

Exhibitor Services Manual Table of Contents

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

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Show Organizer Information and Forms

Dear Partner,

Welcome to the **Drug Delivery Partnerships** event!

The business development event bringing you visionary ideas, disruptive technology, and partneringONE® to maximize your product lifestyle and generate new revenue streams.

Exclusive sponsorship opportunities are still available, including the option to expand your brand footprint to engage the full audience. For more details, please contact your account manager.

IMPORTANT LOGISTIC DETAILS

This manual will provide you with all the detailed specifications and resources you will need to successfully prepare your booth for the event.

Please read this manual carefully noting procedures and deadlines that will save you time and money. Keep a copy of all forms for your personal reference and be sure to bring copies with you on-site so that queries can be settled immediately.

We encourage you to call us with any questions or concerns. Please refer to the event team contact list enclosed; we are always available to help you.

Thank you for your continued support; we look forward to seeing you in Florida!

Sincerely,

Drug Delivery Partnerships Event Team

**Show Management will have free and exclusive power in the matter of interpretation, amendment and enforcement of all regulations that appear in this exhibitor manual. All rules are subject to change in accordance with Fire Marshal regulations. Exhibitors must comply with all the laws, regulations and ordinances in force in the exhibit facility*

Important Dates and Deadlines

- ✓ Below are some key deadlines and forms that need your immediate review.
- ✓ While we have outlined some key dates for you, this manual contains additional information that is crucial to a successful exhibiting experience, so please take the time to review the entire manual as soon as possible to save TIME AND MONEY.

Due Date	✓ Completed	✓ Date Sent	Form	Links and where to submit info
Immediately			Review Event Schedule	General Show Info
Immediately			Review Exhibitor Manual & Exhibitor Contact Information	Key Contacts
January 10			Hotel Sleeping Room Deadline	PGA
December 10			Booth ID Sign Form <i>(required)</i>	KNect365
December 10			Height Variance Form <i>(required)</i>	KNect365
December 10			Emergency & On-site Contact Form <i>(required)</i>	KNect365
December 10			Certificate of Insurance	KNect365
December 14			Exhibitor Appointed Contractor Form	GES
December 26			Advance Shipments to Warehouse Begins	GES
December 21			Onsite Guidebook Ad Deadline <i>(select sponsors ONLY)</i>	Francesca.defrancesco@knect365.com
December 21			Registration Deadline	Francesca.defrancesco@knect365.com
January 4			Internet / WiFi	PGA
January 4			Electric	PGA
January 7			Installation & Dismantle	GES
January 7			Furnishings	GES
January 7			Carpet & Flooring	GES
January 7			Cleaning	GES
January 4			Audio Visual Rentals	Metro
January 21			Tracking Form for Shipments to Warehouse	KNect365
January 23			Last Day for Advance Shipments to Warehouse	GES

Top 10 Actions You Should Take Immediately

Important information and instructions

1. BOOTH PACKAGE OVERVIEW

Your selected booth size and package was submitted with your exhibitor contract. If you omitted this step, or if your records aren't accessible, please contact your sales manager before you proceed to order additional equipment. Services and items, such as outlets, additional lights, floral, furnishings, etc., are all available within this exhibition kit. Please note: order forms you will need for those services can be found online in the [GES Other Services webpage](#) and can be sent to the appropriate vendors. If you do not require additional services, you are almost finished.

2. YOUR BOOTH ID SIGN

Your stand package includes a basic ID sign with your company name. The sign will be hung on the back drape of your booth. You will need to fill out the Booth Identification Sign form so that the proper spelling of your company name is printed on-site.

3. BADGE REGISTRATION

You are entitled to a certain number of passes per your agreement. In this kit, you will find a registration link for your passes. Please register your complimentary passes by **December 21**. Please make sure the number of registered names you provide coincides with the number listed on your partnership agreement – you will be invoiced for any additional passes.

4. HOTEL AND TRAVEL ACCOMMODATIONS

DDP has secured a block of rooms for a limited time for attendee's convenience. Please see the corresponding hotel page with the hotel information and reservations links.

5. BECOME FAMILIAR WITH THE EVENT SCHEDULE

Thoroughly review the schedule for booth set-up and when registration will officially open during the event. Please keep in mind set up and tear down hours so you may plan travel accordingly. Please note, the show hours vary each day.

6. SECURITY INFORMATION

The organizers provide security for a seamless event experience. However, please be mindful of not leaving computers, electronics, or other valuable items out in the open or overnight in your stand.

7. CUSTOM BOOTHS/EXHIBITOR APPOINTED CONTRACTORS

GES is pleased to be the Official General Service Contractor for DDP. Enclosed in this exhibition manual, you will find all the necessary information and order forms for this event. Please read, complete each form carefully and submit them directly to the service providers as soon as possible to ensure your items are prepared on time. Any sponsor electing to use a custom booth and not the standard pipe and drape booth package, and thus electing to use a third-party installation and dismantle team other than GES must be pre-approved by the organizers. If approval is granted, the installation and dismantle team is required to execute additional forms.

8. SHIPPING AND DELIVERIES TO THE SHOW

GES is the official shipping contractor for DDP, working with their network of worldwide agents, they will arrange for transport of your goods, and delivery to their warehouse to clear, store and deliver to the convention center. Please see the forms located in this manual. *Note: all shipping and delivery charges are solely the responsibility of the sponsors.*

9. ADDITIONAL MARKETING OPPORTUNITIES

Making an impact on more than 350 global professionals is a significant marketing task. Special opportunities such as delegate bag inserts, seat drops or other marketing displays can give you that extra exposure and make an unforgettable impression with this important audience. Please speak with your sales representative for great sponsorship opportunities that will provide visibility and a competitive edge at DDP

10. CONTACT US

Please review and submit your enquiries accordingly. We are here to help you.

Key Contacts

There may be instructions that you do not understand, or issues that we have not covered. If so, feel free to call any of the people listed below. We are here to assist you both pre-show and on-site.

Sponsorship / Exhibition Contract Inquiries

Kristen Skahan, Senior Business Development Manager, Life Sciences

Tel: 857-504-6730

Kristen.Skahan@knect365.com

Operations/Logistics Inquiries

Francesca DeFrancesco, Operations Coordinator

T: 646-895-3541

Francesca.defrancesco@knect365.com

Exhibitor Guidelines & Regulations

1. Exhibitors agrees to maintain decorum in and around his exhibit space that will not obstruct or disturb other exhibitors. The aisles, passageways, overhead spaces, public meeting rooms, and other meeting facilities are controlled by Antibody Engineering & Therapeutics. Each exhibitor will adhere to the following space allocation restrictions:
 - a) No obstructive booth design is permitted; The Exhibitor is not allowed to obstruct the view, interfere with or adversely affect the displays of other exhibitors.
 - b) Side panels may be no more than 4' high.
 - c) Maximum booth height for 10' x 10' and 10' x 20' booths is 8 feet high. The Exhibitor is not allowed to place any items, furniture and/or displays outside of the assigned space or exceed the standardized height without prior approval from the Organizer.
 - a. If you think your booth is over 8 feet high, please fill out the [Height Variance Form](#) and contact Francesca DeFrancesco at Francesca.defrancesco@KNect365.com immediately.
 - d) Displays, furniture, etc. in public aisle ways are prohibited; Exhibitors may not place any display material, demonstrations or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary. Requests for special cases are subject to approval from show management.
 - e) No interference with light or space of other Exhibitors will be allowed.
 - f) Signs, banners and posters may not be placed outside the exhibit space assigned to each Exhibitor and are prohibited in public aisles. All signs must be self-supporting within the booth area.
 - g) Entrances to booths must be in the direction depicted on the floor plan.
2. Exhibitors may not sublet, assign, or share any part of the space allocated.
3. Absolutely no dismantling/tear-down of booths will be permitted before the specified move-out portion of the meeting. This is disruptive and dangerous to attendees and other exhibitors. Penalties will be imposed on any exhibitor who does not abide by this policy and will affect the exhibitors ranking in the booth selection process as well as the possibility of exhibiting at future meetings.
4. All exhibitors are responsible for making their own arrangements for any services.
 - a) Electrical, Telecommunication, and AV services are not included in any Sponsor or Exhibitor Package.
 - b) Electrical and other mechanical apparatuses must be muffled so that noise does not disturb other Exhibitors.

**Show Management will have free and exclusive power in the matter of interpretation, amendment and enforcement of all regulations that appear in this exhibitor manual. All rules are subject to change in accordance with Fire Marshal regulations. Exhibitors must comply with all the laws, regulations and ordinances in force in the exhibit facility*

Booth ID Sign

DEADLINE: December 10, 2018

A booth ID sign is included with your booth package. Show management will order your sign for you directly through GES Exposition Services and there will be no charge to you for this sign.

Show management cannot guarantee any sign changes after the due date above.

If you do not submit this form your sign will be ordered based on the company name listed on your event contract.

Dimension: 7" H x 44" W

Lettering: Signs are printed in all capital letters

Placement: Signs are hung over the back of your pipe and drape at a height of 8 feet.

Graphics: There are NO graphics included on these signs.

Our Sign should read exactly as follows:

Company Name: _____

Booth Contact: _____

Today's Date: _____

SAMPLE SIGN FORMAT:

ABC, Inc.	Booth #
------------------	----------------

----- 44" -----

Please email this form to your Operations Coordinator

Francesca DeFrancesco at Francesca.DeFrancesco@knect365.com

Height Variance Allowance Form

DEADLINE: December 10

If you are concerned that your booth design does not adhere to standard tradeshow regulations, please submit your design to Show Management for review.

Complete the following information and submit this form along with drawings of your booth design, including dimensions of all elements and their distance from the aisle and/or neighboring exhibitors.

Exhibiting Company: _____

Design Company (if applicable): _____

Name of Person Submitting Design: _____

Telephone: _____ Fax: _____

You may email this form with your drawings to Francesca DeFrancesco, Operations Coordinator, francesca.defrancesco@KNect365.com no later than **December 10**.

Show Management will review the design submitted and approval of the design will be confirmed in the section below. If the design cannot be approved, a member of Show Management will contact you to discuss the design. Please allow 5 business days for processing.

For Show Management use only	
Approved	_____
Not Approved	_____
Reason	_____

Poster Presentations

Deadline: Friday, December 21st

Due to limited space, only **one** poster per author is permitted. To submit a poster, **please follow the instructions below:**

1. If you already have a Poster as part of your Sponsorship/Exhibition Contract:

If you are not sure if you have a poster in your sponsor package please contact: Francesca DeFrancesco, Operations Coordinator - T: 646.895.3541 - Francesca.DeFrancesco@knect365.com

- a. **Conference Registration:** Registration for Poster Presenters is NOT included with your package. Poster presenters must be registered as a conference or booth staff attendee. Passes received with your sales contract, including booth staff passes, can be assigned to poster presenters and can be registered via the registration form provided to you by Francesca. If you do not have it, please reach out to her, and she will be happy to resend.
- b. **Submit your Poster Abstract.** Please submit your poster and speaking information for the appropriate event. Please check off “Vendor/Supplier” as the type. It will say you owe \$125 but you will not be invoiced, if you have a poster in your existing package.
Submit your Drug Delivery Partnerships Poster Abstract Here

2. If you would like to add a Poster to your Sponsorship/Exhibition Contract:

- a. **Submit your Poster Abstract.** Please submit your poster and speaking information for the appropriate event. Please check off “Vendor/Supplier” as the type. And you will be invoiced \$125.
Submit your Drug Delivery Partnerships Poster Abstract Here
- b. To register the speaker under your allotment, and add a poster to this speaker (if not part of your package) you will need to contact Customer Service at 1-800-390-4078 or register@KNect365.com.

If you have questions regarding your existing sponsor package/poster or the amount of conference passes you have, please contact Francesca DeFrancesco, Operations Coordinator - T: 646.895.3541 - Francesca.DeFrancesco@knect365.com

Poster presenters must be registered for the conference. To pay any registration fees or to get assistance with registration please contact our Customer Services department at 1-800-390-4078.

3. How to submit your Abstract & Poster Size Requirements

- a. [Submit your Drug Delivery Partnerships Poster Abstract Here](#)
- b. **Abstract Approval & Confirmation:** All posters are subject to the conference organizer's approval. When the poster is approved, the presenter will receive a confirmation email from the conference organizer. Subsequent emails from the conference organizer will follow with additional poster details, such as set-up times, locations, viewing hours and poster number assignment.
- c. **Poster Size & Requirements:** Posters should be PORTRAIT orientation, with maximum dimensions of **36 inches wide (3 feet) x 48 inches high (4 feet)**. Please verify poster dimensions before printing your poster. Oversize posters may not fit.

Liability & Insurance

Deadline: Friday, December 14, 2018

LIABILITY INSURANCE REQUIREMENT:

All exhibitors are required to have liability insurance of no less than \$1,000,000 property damage, loss or theft and personal injury, naming **KNect365, an Informa company (parent company of Drug Delivery Partnerships), PGA National Resort, and GES** as additionally insured, must be obtained by the exhibitor at his/her own expense. All exhibiting companies must provide show management with a certificate of insurance.

Please send Certificate of Insurance to:

KNect365 – Francesca DeFrancesco
605 3rd Ave., 22nd floor
New York, NY 10158

Exhibitors who are using the services of an [Exhibitor Appointed Contractor](#) are further responsible for informing their contractor that they are required to submit a certificate of insurance to show management and GES no later than **December 14, 2018**.

The purpose of this insurance is to provide liability coverage for your company as well as for Show Management. You may obtain this insurance from your organization's own insurance company, or from the insurance company of your choice.

Neither Show Management nor their agents are responsible for any loss or injury that may occur to the person or property of exhibitors or their guests, invitees, employees, or agents from any cause whatsoever, including cancellations or impediments to the conduct of the event. The exhibitor agrees to pay for any damage (incurred through carelessness or other cause by the exhibitor, his employee, or agents) to the exhibition facility, its equipment, or to that of another exhibitor. If the exhibitor's material fails to arrive, the exhibitor is still responsible for their space rental.

The exhibitor assumes entire responsibility and agrees to protect, indemnify, defend, save, and hold harmless KNect365 and its agents, officers, and employees against all claims, losses and damages, including attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of exhibition premises or a part thereof.

CHILDREN:

Due to insurance and safety considerations, **no one under the age of 18 will be permitted in the Exhibit Hall** at any time prior to, during or after the event, including infants. For everyone's safety and security, your cooperation with the enforcement of these regulations is appreciated.

Onsite Contact Form

DEADLINE: January 14, 2019

Company Name: _____ Booth # _____

1) SERVICE KIT RECEIVED ACKNOWLEDGEMENT

So we can be sure you received access to your Exhibitor Service Kit please complete and email this form to Show Management.

Contact: _____ Title: _____

Signature: _____ Date: _____

2) ON-SITE CONTACT PERSON

Please provide the name and contact information of the primary individual who will be staffing your booth on-site. This information will allow us to contact your booth representative after show hours **in the event of an emergency.** *This information will be kept confidential.*

On-site Contact Person: _____

Cell Phone #: _____ Work Number #: _____

Email: _____

Hotel Staying at Drug Delivery Partnerships: _____

Arrival: _____ Departure Date: _____

Please email this form to your Operations Coordinator

Francesca DeFrancesco at Francesca.DeFrancesco@knect365.com

Event Guide Ads

Deadline: Friday, December 21, 2018

Certain sponsorship/exhibition packages include a printed ad in the Onsite Event Guide.

Please refer to your contract, or contact Francesca DeFrancesco at

Francesca.defrancesco@knect365.com to find out if you are entitled to a printed ad.

**If interested in purchasing an add, please contact Kristin Skahan in our Group Sales Department.*

Kristin.Skahan@knect365.com or 857-504-6730.

Requirements:

4 Color process high resolution (300dpi) in PDF format required.

Full Page

PDF FORMAT

Ad trim 8½" wide x 11" high

Ad bleed 8.75" wide x 11.25" high

Ad live area 8" wide x 10 ½" high

Full Page Portrait Ad



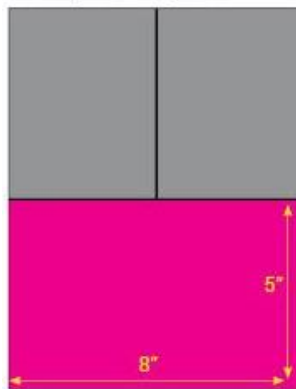
1/2 Page

PDF FORMAT

Ad must measure 8" wide x 5" high

No bleed for half page ad

1/2 Page Landscape Ad



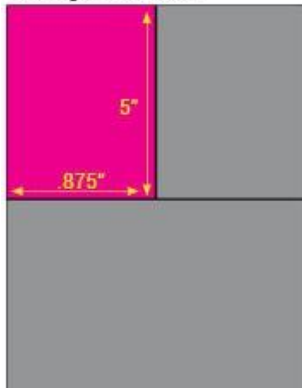
1/4 Page

PDF FORMAT

Ad must measure 3 7/8" wide x 5" high

No bleed for half page ad

1/4 Page Portrait Ad



Exhibitor Shipment Tracking Form

**Drug Delivery
Partnerships**

Deadline: January 21, 2019

Please provide the information below so that show management can have a record of your packages being delivered to the event. Should an issue or delay arise we will try to expedite on-site delivery to you.

Company Name: _____

of boxes: _____

Contents:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Carrier: _____

Tracking #:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Date Shipped: _____

Delivery Date: _____

Destination: _____

(Advanced Warehouse ONLY)

Please email this form to your Operations Coordinator

Francesca DeFrancesco at Francesca.DeFrancesco@knect365.com

DDP

January 28-30, 2019

PGA National Resort and Spa

400 Avenue of Champions, Palm Beach Gardens, FL 33418



CREDIT CARD AUTHORIZATION FORM

The undersigned hereby authorizes my credit card to be charged for services rendered, which includes the rental of equipment, labor charges, resale items, delivery and appropriate sales and use tax.

CREDIT CARD INFORMATION:

MasterCard []

Visa []

American Express []

Cardholder Name (Please Print) _____ Telephone # _____

Cardholder Address _____

Credit Card Number _____ Exp Date _____ CVV2/CID _____
REQUIRED

SHOW INFORMATION:

Group/Show Name _____

Invoice/Work Order # _____ Location: PGA National Resort

Rental Dates _____

Total Amount \$ _____
(PLUS \$150 LABOR, 24% RESORT SERVICE CHARGE, AND 7% SALES TAX)

Cardholder Signature _____ Date _____

Accounting Dept Only:

Approval Code _____ Processing Date _____

Advance Payment [] Final Payment [] Processors Initials _____

PGA National Resort & Spa
400 Avenue of the Champions | Palm Beach Gardens, FL 33418 | pgaresort.com



One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

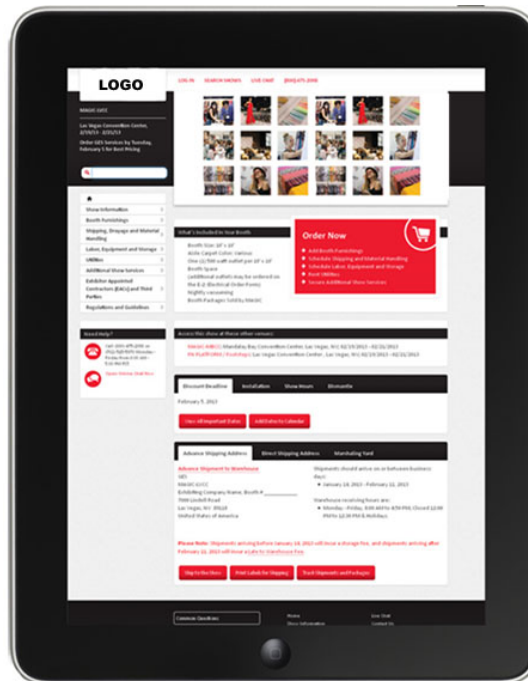
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/052601661/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Show Information

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/052601661/contactus/esm>

Official Service Provider

GES
7000 Lindell Road
Las Vegas, NV 89118-4702

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

GES will be onsite to assist you in coordinating any last-minute services, order additional products; and to answer any questions you may have.

Show Information

Booth Size: 10' x 10'
Backwall Drape: Gray
Sidewall Drape: Gray
Facility Carpeted: Yes

Discount Deadline Date

Monday, January 7 GES orders must be received with payment by this date.

Exhibitor Move In

Sunday, January 27 1:00 PM - 5:00 PM
Monday, January 28 7:00 AM - 9:15 AM

Show Hours

Monday, January 28 9:45 AM - 6:00 PM
Tuesday, January 29 10:00 AM - 4:15 PM

Exhibitor Move Out

Tuesday, January 29 4:15 PM - 8:00 PM
Wednesday, January 30 8:00 AM - 11:00 AM

Empty Container Return

Tuesday, January 29 4:15 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Wednesday, January 30 8:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, January 30 11:00 AM All exhibitor materials must be removed.

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



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

Advance Shipments to Warehouse:

c/o GES
Drug Delivery Partnerships
(Your Company Name & Booth Number)
UPS Freight
1311 W 15th Street
Riviera Beach, FL 33404
USA

Shipments should arrive on or between:

December 26 - January 23, 2019

Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

Drivers must check in by 2:00 PM to be guaranteed same day unloading.

The GES Advance Warehouse will be closed Monday and Tuesday, December 24-25, 2018 and Tuesday, January 1, 2019 in observance of the Christmas and New Year's Day holidays.

No Inbound Shipping to Show Site Notification:



Direct to show site shipments **will not** be accepted at the PGA National Resort and Spa.

All exhibit materials must be sent in advance to the GES warehouse. Any materials shipped to the PGA National Resort and Spa will be consigned to GES and you will be billed higher material handling charges by GES and **A 25% (\$50 minimum) surcharge**. Exhibitors may also be billed an additional receiving charge by the PGA National Resort and Spa for any items sent directly to the PGA National Resort and Spa. For Outbound shipments, carriers must pick up freight from the Exhibit site address.

Outbound Shipments Direct From Exhibit Site:

c/o GES
Drug Delivery Partnerships
(Your Company Name & Booth Number)
PGA National Resort and Spa
400 Avenue Of The Champions
Palm Beach Gardens, FL 33418-3698
USA

Outbound Shipment Dates:

January 29, 2019, 4:15 PM - 8:00 PM

January 30, 2019, 8:00 AM - 11:00 AM

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

Important Freight Information

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Important information regarding Inbound and Outbound Freight

Due to tight security and lack of adequate storage space at the PGA National Resort and Spa absolutely no Direct Shipments are permitted to this facility.

Inbound Freight

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at UPS Freight, 1311 W 15th Street, Riviera Beach, FL 33404, starting December 26, 2018 until January 23, 2019.

The GES Advance Warehouse will be closed Monday and Tuesday, December 24-25, 2018 and Tuesday, January 1, 2019 in observance of the Christmas and New Year's Day holidays.

Outbound Freight

For Outbound shipments, carriers must pick up freight from the show site address
PGA National Resort and Spa
400 Avenue Of The Champions, Palm Beach Gardens, FL 33418-3698

on the scheduled dismantle date: Tuesday, January 29, 2019 beginning at 4:15 PM.
Wednesday, January 30, 2019 beginning at 8:00 AM

Carriers must be checked in by 8:00 AM.
Facility must be cleared by 11:00 AM.

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

For shipments inadvertently delivered directly to the facility, a 25% (\$50 minimum) late arrival surcharge will apply. This surcharge is in addition to the Advance Freight Handling Rates.

General Information

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

What is an Official Service Provider?

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

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/052601661/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/052601661/contactus/esm>

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

Exhibitor Services

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

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



Tips for New Exhibitors

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of January 7, 2019 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/052601661/esm>

Details Matter When Shipping

Material Handling is the unloading of your exhibit materials. The service includes delivery to your booth, handling of empty containers to and from storage and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/052601661/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/052601661/shippinghandling/esm>

Dot Your I's and Cross Your T's

Please be aware that a valid credit card is required for all forms of payment. We require your credit card charge authorization to be on file with GES even if you are paying by check or wire transfer.

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract.
- Clearly indicate when paying by check. All check payments should be returned to:

GES
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

Beneficiary:	GES	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA
c/o Bank of America	Account #: 7188101819	
901 Main Street,	Wire ABA Routing #: 026009593	
TX1-492-07-14	ACH ABA Routing #: 071000039	
Dallas, TX 75202-3714 USA	SWIFT Address: BOFAUS3N	
Telephone # (702) 263-2795 or	CHIPS Address: 0959	
(702) 914-5112		

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

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

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



No Tipping

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is prohibited.

Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all four (4) sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

It's All About the Padding

Ordering carpet for your booth? Think about the kind of padding you need if you are going to be on your feet all day. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/052601661/carpet/esm>

What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/052601661/LaborandEquipment/esm>

Payment and Credit Card Charge Authorization

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Form Deadline Date:
January 7, 2019

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/052601661/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

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

GES
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

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

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

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print

Billing Address

City	State	Zip/Country
Account Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA <input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express

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

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check
Payment

Total Credit
Card Payment

MM/DD/YY

Check Dated

\$

\$

Review and Return

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

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



International Third Party Billing Request

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Form Deadline Date:
January 7, 2019

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address	City	State	Zip/Country
----------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

Account Number

[illegible]

Expiration Date

MM/YY

☐ MasterCard
☐ VISA
☐ American Express

☐ Corporate Card
☐ Personal Card

**Please
Sign**

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date _____

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

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

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

☐ Booth Cleaning ☐ Exhibit Systems ☐ GES Logistics ☐ I & D Labor ☐ Forklift Labor ☐ Material Handling
☐ Rental Carpet ☐ Rental Furniture ☐ Signs
☐ Other (*Please Specify*)

Step 3. Provide the Third Party contact information

Third Party Company Name _____

Third Party Company Address	City	State	Zip/Country
-----------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

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

Cardholder Name - Please Print

Billing Address	City	State	Zip/Country
-----------------	------	-------	-------------

Account Number

[illegible]

Expiration Date

MM/YY

☐ MasterCard
☐ VISA
☐ American Express

☐ Corporate Card
☐ Personal Card

Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date _____

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

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

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

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



Carpet

Standard

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

Includes:

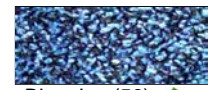
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

Plush

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

Includes:

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



Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



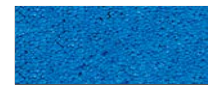
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

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

Includes:

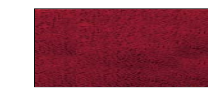
- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

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

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

Carpet Order Form

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Discount Deadline Date:
January 7, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Tips

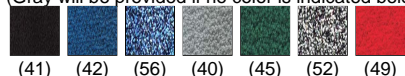
Easy Ordering Tips:

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

Carpet

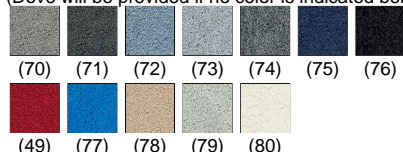
Standard Color Options

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



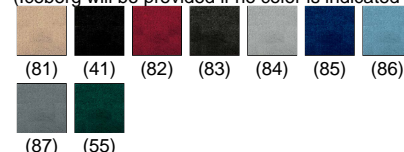
Plush Color Options

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



Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
5001	Pre-Cut Standard Carpet 10'x10'		307.25	337.50	427.25		7.0	\$
5002	Pre-Cut Standard Carpet 10'x20'		597.25	655.50	830.00		7.0	\$
5003	Pre-Cut Standard Carpet 10'x30'		888.25	975.25	1,234.75		7.0	\$

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

Item Code	Description	Color Code	On or Before 1/7/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		6.10	6.70	8.50		7.0	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		8.95	9.85	12.45		7.0	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		11.10	12.25	15.50		7.0	\$
Item Code	Description		On or Before 1/7/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.67	2.94	3.72		7.0	\$
Item Code	Description		On or Before 1/7/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.		1.09	1.20	1.52		7.0	\$

Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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

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



Carpet Package Order Form

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

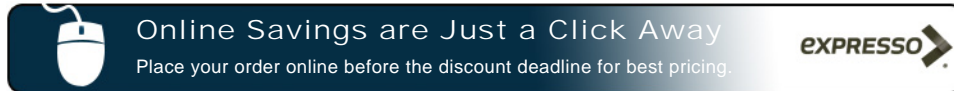
Discount Deadline Date:
January 7, 2019

Company Name

Email

Phone Number

Booth Number



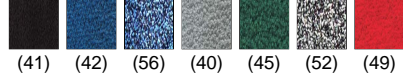
Easy Ordering Tips:

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

Carpet Packages

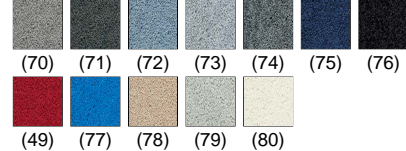
Standard Color Options

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



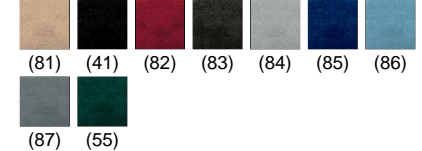
Plush Color Options

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



Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 1/7/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		9.59	10.38	13.54		7.0	\$
400022	Plush Carpet Package, Per Sq.Ft.		12.16	13.21	17.09		7.0	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		14.09	15.37	19.84		7.0	\$

Electrical or Utilities Under Carpet?

☐ Yes

☐ No



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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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



Furniture and Accessories

Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

Tables



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



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

Skirted Tables



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



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



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

Table Skirt Colors



Beige (54)



Black (41)



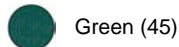
Blue (42)



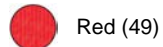
Gold (46)



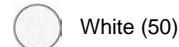
Gray (40)



Green (45)



Red (49)



White (50)

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

Furniture and Accessories

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

Furniture and Accessories Order Form

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Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

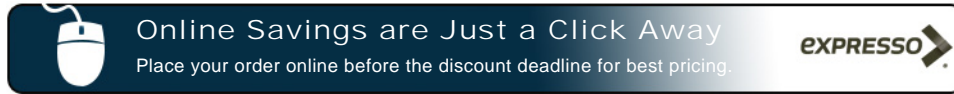
Discount Deadline Date:
January 7, 2019

Company Name

Email

Phone Number

Booth Number



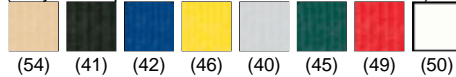
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/052601661/BoothFurnishingsRental/esm>

Furniture and Accessories

Skirt and Drape Color Options

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



Chairs

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300050	Chair, Plastic Contour, Black	99.25	109.00	138.00		7.0	\$
300052	Padded Chair	137.00	150.50	190.25		7.0	\$
300053	Padded Stool	158.50	174.25	220.25		7.0	\$

Tables

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300059	Table, Starbase, 30" Diameter x 40" High	318.50	349.75	442.75		7.0	\$
300058	Table, Starbase, 40" Diameter x 30" High	318.50	349.75	442.75		7.0	\$

Skirted Tables

Item Code	Description	Color Code	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		215.25	236.25	299.25		7.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		252.25	276.75	350.50		7.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		288.00	316.25	400.50		7.0	\$
3007	Table, Skirt 4th Side		64.00	70.50	89.00		7.0	\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	174.50	191.50	242.50		7.0	\$
300600	Table 6', Unskirted, 24" x 30" High	203.25	223.00	282.50		7.0	\$
300800	Table 8', Unskirted, 24" x 30" High	234.25	257.25	326.00		7.0	\$

Skirted Counters

Item Code	Description	Color Code	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		240.00	263.50	333.75		7.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		278.75	306.00	387.25		7.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		318.50	349.75	442.75		7.0	\$
3017	Counter, Skirt 4th Side		64.00	70.50	89.00		7.0	\$



Select size: 6' Counter _____ 8' Counter _____

Form Continues on Next Page



Furniture and Accessories Order Form

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

Discount Deadline Date:
January 7, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	191.50	210.00	266.00		7.0	\$
301600	Counter 6', Unskirted, 24" x 42" High	222.50	244.00	309.25		7.0	\$
301800	Counter 8', Unskirted, 24" x 42" High	254.25	279.50	353.75		7.0	\$

Risers

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	79.00	86.75	110.00		7.0	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	55.50	61.00	77.25		7.0	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	100.25	110.00	139.00		7.0	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	79.00	86.75	110.00		7.0	\$

Custom Booth Drape

Item Code	Description	Color Code	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		22.50	24.75	31.25		7.0	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		27.25	30.00	38.00		7.0	\$

Accessories

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	7.00	7.70	9.75		7.0	\$
300123	Aisle Stanchion, without Chain	66.75	73.25	92.50		7.0	\$
300103	Aluminum Easel	90.50	99.25	125.75		7.0	\$
300111	Bag Stand	124.25	136.25	172.50		7.0	\$
300102	Coat Rack	124.25	136.25	172.50		7.0	\$
300110	Fish Bowl	39.75	43.50	55.00		7.0	\$
300104	Garment Rack	124.25	136.25	172.50		7.0	\$
300106	Literature Rack	208.25	228.50	289.25		7.0	\$
300201	Pegboard, White, 4'x8'	215.25	236.25	299.25		7.0	\$

↳ Select alignment: Horizontal _____ Vertical _____

300120	Sign Holder, Bell Base	112.00	123.00	155.75		7.0	\$
300108	Sign Holder, Chrome, 22"x28"	112.00	123.00	155.75		7.0	\$
300211	Tackboard	227.25	249.50	316.00		7.0	\$

↳ Select alignment: Horizontal _____ Vertical _____

300112	Ticket Tumbler, Small, Table Top	193.50	212.75	269.25		7.0	\$
300113	Wastebasket	40.75	44.75	56.75		7.0	\$
300118	Waterfall Stand	124.25	136.25	172.50		7.0	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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



Furniture Package Order Form

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

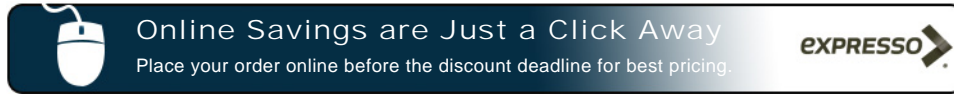
Discount Deadline Date:
January 7, 2019

Company Name

Email

Phone Number

Booth Number



Tips

Easy Ordering Tips:

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

Furniture Package

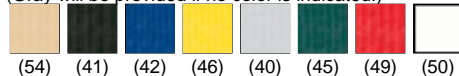


Furniture Package 1

Item Code	Description	Color Code	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4906	Furniture Package 1		442.35	485.55	614.93		7.0	\$
Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.								

Skirt Color Options

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



Furniture Package 2

Item Code	Description	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
490012	Furniture Package 2	816.53	896.85	1,134.45		7.0	\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.							

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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



Specialty Furniture

Seating - Sofas and Loveseats



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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

Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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

Seating - Chairs



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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



305076 - Lucent Chair, 19.5"L x 19.75"D x 32.5"H



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



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



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



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



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

Seating - Ottomans



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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



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

Seating - Office and Utility Seating



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



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



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



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



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



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



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



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



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

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Specialty Furniture

Seating - Barstools



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



305075 - Lucent Barstool, 22"L x 22.5"D x 45.5"H



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



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



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



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

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

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Specialty Furniture

Tables - Cafe



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

Tables - Bar



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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



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



305032 - Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H



305031 - Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H



305033 - Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H



305034 - Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H



305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H



305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H

Tables - Cocktail



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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

Tables - End Tables



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



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



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



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



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



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



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



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



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



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



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



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



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



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

Conference Tables



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



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



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



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

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Specialty Furniture



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



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



305001 - Atomic Table, 36"RND
30"H



305002 - Atomic Table, 42"RND
30"H



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



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



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



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



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



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



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



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



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

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

Specialty Furniture

Tables - Martini Bar



305121 - Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H



305123 - Midtown Bar, Unlighted, 60"L x 18"D x 42"H



305124 - Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H



305125 - Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H



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



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

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Specialty Furniture

Product Display



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



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



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



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



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



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

Office and Utility Furniture



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



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



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



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



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



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

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

Specialty Furniture

Lamps



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



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

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

Specialty Furniture Order Form

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Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

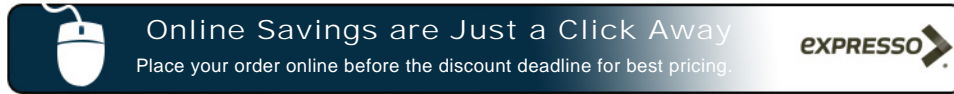
Discount Deadline Date:
January 7, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/052601661/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	1,002.25	1,100.50	1,393.25		7.0	\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,633.75	2,892.00	3,661.25		7.0	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	963.25	1,057.75	1,339.25		7.0	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	361.25	396.75	502.25		7.0	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	971.25	1,066.25	1,350.00		7.0	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	1,056.75	1,160.25	1,468.75		7.0	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	968.25	1,063.25	1,346.00		7.0	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	924.50	1,015.25	1,285.25		7.0	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	2,323.00	2,550.75	3,229.25		7.0	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	2,129.00	2,337.50	2,959.25		7.0	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	2,447.50	2,687.25	3,402.00		7.0	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	2,521.00	2,767.75	3,504.00		7.0	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	2,216.75	2,433.75	3,081.25		7.0	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	1,064.25	1,168.75	1,479.50		7.0	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,168.25	1,282.75	1,624.00		7.0	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	1,016.25	1,116.00	1,412.75		7.0	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	992.50	1,089.75	1,379.50		7.0	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	924.50	1,015.25	1,285.25		7.0	\$

Seating - Club Chairs

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305225	Baja Chair, 36"L 30.5"D 28"H	831.25	912.75	1,155.50		7.0	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	848.25	931.25	1,179.00		7.0	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,232.50	1,353.25	1,713.25		7.0	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,336.50	1,467.25	1,857.50		7.0	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	777.00	853.25	1,080.25		7.0	\$

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Specialty Furniture Order Form

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Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	698.75	767.00	971.25		7.0	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	594.50	652.75	826.50		7.0	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	854.50	938.50	1,188.00		7.0	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	711.00	780.50	988.25		7.0	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,592.75	1,748.75	2,214.00		7.0	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,592.75	1,748.75	2,214.00		7.0	\$

Seating - Chairs

Item Code	Description	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305152	Chair, Altura, Guest, 25"L 20"D 34"H	469.75	515.75	652.75		7.0	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	190.50	209.25	264.75		7.0	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	190.50	209.25	264.75		7.0	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	234.25	257.25	326.00		7.0	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	226.50	248.75	314.75		7.0	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	151.25	166.00	210.25		7.0	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	234.25	257.25	326.00		7.0	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	816.25	896.25	1,134.50		7.0	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	840.25	922.50	1,168.00		7.0	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	313.00	343.75	435.00		7.0	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	517.00	567.75	718.75		7.0	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	226.50	248.75	314.75		7.0	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	682.75	749.75	949.25		7.0	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	281.25	309.00	391.00		7.0	\$
305442	Laguna Chair, 18"L 19"D 34"H	301.50	331.00	419.00		7.0	\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	221.50	243.00	307.75		7.0	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	185.00	203.00	257.00		7.0	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	185.00	203.00	257.00		7.0	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	711.00	780.50	988.25		7.0	\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	140.75	154.50	195.50		7.0	\$
305441	Zenith Chair, 19"L 22"D 32"H	301.50	331.00	419.00		7.0	\$

Seating - Ottomans

Item Code	Description	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	642.50	705.50	893.25		7.0	\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	642.50	705.50	893.25		7.0	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	642.50	705.50	893.25		7.0	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	642.50	705.50	893.25		7.0	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	642.50	705.50	893.25		7.0	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	642.50	705.50	893.25		7.0	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	642.50	705.50	893.25		7.0	\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	642.50	705.50	893.25		7.0	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	720.25	790.75	1,001.25		7.0	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	720.25	790.75	1,001.25		7.0	\$

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Specialty Furniture Order Form

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Seating - Ottomans

305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	374.50	411.25	520.50	7.0	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	374.50	411.25	520.50	7.0	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	442.00	485.50	614.50	7.0	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	277.25	304.50	385.50	7.0	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	386.75	424.50	537.25	7.0	\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	192.75	211.75	267.75	7.0	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	192.25	210.75	267.00	7.0	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	192.25	210.75	267.00	7.0	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	192.25	210.75	267.00	7.0	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	192.25	210.75	267.00	7.0	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	192.75	211.75	267.75	7.0	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	192.25	210.75	267.00	7.0	\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	192.75	211.75	267.75	7.0	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	192.25	210.75	267.00	7.0	\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	192.75	211.75	267.75	7.0	\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	192.75	211.75	267.75	7.0	\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	192.75	211.75	267.75	7.0	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	192.25	210.75	267.00	7.0	\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	192.75	211.75	267.75	7.0	\$

Seating - Office and Utility Seating

Item Code	Description	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305126	Chair, Altura Task, 25"L 26"D 21"H	230.50	253.25	320.50		7.0	\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	603.00	662.00	838.00		7.0	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	543.25	596.50	755.25		7.0	\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	453.75	498.25	630.75		7.0	\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	453.75	498.25	630.75		7.0	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	508.25	557.75	706.25		7.0	\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	449.75	493.75	625.25		7.0	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	955.75	1,049.25	1,328.50		7.0	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	712.50	782.25	990.25		7.0	\$

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Barstools

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
Seating - Barstools							
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	518.25	569.00	720.25		7.0	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	518.25	569.00	720.25		7.0	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	518.25	569.00	720.25		7.0	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	518.25	569.00	720.25		7.0	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	252.25	276.75	350.50		7.0	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	252.25	276.75	350.50		7.0	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	218.50	240.00	303.75		7.0	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	218.50	240.00	303.75		7.0	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	218.50	240.00	303.75		7.0	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	218.50	240.00	303.75		7.0	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	461.00	506.00	640.75		7.0	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	461.00	506.00	640.75		7.0	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	277.75	305.00	386.00		7.0	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	613.25	673.00	852.00		7.0	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	560.25	615.00	778.75		7.0	\$
305259	Christopher Barstool, 19"L 15"D 41"H	507.25	557.00	705.25		7.0	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	358.25	393.50	498.00		7.0	\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	470.00	516.25	653.50		7.0	\$
305006	Syntax Barstool, Chrome/Black , 23"L 19"D 43.25"H	470.00	516.25	653.50		7.0	\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	301.50	331.00	419.00		7.0	\$
305440	Zenith Barstool, 19"L 20"D 44"H	470.00	516.25	653.50		7.0	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	554.75	609.00	771.00		7.0	\$

Tables - Cafe

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	401.75	441.00	558.25		7.0	\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"H	453.75	498.25	630.75		7.0	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	401.75	441.00	558.25		7.0	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	425.75	467.25	591.75		7.0	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	2,323.00	2,550.75	3,229.25		7.0	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	453.75	498.25	630.75		7.0	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	453.75	498.25	630.75		7.0	\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top	352.00	386.75	489.50		7.0	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	471.50	517.50	655.25		7.0	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	411.50	451.75	571.75		7.0	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	471.50	517.50	655.25		7.0	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	557.00	611.50	774.25		7.0	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	352.00	386.75	489.50		7.0	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	411.50	451.75	571.75		7.0	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	471.50	517.50	655.25		7.0	\$

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Tables - Cafe

305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	557.00	611.50	774.25		7.0	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	352.00	386.75	489.50		7.0	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	372.00	408.50	517.25		7.0	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	466.50	512.25	648.50		7.0	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	411.50	451.75	571.75		7.0	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	557.00	611.50	774.25		7.0	\$

Tables - Bar

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	453.75	498.25	630.75		7.0	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	453.75	498.25	630.75		7.0	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	401.75	441.00	558.25		7.0	\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	453.75	498.25	630.75		7.0	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	401.75	441.00	558.25		7.0	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	453.75	498.25	630.75		7.0	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	478.00	524.50	664.25		7.0	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	367.25	403.50	510.50		7.0	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	448.25	492.00	623.00		7.0	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	478.00	524.50	664.25		7.0	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	562.50	617.75	782.00		7.0	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	356.75	391.50	495.75		7.0	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	448.25	492.00	623.00		7.0	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	478.00	524.50	664.25		7.0	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	562.50	617.75	782.00		7.0	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	367.25	403.50	510.50		7.0	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	405.75	445.50	564.00		7.0	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	498.00	546.50	692.00		7.0	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	448.25	492.00	623.00		7.0	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	479.50	526.25	666.25		7.0	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,243.00	1,364.75	1,728.00		7.0	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,243.00	1,364.75	1,728.00		7.0	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,243.00	1,364.75	1,728.00		7.0	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,243.00	1,364.75	1,728.00		7.0	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,243.00	1,364.75	1,728.00		7.0	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,732.50	1,902.50	2,408.50		7.0	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,732.50	1,902.50	2,408.50		7.0	\$

Tables - Cocktail

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	481.75	529.00	669.50		7.0	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	481.75	529.00	669.50		7.0	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	453.75	498.25	630.75		7.0	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	502.00	551.00	697.75		7.0	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
January 7, 2019

Company Name Email Phone Number Booth Number

Tables - Cocktail

305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	955.75	1,049.25	1,328.50		7.0	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	955.75	1,049.25	1,328.50		7.0	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	384.25	421.75	534.00		7.0	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	382.50	419.75	531.75		7.0	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	441.00	484.00	613.00		7.0	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	519.50	570.25	722.00		7.0	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	519.50	570.25	722.00		7.0	\$

Tables - End Tables

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	397.75	436.75	553.00		7.0	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	397.75	436.75	553.00		7.0	\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	401.75	441.00	558.25		7.0	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	373.75	410.50	519.50		7.0	\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	353.50	388.25	491.50		7.0	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	632.25	694.50	879.00		7.0	\$
305273	Table, Aura, White Metal, 15" Round 22"H	273.75	300.50	380.50		7.0	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	260.00	285.75	361.50		7.0	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	345.75	379.50	480.50		7.0	\$
305211	Table, End, Oliver, 22" Round 22"H	333.00	365.50	462.75		7.0	\$
305046	Table, End, Silverado, 24" Round 22"H	417.25	458.00	579.75		7.0	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	380.25	417.50	528.50		7.0	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	380.25	417.50	528.50		7.0	\$
305275	Table, Timber, Wood, 16" Round 17"H	318.50	349.75	442.75		7.0	\$

Tables - Conference

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,033.25	1,134.50	1,436.50		7.0	\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	971.25	1,066.25	1,350.00		7.0	\$
305400	5' Madison Table, 60"L 48"D 29"H	723.25	794.25	1,005.50		7.0	\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	723.25	794.25	1,005.50		7.0	\$
305401	8' Madison Table, 96"L 60"D 29"H	971.25	1,066.25	1,350.00		7.0	\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	932.25	1,023.50	1,296.00		7.0	\$
305001	Atomic Table, 36"RND 30"H	481.75	529.00	669.50		7.0	\$
305002	Atomic Table, 42"RND 30"H	481.75	529.00	669.50		7.0	\$
305410	Madison Conference Table, 42"RND 29"H	642.50	705.50	893.25		7.0	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	201.25	220.75	279.75		7.0	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	425.00	466.50	590.75		7.0	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	682.50	749.50	948.75		7.0	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	446.50	490.25	620.75		7.0	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	682.50	749.50	948.75		7.0	\$
305027	Table, Conf., Graphite, 42" Round 29"H	562.50	617.75	782.00		7.0	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	678.75	745.25	943.50		7.0	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
January 7, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Conference

305281	Table, Conf., White Laminate, 42" Round 29"H	548.00	601.75	762.00		7.0	\$
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Tables - Martini Bar

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,059.00	2,260.75	2,862.00		7.0	\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	1,903.50	2,090.00	2,646.00		7.0	\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,059.00	2,260.75	2,862.00		7.0	\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	1,903.50	2,090.00	2,646.00		7.0	\$
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	4,921.75	5,403.75	6,841.25		7.0	\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,848.75	2,029.50	2,569.50		7.0	\$

Product Display

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	603.00	662.00	838.00		7.0	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	904.50	993.00	1,257.00		7.0	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	1,080.25	1,186.00	1,501.75		7.0	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	904.50	993.00	1,257.00		7.0	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	1,080.25	1,186.00	1,501.75		7.0	\$
305045	Posh Shelving, 36"L 18"D 72"H	603.00	662.00	838.00		7.0	\$

Office and Utility Furniture

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	645.00	708.25	896.75		7.0	\$
305416	Madison Credenza, 60"L 20"D 29"H	743.50	816.50	1,033.50		7.0	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	743.50	816.50	1,033.50		7.0	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	816.00	895.75	1,134.00		7.0	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	763.00	837.75	1,060.50		7.0	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	240.00	263.50	333.75		7.0	\$

Lamps

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	452.25	496.50	628.50		7.0	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	333.00	365.50	462.75		7.0	\$

Electrical Outlets Not Included



Reminder

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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



Convenience Package Order Form

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

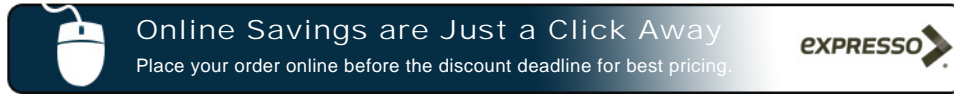
Discount Deadline Date:
January 7, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/052601661/packages/esm>



Stool Package A



Chair Package A

Standard Furniture Package

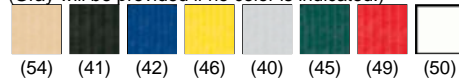
Item Code	Description	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404301	Chair Package A	633.25	695.50	880.00		7.0	\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404311	Stool Package A	676.25	743.00	940.00		7.0	\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4046	Chair Package B		567.00	622.50	787.75		7.0	\$
	Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		636.50	699.25	884.50		7.0	\$
	Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.							

Skirt Color Options

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



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Form Continues on Next Page



Convenience Package Order Form

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

Company Name

Email

Phone Number

Specialty Furniture Package

Item Code	Description	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404504	Bar Package	2,770.75	3,041.50	3,851.00		7.0	\$
Includes: (2) White Oslo Barstools, (1) Martini Bar.							

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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

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Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

10x20 Exhibits



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

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

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

Standard Exhibit Systems

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



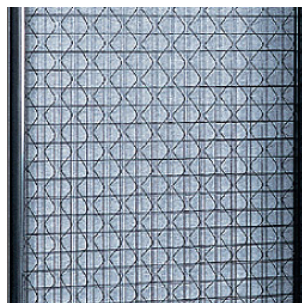
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

Trim Color



Black (41)

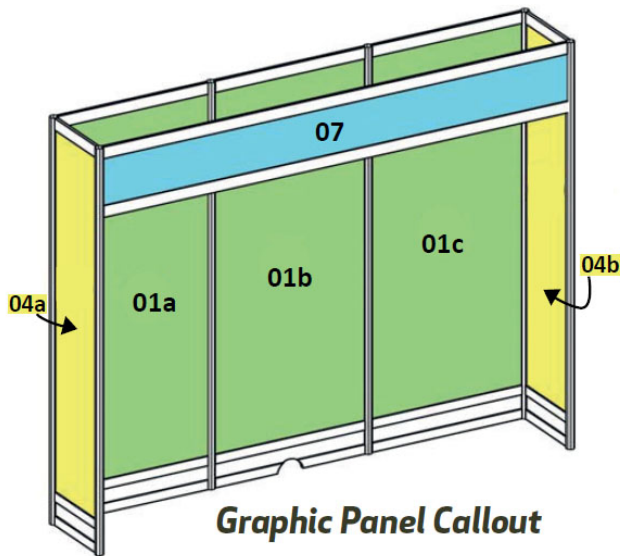


Silver (79)

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

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$595.25 /Regular Price - \$827.50
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$297.75 /Regular Price - \$414.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$254.25 /Regular Price - \$353.75
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by January 7, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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

Link: <https://e.ges.com/052601661/exhibit2/esm>

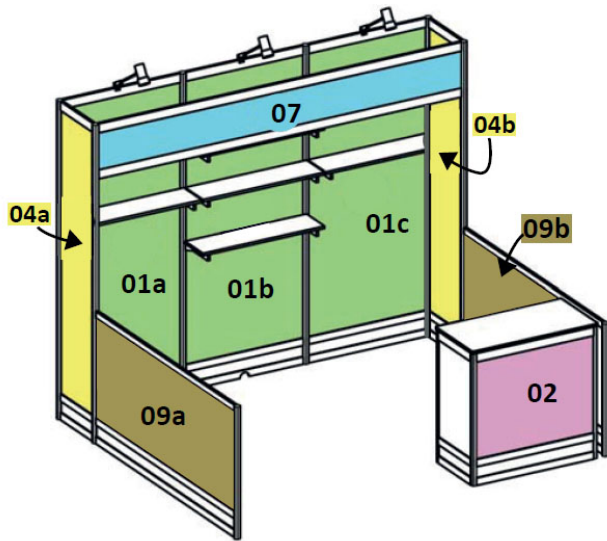


Booth Rendering

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

Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$595.25 /Regular Price - \$827.50
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$297.75 /Regular Price - \$414.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$254.25 /Regular Price - \$353.75
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$208.75 /Regular Price - \$290.25
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Online Discount - \$424.25 /Regular Price - \$589.75
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by January 7, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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

Link: <https://e.ges.com/052601661/exhibit3/esm>

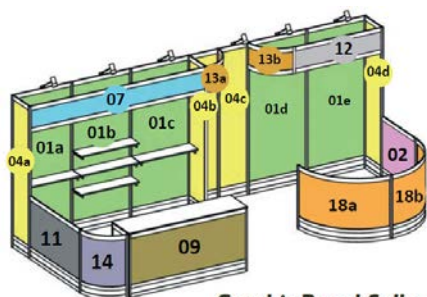


Booth Rendering

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

Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

12 608312 57 7/8" wide x 12" tall
Discount Price - \$131.25 /Regular Price - \$182.50
Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall
Discount Price - \$64.75 /Regular Price - \$90.25
Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$331.25 /Regular Price - \$460.50
Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$424.25 /Regular Price - \$589.75
Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$163.00 /Regular Price - \$226.75
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by January 7, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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

Link: <https://e.ges.com/052601661/exhibit4/esm>

01 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$595.25 /Regular Price - \$827.50
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$297.75 /Regular Price - \$414.00
Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$125.00 /Regular Price - \$173.50
Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$208.75 /Regular Price - \$290.25
Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall
Discount Price - \$254.25 /Regular Price - \$353.75
Produced on 3/16" Thick White Foamcore



Booth Rendering

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

Exhibit Systems Order Form

Page 1 of 2

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Discount Deadline Date:
January 7, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

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

13 oz. Carpet Color Options

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



Exhibit Panel Color Options

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

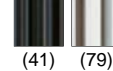


C Color Codes are Coated Panels

F Color Codes are Fabric

Trim Color Options

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



Standard Exhibits

10x10 Exhibits

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	2,424.75	2,662.50	3,370.75		7.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	4,553.50	4,999.50	6,329.50		7.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

10x20 Exhibits

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	10,051.50	11,036.00	13,971.75		7.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

Accessories

Item Code	Description	On or Before 1/7/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	792.50	870.00	1,101.25		7.0	\$
600110	Exhibit, Armlight Black	117.75	129.25	163.50		7.0	\$
600103	Exhibit, Counter, 1M Curved	1,088.25	1,195.00	1,512.75		7.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	549.75	603.50	764.00		7.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	753.75	827.75	1,047.75		7.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	1,000.25	1,098.25	1,390.50		7.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	793.75	871.50	1,103.50		7.0	\$
600223	Exhibit, Light Box, Small 37"x28"	489.00	536.75	679.50		7.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	691.50	759.25	961.25		7.0	\$
600291	Exhibit, Panel, Wirewall, 1M	674.00	739.75	936.75		7.0	\$
600243	Exhibit, Shelf, 1M x 10" Deep	93.00	102.00	129.00		7.0	\$

Electrical or Utilities Under Carpet?

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



Exhibit Systems Order Form

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

Discount Deadline Date:
January 7, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

☐ Yes ☐ No

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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



Drug Delivery Partnerships PGA National Resort and Spa January 28 - 29, 2019

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Graphics

- Avoid setting type in Photoshop - instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred* AI/EPS (vector)

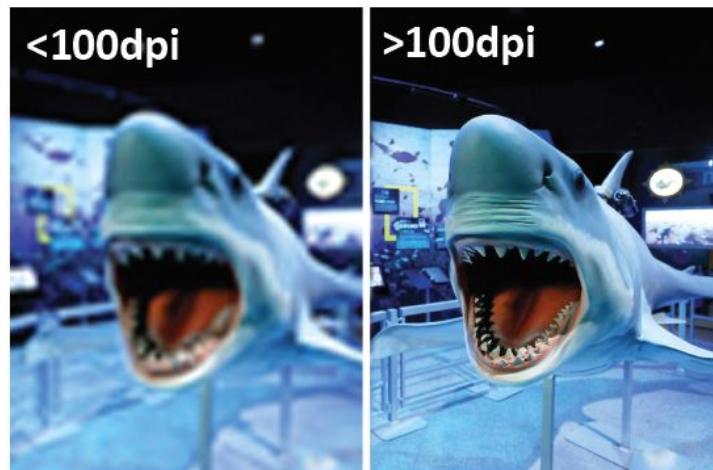


GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/052601661/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number
(e.g. ABC Company_SHOW_Booth 1234.zip)

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



Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Text

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files. OTF (open type fonts) are preferred.

Editable Text



Outlined Text - preferred*

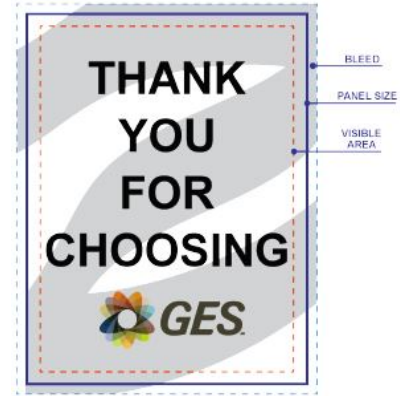


Final Print package should contain:

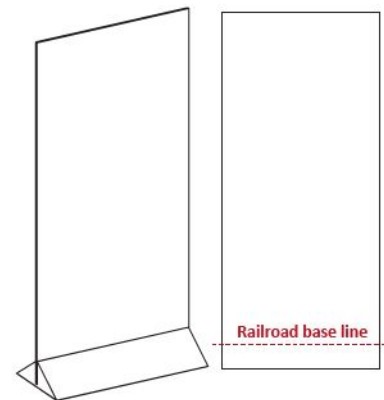
- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



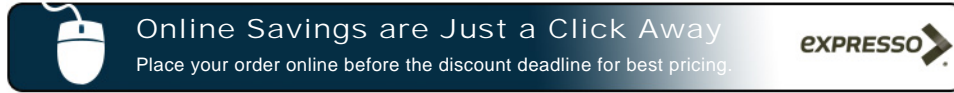
Graphics and Signage Order Form

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Discount Deadline Date:
January 7, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Order graphics and **upload artwork files** directly online: <https://e.ges.com/052601661/signs/esm>

Graphics and Signage

Item Code	Description	On or Before 1/7/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	359.25	394.50	499.50		7.0	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	277.75	305.00	386.00		7.0	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	292.25	320.75	406.00		7.0	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	530.50	582.75	737.75		7.0	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	325.50	357.75	452.75		7.0	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	691.50	759.25	961.25		7.0	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	489.00	536.75	679.50		7.0	\$
601099	Printed Cardboard Base for Freestanding Boards	31.75	35.00	44.25		7.0	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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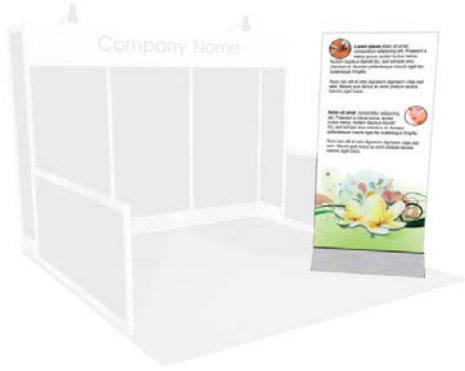
I-1 102617

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



Standard Graphics

38" Ad Board

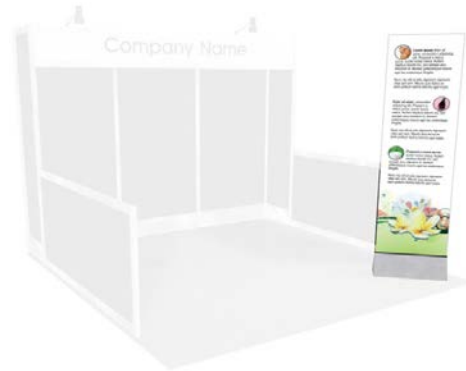


600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

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

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

24" Ad Board



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

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

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

22" x 28" with Sign Holder



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

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

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



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

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

Material Handling/Drayage Information

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Benefits of Advance Shipping to the GES Warehouse

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

How to Ship in Advance to the GES Warehouse

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

How to Ship from Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours; make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/052601661/logistics_Quote

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



Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrateing, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone

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






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Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated show invoice
-  Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: https://e.ges.com/052601661/logistics_quote

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

Material Handling/Drayage Order Form

Page 1 of 3

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Discount Deadline Date:
January 7, 2019

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$157.00 cwt	\$204.10 cwt
Overtime In / Straight Time Out	\$204.00 cwt	\$265.20 cwt
Overtime In / Overtime Out	\$235.50 cwt	\$306.15 cwt

Advance Shipments to Warehouse Dates:

Wed, Dec 26, 2018: Advance shipments may begin arriving at warehouse.

Wed, Jan 23, 2019: Last day for shipments to arrive at warehouse.

The GES Advance Warehouse will be closed Monday and Tuesday, December 24-25, 2018 and Tuesday, January 1, 2019 in observance of the Christmas and New Year's Day holidays.

Carpet Handling

Straight Time In / Straight Time Out	\$251.20 cwt
Overtime In / Straight Time Out	\$326.40 cwt
Overtime In / Overtime Out	\$376.80 cwt

No Inbound Shipping to Show Site Notification:



All exhibit materials must be sent in advance to the GES warehouse. Direct to show site shipments **will not** be accepted at the PGA National Resort and Spa. Any materials shipped to the PGA National Resort and Spa will be consigned to GES and you will be billed higher material handling charges by GES and **A 25% (\$50 minimum) surcharge**. Exhibitors may also be billed an additional receiving charge by the PGA National Resort and Spa for any items sent directly to the PGA National Resort and Spa. For Outbound shipments, carriers must pick up freight from the Exhibit site address.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$78.50. Each additional package will be charged \$78.50.

Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 2. Estimate Order

Small Packages

1 1st Small Package Shipment x \$78.50 = _____ Total _____ +7.0% Tax
of additional packages (each) x \$78.50 = _____ Total _____ +7.0% Tax

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

25% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee will apply before published timeline.

Special Handling/Mixed Shipments:

A 30% surcharge will apply to items requiring special handling or mixed shipments.

Uncrated Shipments:

A 50% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:

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

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What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Drug Delivery Partnerships

Name of Exhibition

052601661

BOOTH NUMBER

C/O **GES**
UPS Freight
1311 W 15th Street
Riviera Beach, FL 33404 USA

Shipment Should Arrive on or Between:

Wednesday, Dec 26, 2018 - Wednesday, Jan 23, 2019

The GES Advance Warehouse will be closed Monday and Tuesday, December 24-25, 2018 and Tuesday, January 1, 2019 in observance of the Christmas and New Year's Day holidays.

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

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Drug Delivery Partnerships

Name of Exhibition

052601661

BOOTH NUMBER

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UPS Freight
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Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Request for Pre-Printed Outbound Material Handling Release/Labels

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Form Deadline Date:
January 7, 2019



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by January 7, 2019.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/052601661/prePrint/esm>

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

Company/Consignee	Carrier	Attention		
400 Avenue Of The Champions	Palm Beach Gardens	FL	33418-3698	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Step 2. Tell us the location where freight should be sent.

Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

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

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



Freight Service Questionnaire

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Form Deadline Date:
January 7, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/052601661/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

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

3. List carrier name(s):

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

Phone Number:

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

Phone Number:

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

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

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

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

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

Direct Shipments Only

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

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

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



Installation and Dismantling Order Form

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Discount Deadline Date:
January 7, 2019

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



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	Tax %	= Total
705000	Install & Dismantle, ST Move In	93.25	121.25	157.50			7.0	\$
705000	Install & Dismantle, ST Move Out	93.25	121.25	157.50			7.0	\$
705000	Install & Dismantle, OT Move In	139.75	181.75	236.25			7.0	\$
705000	Install & Dismantle, OT Move Out	139.75	181.75	236.25			7.0	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/052601661/labor/esm>

Step 2. Please Indicate Service



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

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

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

Please complete Key Information form:

<https://e.ges.com/052601661/laborchecklist/esm>

GES will supervise labor to:

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

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

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

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Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Option 2

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

GES is responsible for the following type of booth:

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

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

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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L-1 120518

Cleaning and Porter Service Order Form

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Discount Deadline Date:
January 7, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
500601	Before Show Open Only (per sq. ft.)	0.87	1.33		1	7.0	\$
500600	Duration of Show (per sq. ft. per day)	0.63	0.94		2	7.0	\$
500602	Per Day (per sq. ft. per day)	0.84	1.26			7.0	\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.97	1.46		7.0	\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501002	Cleaning, Damp Mop & Wax	1.34	2.00			7.0	\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501010	Porter Service, 0-500 sq.ft., Per Day	164.75	247.00			7.0	\$
501010	Porter Service, 501-1500 sq.ft., Per Day	211.50	317.00			7.0	\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	259.25	389.25			7.0	\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	355.75	534.00			7.0	\$

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

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

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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



Notice of Intent to Use EAC and Policies and Procedures

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Form Deadline Date:
December 14, 2018

Company Name	Email	Phone Number	Booth Number
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Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://beta.certfocus.com/expresso>
*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES

Please
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

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

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



Agreement and Rules and Regulations between GES and EAC

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Form Deadline Date:
December 14, 2018

Company Name	Email	Phone Number	Booth Number
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Attention:

- **This form must be completed by the EAC.**

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), Informa (Show Management), Drug Delivery Partnerships (Show) and PGA National Resort and Spa (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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Agreement and Rules and Regulations between GES and EAC

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Form Deadline Date:
December 14, 2018

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please
Sign

X

Authorized EAC's Signature

Authorized EAC's Name - Please Print

Date

Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print


Date

universal

121218 052601661

L-4 071918 Cstm



ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/19	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <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	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (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	01/01/19	01/01/20	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	01/01/19	01/01/20	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	01/01/19	01/01/20	EACH OCCURRENCE \$1,000,000		
	AGGREGATE \$1,000,000						
	\$						
	\$						
	\$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/19	01/01/20	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	OTHER	
	E.L. EACH ACCIDENT \$1,000,000						
	E.L. DISEASE-EA EMPLOYEE \$1,000,000						
	E.L. DISEASE -POLICY LIMIT \$1,000,000						
D	OTHER				Each Occurrence & Aggregate		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. GES (Official Service Provider), Informa (Show Management), PGA National Resort and Spa (Facility), and Drug Delivery Partnerships (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: January 28 - 29, 2019 at city of Palm Beach Gardens.							
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
6. GES c/o CertFocus (web portal) National Service Center 7000 Lindell Road Las Vegas, NV 89118		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			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 General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** GES (Official Service Provider), Informa (Show Management), Drug Delivery Partnerships (Show) and PGA National Resort and Spa (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be GES

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

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



Show Site Work Rules

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

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.

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

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. GES will not be responsible, however, for any materials they do not handle. 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 Servicer. 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 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:

- w 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.
- w Unpacking and uncrating of boxes, equipment, merchandise, etc.
- w Fine-tuning/calibrating your equipment and the interconnection of computers and peripherals.
- w The setup of signs/graphics.
- w 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 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 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.

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Stop. Think. Safety.

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019



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

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

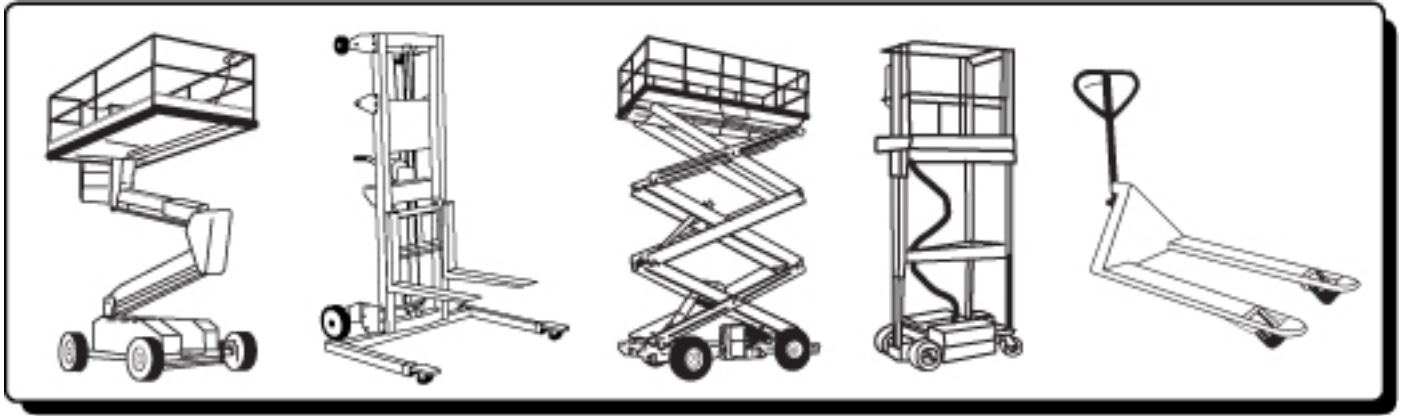
If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

Operation of All Mechanical Lifts

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019



Attention all exhibitors:

- The operation or use of all motorized and/or manual lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized, mechanical or manual equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



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

Thank you for your complete cooperation.

GES Payment Policy

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

Payment for Services

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

Discount Prices

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

Method of Payment

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

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

Third Party Billing

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

Tax Exempt

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

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

Adjustments and Cancellations

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

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

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

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GES Terms and Conditions of Contract

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

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

I. Definitions

GES: GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **Agents:** GES' agents, sub-contractors, carriers and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Unsupervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use unsupervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site.

b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligation Indemnification

a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. **GES to Customer:** To the extent of GES's own negligence and/or willful misconduct and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

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VI. No Liability for Loss or Damage to Goods

- a. **Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. **Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. **Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. **Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. **Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. **Empty Storage:** GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. **Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. **Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. **Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. **Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. **Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. **Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. **Insurance:** **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. **Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

Payment Policy

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

Discount Prices: To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

Method of Payment: GES accepts MasterCard, Visa, American Express via this website.

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

Tax Exempt: If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

Adjustments and Cancellations: No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

Additional Service Order Forms

Exhibitor and Vendor Service Order Form

NAME OF CONFERENCE (REQUIRED FOR PROCESSING):				BOOTH #:	
COMPANY NAME:		CONTACT NAME:		PHONE:	E-MAIL:
ADDRESS:			CITY:	STATE:	ZIP:
SETUP DATE:	TIME:	*** THERE IS A \$95 LABOR FEE AND 24% RESORT SERVICE CHARGE ON ALL ORDERS ***ADVANCED RATE APPLIES TO ALL ORDERS RECEIVED AND PAID FOR MORE THAN 7 DAYS BEFORE THE START OF EVENT			
STRIKE DATE:	TIME:				

ELECTRICAL SERVICES						GENERAL AUDIO VISUAL					
120V	ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL		ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL
20 AMP	\$255		\$325		\$ -	32" MONITOR	\$240		\$275		\$ -
PWR STRIP/EXT	\$50		\$65		\$ -	46" MONITOR	\$470		\$540		\$ -
FOR ADDITIONAL POWER REQUIREMENTS PLEASE CONTACT PSAV DIRECTLY						55" MONITOR	\$655		\$750		\$ -
HIGH SPEED INTERNET ACCESS						60" MONITOR	\$720		\$820		\$ -
PER CONNECTION	ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL	70" MONITOR	\$970		\$1,115		\$ -
WIRELESS	\$160		\$250		\$ -	LAPTOP	\$225		\$260		\$ -
WIRED	\$600		\$800		\$ -	PWR STRIP/EXT	\$50		\$65		\$ -
						TABLETOP PWR	\$50		\$65		\$ -
						HDMI CBL/ADPT	\$20		\$25		\$ -
						TV STAND	\$50		\$65		\$ -

TERMS AND CONDITIONS	
1)	Pricing is per show and is subject to 24% Resort Service Charge and 7% Sales Tax
2)	Cancellation Policy: All cancellations must be submitted in writing. Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% charge of the order total. Cancellations received less than 24 hours or the day of scheduled delivery are subject to full charge.
3)	Outlet rates listed include bringing the services to one location at the rear of the booth.
4)	Standard wall and other permanent building utility outlets or sockets are not part of the booth space and may not be used by exhibitors unless electrical services have been ordered.
5)	All equipment, regardless of the source of power, must comply with Federal, State, and Local codes. The Hotel reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
6)	Payment in full must be received prior to the start of the event. Services may be interrupted if payment is not received.
7)	The Hotel is not responsible for any and all losses of power beyond the Hotel's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, or faulty exhibit equipment.
8)	By signing this form the exhibitor agrees to all terms and conditions outlined above.

ALL PRICING IS FOR THE LENGTH OF THE SHOW
 ** SEND FL STATE SALES TAX EXEMPTION, IF APPLICABLE **

SUMMARY OF CHARGES	
ELECTRICAL SERVICES	\$ -
HIGH SPEED INTERNET	\$ -
AUDIO VISUAL	\$ -
24% RESORT SERVICE CHARGE	\$ -
7% SALES TAX	\$ -
TOTAL (Incl. \$95 Labour + Tax)	\$ 101.65

CLIENT SIGNATURE

DATE



CREDIT CARD AUTHORIZATION FORM

The undersigned hereby authorizes my credit card to be charged for services rendered, which includes the rental of equipment, labor charges, resale items, delivery and appropriate sales and use tax.

CREDIT CARD INFORMATION:

MasterCard []

Visa []

American Express []

Cardholder Name (Please Print) _____ Telephone # _____

Cardholder Address _____

Credit Card Number _____ Exp Date _____ CVV2/CID _____
REQUIRED

SHOW INFORMATION:

Group/Show Name _____

Invoice/Work Order # _____ Location: PGA National Resort

Rental Dates _____

Total Amount \$ _____
(PLUS \$150 LABOR, 24% RESORT SERVICE CHARGE, AND 7% SALES TAX)

Cardholder Signature _____ Date _____

Accounting Dept Only:

Approval Code _____ Processing Date _____

Advance Payment [] Final Payment [] Processors Initials _____

PGA National Resort & Spa
400 Avenue of the Champions | Palm Beach Gardens, FL 33418 | pgaresort.com





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

PAYMENT AUTHORIZATION FORM

Drug Delivery Partnerships

DISCOUNT DEADLINE: JANUARY 4, 2019

DDP 2019
JANUARY 28 – 30, 2019
PGA NATIONAL RESORT & SPA

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

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

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

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

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

ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.

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

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

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

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

Cardholder Signature: _____ Date: _____

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

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

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

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



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

MetroMultiMedia Order Form

Drug Delivery Partnerships

DISCOUNT DEADLINE: JANUARY 4, 2019

DDP 2019
JANUARY 28 – 30, 2019
PGA NATIONAL RESORT & SPA

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

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

Please Note:

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

Drayage Costs (if applicable) are not included in delivery costs. **RATES LISTED ARE PER DAY.**

Show rate applies if order is received after deadline date. Rates reflected are daily rates.

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

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

SUBTOTAL = _____ + TAX @ 7.00% = _____ + \$150.00 Deliver & Pick-Up = TOTAL _____

Payment Authorization Form must accompany order.

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

Drug Delivery Partnerships
PGA National Resort and Spa
January 28 - 29, 2019

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Drug Delivery Partnerships
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