

# 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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

<b>GES Information and Order Forms</b>	<b>3</b>
<b>Show Information</b>	<b>4</b>
Show Information	4
General Information	6
Tips for New Exhibitors	7
<b>Required Forms</b>	<b>9</b>
Payment and Credit Card Charge Authorization	9
Domestic Third Party Billing Request	10
International 3rd Party Billing Request	11
<b>Booth Furnishings</b>	<b>12</b>
Carpet Brochure	12
Carpet Order Form	13
Carpet Package Order Form	15
Standard Furniture Brochure	16
Furniture & Accessories Order Form	18
Furniture Package Order Form	21
Specialty Furniture Brochure	22
Specialty Furniture Order Form	31
Convenience Package Order Form	37
Standard Exhibit Systems Brochure	39
Standard Exhibit Systems Order Form	44
Digital File Preparation	46
Graphics & Signage Order Form	48
Standard Graphics Brochure	49
<b>Shipping, Drayage and Material Handling</b>	<b>50</b>
Material Handling/Drayage Information	50
GES Transportation Plus	53
Material Handling/Drayage Order Form	54
Special Handling Brochure	56
Advance Shipping Labels	56
Direct Shipping Labels	57
Pre-Printed Bill of Lading (BOL) / Outbound Labels Request	58
Freight Service Questionnaire	59
Marshaling Yard & Direct Deliveries Information	60
Show Site Storage Order Form	61
Cartload Service Order Form	64
POV Instructions	65
Vehicle Placement Order Form	66
<b>Labor and Equipment</b>	<b>67</b>
Installation and Dismantling Order Form	67

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

<b>Forklift Order Form</b>	<b>69</b>
<b>Hanging Sign / Truss Labor Information</b>	<b>71</b>
<b>Hanging Sign Labor Order Form</b>	<b>72</b>
<b>Electric Chain Hoist &amp; Truss Order Form</b>	<b>77</b>
<b>Booth Layout - Hanging Signs</b>	<b>79</b>
<b>Hanging Sign Shipping Labels</b>	<b>80</b>
<b>Cleaning and Porter Service Order Form</b>	<b>81</b>
<b>Exhibitor Appointed Contractors (EACs) and Third Parties</b>	<b>82</b>
<b>Notice of Intent to Use EAC and Policies and Procedures</b>	<b>82</b>
<b>Agreement and Rules and Regulations between GES and EAC</b>	<b>83</b>
<b>Certificate of Liability Insurance Sample</b>	<b>85</b>
<b>Regulations and Guidelines</b>	<b>86</b>
<b>Show Site Work Rules</b>	<b>86</b>
<b>Stop. Think. Safety.</b>	<b>87</b>
<b>Fire Regulation Information</b>	<b>88</b>
<b>Operation of All Mechanical Lifts</b>	<b>89</b>
<b>GES Payment Policy</b>	<b>90</b>
<b>GES Terms and Conditions of Contract</b>	<b>91</b>
<b>Index</b>	<b>94</b>

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## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

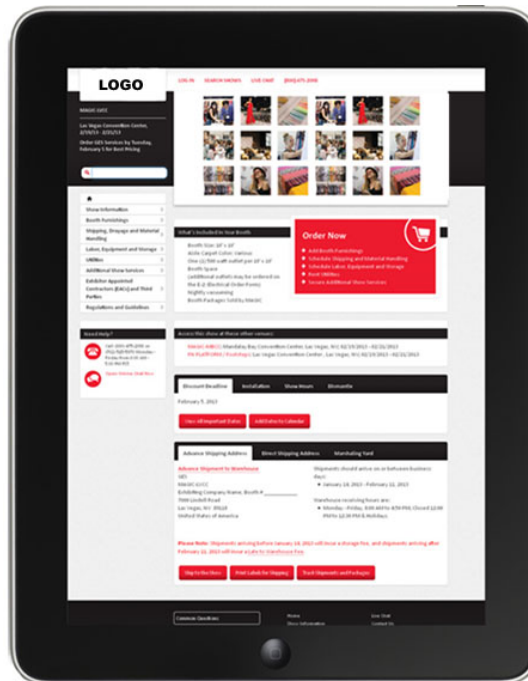
Exhibitors can:

- 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 Servicer<sup>SM</sup>

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/053600209/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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/053600209/contactus/esm>

## Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970  
7000 Lindell Road FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520  
Las Vegas, NV 89118-4702

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

### No booth package for standard exhibitors.

Backwall Drape: Purple & White  
Sidewall Drape: Purple  
Aisle Carpet Color: Pepper

### Pavillions

Backwall Drape: Teal & White  
Sidewall Drape: Teal  
Aisle Carpet Color: Pepper

### Small Press Exhibits

Backwall Drape: Teal  
Sidewall Drape: Teal  
Table Skirt Color: Teal  
Aisle Carpet Color: Pepper  
1 - 6' Skirted Table  
Grey Carpet for Booths

## Discount Deadline Date

Wednesday, May 30 GES orders must be received with payment by this date.

## Exhibitor Move In

Wednesday, June 20 8:00 AM - 4:30 PM  
Thursday, June 21 8:00 AM - 4:30 PM  
Friday, June 22 8:00 AM - 4:00 PM

## Show Hours

Friday, June 22 5:30 PM - 7:00 PM  
Saturday, June 23 9:00 AM - 5:00 PM  
Sunday, June 24 9:00 AM - 5:00 PM  
Monday, June 25 9:00 AM - 2:00 PM

## Exhibitor Move Out

Monday, June 25 2:00 PM - 8:00 PM  
Tuesday, June 26 8:00 AM - 12:00 PM

## Empty Container Return

Tuesday, June 26 2:00 PM Start time for Empty Container Return.

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



### Carrier Check-in Post-Show

Tuesday, June 26 10:00 AM Carriers post-show must be checked-in by this time.

### Facility Clear

Tuesday, June 26 12:00 PM All exhibitor materials must be removed.

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

### Advance Shipments to Warehouse:

c/o GES  
American Library Association Annual Conference  
& Exhibition  
(Your Company Name & Booth Number)  
Exhibit Transfer Systems  
3761 Louisa St  
New Orleans, LA 70126  
USA

### Shipments should arrive on or between:

May 17 - June 15, 2018  
Hours for receiving are Monday - Friday, 8:30 AM - 2:00 PM  
Drivers must check in by 2:00 PM to be guaranteed same day unloading.  
The GES Advance Warehouse will be closed Monday, May 28, 2018, in observance of the Memorial Day holiday.  
**Maximum piece size is 104" high x 96" wide x 3,000 lbs.**

### Direct Shipments to Show Site:

c/o GES  
American Library Association Annual Conference  
& Exhibition  
(Your Company Name & Booth Number)  
Ernest N. Morial Convention Center  
900 Convention Center Blvd  
New Orleans, LA 70130  
USA

### Shipments should arrive on:

June 20, 2018, 8:00 AM - 4:30 PM  
June 21, 2018, 8:00 AM - 4:30 PM  
June 22, 2018, 8:00 AM - 4:00 PM

### Marshaling Yard Site Address:

American Library Association Annual Conference  
& Exhibition  
(Your Company Name & Booth Number)  
1313 Tchoupitoulas St  
New Orleans, LA 70130  
USA

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# General Information

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## 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
- Overhead Lighting and Rigging

## 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/053600209/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/053600209/contactus/esm>

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

## Exhibitor Services

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

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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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## 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 May 30, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/053600209/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/053600209/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 100 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/053600209/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:  
Global Experience Specialists, Inc. (GES)  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

## Bank ACH/wire transfer payment information

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto: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/053600209/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/053600209/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.

American Library Association Annual Conference & Exhibition  
 Ernest N. Morial Convention Center  
 June 22 - 25, 2018

Form Deadline Date:  
 May 30, 2018

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address		City, State, Zip/Country	Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site		Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services:		GES invoice Sent to:	
<input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		<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/053600209/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	Global Experience Specialists, Inc. (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
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

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

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

Cardholder Name - Please Print \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Country \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date

MasterCard      Corporate Card  
 VISA      Personal Card  
 American Express

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

**Please Sign**  \_\_\_\_\_  
 Cardholder Signature

\_\_\_\_\_ MM/DD/YY  
 Cardholder Name - Please Print     Check Dated

Check Number	
<b>Total Check Payment</b>	\$
<b>Total Credit Card Payment</b>	\$

## Review and Return

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

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



# Domestic Third Party Billing Request

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American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Form Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

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

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name \_\_\_\_\_

Exhibiting Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip/Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact's Email Address \_\_\_\_\_

**Please Sign**

X \_\_\_\_\_  
Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

## Step 3. Provide the Third Party contact information

Third Party Company Name \_\_\_\_\_

Third Party Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip/Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact's Email Address \_\_\_\_\_

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

Cardholder Name - Please Print \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip/Country \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 MasterCard     Corporate Card  
 VISA     Personal Card  
 American Express

**Please Sign**

X \_\_\_\_\_  
Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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

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

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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Form Deadline Date:  
May 30, 2018

Company Name Email Phone Number Booth Number

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

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number

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

Expiration Date

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

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

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:

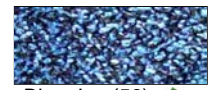
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



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



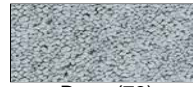
Cement (70)



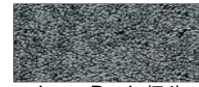
Charcoal (71)



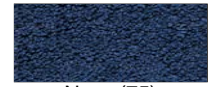
Cobalt (72)



Dove (73)



Lava Rock (74)



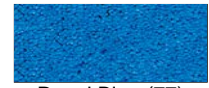
Navy (75)



Onyx (76)



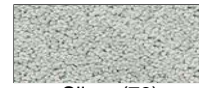
Red (49)



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:

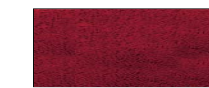
- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



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.

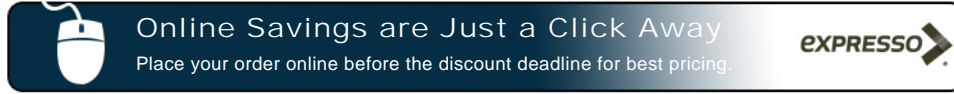
# Carpet Order Form

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



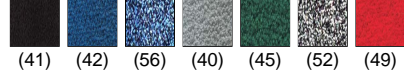
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Show site orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.

## Carpet

### Standard Color Options

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



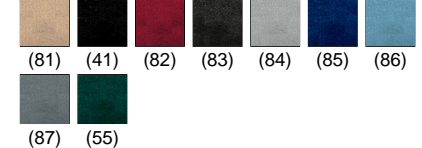
### Plush Color Options

(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 5/30/18		Regular (\$)	Qty	Total	
			Online (\$)	Discount (\$)				
5001	Pre-Cut Standard Carpet 10'x10'		222.00	244.00	308.75		\$	
5002	Pre-Cut Standard Carpet 10'x20'		432.00	474.75	601.00		\$	
5003	Pre-Cut Standard Carpet 10'x30'		666.00	731.50	926.00		\$	
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>							<b>12%</b>	<b>\$</b>

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft.

Item Code	Description	Color Code	On or Before 5/30/18		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		3.88	4.26	5.39		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		5.70	6.26	7.92		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		6.50	7.15	9.05		\$	
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>							<b>12%</b>	<b>\$</b>

Item Code	Description	Color Code	On or Before 5/30/18		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.25	2.47	3.13		\$	
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		4.28	4.70	5.95		\$	
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>							<b>12%</b>	<b>\$</b>

Item Code	Description	Color Code	On or Before 5/30/18		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.		0.84	0.92	1.17		\$	
<b>Total + (10.0% Sales Tax + 2% Parish Tax)</b>							<b>12%</b>	<b>\$</b>

### Electrical or Utilities Under Carpet?

Yes  No

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



# 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.

Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

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

**Please Sign**

X \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print Date

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

**Total Payment Enclosed**

\$ \_\_\_\_\_

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

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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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

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.



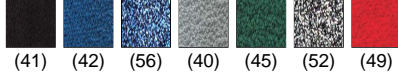
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some 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.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Show site orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and 4 Day(s) Cleaning.

## Carpet Packages

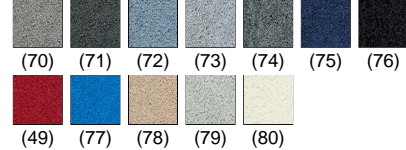
### Standard Color Options

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



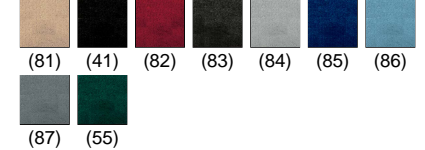
### Plush Color Options

(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 5/30/18		Regular (\$)	Sq. Ft.	Total
			Online (\$)	Discount (\$)			
400021	Standard Carpet Package, Per Sq.Ft.		7.35	7.89	10.22		\$
400022	Plush Carpet Package, Per Sq.Ft.		8.99	9.69	12.50		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		9.71	10.49	13.52		\$
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b>	\$

### Electrical or Utilities Under Carpet?

Yes       No



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

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

**Please Sign**

X

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

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

**Total Payment Enclosed**

\$

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

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# Furniture and Accessories

## Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



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



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

## Skirted Tables



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



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



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

## Table Skirt Colors



Beige (54)



Black (41)



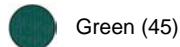
Blue (42)



Gold (46)



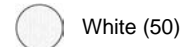
Gray (40)



Green (45)



Red (49)



White (50)

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



# Furniture and Accessories

## 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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American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

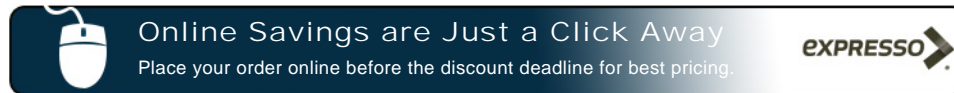
Discount Deadline Date:  
May 30, 2018

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/053600209/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 5/30/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
300050	Chair, Plastic Contour, Black	82.00	86.00	109.00		\$	
300052	Padded Chair	118.00	129.50	164.00		\$	
300053	Padded Stool	148.00	162.50	205.75		\$	
Total + (10.0% Rental Tax + 2% Parish Tax)						12%	\$

### Tables

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
300059	Table, Starbase, 30" Diameter x 40" High	245.00	269.25	341.00		\$	
300058	Table, Starbase, 40" Diameter x 30" High	245.00	269.25	341.00		\$	
Total + (10.0% Rental Tax + 2% Parish Tax)						12%	\$

### Skirted Tables

Item Code	Description	Color Code	On or Before 5/30/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
3004	Table 4', Skirted 4 Sides, 24" x 30" High		154.00	169.00	214.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		185.00	203.00	257.15		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		217.00	238.25	301.75		\$
3007	Table, Skirt 4th Side		48.25	53.00	67.00		\$
Select size: 6' Table _____ 8' Table _____							
Total + (10.0% Rental Tax + 2% Parish Tax)						12%	\$

### Unskirted Tables

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
300400	Table 4', Unskirted, 24" x 30" High	124.00	135.75	172.00		\$	
300600	Table 6', Unskirted, 24" x 30" High	148.00	162.75	206.00		\$	
300800	Table 8', Unskirted, 24" x 30" High	176.00	192.75	244.00		\$	
Total + (10.0% Rental Tax + 2% Parish Tax)						12%	\$

### Skirted Counters

Item Code	Description	Color Code	On or Before 5/30/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		178.00	195.50	247.50		\$

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:  
May 30, 2018

Company Name		Email		Phone Number		Booth Number		
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		217.00	238.25	301.75		\$	
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		248.00	272.25	344.75		\$	
3017	Counter, Skirt 4th Side		57.75	63.50	80.25		\$	
↳ Select size: 6' Counter _____ 8' Counter _____								
Total + (10.0% Rental Tax + 2% Parish Tax)							12%	\$

## Unskirted Counter

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total		
		Online (\$)	Discount (\$)					
301400	Counter 4', Unskirted, 24" x 42" High	140.00	153.25	194.00		\$		
301600	Counter 6', Unskirted, 24" x 42" High	176.00	192.75	244.00		\$		
301800	Counter 8', Unskirted, 24" x 42" High	199.00	218.75	277.00		\$		
Total + (10.0% Rental Tax + 2% Parish Tax)							12%	\$

## Risers

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total		
		Online (\$)	Discount (\$)					
300191	Riser 4', Single Tier, 48"x8"x8" High	48.25	53.00	67.00		\$		
300194	Riser 6', Double Tier, 72"x8"x16" High	82.00	90.00	114.00		\$		
300192	Riser 6', Single Tier, 72"x8"x8" High	67.75	74.50	94.25		\$		
Total + (10.0% Rental Tax + 2% Parish Tax)							12%	\$

## Custom Booth Drape

Item Code	Description	Color Code	On or Before 5/30/18		Regular (\$)	Qty	Total	
			Online (\$)	Discount (\$)				
3001	Drape, 3' High, Per Foot, 4' Minimum		20.30	22.30	28.25		\$	
3002	Drape, 8' High, Per Foot, 4' Minimum		23.20	25.50	32.25		\$	
Total + (10.0% Rental Tax + 2% Parish Tax)							12%	\$

## Accessories

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300124	Aisle Stanchion Chain, Plastic, Per Foot	6.20	6.85	8.65		\$
300127	Aisle Stanchion, Tensa	128.00	140.50	178.00		\$
300123	Aisle Stanchion, without Chain	57.75	63.50	80.25		\$
300103	Aluminum Easel	78.50	86.00	109.00		\$
300111	Bag Stand	107.00	117.75	149.00		\$
300102	Coat Rack	107.00	117.75	149.00		\$
300110	Fish Bowl	33.75	37.00	47.00		\$
300104	Garment Rack	112.00	122.50	155.00		\$
300106	Literature Rack	170.00	186.50	236.00		\$
300201	Pegboard, White, 4'x8'	204.00	224.25	284.00		\$
↳ Select alignment: Horizontal _____ Vertical _____						
300131	Security Cage, Large, without Lock	591.00	649.25	822.00		\$
300120	Sign Holder, Bell Base	98.50	108.25	137.00		\$
300108	Sign Holder, Chrome, 22"x28"	92.00	101.00	128.00		\$
300211	Tackboard	212.00	233.00	295.00		\$
↳ Select alignment: Horizontal _____ Vertical _____						
300112	Ticket Tumbler, Small, Table Top	168.00	184.00	233.00		\$
300113	Wastebasket	29.00	31.75	40.25		\$
300118	Waterfall Stand	107.00	117.75	149.00		\$

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# Furniture and Accessories Order Form

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Discount Deadline Date:  
May 30, 2018

Company Name	Email	Phone Number	Booth Number
Total + (10.0% Rental Tax + 2% Parish Tax)			12% \$

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

**Please Sign**

X  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

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

**Total Payment Enclosed**

\$

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

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# Furniture Package Order Form

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

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:

- 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.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Show site orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.

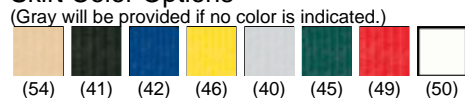
## Furniture Package



### Furniture Package 1

Item Code	Description	Color Code	On or Before 5/30/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
4906	Furniture Package 1		340.20	366.08	463.86		\$
↳ Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							

### Skirt Color Options



Total + (10.0% Rental Tax + 2% Parish Tax) **12%** \$



### Furniture Package 2

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
490012	Furniture Package 2	671.40	737.10	933.53		\$
↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
Total + (10.0% Rental Tax + 2% Parish Tax)						<b>12%</b> \$

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

**Please Sign**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date  
Authorized Name - Please Print

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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# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



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



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

## Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36\"/>



305072 - Chair, Barcelona, Black, 30\"/>



305073 - Chair, Barcelona, White, 30\"/>



305263 - Chair, Naples, Black Vinyl, 36\"/>



305269 - Chair, Tangiers, 34\"/>



305070 - Chair, Tub, Key West, Black, 31\"/>



305320 - Key Largo Chair, Black Fabric, 35\"/>



305363 - Naples Chair, Powered Black Vinyl, 36\"/>



305222 - Roma Chair, Powered White Vinyl, 37\"/>

## Seating - Chairs



305152 - Chair, Altura, Guest, 25\"/>



305041 - Chair, Berlin, Black/White, 18\"/>



305042 - Chair, Berlin, Red/White, 18\"/>



305110 - Chair, Brewer, Black, 20\"/>



305260 - Chair, Christopher, White Vinyl w/Chrome, 17\"/>



305285 - Chair, Duet Stack, Black/Chrome, 23\"/>



305232 - Chair, Fusion, Red/White, 19\"/>



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35\"/>



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27\"/>



305284 - Chair, Rustique Arm, Gunmetal, 20\"/>



305272 - Chair, Swanson Swivel, White Vinyl, 28\"/>



305250 - Chair, Wendy, Clear Acrylic, 15\"/>



305442 - Laguna Chair, 18\"/>



305420 - Malba Chair, Gray, 20\"/>



305421 - Malba Chair, Green, 20\"/>



305441 - Zenith Chair, 19\"/>

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

## Seating - Ottomans



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



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



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



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



305251 - Ottoman, Vibe Cube, Black, 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



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



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



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

## Seating - Office and Utility Seating



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



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

## 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

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# Specialty Furniture



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



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



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



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



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



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



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



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



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



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

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

## Tables - Cafe



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



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



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



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



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



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



305156 - Table, Cafe, Graphite/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

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# Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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



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



305302 - Table, Bar, Silver  
Textured Grain/  
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

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# Specialty Furniture

## Tables - Cocktail



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



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



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



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



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



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



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



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



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

## Tables - End Tables



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



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

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# Specialty Furniture

## Conference Tables



305402 - 10' Madison Table, 120\"/>



305400 - 5' Madison Table, 60\"/>



305401 - 8' Madison Table, 96\"/>



305410 - Madison Conference Table, 42\"/>



305190 - Powered Conference Table Module, Black, 5\"/>



305175 - Table, Conf., Geo, Black, 42\"/>



305176 - Table, Conf., Geo, Black, 60\"/>



305173 - Table, Conf., Geo, Chrome, 42\"/>



305174 - Table, Conf., Geo, Chrome, 60\"/>



305027 - Table, Conf., Graphite, 42\"/>



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



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

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



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



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

## 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

## 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

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

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

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.
- 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 Espresso:  
<http://e.ges.com/053600209/BoothFurnishingsRental/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	615.00	675.25	855.00		\$	
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	660.00	724.25	917.00		\$	
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	741.00	813.50	1,030.00		\$	
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,140.00	1,248.00	1,580.00		\$	
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,310.00	1,437.50	1,820.00		\$	
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,310.00	1,437.50	1,820.00		\$	
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,580.00	1,737.75	2,200.00		\$	
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	741.00	813.50	1,030.00		\$	
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	878.00	963.75	1,220.00		\$	
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	717.00	786.75	996.00		\$	
305268	Sofa, Tangiers, 78"L 37"D 36"H	741.00	813.50	1,030.00		\$	
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b>	<b>\$</b>

### Seating - Club Chairs

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	577.00	633.50	802.00		\$	
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	842.00	924.25	1,170.00		\$	
305073	Chair, Barcelona, White, 30"L 30"D 31"H	842.00	924.25	1,170.00		\$	
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	620.00	681.00	862.00		\$	
305269	Chair, Tangiers, 34"L 37"D 36"H	517.00	568.00	719.00		\$	
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	436.00	478.00	605.00		\$	
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	519.00	570.25	722.00		\$	
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	849.00	932.00	1,180.00		\$	
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	849.00	932.00	1,180.00		\$	
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b>	<b>\$</b>

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# Specialty Furniture Order Form

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

Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Seating - Chairs

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305152	Chair, Altura, Guest, 25"L 20"D 34"H	319.00	350.00	443.00		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	130.00	143.00	181.00		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	130.00	143.00	181.00		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	158.00	173.00	219.00		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	158.00	173.00	219.00		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	103.00	113.00	143.00		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	172.00	188.75	239.00		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	445.00	488.25	618.00		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	445.00	488.25	618.00		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	158.00	173.00	219.00		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	377.00	414.00	524.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	158.00	173.00	219.00		\$
305442	Laguna Chair, 18"L 19"D 34"H	206.00	226.00	286.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	130.00	143.00	181.00		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	130.00	143.00	181.00		\$
305441	Zenith Chair, 19"L 22"D 32"H	206.00	226.00	286.00		\$
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b> \$

## Seating - Ottomans

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	463.00	508.75	644.00		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	463.00	508.75	644.00		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18'H	274.00	301.00	381.00		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	358.00	393.25	498.00		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	358.00	393.25	498.00		\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	128.00	140.50	178.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	137.00	150.75	191.00		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	128.00	140.50	178.00		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	128.00	140.50	178.00		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	128.00	140.50	178.00		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	128.00	140.50	178.00		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	128.00	140.50	178.00		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	128.00	140.50	178.00		\$
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b> \$

## Seating - Office and Utility Seating

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305126	Chair, Altura Task, 25"L 26"D 21"H	161.00	177.00	224.00		\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	397.00	436.00	552.00		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	397.00	436.00	552.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	329.00	361.00	457.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	356.00	391.00	495.00		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Seating - Office and Utility Seating

305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	356.00	391.00	495.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)						12% \$

## Seating - Barstools

Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	323.00	353.75	448.00		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	323.00	353.75	448.00		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	323.00	353.75	448.00		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	323.00	353.75	448.00		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	185.00	203.00	257.00		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	185.00	203.00	257.00		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	171.00	188.00	238.00		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	171.00	188.00	238.00		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	171.00	188.00	238.00		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	171.00	188.00	238.00		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	323.00	353.75	448.00		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	323.00	353.75	448.00		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	185.00	203.00	257.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	425.00	466.00	590.00		\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	395.00	432.75	548.00		\$
305259	Christopher Barstool, 19"L 15"D 41"H	323.00	353.75	448.00		\$
305440	Zenith Barstool, 19"L 20"D 44"H	323.00	353.75	448.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)						12% \$

## Tables - Cafe

Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	284.00	312.00	395.00		\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	329.00	361.00	457.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	323.00	354.75	449.00		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,250.00	1,366.50	1,730.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	329.00	361.00	457.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	329.00	361.00	457.00		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	264.00	290.00	367.00		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	302.00	331.00	419.00		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	329.00	361.00	457.00		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	384.00	421.00	533.00		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	264.00	290.00	367.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	302.00	331.00	419.00		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	329.00	361.00	457.00		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	384.00	421.00	533.00		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	264.00	290.00	367.00		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	284.00	312.00	395.00		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	329.00	361.00	457.00		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Cafe

305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	302.00	331.00	419.00		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	384.00	421.00	533.00		\$

## Tables - Bar

Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total	
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	329.00	361.00	457.00		\$	
305405	Madison Bar Table/Black Base, 30"RND 42"H	284.00	312.00	395.00		\$	
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	329.00	361.00	457.00		\$	
305133	Table, Bar, Graphite/Black, 30" Round 42"H	264.00	290.00	367.00		\$	
305136	Table, Bar, Graphite/Black, 36" Round 42"H	302.00	331.00	419.00		\$	
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	329.00	361.00	457.00		\$	
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	384.00	421.00	533.00		\$	
305134	Table, Bar, Maple/Black, 30" Round 42"H	264.00	290.00	367.00		\$	
305137	Table, Bar, Maple/Black, 36" Round 42"H	302.00	331.00	419.00		\$	
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	329.00	361.00	457.00		\$	
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	384.00	421.00	533.00		\$	
305130	Table, Bar, Red/Black, 30" Round 42"H	264.00	290.00	367.00		\$	
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	284.00	312.00	395.00		\$	
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	329.00	361.00	457.00		\$	
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	302.00	331.00	419.00		\$	
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	384.00	421.00	533.00		\$	
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b>	<b>\$</b>

## Tables - Cocktail

Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total	
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	461.00	506.25	641.00		\$	
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	349.00	383.00	485.00		\$	
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	514.00	564.75	715.00		\$	
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	514.00	564.75	715.00		\$	
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	273.00	300.25	380.00		\$	
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	257.00	282.00	357.00		\$	
305016	Table, Cocktail, Silverado, 36" Round 17"H	314.00	344.50	436.00		\$	
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	350.00	384.00	486.00		\$	
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	350.00	384.00	486.00		\$	
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b>	<b>\$</b>

## Tables - End Tables

Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	424.00	465.25	589.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	304.00	333.25	422.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	409.00	448.75	568.00		\$
305273	Table, Aura, White Metal, 15" Round 22"H	197.00	216.50	274.00		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	188.00	206.25	261.00		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	247.00	271.75	344.00		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Tables - End Tables						
305211	Table, End, Oliver, 22" Round 22"H	225.00	247.25	313.00		\$
305046	Table, End, Silverado, 24" Round 22"H	295.00	323.75	410.00		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	253.00	278.00	352.00		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	253.00	278.00	352.00		\$
305275	Table, Timber, Wood, 16" Round 17"H	232.00	255.25	323.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)						12% \$

Tables - Conference						
Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	921.00	1,011.00	1,280.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	624.00	684.75	867.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	755.00	829.50	1,050.00		\$
305410	Madison Conference Table, 42"RND 29"H	567.00	622.50	788.00		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	108.00	118.50	150.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	299.00	328.50	416.00		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	485.00	532.50	674.00		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	317.00	348.25	441.00		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	485.00	532.50	674.00		\$
305027	Table, Conf., Graphite, 42" Round 29"H	399.00	438.50	555.00		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	485.00	532.50	674.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	391.00	429.00	543.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)						12% \$

Tables - Martini Bar						
Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,490.00	3,831.00	4,850.00		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,290.00	1,414.00	1,790.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)						12% \$

Product Display						
Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	463.00	508.00	643.00		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	657.00	721.25	913.00		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	784.00	861.00	1,090.00		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	657.00	721.25	913.00		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	784.00	861.00	1,090.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)						12% \$

Office and Utility Furniture						
Item Code	Description	On or Before 5/30/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	487.00	534.75	677.00		\$
305416	Madison Credenza, 60"L 20"D 29"H	717.00	787.50	997.00		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	651.00	714.75	905.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)						12% \$

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# Specialty Furniture Order Form

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

Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Lamps

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	309.00	339.75	430.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	225.00	247.25	313.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)					12%	\$

## Electrical Outlets Not Included



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

**Reminder**

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

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

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# Convenience Package Order Form

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

American Library Association Annual Conference & Exhibition  
 Ernest N. Morial Convention Center  
 June 22 - 25, 2018

Discount Deadline Date:  
 May 30, 2018

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.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/053600209/packages/esm>
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Show site orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.



Stool Package A



Chair Package A

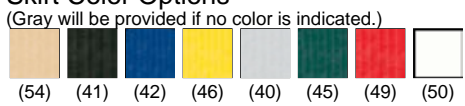
### Standard Furniture Package

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
404301	Chair Package A	510.00	560.00	709.25		\$	
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404311	Stool Package A	570.00	626.00	792.75		\$	
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b>	\$

### Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 5/30/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
4046	Chair Package B		450.00	493.75	625.40		\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						

### Skirt Color Options



**Total + (10.0% Rental Tax + 2% Parish Tax)** **12%** \$

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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 5/30/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
404504	Bar Package	1,936.00	2,121.50	2,686.00		\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.					
404506	Premium Stool Package	699.00	767.00	971.00		\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".					
Total + (10.0% Rental Tax + 2% Parish Tax)					12%	\$

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

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

**Total Payment Enclosed**

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

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P-1 122217



# Standard Exhibit Systems

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

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



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"



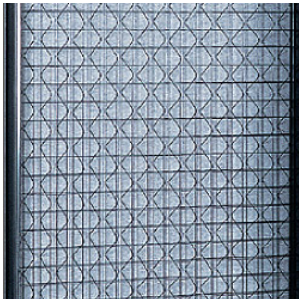
600222 - Exhibit, Light Box, Medium 37"x56"



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)



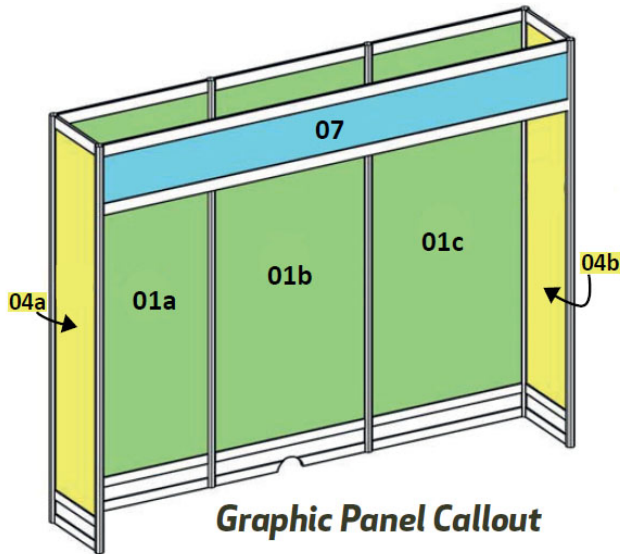
Silver (79)

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 - \$506.00 /Regular Price - \$703.00  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$255.00 /Regular Price - \$354.00  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$217.00 /Regular Price - \$301.00  
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by May 30, 2018 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

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

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

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

Link: <https://e.ges.com/053600209/exhibit2/esm>

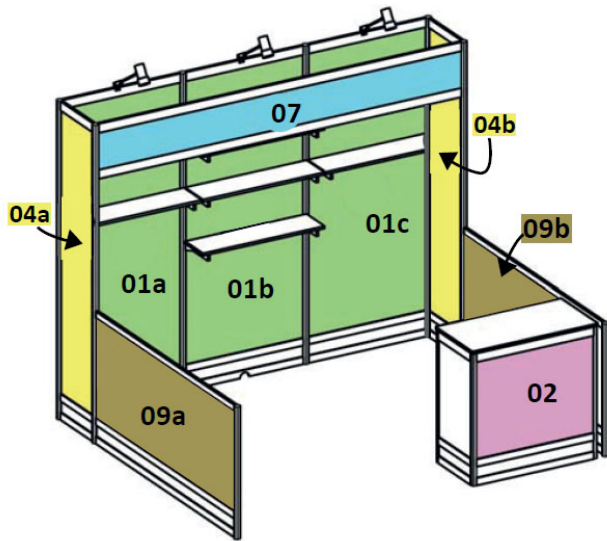


**Booth Rendering**

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 - \$506.00 /Regular Price - \$703.00  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$255.00 /Regular Price - \$354.00  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$217.00 /Regular Price - \$301.00  
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
 Discount Price - \$179.00 /Regular Price - \$249.00  
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
 Online Discount - \$360.00 /Regular Price - \$501.00  
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by May 30, 2018 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

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

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

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

Link: <https://e.ges.com/053600209/exhibit3/esm>

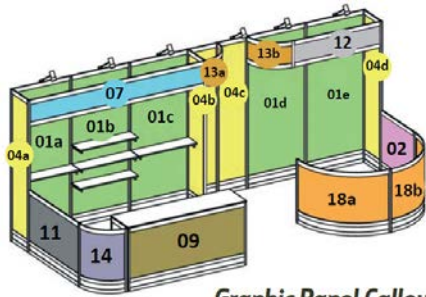


**Booth Rendering**

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 - \$112.00 /Regular Price - \$155.00  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$55.50 /Regular Price - \$77.00  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$283.00 /Regular Price - \$394.00  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$360.00 /Regular Price - \$501.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$137.00 /Regular Price - \$191.00  
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$506.00 /Regular Price - \$703.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$255.00 /Regular Price - \$354.00  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$106.00 /Regular Price - \$148.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$179.00 /Regular Price - \$249.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$217.00 /Regular Price - \$301.00  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

Order Standard Exhibit Graphics online by May 30, 2018 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

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

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

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

Link: <https://e.ges.com/053600209/exhibit4/esm>

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.

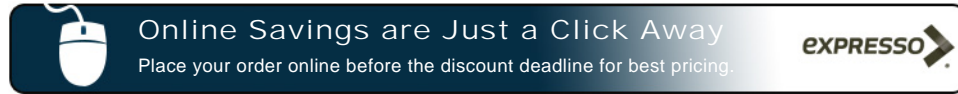
# Exhibit Systems Order Form

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American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

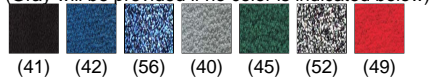
Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_





### Easy Ordering Tips:

- All prices include delivery, installation, 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 5/30/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600002	Exhibit System GEM #2, 10'x10' Inline	2,100.00	2,306.50	2,920.00		10.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	3,960.00	4,344.50	5,500.00		10.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b>	<b>\$</b>

### 10x20 Exhibits

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600004	Exhibit System GEM #4, 10'x20' Inline	8,680.00	9,526.00	12,060.00		10.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
<b>Total + (10.0% Rental Tax + 2% Parish Tax)</b>						<b>12%</b>	<b>\$</b>

### Accessories

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600410	Exhibit, Ad Board, 1M x 8'	682.00	748.75	948.00		10.0	\$
600103	Exhibit, Counter, 1M Curved	935.00	1,026.75	1,300.00		10.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	476.00	523.00	662.00		10.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	653.00	717.25	908.00		10.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	871.00	955.75	1,210.00		10.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	686.00	753.50	954.00		10.0	\$
600223	Exhibit, Light Box, Small 37"x28"	422.00	463.75	587.00		10.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	598.00	656.50	831.00		10.0	\$
600291	Exhibit, Panel, Wirewall, 1M	583.00	639.75	810.00		10.0	\$
600243	Exhibit, Shelf, 1M x 10" Deep	79.75	87.75	111.00		10.0	\$

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# 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:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

### Accessories

600262	Tackboard, Gem, 4' X 8'	682.00	748.75	948.00		10.0	\$
Total + (10.0% Rental Tax + 2% Parish Tax)						12%	\$

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

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American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

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



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

## Graphics

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

## Suitable programs for images or logos:

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

## Color

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



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that the 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)

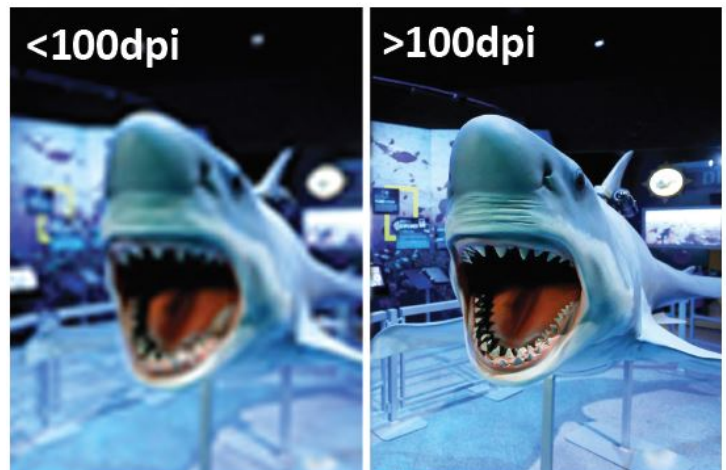


GIF, TIFF, JPEG (raster)



## 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/053600209/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>



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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## Text

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

### Editable Text



### Outlined Text - preferred\*

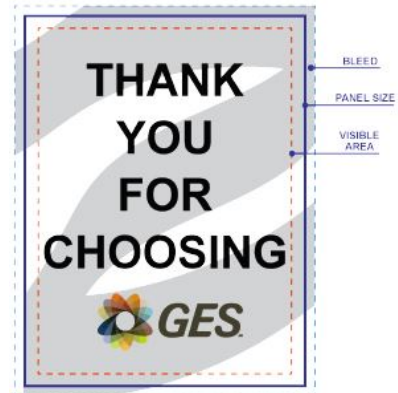


## Final Print package should contain:

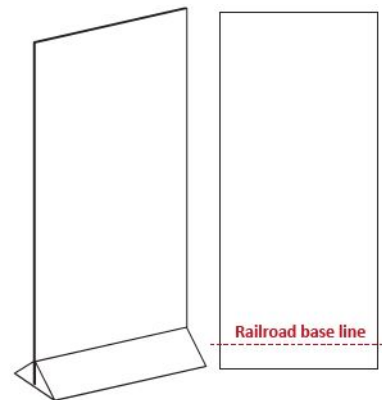
- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or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

## Allow for Frames & Finishing

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



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





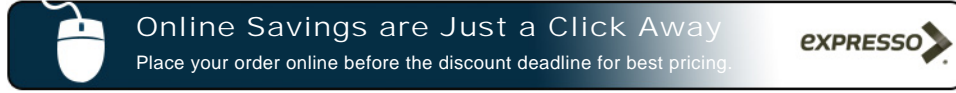
# Graphics and Signage Order Form

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



Order graphics and **upload artwork files** directly online: <https://e.ges.com/053600209/signs/esm>

## Graphics and Signage

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	307.00	337.25	427.00		\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	235.00	258.25	327.00		\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	250.00	274.00	347.00		\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	451.00	495.25	627.00		\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	277.00	304.00	385.00		\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	589.00	647.00	819.00		\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	417.00	457.25	579.00		\$
601099	Printed Cardboard Base for Freestanding Boards	27.25	29.75	37.75		\$
Total + (10.0% Sales Tax + 2% Parish Tax)					12%	\$

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

**Please Sign**  \_\_\_\_\_  
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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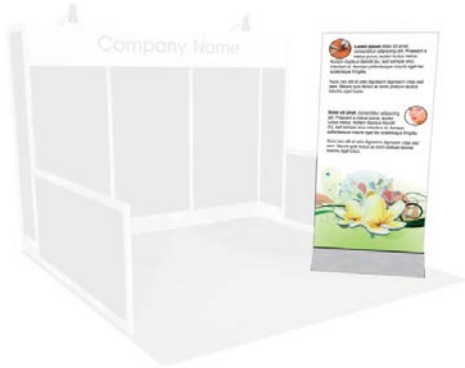
I-1 102617

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# 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

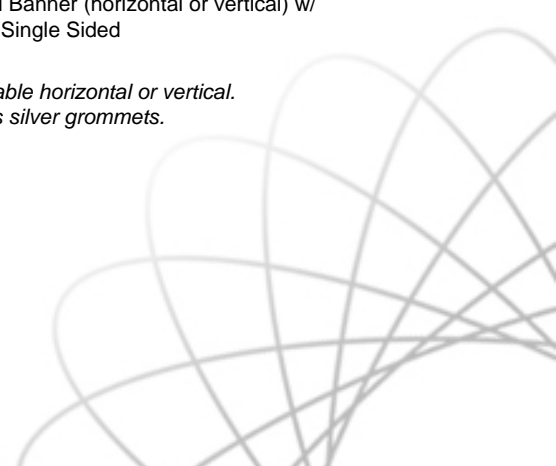
*Includes sign holder rental, graphic and delivery.*

## 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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## 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 to 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](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/053600209/logistics\\_Quote](https://e.ges.com/053600209/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.
- 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, recrating, 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.

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## 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/053600209/logistics\\_quote](https://e.ges.com/053600209/logistics_quote)

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

# 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.

American Library Association Annual Conference & Exhibition  
 Ernest N. Morial Convention Center  
 June 22 - 25, 2018

Discount Deadline Date:  
 May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

## Step 1. Review Freight Material Handling Rates and Information

### Advance Shipment to Warehouse (100 lbs. minimum per shipment)

	Crated
Straight Time In / Straight Time Out	\$94.50 cwt
Straight Time In / Overtime Out	\$122.85 cwt
Overtime In / Overtime Out	\$151.25 cwt

#### Advance Shipments to Warehouse Dates:

**Thurs, May 17, 2018:** Advance shipments may begin arriving at warehouse.  
**Fri, Jun 15, 2018:** Last day for shipments to arrive at warehouse.  
**The GES Advance Warehouse will be closed Monday, May 28, 2018, in observance of the Memorial Day holiday.**

Maximum piece size is 104" high x 96" wide x 3,000 lbs.

### Direct Shipment to Show Site (100 lbs. minimum per shipment)

	Crated	Uncrated
Straight Time In / Straight Time Out	\$84.50 cwt	\$135.20 cwt
Straight Time In / Overtime Out	\$110.00 cwt	\$176.00 cwt
Overtime In / Overtime Out	\$135.25 cwt	\$216.40 cwt

#### Direct Shipments to Show site Dates:

**Wed, Jun 20, 2018:** Direct shipments may begin arriving at exhibit site after 8:00 AM.  
**Fri, Jun 22, 2018:** Last day for shipments to arrive at exhibit site by 4:00 PM.

## 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 \$53.00. Each additional package will be charged \$26.50.

## Step 2. Estimate Order

### Small Packages

\_\_\_ 1 \_\_\_ 1st Small Package Shipment x \$53.00 = \_\_\_\_\_ Total

\_\_\_ # of additional packages (each) x \$26.50 = \_\_\_\_\_ Total

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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 \_\_\_\_\_

## 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. 100 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  
 \_\_\_\_\_ + Parish Tax: 2.0%  
 \_\_\_\_\_ Grand 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

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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

**Total Payment Enclosed** \$ \_\_\_\_\_

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

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

### Uncrated Shipments:

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

### Measure of Damage:

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

### Certified Weight Tickets Are Required For All Shipments:

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

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

American Library Association Annual Conference & Exhibition

Name of Exhibition 053600209

BOOTH NUMBER

C/O GES Exhibit Transfer Systems 3761 Louisa St New Orleans, LA 70126 USA

Shipment Should Arrive on or Between: Thursday, May 17, 2018 - Friday, June 15, 2018

The GES Advance Warehouse will be closed Monday, May 28, 2018, in observance of the Memorial Day holiday.

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, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier Number of pieces GES logo

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

American Library Association Annual Conference & Exhibition

Name of Exhibition 053600209

BOOTH NUMBER

C/O GES Exhibit Transfer Systems 3761 Louisa St New Orleans, LA 70126 USA

Shipment Should Arrive on or Between: Thursday, May 17, 2018 - Friday, June 15, 2018

The GES Advance Warehouse will be closed Monday, May 28, 2018, in observance of the Memorial Day holiday.

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, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier Number of pieces GES logo

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

**American Library Association Annual Conference & Exhibition**

Name of Exhibition 053600209

BOOTH NUMBER

**C/O GES  
Ernest N. Morial Convention Center  
900 Convention Center Blvd  
New Orleans, LA 70130 USA**

**Shipment Should Arrive on or Between:**

**Wednesday, June 20, 2018 after 8:00 AM - Friday, June 22, 2018 by 4:00 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



TO:

Full Exhibiting Company Name at Show

**American Library Association Annual Conference & Exhibition**

Name of Exhibition 053600209

BOOTH NUMBER

**C/O GES  
Ernest N. Morial Convention Center  
900 Convention Center Blvd  
New Orleans, LA 70130 USA**

**Shipment Should Arrive on or Between:**

**Wednesday, June 20, 2018 after 8:00 AM - Friday, June 22, 2018 by 4:00 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Form Deadline Date:  
May 30, 2018



## Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by May 30, 2018.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/053600209/prePrint/esm>

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

Company/Consignee	Attention			
900 Convention Center Blvd	New Orleans	LA	70130	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 Servicer<sup>®</sup>. 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>



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R-3 042716

# 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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Form Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



**Attention**

## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/053600209/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?

\_\_\_\_\_

\_\_\_\_\_

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R-7 032316

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

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



# Marshaling Yard and Direct Deliveries Information

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## Tips For New Exhibitors



Tips

**What is a marshaling yard?** The marshaling yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

**Why is a marshaling yard used?** Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

## Savings



Save

- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

## Marshaling Yard Site Address:

1313 Tchoupitoulas St  
New Orleans, LA 70130  
USA

## Marshaling Yard Process

It is important that you advise your carrier of this marshaling yard information to better facilitate your direct shipment to showsite. Please be advised that the Ernest N. Morial Convention Center requires daily parking fees for carriers at their on-site staging yard. These cash-only fees are only payable at the time of your carrier's arrival by the driver to the convention center's parking attendant. Complimentary parking is not available at this venue. Please contact your shipping company to notify them of these charges.

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

## Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/053600209/contactus/esm>

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



# Show Site Storage Order Form

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

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:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday & Sunday.
- Double Time: All day holidays.

## Step 1. Order Access Storage

### Trailer Access Storage

- Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor.
- Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicenter. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. Do not use "Empty" labels.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, 1/4 Trailer	171.50		\$
200513	Access Storage, 1/2 Trailer	342.50		\$
200513	Access Storage, Full Trailer	684.50		\$
Total + (10.0% Rental Tax + 2% Parish Tax)				12% \$

### Skid Access Storage

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

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	72.00		\$
Total + (10.0% Rental Tax + 2% Parish Tax)				12% \$

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

Form Continues on Next Page





# Show Site Storage 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:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Additional Delivery Rates

Item Code	Description	On or Before 5/30/18		Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
		Online (\$)	Discount (\$)					
705044	Storage, ST	102.50	102.50	128.00	154.00			\$
705044	Storage, OT	154.00	154.00	193.00	231.00			\$
705044	Storage, DT	205.00	205.00	256.00	308.00			\$
Total + 2% Parish Tax							2%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600209/labor/esm>

## Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

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

## Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday & Sunday.
- Double Time: All day Holidays.

Item Code	Description	On or Before 5/30/18		Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
		Online (\$)	Discount (\$)					
705200	5,000#, ST	205.50	205.50	257.00	308.00			\$
705200	5,000#, OT	288.00	288.00	360.00	432.00			\$
705200	5,000#, DT	370.00	370.00	463.00	555.00			\$
Total + 2% Parish Tax							2%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600209/labor/esm>

## Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	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**  \_\_\_\_\_  
Authorized Signature

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



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# Show Site Storage 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:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

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

**Total Payment Enclosed** 

\$
----

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



# Cartload 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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Form Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

### Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates.
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

### Cartload Freight Services for Unloading Small Passenger Vehicles

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

### Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	58.50	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	58.50	1	\$
200506	Cartload Service, Over Time, Dock to Booth	58.50	1	\$
200506	Cartload Service, Over Time, Booth to Dock	58.50	1	\$
<b>Total + 2% Parish Tax</b>			<b>2%</b>	<b>\$</b>

**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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R-14 122017

# Personally Owned Vehicle (POV) Instructions

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## Important Instructions for Personally Owned Vehicles (POV)

To support your event planning for Ernest N. Morial Convention Center, GES would like to point out the following information related to POVs.

- All POVs and individuals wishing to gain access to the docks must check in at the Marshaling Yard. See Marshaling Yard and Direct Deliveries Information for details. The registered booth name, number and identification will be required.
- Drayage services provided for POVs are subject to the material handling rates as outlined on the Material Handling/ Drayage Order Form.
- Loads will be weighed on a scale at the exhibit hall dock. Items are weighed to ensure accurate material handling billing.
- At close of show exhibitors obtain an Outbound Material Handling Form from the GES Servicenter. Exhibitors who will be removing their items via a POV must have this form signed and dated by a GES Service Representative.
- This authorized Outbound Material Handling Form is required to gain access to the docks for outbound material handling services. This paperwork must be in the hands of the POV driver (please do not leave in the exhibit hall).
- It is difficult to project the number of exhibitor's who will utilize POV material handling services. POVs are served on a first come, first serve basis and need to follow the times outlined on the Show Information form for a smooth process. Exhibitors planning to remove items immediately at show close should anticipate a two-hour window for these services at Ernest N. Morial Convention Center.
- Exhibitors may park in the Ernest N. Morial Convention Center parking lots and hand carry items into the exhibit hall (without the use of wheeled carts or dollies). This restriction is for safety purposes and to reduce damage to entrance ways and common areas of the facility.
- Please do not park POVs in any of the public areas near the building as Ernest N. Morial Convention Center Security may ticket or tow.

GES makes it a priority to service POVs in an efficient manner through the Marshaling Yard and material handling process. For additional questions please chat with us [www.ges.com/chat/](http://www.ges.com/chat/).

For those POVs who wish to Self Unload utilizing the Exhibit Hall docks, please be advised of the following instructions.

- The following Vehicles are the only vehicles that qualify for this:



Sedan



Van



SUV



Small Pickup

- Trailers of any size are not eligible to be unloaded and are considered part of the GES's material handling jurisdiction. Some shipments may be eligible for the GES Cartload service with costs billed per the kit form.
- Two persons must be present in the vehicle so that the driver remains in the vehicle at all times. There is very limited space for this service, so a maximum time limit of 10 minutes per vehicle is allowed for the freight and vehicle to be removed from the dock. This will allow efficiencies in other POVs wishing to utilize this self unload service.
- Vehicles left unattended will be subject to towing.

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# Vehicle Placement Order Form

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Form Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

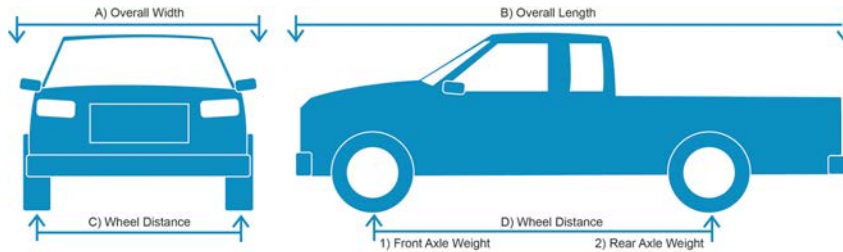
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.



## Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than one eighth (1/8) of a tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

## Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

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

\* Please attach separate sheet for more than 3 vehicles.

## Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	240.00		\$
Total + 2% Parish Tax			2%	\$

**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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# 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.

American Library Association Annual Conference & Exhibition  
 Ernest N. Morial Convention Center  
 June 22 - 25, 2018

Discount Deadline Date:  
 May 30, 2018

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



## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.
- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Orders placed at show site will be completed in the order in which they are received.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total	
705000	Install & Dismantle, ST Move In	99.50	124.50	149.25			\$	
705000	Install & Dismantle, ST Move Out	99.50	124.50	149.25			\$	
705000	Install & Dismantle, OT Move In	149.25	187.00	219.50			\$	
705000	Install & Dismantle, OT Move Out	149.25	187.00	219.50			\$	
705000	Install & Dismantle, DT Move In	199.00	249.00	299.00			\$	
705000	Install & Dismantle, DT Move Out	199.00	249.00	299.00			\$	
Total + 2% Parish Tax							2%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600209/labor/esm>

## Step 2. Please Indicate Service



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

### Option 1 (A 30% ( \$ 60.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:  
<https://e.ges.com/053600209/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 subparagraph VII, b., Labor.
- A 30% ( \$ 60.00 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.

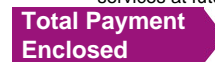
**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



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.



\$
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# Forklift Order Form

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

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



Tips

## Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total	
705200	5,000#, ST Move In	205.50	257.00	308.00			\$	
705200	5,000#, ST Move Out	205.50	257.00	308.00			\$	
705200	5,000#, OT Move In	288.00	360.00	432.00			\$	
705200	5,000#, OT Move Out	288.00	360.00	432.00			\$	
705200	5,000#, DT Move In	370.00	463.00	555.00			\$	
705200	5,000#, DT Move Out	370.00	463.00	555.00			\$	
Total + 2% Parish Tax							2%	\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total	
705030	Freight, ST Move In	102.50	128.00	154.00			\$	
705030	Freight, ST Move Out	102.50	128.00	154.00			\$	
705030	Freight, OT Move In	154.00	193.00	231.00			\$	
705030	Freight, OT Move Out	154.00	193.00	231.00			\$	
705030	Freight, DT Move In	205.00	256.00	308.00			\$	
705030	Freight, DT Move Out	205.00	256.00	308.00			\$	
Total + 2% Parish Tax							2%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600209/labor/esm>

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 2. Labor Information



**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.

- Exhibitor Supervised (Do Not Proceed)
- Exhibitor will supervise.
- Indicate workers needed for installation and dismantling.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

- GES is responsible for the following type(s) of work:
- Uncrating       Unskidding       Positioning  
 Leveling       Dismantling       Recrating  
 Reskidding

Additional labor will be assigned if necessary.

## Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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 Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
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**

\$

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# Hanging Sign / Truss Labor Information

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Please complete and return the Hanging Sign / Truss Labor Order Form by May 30, 2018.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

## Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include show site Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/ orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

## Truss and Hoists:

GES is responsible for assembly, installation, and removal of all truss.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

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# Hanging Sign / Truss Labor Order Form

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

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



Tips

## Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day holidays.

## Step 1. Order Labor

### Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total	
705300	High Lift, ST Move In	671.00	839.00	1,007.00			\$	
705300	High Lift, ST Move Out	671.00	839.00	1,007.00			\$	
705300	High Lift, OT Move In	770.50	963.50	1,155.75			\$	
705300	High Lift, OT Move Out	770.50	963.50	1,155.75			\$	
705300	High Lift, DT Move In	870.00	1,087.50	1,305.00			\$	
705300	High Lift, DT Move Out	870.00	1,087.50	1,305.00			\$	
705301	Scissor Lift, ST Move In	485.00	606.00	728.00			\$	
705301	Scissor Lift, ST Move Out	485.00	606.00	728.00			\$	
705301	Scissor Lift, OT Move In	607.00	759.00	911.00			\$	
705301	Scissor Lift, OT Move Out	607.00	759.00	911.00			\$	
705301	Scissor Lift, DT Move In	728.00	910.00	1,090.00			\$	
705301	Scissor Lift, DT Move Out	728.00	910.00	1,090.00			\$	
705304	Genie Lift, ST Move In	198.00	248.00	297.00			\$	
705304	Genie Lift, ST Move Out	198.00	248.00	297.00			\$	
705304	Genie Lift, OT Move In	278.00	348.00	417.00			\$	
705304	Genie Lift, OT Move Out	278.00	348.00	417.00			\$	
705304	Genie Lift, DT Move In	357.00	446.00	536.00			\$	
705304	Genie Lift, DT Move Out	357.00	446.00	536.00			\$	
Total + 2% Parish Tax							2%	\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total	
705020	Sign Assembly, ST Move In Only	99.50	124.50	149.25			\$	
705020	Sign Assembly, OT Move In Only	149.25	187.00	219.50			\$	
705020	Sign Assembly, DT Move In Only	199.00	249.00	299.00			\$	
Total + 2% Parish Tax							2%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600209/labor/esm>

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Form Continues on Next Page



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:  
May 30, 2018

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

**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.

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

Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?  
\_\_\_\_\_

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

### Type of Sign

- Banner                       Structural Signage  
 Systems                       Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet

Must be compliant with Show Rules and Regulations.

### Electrical

**(Not provided by GES. These services must be ordered through the electrical service provider)**

Is your sign electrical?

- Yes                       No

### Shape of Sign

- Square                       Rectangle  
 Triangle                       Circle  
 Serpentine                       Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_

Weight at each pick point \_\_\_\_\_

Have you submitted your structurally engineered rigging points? \_\_\_\_\_

Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?

- Yes                       No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

### Hoists

**(Not provided by GES. These services must be ordered through the facility)**

Are hoists required?

- Yes                       No

if yes, how many? \_\_\_\_\_

- Exhibitor Owned                       GES Rental

### Supervision

Do you want to supervise the hanging of your sign?

- Yes                       No

If yes, schedule the date you would like the sign to be hung in Step 3 of this form.

Please provide GES with a contact name and number to discuss \_\_\_\_\_

If no, GES will supervise without exhibitor present.

- A 30% (\$60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Your hanging sign received in the Advanced Warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign orientation must be given by providing surrounding booth numbers.

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

Discount Deadline Date:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Truss Options

### Type of Truss

- Plated (end plates)     Spigot

### Size of Truss

- 12"                       20.5"

### Dimensions Truss Design

Width \_\_\_\_\_ Length \_\_\_\_\_  
Total Truss/Lighting Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

Do you require an electrical drop to the truss?

- Yes                       No

How much power is required for the truss?  
\_\_\_\_\_

Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

### Truss Attachments

- Audio Visual Equipment\*
- Signage/Banners
- Static Lighting
- Dimmable/Programmable Lighting\*

\*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

### Pick Points

Number of structural pick points \_\_\_\_\_

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

### Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

### Location of Truss

- Aerial/Flown                       Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

### Hoists

Are hoists required?

- Yes                       No

if yes, how many? \_\_\_\_\_

- Exhibitor Owned                       GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

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# Hanging Sign / Truss Labor 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:  
May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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 Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
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** \$ \_\_\_\_\_

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# Electrical Chain Hoist and Truss Order Form

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Discount Deadline Date:  
May 30, 2018

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:

- **Sign and/or truss points exceeding 300 lbs. will require a hoist.**
- GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.
- Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/053600209/hoist/esm>

## Step 1. Order Chain Hoists

CM Lodestar Chain Hoists  Yes, hoist is being used for hanging sign

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
702133	Hoist, Electric Chain, 1 TON	369.00	405.25	513.00		10.0	\$
702132	Hoist, Electric Chain, 1/2 TON	307.00	337.50	427.00		10.0	\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Total + (10.0% Rental Tax + 2% Parish Tax) 12% \$

## Rotating Motors

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
609107	Rotating Motor 100#	299.00	328.00	415.00		10.0	\$

Total + (10.0% Rental Tax + 2% Parish Tax) 12% \$

## Tomcat Aluminum Truss

Item Code	Description	On or Before 5/30/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
608131	Truss, 12" Box, Black, Per Foot	26.75	29.50	37.25		10.0	\$
608132	Truss, 12" Box, Silver, Per Foot	26.75	29.50	37.25		10.0	\$
608135	Truss, 12" Corner Block, Black	191.00	210.25	266.00		10.0	\$
608136	Truss, 12" Corner Block, Silver	191.00	210.25	266.00		10.0	\$

Total + (10.0% Rental Tax + 2% Parish Tax) 12% \$

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# Electrical Chain Hoist and Truss 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:  
May 30, 2018

Company Name

Email

Phone Number

## Step 2. Please Indicate Service

### Option 1

- Exhibitor Supervised (Do not proceed)
  - You must schedule date & time below as well as # of electricians and estimated hours.
  - 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.
  - Labor cannot be scheduled prior to assigned target date.

### Option 2

- GES Supervised (OK to proceed without exhibitor.)
  - There is no charge for this supervision
  - This option is highly recommended so that work can be completed prior to your arrival onsite.
  - If left unchecked and a booth layout is available, GES will proceed with the floor work.

Please include Electrical Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

**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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# Booth Layout - Hanging Signs

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Form Deadline Date:  
May 30, 2018

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



## Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

## Step 1. Booth Information

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

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

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

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

## Step 2. Draw Your Booth Layout

Front of Booth

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

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





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



FROM:



FROM:

Please print this label on a color printer if possible

Please print this label on a color printer if possible

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**American Library Association Annual Conference & Exhibition**

Name of Exhibition 0530600209

Booth Number

**C/O GES  
Exhibit Transfer Systems  
3761 Louisa St  
New Orleans, LA 70126 USA**

**Shipment Should Arrive on or Between:  
Thursday, May 17, 2018 - Friday, June 15, 2018**

The GES Advance Warehouse will be closed Monday, May 28, 2018, in observance of Memorial Day

**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, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

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Full Exhibiting Company Name at Show

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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# 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.

American Library Association Annual Conference & Exhibition  
 Ernest N. Morial Convention Center  
 June 22 - 25, 2018

Discount Deadline Date:  
 May 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

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

## Step 1. Calculate Booth Square Footage

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

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.69	0.96		1	\$
500600	Duration of Show (per sq. ft. per day)	0.51	0.71		4	\$
500602	Per Day (per sq. ft. per day)	0.69	0.96			\$
Total + 2% Parish Tax						2% \$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.90	1.25		\$
Total + 2% Parish Tax					2% \$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	1.22	1.69			\$
Total + 2% Parish Tax						2% \$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	266.00	370.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	386.00	537.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	465.00	646.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	543.00	755.00			\$
Total + 2% Parish Tax						2% \$

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

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

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

Please Sign

X  
 \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print Date

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

**Total Payment Enclosed** \$

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



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# Notice of Intent to Use EAC and Policies and Procedures

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

American Library Association Annual Conference & Exhibition  
 Ernest N. Morial Convention Center  
 June 22 - 25, 2018

Form Deadline Date:  
 May 21, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



**Attention:**

- **This form must be completed by 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.



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.

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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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

Form Deadline Date:  
May 21, 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

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

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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.

American Library Association Annual Conference & Exhibition  
 Ernest N. Morial Convention Center  
 June 22 - 25, 2018

Form Deadline Date:  
 May 21, 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**  \_\_\_\_\_  
 Authorized EAC's Signature

\_\_\_\_\_ Date

Authorized EAC's Name - Please Print

## Review and Return Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 5730 Powell St., Suite B, New Orleans, LA 70123

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

<b>Official Use Only</b>	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	_____
Authorized Name - Please Print	_____ Date

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**ACORD** 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY) 01/01/18

PRODUCER  
**ABC Insurance Agency** Fax: (212) 555-6100  
 1234 Broker Lane  
 New York, NY 10895  
 Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED 2.  
**Big Boom Company, Inc.**  
 1234 Corporate Lane  
 New York, NY 10895  
 Attn: Joe Smith  
 Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**  
 INSURER B: **Aetna Casualty & Surety Company**  
 INSURER C: **Travelers Insurance Company**  
 INSURER D: **Royal Insurance Company**  
 INSURER E:

COVERAGES 3.  
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	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	7. 01/01/18	8. 01/01/19	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 AGGRREGATE \$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"/> _____	SKLS-029499S	01/01/18	01/01/19	COMBINED SINGLE LIMIT \$1,000,000
					(Ea accident)
					BODILY INJURY \$
					(Per person)
					BODILY INJURY \$
					(Per accident)
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/18	01/01/19	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 \$	A4145-SS-PJ37	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000
					AGGREGATE \$1,000,000
					\$
					\$
					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/18	01/01/19	X WC STATU-ORY LIMITS OTHER
					E.L. EACH ACCIDENT \$1,000,000
					E.L. DISEASE-EA EMPLOYEE \$1,000,000
					E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 Global Experience Specialists, Inc. (GES) (Official Service Provider), American Library Association (Show Management), Ernest N. Morial Convention Center (Facility), and American Library Association Annual Conference & Exhibition (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: June 22 - 25, 2018 at city of New Orleans.

CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

6. Global Experience Specialists, Inc. (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 *John Amato* 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:** Global Experience Specialists, Inc. (GES) (Official Service Provider), American Library Association (Show Management), American Library Association Annual Conference & Exhibition (Show) and Ernest N. Morial Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)
7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #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 COI for EACs: <https://beta.certfocus.com/expresso>



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# 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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## 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.

Display Installation and Dismantling Labor order forms are enclosed for your convenience. However, if you plan to set your own exhibit, we ask that you read the following: Full-time employees of exhibiting companies may set their own exhibits. These employees must be prepared to produce some type of company identification when engaged in these activities. We request that all exhibiting company employees have a photo ID displayed while on the showsite floor.

## Teamster Labor - Carpenters Local 1846 and IATSE Local 39

Global Experience Specialists, Inc. (GES) will provide members from the Teamsters union as needed, who have jurisdiction for all material handling within the boundaries of the convention facility. They unload all trucks or vehicles, deliver the material to your booth and remove and reload materials at the close of the show.

## Freight Handling Jurisdiction

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the Exhibit Hall. **The use of dollies, flat trucks, and other mechanical equipment is not permitted by exhibitors. Access to the loading docks will be controlled by GES in order to provide for a safe and efficient move-in and move-out. GES will not be responsible, however, for any material we do not handle.** GES Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.

## Installation and Dismantle Labor

Global Experience Specialists, Inc. (GES) will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide, employees of the exhibiting companies are allowed to set their own exhibits without assistance from the union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the enclosed labor form, or on show site at the GES Servicerter .

## Electrical Labor

Electrical labor includes wiring, hookups, interconnections, electrical signs, video taping, camera operations, (including audio and lighting), and television and VCR connections. Responsibility for assembly, installation and dismantle of anything using electricity as a source of power is provided by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by Show Management. Please check this kit for information regarding the installation and dismantling of any electrical needs you may have.

## Quality of Work

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this issue to the attention of the Show Manager or the GES Servicerter staff. Please refrain from voicing complaints directly to the craft personnel.

The personnel in charge of your exhibit should carefully inspect and sign all Work Order Forms. If there are any questions about an item on your invoice, please bring the invoice to the GES Servicerter personnel and discuss it with the personnel in charge.

## 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.

GES requests that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for service rendered) to our employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a GES supervisor. Employees of GES are paid at an excellent wage scale and thus, tipping is strongly discouraged as not being an accepted policy of GES. This applies to all GES employees.

## 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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018



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.

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



# Fire Regulations

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one eighth (1/8) of a tank or no more than 10 gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. LP Gas (i.e., propane, butane, LPG) powered cooking devices are not allowed. Natural gas is available from the Convention Center upon request. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

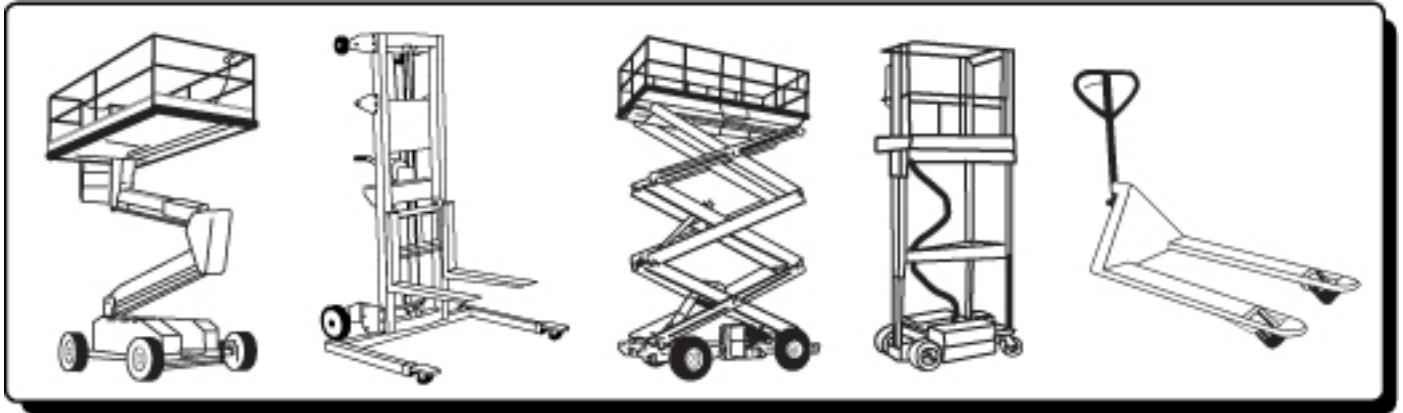
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# Operation of All Mechanical Lifts

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American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018



## Attention all exhibitors:

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

## Work Zone



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

Thank you for your complete cooperation.

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# 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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## Payment for Services

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

## Discount Prices

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

## Method of Payment

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

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

## Third Party Billing

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

## Tax Exempt

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

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

## Adjustments and Cancellations

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

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

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

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# 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.

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

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

## I. Definitions

**GES:** Global Experience Specialists is hereinafter referred to as 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).

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## 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:** Global Experience Specialists accepts MasterCard, Visa, American Express via this website.

**Third Party Billing:** Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Global Experience Specialists 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<sup>®</sup> at 800.475.2098 or visit the GES Servicer<sup>®</sup> 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.

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# Index

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## A

Advance Shipping Labels, Page 56

Agreement and Rules and Regulations  
between GES and EAC, Page 83

## B

Booth Layout - Hanging Signs, Page 79

## C

Carpet Brochure, Page 12

Carpet Order Form, Page 13

Carpet Package Order Form, Page 15

Cartload Service Order Form, Page 64

Certificate of Liability Insurance Sample,  
Page 85

Cleaning and Porter Service Order Form,  
Page 81

Convenience Package Order Form, Page 37

## D

Digital File Preparation, Page 46

Direct Shipping Labels, Page 57

Domestic Third Party Billing Request, Page  
10

## E

Electric Chain Hoist & Truss Order Form,  
Page 77

Exhibitor Appointed Contractors (EACs)  
and Third Parties, Page 82

## F

Fire Regulation Information, Page 88

Forklift Order Form, Page 69

Freight Service Questionnaire, Page 59

Furniture & Accessories Order Form, Page  
18

Furniture Package Order Form, Page 21

## G

General Information, Page 6

GES Information and Order Forms, Page 3

GES Payment Policy, Page 90

GES Terms, Page 91

GES Terms and Conditions of Contract,  
Page 91

GES Transportation Plus, Page 53

Graphics & Signage Order Form, Page 48

## H

Hanging Sign / Truss Labor Information,  
Page 71

Hanging Sign Labor Order Form, Page 72

Hanging Sign Shipping Labels, Page 80

## I

Installation and Dismantling Order Form,  
Page 67

International 3rd Party Billing Request,  
Page 11

## M

Marshaling Yard & Direct Deliveries  
Information, Page 60

Material Handling/Drayage Information,  
Page 50

Material Handling/Drayage Order Form,  
Page 54

053600209

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# Index

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

American Library Association Annual Conference & Exhibition  
Ernest N. Morial Convention Center  
June 22 - 25, 2018

## N

**Notice of Intent to Use EAC and Policies and Procedures, Page 82**

## O

**Operation of All Mechanical Lifts, Page 89**

## P

**Payment and Credit Card Charge Authorization, Page 9**

**POV Instructions, Page 65**

**Pre-Printed Bill of Lading (BOL) / Outbound Labels Request, Page 58**

## S

**Shipping Labels: Advance, Page 56**

**Shipping Labels: Direct, Page 57**

**Show Information, Page 4**

**Show Site Storage Order Form, Page 61**

**Show Site Work Rules, Page 86**

**Special Handling Brochure, Page 56**

**Specialty Furniture Brochure, Page 22**

**Specialty Furniture Order Form, Page 31**

**Standard Exhibit Systems Brochure, Page 39**

**Standard Exhibit Systems Order Form, Page 44**

**Standard Furniture Brochure, Page 16**

**Standard Graphics Brochure, Page 49**

**Stop. Think. Safety., Page 87**

## T

**Tips for New Exhibitors, Page 7**

## V

**Vehicle Placement Order Form, Page 66**

053600209

060618