truss, 12" Grapple	\$40.33	\$2.62	\$42.95	\$60.49	\$3.93	\$64.42	
	Thomas Aluminium Truss, 20.5" x 20.5" x 10'	\$74.81	\$4.86	\$79.67	\$112.21	\$7.29	\$119.50	
	Thomas Aluminium Truss, 20.5" x 20.5" x 8'	\$69.46	\$4.51	\$73.97	\$104.21	\$6.77	\$110.98	
	Thomas Aluminium Truss, 20.5" x 20.5" x 5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 20.5" x 20.5" x 4'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 20.5" x 20.5" x 3'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 20.5" x 20.5" x 2'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 20.5" Corner Block	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36	
	Thomas Aluminium Truss, 20.5" Hingle Plate	\$69.46	\$4.51	\$73.97	\$104.20	\$6.77	\$110.97	
	Thomas Aluminium Truss, 20.5" Base Plate	\$42.75	\$2.78	\$45.53	\$64.12	\$4.17	\$68.29	
	Thomas Aluminium Truss, 20.5" Grapple	\$40.33	\$2.62	\$42.95	\$60.49	\$3.93	\$64.42	

***ELECTRICITY INCLUDED**

25% DEPOSIT REQUIRED WITH ORDER SUBMISSION & PAYMENT:

GRAND TOTAL:

OCCC TERMS & CONDITIONS

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory. When submitting your order, please include this 25% deposit with your submission or your order will not be accepted.
- OCCC Rigging is responsible for assembling and installing all truss and motors. Signs and/or truss exceeding 100 lbs. will require a chain hoist. Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.). Par can refocues require an additional labor charge.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject to a 50% price increase over base rates.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

NAME OF EVENT: **HAI HELI-EXPO 2015**

BOOTH NUMBER: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****TO COMPLETE THIS ORDER YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

		Incentive Rate If Ordered & Paid By: January 30th, 2015			Base Rate If Ordered & Paid After: January 30th, 2015			On-Site Rates After: Feb. 25th, 2015
Quantity	Item Description	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	1000w Theatrical Par Can Overhead Light*	\$266.66	\$17.34	\$284.00	\$450.00	\$29.25	\$479.25	
	Lights Out, Per Pod	Per Show MGMT Approval		\$55.00	Per Show MGMT Approval		\$75.00	
*INSTALLATION, REMOVAL, ELECTRICITY & ONE (1) FOCUS <u>INCLUDED</u>								TOTAL:

TO EXPEDITE THE INSTALLTION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH
OR AISLE #:

ADJACENT BOOTH
OR AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS/COMMENTS/NOTES:

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

NAME OF EVENT: **HAI HELI-EXPO 2015**

EXHIBITING COMPANY: _____ BOOTH #: _____

THIRD PARTY COMPANY: _____

PHONE: _____ FAX: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

THIRD PARTY CONTACT NAME: _____

DIRECT PHONE: _____ FAX: _____

ORDER CONTACT EMAIL: _____

EMAIL FOR INVOICES: _____

PLEASE SELECT PAYMENT TYPE AND SERVICES TO BE INVOICED

Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. By submitting this form, the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balances at the end of a show, all charges will revert to the exhibitor. This form must be submitted with an accompanying Method of Payment form and order form(s). The OCCC reserves the right to deny any Third Party Authorization request, in which case the exhibitor will be responsible for all charges.

☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the third party's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any addition charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD NUMBER: _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electrical, rigging, lighting, water & drain, compressed air, propane & natural gas, cable TV and firewatches.

SIGNATURE: _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

SERVICE PLACEMENT DIAGRAM FORM

NAME OF EVENT: **HAI HELI-EXPO 2015** BOOTH #: _____

EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____

ORDER CONTACT NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT
BOOTH OR
AISLE #:

ADJACENT
BOOTH OR
AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS/COMMENTS/NOTES:

NAME OF EVENT: **HAI HELI-EXPO 2015**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

AGREEMENT CONTACT NAME: _____

PHONE: _____

FAX: _____

EMAIL: _____

****TO COMPLETE THIS AGREEMENT YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.
2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of \$100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: _____

DATE: _____

NAME OF EVENT: **HAI HELI-EXPO 2015**

EXHIBITING COMPANY: _____

NAME OF EAC / DESIGN FIRM: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____

CONTACT EMAIL: _____

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

SQUARE FOOTAGE OF COVER: _____

STAIR RISE & TREAD: _____ GUARD RAIL MEASUREMENTS: _____

COMMENTS: _____

BOOTH #: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE:

☐ MULTI-LEVEL ☐ COVERED

I AM:

☐ THE EXHIBITOR

☐ AN EAC/I&D: _____

☐ OTHER: _____

Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

MULTI-LEVEL BOOTH DEFINED: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL

EVENT MANAGER: _____ APPROVED: _____

OCCC RECEIVED: _____ NUMBER OF COPIES: _____ ☐ YES ☐ NO

DATE TO FIRE MARSHALL: _____ DATE RETURNED: _____ FIREWATCH REQUIRED: _____

PLANS REVIEWER: _____ ☐ YES ☐ NO

COMMENTS: _____

NAME OF EVENT: HAI HELI-EXPO 2015

EXHIBITING COMPANY: _____

ORDER CONTACT NAME: _____

PHONE: _____ **FAX:** _____

ORDER CONTACT EMAIL: _____

BOOTH #: _____

I AM:

☐ THE EXHIBITOR

☐ AN EAC/I&D: _____

☐ OTHER: _____

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

Additional Information:

- A 2A40 B.C. fire extinguisher (5 lb. ABC) with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for \$35.00
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only after approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container.
- Please indicate, which appliance(s), if any, need to be left operating overnight.

Please Check All That Apply To Your Booth/Exhibit:

- ☐ "Sterno" or other jellied fuels (must be used in a device designed to prevent fuel from tipping over)
- ☐ Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)
- ☐ Deep Fryer: ☐ Electric ☐ Gas Specify Well Dimensions: _____
- ☐ Range or Cook Top: ☐ Electric ☐ Gas Specify Range Cooking Area Dimensions: _____
- ☐ Grill or Griddle: ☐ Electric ☐ Gas Specify Grill or Griddle Cooking Area Dimensions: _____
- ☐ Chain Broiler: ☐ Electric ☐ Gas Specify Chain Broiler Cooking Area Dimensions: _____
- ☐ Fireplace: ☐ Electric ☐ Gas ☐ Wood Specify Vent Type: ☐ Vented ☐ Ventless
- ☐ Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information: _____

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

SIGNATURE: _____ **DATE:** _____

Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC for this service order shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
14. Obstructions blocking utility floor boxes are subject to relocation as necessary.
15. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
16. All electrical services are to be billed to the next greatest wattage (i.e. 15amp 208v single phase = 20amp 208v single phase).
17. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

Plumbing, Compressed Air & Gas Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. Booth anchoring/drilling must have prior approval by Show Management and the OCCC and must be performed by the OCCC.
4. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
5. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
6. Please provide an attached drawing indicating location of your connection(s). If a drawing is not provided, the OCCC will install the service in the most convenient location and charges will apply for relocation.
7. Labor charges will apply for service calls.
8. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
9. Claims will NOT be considered unless filed by Exhibitor before the close of show at the OCCC Exhibitor Services desk.
10. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
11. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.
12. The exhibitor must notify the OCCC Exhibitor Services desk for installation if no detailed diagram has been submitted indicating the location of the ordered services.

The Orange County Convention Center is a UL-certified manufacturing facility. Exhibitors will need to provide proper UL-certified plugs for connection to equipment. If you are unable to supply a UL-certified plug to match the power you have ordered in your booth, you may rent one from the OCC. Exhibitors are responsible for leaving all rented UL-certified plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.**

20 Amp Single Phase

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground. Our standard plug is a **L21-20**.

20 Amp Three Phase

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground. Our standard plug is a **L21-20**.



30 Amp Single Phase

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground. Our standard plug is a **L21-30**.

30 Amp Three Phase

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground. Our standard plug is a **L21-30**.



40 - 60 Amp Single Phase

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground. Our standard plug for 208V is a Hubbell 560 P9W and for 480V is a Hubbell 560 P7W.

40 - 60 Amp Three Phase

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground. Our standard plug for 208V is a Hubbell 560 P9W and for 480V is a Hubbell 560 P7W.

80 - 100 Amp Single Phase

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground. Our standard plug for 208V is a Hubbell 5100 P9W and for 480V is a Hubbell 5100 P7W.

80 - 100 Amp Three Phase

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground. Our standard plug for 208V is a Hubbell 5100 P9W and for 480V is a Hubbell 5100 P7W.



150 - 400 Amp Single Phase

Industry standard for high amperage industrial equipment. Two hots, neutral and a ground. Our standard plugs are cam locks.

150 - 400 Amp Three Phase

Industry standard for high amperage industrial equipment. Three hots, neutral and a ground. Our standard plugs are cam locks.



The OCCC is the exclusive rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following rigging guidelines are applicable to all show managers, service contractors, exhibitors and exhibitor appointed contractors (EACs).

1. The OCCC is the exclusive provider of rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
5. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. All hardware is required to have a working load limit (WLL).
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC's Rigging department can be reached by phone (407) 685-5555, or via fax (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the OCCC.
16. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams:

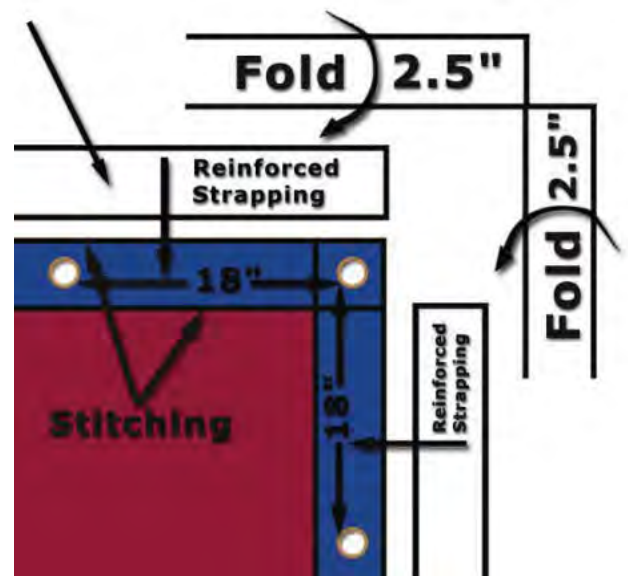
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, we require double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

Exterior Banners:

1. Banners to be installed on the exterior of the building must be designed with the elements in mind.
2. The banner must be constructed of a material that allows the wind to flow easily through it. If the banner is made of vinyl, construction wind pockets must be cut into the banner, or we recommend the use of a 70 percent mesh material for banner construction.
3. Banners must have grommets horizontally along the top and bottom of the banner at a minimum of 18 inches to 2 foot intervals.
4. Banners must have grommets vertically placed along both sides of the banner at a minimum of 48 inches if the banner is 8 feet tall or greater.
5. All edges of the banner will be folded over, glued and double stitched, and preferably webbing reinforced before installation of the grommets. All mesh banners must be webbing-reinforced in between all folds before grommet installation.
6. The grommets in the corners will be reinforced due to this area handling most of the stress in the banner.
7. Banners must be made of lightweight materials.
8. The material should be water-resistant so there will not be a substantial increase in weight when it becomes wet.
9. All banners are subject to removal without notice in the event of SEVERE WEATHER NOTICE.



Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.

Manufactured or Custom Built Signs:

1. All signs must be well-made and in good condition to be suspended.
2. All drawings, diagrams, etc. must be submitted at least three weeks in advance of the event.
3. All signage is subject to on-site inspection for final approval.
4. An engineer's certification may be required under certain conditions.
5. All hardware and equipment must be approved by the manufacturer for overhead suspension.

1. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
2. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
3. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
4. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
5. If permitted by show management, exhibitor rigging services are available through OCCC Exhibitor Services. A rigging form should be included in your exhibitor kit. If not, check with show management before placing an order for this service. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
6. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
7. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
8. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
9. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
10. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
11. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
12. Painting signs, exhibits or other objects is not permitted in the OCCC.
13. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
14. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted in any meeting room or public area; e.g., restrooms, concourses. Smoking is prohibited in exhibition halls during move-in and move-out. The Lessee or its general contractor shall post appropriate signage and enforce this policy.
15. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
16. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
17. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

The OCCC maintains 24-hour security presence, 7 days a week. The OCCC Security Division is responsible for providing a safe and secure environment for everyone. Additionally, the Orange County Deputy Sheriff's Office has dedicated a squad of deputies to patrol the OCCC. The following guidelines are applicable at the OCCC:

1. All show management, exhibitors and attendees must wear an approved show management badge for admittance to any exhibit hall. We recommend show management provide badges to their staff, exhibitors and service providers in advance of the show. All other personnel working at the Center must be badged with an approved Show Management or OCCC badge.
2. Any person without an approved event badge or OCCC badge requesting access into the exhibit hall will be provided with a "Temporary Day Badge (TDB)" issued by OCCC Security. The locations for issuance of the "TDB" are West Building – West Command Dock 7 and North/South Building – North and/or South employee checkpoints. To obtain a TDB an approved form of photo identification (valid driver's license, passport, valid state, federal or military identification card) must be surrendered prior to issuance, and will be returned upon completion of the day.
3. OCCC Security maintains closed circuit TV monitoring of the OCCC to include parking lots and surrounding grounds.
4. Criminal background checks are conducted on all full-time and part-time OCCC employees as a condition of employment.
5. Security personnel will conduct random vehicle and package inspections.
6. The OCCC Security Division will assign an Event Security Liaison Officer to assist in the review of the event's contract security provider's plan to ensure all security needs are met and in compliance with OCCC requirements.
7. Should you require additional assistance, please contact OCCC Security.

Medical Emergencies & First Aid at the OCCC

In the event of a medical emergency while on-site at the Orange County Convention Center (OCCC), please do not call 911. The OCCC is extremely large and emergency personnel must be directed to the location of the incident as promptly as possible. This can only be achieved by directing the emergency through the Building Security Section. The following steps should be followed to ensure a timely response:

For Serious Medical Emergencies:

- In the West Building dial ext. 5-1119 from any house phone in the building and/or notify a uniformed security representative. Please have as much information about the emergency as possible (location, type of individual, nature of the emergency). Alert security to contact the paramedic on-site, if applicable.
- In the North/South Building dial ext. 5-7119 from any house phone in the building and/or notify a uniformed security representative. Please have as much information about the emergency as possible (location, type of individual, nature of the emergency). Alert security to contact the paramedic on-site, if applicable.
- Once security has been called, the Security Rep will respond to evaluate and stabilize until paramedics, if applicable, arrive and assess. Ambulance service will be provided by the paramedic service, if applicable.

For Minor Incidents/First Aid:

- For minor incidents in the West Building, notify the Building Security Section via any house phone in the building at ext. 5-9828 or 5-1128. In case of an emergency, dial ext. 5-1119.
- For minor incidents in the North/South Building, notify the Building Security Section via any house phone in the building at ext. 5-7102. In case of an emergency, dial ext. 5-7119.
- Notify uniformed security personnel or paramedic. Provide as much detailed information regarding the incident.

West Building Med Rooms:

- Med 1 – In front of Hall D/2, across from W-Room 224
- Med 2 – In front of Hall E, across from W-Rooms 230 & 231
- Med 3 – In Central Lobby by Hall C
- Med 4 – South Lobby – Level 1

North/South Med Rooms:

- Med 5 – South A – Dock Side
- Med 6 – South B – Concourse – Level 2
- Med 7 – North B – Dock Side
- Med 8 – North A – Concourse – Level 2

Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations

Permitted Cooking Appliances Must Meet The Following Conditions:

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
 - Fryers
 - Grills, Ranges, Griddles, Broilers, Chain-broilers
 - Ovens

Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

Facility Emergency Equipment

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

Flame Resistance Information

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

Gas - Compressed/Inert

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

Inert Gas Cylinders

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

Gas – Natural

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ www.occc.net/exhibitor. **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

Gas – Liquid Petroleum (LP)

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

Gas – Storage

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

Multi-Level Exhibits & Covered Booths Over 300 Square Feet

Please See Multi Level Guidelines Information Sheet

Open Flame, Pyrotechnics and Special Effects

Open Flame

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

Candles

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

Pyrotechnics

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

Special Effects – Fog & Hazers

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1). The Exhibitor Services Coordinator be notified, and 2) The fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

Special Effects - Lasers

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks or special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.

Covered Booth Definition – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

Multi-Level Booth Definition – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the OCCC Event Management department and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor’s name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor’s Manual for applicable guidelines.
- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center

Attn: Event Management

Regular Mail: PO Box 691509, Orlando, FL 32869

Overnight: 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
 - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
 - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
 - c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a “straight run” or be “squared off.” Spiral stairs or winders are not permitted.
 - d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.

- e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
- g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
- h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The following guidelines apply:

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: the OCCC Event Management department. Phone: (407) 685-9882 Fax: (407) 685-9866

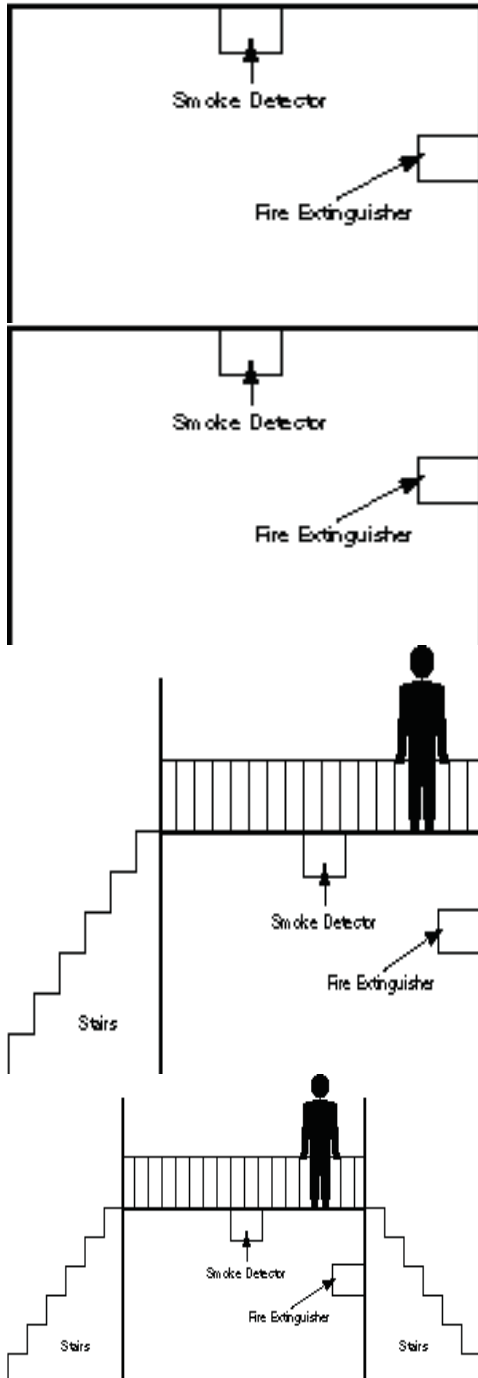
D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- 1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- 4) Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these guidelines, contact:
 Event Management
 Orange County Convention Center
 Phone: (407) 685-9882
 Fax: (407) 685-9866

If you have questions regarding Fire Code, contact:
 Orange County Fire Rescue Services Department
 Phone: (407) 685-9811
 Fax : (407) 685-9866



Covered Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- **All Booths to be Constructed as Required by Applicable Codes and Standards**

Covered Booth, Tent and Theatre

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

2.9.1

Aisles	NFPA 101	*Alternate
Classroom	63" (44+19)	85" (66+19)
Banquet	82" (44+19+19)	104" (66+19+19)
General Session	44"	66"
Exhibits	44"	66"

Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

2.10.3

Aisle Access ways	NFPA 101
Classroom	36" (average)
Banquet	56" (average)
General session 14 seats per row	12"
General session >14 seats per row	12" + 0.3" each chair (max 22")
General Session Dead-end 7 per row	12"
General Session Dead-end > 7 per row	12" + 0.6" each chair

(Note: dead-end rows may not exceed 30 feet)

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal's Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal's Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal's Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments' Office of the Fire Marshal.

3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load.** Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100' from an exit.

Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150' from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.

10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911
702-943-6001 (Fax)
csr@smartcity.com



Orange County Convention Center
The Center of Hospitality, where it's all about your experience.



EXHIBITOR SERVICES



Company Name		Booth / Room	
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Billing Address		Incentive Order Deadline: 02 / 04 / 15	
City, State / Country, Zip		Email	
Contact		Telephone Number () -	Fax Number () -
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Credit Card Billing Street Address		Credit Card Billing City, State / Country, Zip	
Print Credit Card Holder Name (as it appears on card)		Card Holder Signature and/or Acceptance of T's & C's	

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T) – Non Routable					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium)	IA-SP		\$ 125	\$ 150	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard)	IA-SN		\$ 125	\$ 150	
e. Wireless Internet (5GHz only)	(See T&C 9) WI		(Call 888-614-2637 for quote)		
2. Internet – Networking Services: (10 / 100 Base - T) – Routable					
a. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
b. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
c. Additional Services (if applicable)	MI		(Call 888-614-2637 for quote)		
3. Internet – Networking Services: Equipment and Labor					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
d. Labor / Floor Work - Fee per hour	(See T&C 1) FW		\$ 75	\$ 75	
4. Voice Services: PBX Service – Dial “9” for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Single Line w/ Single Line, Touchtone Instrument (unrestricted long distance)	SL		\$ 302	\$ 386	
c. Multi-Line Spk Phone w / 1 main Number & 1 rollover line (unrestricted LD)	MS		\$ 465	\$ 575	
d. Teleconference Spk Phone line w / Polycom Instrument (unrestricted LD)	PL		\$ 465	\$ 575	
e. Dedicated Line / LD Restrictions (Credit Card / Intl) / Voice Mail / Special Eng.	MT		(Call 888-614-2637 for quote)		
5. Special Line Services (For 3 rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data / Telco circuit from Demarc to Booth	(See T&C 8) T2 / T1		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth	(See T&C 8) T3		\$ 9,000	\$ 11,250	
c. Other – Analog, ISDN BRI or DSL Extended circuit / line from Demarc to Booth	DP/IS/HL		(Call 888-614-2637 for quote)		
d. Point-to-Point / Special Engineering / DHCP / VPN / Web Casting	(See T&C 1) VP / MI		(Call 888-614-2637 for quote)		
6. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-614-2637 for quote)		
7. Move - In / On - Site order fee of \$250 Internet/Network / \$75 Telephone - per line (if ordering service after show move-in has started).					
8. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue. x (number of lines)					
	SUBTOTAL				
Unused portions of deposits returned with final billing.	ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%				
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

*** Incentive Price applies to orders received With Payment 21 days prior to the 1st day of show move-in. ***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2015 - 075 - 780 -
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ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=075>

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider of all Voice, Data and Network** services (wired and wireless). Smart City provides **cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional on-site fee of \$250 (Internet) / \$75 (Telephone) – per line.**
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
13. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to:** 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 22-3810189.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2015 - 075 - 780 -	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=075>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Orlando's OCCC (075) - FL
Show: HAI HELI-EXPO 2015

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 075 - 780 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____/____/____ Security Updates Last Performed - Date: ____/____/____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Wireless Performance Agreement

Center: Orlando's OCCC (075) - FL
Show: HAI HELI-EXPO 2015

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 075 - 780 -

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 a / g / n network. Smart City operates multiple Cisco wireless networks utilizing over 1000 access points throughout the Orange County Convention Center. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

Pay-Per-Day Products

- 2.4 GHz 802.11 g / n: Complementary basic Wi-Fi® available in the Facility's public space. For business class speeds utilizing a 2.4 GHz network Instant Internet (up to 512 Kb) is available as an on-site pay per day service in the Facility's public space.
- 5 GHz 802.11 a / n: Exhibitor Internet (up to 1.5 Mb) is available as an on-site pay per day service in all areas of the Facility including the Exhibit Hall, Meeting Rooms and Public Space. 5 GHz wireless adaptors are available for purchase on-site at the Smart City Service Desk or by calling Smart City at (407) 685-2000.
- Wireless speeds and accessibility depend on the wireless environment in a local area.

Custom Wireless Networks

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

Internal Networks

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

Customer Acceptance

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does **NOT** recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired CAT5 connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Signature: _____ Date: _____
Printed Name: _____ Title: _____
Email: _____ Contact Phone #: _____



Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL

Show: HAI HELI-EXPO 2015

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2015 - 075 - 780 -

Voice and Data communications cabling. Smart City is the **exclusive provider** of Voice and Data communications services. Smart City provides cabling to meeting rooms, booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

PHOTOGRAPHY ORDER FORM

8862 Snowbunting Court
 Littleton, CO 80126
 TEL (303) 471-2220
 FAX (303) 471-2224
 E-MAIL photos@lagniappestudio.com
 WEBSITE www.lagniappestudio.com

CONVENTION NAME: **2015 HAI HELI-EXPO**

ONSITE CONTACT: _____

CONVENTION LOCATION: **Orlando, FL**ONSITE CELL #: **March 3-5, 2015**

EXHIBITOR: _____ BOOTH #: _____

YOUR NAME: _____ PHONE #: _____

MAILING ADDRESS: _____ FAX #: _____

CITY, STATE, ZIP: _____ EMAIL: _____

**LAGNIAPPE
DISCOUNT
PACKAGES**

_____ 4-8x10 original views, with digital file and transfer of copyrights \$900.00/Package

_____ Each 8 x 10 original view with digital file and transfer of copyright \$240.00/Package

Handling & U.S. Shipping (7 day delivery) + \$15.00

MUST INDICATE: ☐ Yes, add \$50 (per view) to email digital image within 5 days☐ without people ☐ staff (date ____/time ____) ☐ activity Total Due _____**PHOTOGRAPHIC
& DIGITAL IMAGING
OF EXHIBITS**

_____ Each digital view on CD with transfer of copyright \$175.00 each

_____ Each 8 x 10 original view \$150.00 each

_____ Each 8 x 10 reprint from original \$ 35.00 each

_____ Unmanipulated view(s) of "on-site delivery" digital photography \$225.00 each

_____ Digitally enhanced- background eliminated view (ideal for exhibit builders) \$395.00 each

Handling & U.S. Shipping (7 day delivery) + \$15.00

MUST INDICATE: ☐ Yes, add \$50 (per view) to email digital image within 5 days☐ without people ☐ staff (date ____/time ____) ☐ activity Total Due _____**SPECIAL EVENTS
PHOTOGRAPHY**

Evening events, press conferences, award ceremony (not booth photos).

_____ Hours @ \$375.00 per hour with unlimited digital images (2 hour minimum)

MUST ORDER 2 WEEKS IN ADVANCE	Handling & U.S. Shipping+ \$15.00
	Onsite Delivery + \$50.00
	Total Due _____

Location _____
Date _____ Time _____

**PROFESSIONAL
VIDEO
PRODUCTION**

_____ Each hour @ \$940.00

_____ Consecutive add'l. hrs. @ \$650.00 ea.

Each Copy of footage @ \$75

MUST ORDER 2 WEEKS IN ADVANCE	Handling & U.S. Shipping + \$15.00
	Total Due _____

**ARCHITECTURAL
EXHIBIT
PHOTOGRAPHY**

Your booth will be professionally photographed using multiple architectural lighting to emphasize its design and look like a "Hollywood movie set"!!!

4 Views (Includes 8 x 10 photos, digital images on CD, and 2 hours digital retouching work) \$2,895.00

Go to www.lagniappestudio.com/architectural to view samples. Additional views \$500 each

MUST ORDER 2 WEEKS IN ADVANCE

**TABLE TOP
PHOTO
BOOK****NEW! Table Top Photo Book Special \$2,850.00**

_____ 16 High resolution images of exhibit printed in a 11x14 hard-bound/photo book with company logo on the front and back covers. A great gift for clients, conference rooms and reception areas.
 (Additional books can be purchased for \$250.00 each. Includes CD of digital images)

INDICATE FORM OF ADVANCE PAYMENT:☐ AMEX ☐ VISA ☐ MC Account No. _____ ID# _____ Exp. Date _____☐ U.S. dollar check payable to **Lagniappe Studio, Inc.****SPECIFY METHOD OF SHIPMENT:**☐ First Class U.S. Mail ☐ FEDEX acct.# _____

If you wish FEDEX Shipment but do not have an account #, add \$30 for delivery within the U.S., or \$60 for international.

Signature of Cardholder _____

Office use only:	
DR _____	AP\$ _____
Inv # _____	DM _____

MAIL OR FAX THIS ORDER FORM TO US AT THE ABOVE ADDRESS!

All claims must be made in writing within 7 days of receipt of materials.
 Cancellation Fees: Within 2 weeks of convention 25% fee, within 1 week & on site 50% fee



JVA, Inc.

Corporate Headquarters

3753 Howard Hughes Pkwy., Suite 200
Las Vegas, NV 89169
+1 702-259-4494 • +1 800-553-8855
Email: LVinfo@judyvenn.com

Sales & Marketing

Billing: 3183-F Airway Ave., Suite 118
Costa Mesa, California 92626
+1 714-957-8300 • Fax +1 714-957-8301
Email: info@judyvenn.com

Cities: Atlanta • Chicago

Orlando • Miami • Washington DC
Philadelphia • Boston • New York
Nashville • New Orleans • Denver
Hawaii • Dallas • Houston • Austin
San Antonio • San Francisco
San Jose • Los Angeles • Anaheim
San Diego • Las Vegas • Reno



NATIONWIDE CONVENTION SERVICES

+1 800-553-8855 • www.judyvenn.com

- Hostesses/Hosts ■ Brand Ambassador ■ Narrators
- Demonstrators ■ Crowd Gatherers ■ Interpreters
- Special Talent ■ Street Marketing
- Chair Massage Therapists ■ Shoe Shine Services

IN-STORE DEMOS • FOOD SERVERS DIVISION



**Going
Beyond What's
Expected...
Since 1971!**

ORDER FORM/CONTRACT

PLEASE PRINT OR TYPE
(Signature required on page 2.)

Date _____

Company _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Contact _____

Name of Event _____

City _____

Facility _____ Booth # _____

On-Site Contact Person _____

On-Site Phone _____

Dates Services Required:

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

Indicate Number of People Needed:

- | | |
|--|-------------------------------------|
| ____ Exhibit Hostess/Host/Brand Ambassador | ____ Hospitality Suite Hostess/Host |
| ____ Narrator/Spokesperson | ____ Interpreter |
| ____ Demonstrator/Sales Assistant | ____ Costumed Character |
| ____ Crowd Gatherer | ____ Food Server/Street Marketing |

Special Talent/Qualifications _____

Type of Apparel ☐ Business ☐ Cocktail ☐ Costume

☐ Food Server _____

METHOD OF PAYMENT AND TERMS

A credit card guarantee and a 50% deposit are required to confirm an order. Balance is due 7 days prior to first day of show.

If terms are not met, balance will be charged to credit card.

Cancellation Charges

If cancelled 46 or more days before show 10% Processing Fee of Total Bill

If cancelled 15-45 days before show 50% of Total Bill

If cancelled 14 days or less before show 100% of Total Bill

☐ Check, payable to **JVA, Inc.** (Mail to Sales and Marketing)

☐ AMEX ☐ MasterCard ☐ Visa ☐ Diners Club

Account # _____ Exp. Date _____

Name on Card _____

Authorized Signature _____

☐ Charge 50% deposit to credit card ☐ Charge total to credit card

P.O. # _____ Security Code _____

TOTAL PAYMENT DUE 7 DAYS PRIOR TO FIRST DAY OF SHOW.

"EXHIBITOR, PLEASE RETAIN A PHOTOCOPY (FRONT AND BACK) FOR YOUR FILES. PLEASE CALL JVA TO CONFIRM RECEIPT OF YOUR ORDER."

TERMS AND CONDITIONS

1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").
2. Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed characters, hospitality suite hostesses/hosts, narrators/presenters, interpreters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.
3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.
4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or canceling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.
5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the responsibility of the Client and/or its Agent.
6. Client authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.
7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.
8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supercedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived. I, the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.

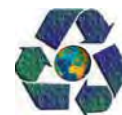
Authorized Signature: _____

Date: _____

Print Name & Title: _____

NOTICE: The Terms and Conditions and the Order Form bearing original signatures must be returned to Judy Venn & Associates, Inc. prior to commencement of the event subject to this Agreement.

**~ Sales & Marketing Office ~
Mail to: 3183-F Airway Avenue, Suite 118, Costa Mesa, CA 92626**



REDUCE - REUSE - RECYCLE



What is so amazing about Expo Tracker Lead Retrieval?

Instant scanning, fast and efficient every time! Capture every lead quickly and easily using a device that most of us are already familiar with!



ORDER ONLINE AT: www.expotracker.net/lros
Use show code: **HELI2015** to place your order

Call 800-659-9352 with questions, or visit us online at www.expotracker.net

Expo Tracker Lead Retrieval Options

The Expo Tracker Android tablet and Bluetooth 2-d scanner creates a very easy to use, state-of-the-art lead retrieval system that captures every lead, guaranteed, every time. Leads are stored on the Expo Tracker tablet and synced with our online Web portal. Exhibitors can also email themselves, or anyone else their lead spreadsheet directly from the ET application at any time during the show.

- Customize follow up qualifier questions directly on the tablet, at any point during the show
- Type in custom notes using the onscreen keyboard
- Email your lead spreadsheet to any email address at any time during the show or after the show.
- Scan and print leads up to 50' away from the tablet.
- iLeads gives you the option to manually input the badge number on your personal device or our rental device. Use it on all Apple, blackberry, kindle fire and Android Products and one of great things about iLeads is that you have access to your leads 24/7.

Expo Tracker Lead Retrieval takes advantage of the latest mobile technology to provide a cost effective, efficient and easy to use system. Our professional staff is available onsite for support and assistance during all setup and show hours.



Expo Tracker, LLC
5270 Lyngate Court, Burke, VA 22015
800-659-9352, 703-978-7025 (fax)
www.expotracker.net, info@expotracker.net



INNOVATION.
CONNECTION.
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HAI HELI-EXPO | Orlando | March 2-5 | Exhibits Open March 3-5



EXPO TRACKER LEAD RETRIEVAL ORDER FORM

USE THIS FORM, OR ORDER ONLINE [HTTPS://WWW.EXPTRACKER.NET/LROS](https://www.expotracker.net/lros) (SHOW CODE **HELI2015**)

Contact Information

COMPANY NAME

BOOTH #

CONTACT NAME & TITLE

MAILING ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

EMAIL ADDRESS

LEAD RETRIEVAL OPTIONS	ADVANCE RATE (on/before 01/30/15)	LATE/ONSITE RATE (after 01/30/15)	QUANTITY	TOTAL
ET Bundle Package — Includes a Tablet with pre installed app and a 2d Bluetooth scanner.	\$300.00	\$350.00		
Developer's Kit — Includes sample barcode with field layout and delimiter.	\$275.00	\$275.00		
iLeads — Use your own device by manually inputting the badge number to retrieve your leads.	\$200.00 <small>(one access code per device)</small>	\$250.00 <small>(one access code per device)</small>		
iLeads — Rent our iPod Touch by manually inputting the badge number to retrieve your Leads	\$250.00 <small>(one access code per device)</small>	\$300.00 <small>(one access code per device)</small>		
OPTIONAL ITEMS				
Mobile Printer — Bluetooth, wireless printer that connects to your tablet.	\$75.00	\$100.00		
USB Drive - or use your own at no charge	\$35.00	\$35.00		
Booth Delivery - instead of service desk pickup	\$50.00	\$50.00		
			TOTAL DUE	

Payment

☐

Check # _____

☐

American Express

☐

MasterCard

☐

Visa

CREDIT CARD NUMBER

EXPIRATION DATE (MM/YY)

NAME ON CARD

AUTHORIZED SIGNATURE

Send completed form and payment to: Expo Tracker, LLC :: 5270 Lyngate Court :: Burke, VA 22015 :: or fax to 703-978-7025

For questions or more information, call Expo Tracker at 703-978-7080 or 800-659-9352 :: Email questions to info@expotracker.net

Any cancellations prior to 14 days before the event are subject to a \$50.00 cancellation fee. Any cancellations received within 14 days of the event will not be refunded. All equipment must be returned to the Lead Retrieval Services Desk within 1 hour of the show close to avoid any additional fees. Damaged or unreturned equipment is subject to an additional charge up to \$3,000.00 and will be charged to the credit card on file. Your order must be submitted on or prior to the discounted deadline date to receive the discounted rate. Expo Tracker reserves the right to charge the correct amount if different from the above total.

☐

Check here and sign that you have read and agree to the terms _____



Exhibiting at HAI HELI-EXPO 2015? Good news!

Exhibitors can take advantage of an HAI Members-only benefit. Rent with Hertz and save up to 25% off with the HAI CDP# 1993559.

And, include PC# 203641 to save an additional 10% off a Weekly rental now through 6/30/15*.

Visit www.hertz.com/hai or call Hertz at (800) 654-2200

*Terms and Conditions: Promotion Code and CDP must be provided at time of reservation or offer is void. Modifying your reservation may result in a change in rate and/or invalidate this offer. Offer valid on standard or Leisure rentals at participating locations in the U.S., Canada, Mexico and Puerto Rico. Offer applies to time and mileage charges only; Taxes, surcharges and other fees as well as optional services are extra. Offer valid on most vehicles excluding Collections, Porsche, Mercedes-AMG and Dream Cars.. This offer has no cash value and may not be used in conjunction with any other coupon, offer, certificate or promotion. Vehicle must be returned to renting location to avoid change in rate or drop charge. Minimum rental age applies. Hertz standard driver and credit qualifications for the rental location apply. This offer is subject to availability. Blackout periods may apply. Offer valid through 6/30/15. © U.S. Pat. Off. © 2015 Hertz System, Inc.

Hertz®



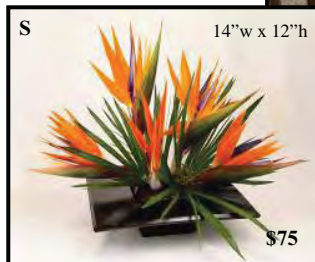
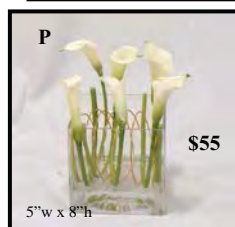
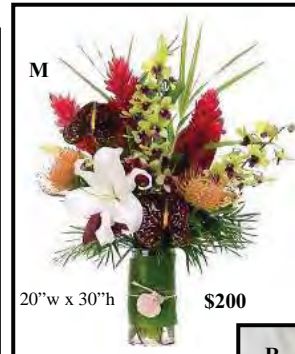
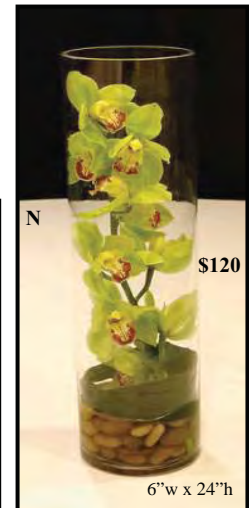
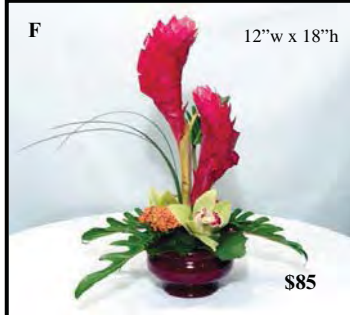
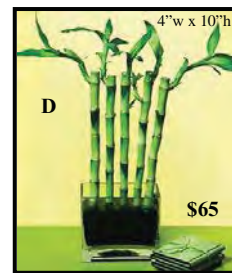
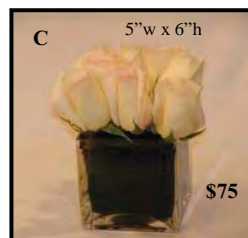
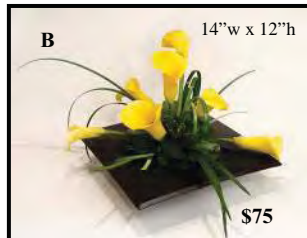
FLORAL EXPOSITIONS



2100 Premier Row Orlando, FL 32809 Email: orders@floralexpo.net

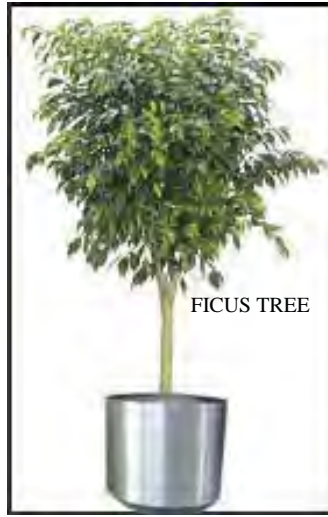
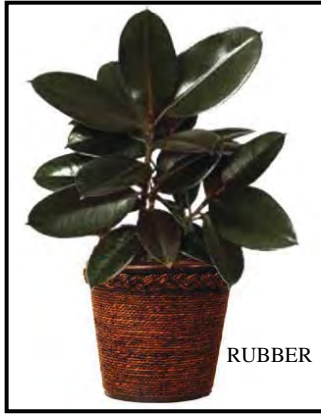
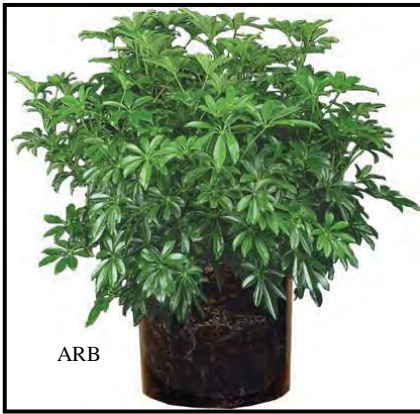
Phone: 407-855-0339 Fax: 407-855-0242

PROFESSIONAL FLORAL (A TO Z): ORDER ON PAGE 3

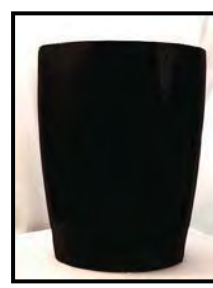


Please call to create a custom design!

GREEN PLANTS 3FT – 8FT: ORDER ON PAGE 4



UPGRADED CONTAINER SELECTION: ORDER ON PAGE 4



BLOOMING, FERNS, IVY & POTHOS: ORDER ON PAGE 4



SPECIALTY DESIGNS (A to K): ORDER ON PAGE 4



FLORAL EXPOSITIONS

PROFESSIONAL FLORAL	Option (A to Z)	Cost	Quantity	Total
Fresh Floral (A thru Z)				
Fresh Floral (A thru Z)				
Customized Fresh Floral Arrangement	Color: Height: Width:			
Clear Bubble Bowl	8" For Business Cards	\$30.00		
Customized floral arrangements for hospitality suites, luncheons and banquets available.				

GREEN PLANTS		Cost	Quantity	Total
3 Foot Green Plant		\$41.00		
4 Foot Green Plant		\$51.00		
5 Foot Green Plant		\$61.00		
6 Foot Green Plant		\$71.00		
7 - 8 Foot		\$16.00/ft		
Standard containers come with all plant orders. Indicate preference: Black White Please Call for Specialty Requirements on Topiaries, Exterior Plants, Large Trees, Andonidia Palms and More				

UPGRADED CONTAINER SELECTION				TOTAL
Dark Wicker	Green Marble	Mahogany Marble	Black Marble	
	White Marble	Brushed Brass	Brushed Chrome	
*Small - \$5 (Blooming Plants) *Medium - \$10 (3 to 4 Ft. Plants) *Large - \$15 (5 to 6 Ft. Plants) Black Urns - *Small - \$15 (11"Ø/15" Tall) *Medium - \$20 (14"Ø/18" Tall) *Large - \$25 (19"Ø/22" Tall) Marble Pedestal - \$125 Green Mahogany Black White				

BLOOMING, FERNS,	Color/Type	Cost	Quantity	Total
IVY & POTHOS	Fern Ivy Pothos	\$35.00		
Azaleas	Red White Pink	\$33.00		
Bromeliads	Red Orange Yellow	\$33.00		
Mums	Yellow White Lavender Bronze	\$22.00		
Seasonal Blooming	Available Upon Request	Please Call		

SPECIALTY DESIGNS	(A thru K)	Cost	Quantity	Total	DELIVERY/MAINTENANCE	\$15.00
Planted Gardens					SUB TOTAL	
Planted Gardens					6.5% SALES TAX:	
Planted Gardens					GRAND TOTAL:	

RETURN THIS ORDER FORM WITH YOUR PAYMENT TO FLORAL EXPOSITIONS INC.

SHOW NAME: _____ LOCATION: _____
 SHOW DATES: _____ BOOTH#: _____ BOOTH REPRESENTATIVE: _____
 COMPANY _____ ONSITE PHONE#: () _____ - _____
 CC BILLING ADDRESS: _____ CITY: _____ STATE: _____
 ZIP CODE#: _____ AUTHORIZED SIGNATURE: _____
 PAYMENT ENCLOSED: Check: _____ CC: _____ EMAIL ADDRESS: _____
 Credit Card#: _____ Expiration Date: _____
 Name of Credit Card Holder: _____ Security Code (CVV)#: _____

*If tax exempt, you must include your tax-exempt form for the state in which the show is being held.

EXHIBITOR - PLEASE RETAIN A PHOTOCOPY FOR YOUR FILES

CALL US AT 407-855-0339 or FAX US AT 407-855-0242 or EMAIL US AT orders@floralexpo.net

We will happily discuss and price your ideas or offer suggestions for unique, distinctive decorating.

____ Enclosed is a photo or layout of our booth. Please have a designer contact me.

____ Please have a designer see us at our booth.

Date/Time _____ Representative _____

RENTAL POLICIES

- All materials and plants available on a rental basis only. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.
 - All prices include: servicing, top dressing, decorative containers, and removal at end of show.
 - The availability of some items is subject to season and geography.
 - Some specialty items must be ordered in advance to assure availability.
- PAYMENT POLICIES**
- Checks need to be drawn from a U.S. bank.
 - All orders must be paid in full in U.S. currency prior to show date.
 - Adjustments cannot be made after the close of the show.
 - All orders are final 30 days prior to the show.



Century Security

License # 2000104

Century Security & Event Staffing
TRADE SHOW SPECIALISTS - SPECIAL EVENTS
COMMERCIAL & INDUSTRIAL - SECURITY CONSULTANTS
 6421 Pinecastle Blvd - Suite 1- Orlando, Florida 32809
 407-226-1168 - Fax: 407-226-7076
 www.centurytradeshow.com



Booth Monitoring Personnel to be provided by Century Security

# of Personnel	Booth #	Start Date / Time	End Date / Time	Total Hours

SPECIAL INSTRUCTIONS (Use add'l page if necessary)

TOTAL NUMBER OF MAN HOURS

TOTAL NUMBER OF MAN HOURS

	<u>Pre-Order</u>	<u>On-Site</u>
UNARMED MONITOR:	\$ 25.00	\$ 31.00
ARMED MONITOR:	\$ 51.00	\$ 57.00

SUB TOTAL	\$
5% OCCC Surcharge	\$
6.5% State Sale Tax	\$
3% Credit Card Service Charge	\$
TOTAL	\$

RULES AND REGULATIONS

1. All Booth Monitoring personnel must be provided through Century Security.
2. Booth Monitoring personnel will remain on duty until released, **exhibitor is responsible for any additional charges.**
3. There is a minimum of four (4) hours per person per shift.
4. Armed monitor must be placed a minimum of 24 hours in advance.
5. Booth Monitoring orders placed less than 24 hours in advance are not guaranteed.

Original Order
 Additional Order
 Revise Order

ADVANCE PAYMENT MUST BE RECEIVED BY **(21 DAYS PRIOR TO THE FIRST SHOW DAY)** TO QUALIFY FOR DISCOUNT (INCENTIVE RATES). BASE RATES APPLY TO ALL ORDERS/PAYMENTS RECEIVED AFTER 21 DAY DEADLINES. ALL PAYMENTS MUST BE MADE IN FULL BY CHECK OR MONEY ORDER (PAYABLE IN U.S. FUNDS ON U.S. BANKS). VISA, MASTERCARD OR AMERICAN EXPRESS. NO PURCHASE ORDERS ACCEPTED.

Incentive Deadline Date:

Tuesday, February 10, 2015

BILLING INFORMATION

PLEASE PRINT OR TYPE

EVENT NAME: HAI HELI- Expo 2015		BOOTH #
EXHIBITOR NAME		CONTACT #
ADDRESS		FAX #
CITY/STATE/ZIP	E-MAIL	
ON-SITE CONTACT PERSON(S)		CONTACT #
ON-SITE CONTACT PERSON(S)		CONTACT #

Payment in Full Must Be Rendered Before Service is Provided

Remit Payment to:

Century Security & Event Staffing, Inc.
 6421 Pinecastle Blvd. (Suite 1)
 Orlando, FL 32809

Method of Payment:

- ☐ Company Check or Money Order
☐ Visa / Master Card
☐ American Express

Make Check Payable to: Century Security

****There is a 3% Service Charge all Credit Card Transactions****

Credit Card Account # **Exp. Date**

Print Name: **Security Code**

Authorized Signature **Date**

Century Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients operations property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to Century Security's negligence or failure to perform. Century Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds Century Security harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personnel damages and any claims arising from engaging in business as an exhibitor. Century Security will send out final invoices within ten (10) days after the close of the event.

DIRTY HELICOPTER?



HELI-EXPO's ONLY DEDICATED ON-SITE CLEANING & DETAILING TEAM

- ALL CLEANINGS ACCOMPLISHED ON SITE
 - 5+ YEARS OF HELI-EXPO EXPERIENCE
 - \$10 MILLION INSURANCE
 - PRE-SHOW CLEANING AND DETAILING
 - DAILY WIPE-DOWNS AVAILABLE



HELICOPTER EXPO 2015

ORLANDO, FL

FOR MORE INFORMATION AND A FREE QUOTE:

STEPHEN CLARK — DIRECTOR OF MARKETING

CELL: 206-450-8962

EMAIL: SCLARK@IMMACULATEFLIGHT.COM

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Need Assistance?

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