

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.

Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

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Show Organizer Information and Forms





& *you*

Let's *Grow* Together

EXHIBITOR **INFORMATION**

COOK. CRAFT. CREATE. ACF NATIONAL CONVENTION & SHOW
NEW ORLEANS, LOUISIANA · JULY 15-19, 2018 · HYATT REGENCY NEW ORLEANS

Welcome



American Culinary Federation
The Standard of Excellence for Chefs

Greetings,

On behalf of the American Culinary Federation, I am pleased to welcome you to the 2018 Cook. Craft. Create. Convention & Show. We are confident that this year's event will be one of our finest!

Our purpose for the trade show is simple; to bring culinarians with purchasing power together with the nation's top food industry suppliers. To capitalize on your investment, keep in mind that decision makers attend the convention intent on developing new professional relationships, while advancing existing ones.

To assist you in your planning, please accept this copy of the Exhibitor Manual. The manual contains all the necessary information and order forms to ensure your successful participation in this year's show. If you have questions beyond the scope of this guide, please contact ACF trade show team as they are glad to assist.

Great partners make a great show, and ACF wants to provide an environment that will facilitate positive networking & business experiences in a fun and enjoyable atmosphere. Let us know how we can support you, and help ensure your success!

Again, thank you for choosing to exhibit with ACF, we appreciate your business.

Respectfully,

A handwritten signature in black ink that reads "Heidi Cramb". The signature is written in a cursive, flowing style.

Heidi Cramb
Executive Director
American Culinary Federation

Welcome & ACF Contact Information



American Culinary Federation
The Standard of Excellence for Chefs

Dear Exhibitor:

Thank you for choosing to exhibit with ACF at our Annual National Convention! Your participation is a valuable part of our continued success.

It is our goal to make your experience as seamless as possible. Our knowledgeable staff is ready and able to answer any questions you may have prior to the trade show.

During the trade show we will be onsite to assist as needed. We're looking forward to a successful show. Again, thank you for being a part of ACF and we look forward to seeing you.

Sincerely,

Katarina Noelke

Katarina Noelke
Exhibitor Liaison

Key Contact Information American Culinary Federation

Katarina Noelke
Exhibitor Liaison
(312) 673-5631
knoelke@acfchefs.net

Brooke Beissel
Exhibits & Sponsorship Coordinator
(312) 673-5877
bbeissel@acfchefs.net

Hotel & Travel Information

Hyatt Regency New Orleans

601 Loyola Avenue
New Orleans, LA 70113
Phone: 1 (888) 421-1442

ACF attendees, exhibitors and sponsors will receive a discounted rate starting at \$172 (single/double) per night (plus 14% state tax with a \$3.00 per room night occupied). This rate is offered July 14-20, 2018 based upon availability.

Reservations must be made by June 21, 2018, in order to receive this discounted rate. Rates extend three days before and three days after the convention. [Make your reservations now!](#)



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The Standard of Excellence for Chefs

Rental Car Providers - You Save, You Support!

ACF has established partnerships with Alamo, Avis, Budget and Hertz to offer members exclusive discounts on car rentals. To access these members-only savings, go to www.acfchefs.org, log in and visit the ACF Members Advantage Program page.

Area Airports

Louis Armstrong New Orleans International Airport (MSY)

900 Airline Dr, Kenner, LA 70062
<http://www.flymsy.com/>

The hotel is located approximately 15 miles from the airport.

Alternate transportation:

Loyola-UPT Streetcar Line

Guests can enjoy quick and easy transportation to the city's most popular attractions via the Loyola-UPT Streetcar Line, which passes approximately every 20 minutes across from the hotel. The cost to ride streetcars in New Orleans is \$1.25 and can be paid with exact change when you board. 1-Day and 3-Day unlimited ride Jazzy Passes are also available for \$3 and \$9.

Hotel Parking

For your convenience, Hyatt Regency New Orleans offers premium valet services.

Short Term Valet Rates:

0-1 Hours - \$10

1-2 Hours - \$15

2-4 Hours - \$22

4-10 Hours - \$30

10+ Hours - \$40

Standard Overnight Parking - \$40 + tax

Oversized Vehicles Overnight - \$48 + tax

Fuel Economy Vehicles Overnight - \$30 + tax

In addition to the hotel's valet, there are also several nearby parking lots (fees apply)

Frequently Asked Questions

How do I make hotel arrangements?

Make your hotel arrangements by calling 1 (888) 421-1442 or [click here to book reservations online](#).

How many complimentary exhibitor badges do I receive with my booth?

Each exhibitor receives two (2) complimentary badges for the first 100 square feet of space purchased.

How much are additional exhibitor badges?

\$20 per person

What time can exhibitors get on the floor during Show days?

Exhibitors are allowed on the Show floor during the following times if wearing an exhibitor* badge:

Monday, July 16 8:00am - 5:00 pm (Exhibitor Move-In)

Tuesday, July 17 12:00 pm - 5:00 pm

Wednesday, July 18 12:00 pm - 4:00 pm (Show Hours)

Wednesday, July 18 4:00 pm - 8:00 pm

**A person wearing an attendee badge is not allowed in the hall outside of official Show hours. Exhibitor representatives who have obtained their own (attendee) badges will not be allowed in the hall early.*

Do I need insurance?

Show Management does not maintain insurance covering exhibitors' property. It is required that an exhibitor obtain adequate insurance coverage (\$1,000,000), at their own expense, for property loss or damage and liability for personal injury.

Exhibitors are responsible for their own equipment. It is expected they have, or will purchase, adequate insurance to protect against all perils. You will need to submit this to the ACF, and you must be able to prove insurance on site if needed.

Submit the certificate of insurance to [Katarina Noelke](#) by **June 15, 2018**.



American Culinary Federation
The Standard of Excellence for Chefs

Exhibitor Registration Information



American Culinary Federation
The Standard of Excellence for Chefs

Please read the information below prior to completing the exhibitor registration form!

1. You have two ways to register:
Website www.acfchefs.org/BadgesNAT
If you choose this method, you do not need to complete the form on page 7.
Fax to (904) 940-0741. You need to complete the form on the reverse side and print clearly and legibly.
2. Each exhibiting company is entitled to an allotment of complimentary badges (*valid during move-in, move-out and throughout the Show*) based on the total square footage of the booth contracted for by your company. **Refer to the badge formula chart below.**
3. Badges ordered **by the posted deadline** will be held for **onsite pick-up** at ACF's registration desk. If an order is not received, a generic badge with company name only will be provided.
4. Exhibitor badges must be worn during move-in, show hours and move-out. **Only someone wearing an Exhibitor badge will be allowed on the floor during move-in and move-out.**
5. **Children under 16 years of age will not be permitted to work your booth or gain access to the exhibitor floor at any time. ACF reserves the right to request proof of age.** This policy will be strictly enforced onsite.

Register your badges by June 15, 2018.

Complimentary Badge Formula

Every exhibitor receives two (2) complimentary badges. For each additional 100 sq. ft. of booth space, an additional two (2) badges are added to the complimentary allotment up to a maximum of 11 badges. For example:

Up to 100 sq. ft. = 2 badges
Up to 200 sq. ft. = 4 badges

Up to 300 sq. ft. = 6 badges
Up to 400 sq. ft. = 8 badges

Each additional badge over the complimentary allotment is \$20.

Exhibitor Registration Form

Due Date: June 15, 2018

Cook. Craft. Create. ACF National Convention & Show
New Orleans, LA ▪ July 15-19, 2018
Badge Questions? Please call Jayme Booth at (904) 484-0243



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Three ways to register

Website: www.acfchefs.org/BadgesNAT

Mail: American Culinary Federation
180 Center Place Way
St. Augustine, FL 32095

Fax: 904-940-0741
Attn: Jayme Booth
jbooth@acfchefs.net

Badges will be available for pick-up onsite.

For the first 10 x 10 booth space, 2 complimentary badges are provided. For each additional 100 sq. ft., 2 additional complimentary badges are provided up to a maximum of 11 badges. All badges over this allotment are \$20 each.
An exhibitor badge entitles the wearer to enter the Exhibit Hall only.

Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Email: _____

Please register the following exhibit booth personnel

Please complete first and last name to appear on badge. Print clearly. Use additional sheet if necessary.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Payment method for badges over booth allotment

Please bill my: Visa MasterCard Amex Discover

Account Number: _____ Exp Date: _____ Amount: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Name on Account: _____ Signature: _____

ACF Sales Permit Notification

Due Date: June 15, 2018



American Culinary Federation
The Standard of Excellence for Chefs

Exhibitors are prohibited from selling products on the exhibition floor unless they have purchased a sales permit from the ACF. Exhibitors who purchase the sales permit will have the opportunity to sell goods and products from their assigned booths on the trade-show floor, subject to the following limitations:

1. Sales may be made only during published trade-show hours.
2. Sales permits cover apparel, equipment, cookware, books and media, seasonings, packaged goods and similar merchandise.
3. No prepared food or beverages may be sold. Sample food items may be served in accordance with trade-show rules and regulations.
4. The sale of alcohol and alcoholic beverages is strictly prohibited.
5. A list of merchandise to be sold must be submitted to ACF for approval. List can be faxed to ACF Events Department at (904) 940-0741.
6. Exhibitors are responsible for payment of sales and all other taxes.

Violation of any of the foregoing conditions may result in revocation of the Exhibitor's sales permit for the duration of the trade show.

The ACF reserves the right to decline to grant sales permits or to impose such additional conditions on permits as it may deem appropriate, in the exercise of its sole discretion and business judgment.

**Complete and sign this form only if you intend to conduct retail sales within your exhibit space.
By signing this form, exhibitor agrees to abide by the terms and conditions outlined above.**

Company: _____

Authorized Exhibitor Signature: _____ Date: _____

Event: Cook. Craft. Create. Convention & Show

Location: Hyatt Regency New Orleans

Fax completed form to: Jayme Booth (904) 940-0741

Demonstration/Cooking/Sampling Regulations

Please remember the following regulations will be strictly enforced during the Show.

Demonstration Regulations

- It is recommended that sampling, serving and demonstration tables be positioned at least three (3) feet back from the aisle. Exhibitors must allot area in their booth to absorb sampling lines and spectators congregating to view the booth.



- The aisles are the property of ALL exhibitors; therefore, each exhibitor has the responsibility to assure the proper flow of traffic through the entire show.
- Large crowds gathered outside a booth interfere with the flow of traffic in the aisles and create excessive crowds in neighboring booths. This is an infringement on fellow exhibitors' rights. Aisles must not be obstructed at any time.

Cooking Regulations

- All electrical appliances and cords must be U.L. approved.
- Fire extinguishers (2A40BC) are required in any booth with cooking, "sterno" or heat producing appliances and have a current inspection tag from a licensed contractor.
- Fire extinguisher must be located no more than ten feet (10') from any cooking, "sterno" or heat producing appliance.
- Cook tops must be located at least four (4) feet away from attendees or be protected with a physical barrier along the front side of the appliance. (Plexiglas or glass is a common material used to provide a barrier.)
- Deep fat fryers are not permitted on the trade-show floor.
- No open flames are permitted on the trade-show floor.
- Combustible materials and decorations within the exhibit space must be minimal or eliminated altogether. All flammable or combustible aerosol containers used for display must be empty.
- Exhibitor agrees to abide by all ACF and Event Facility Rules. (See General Rules and Regulations)
- In the event there is a discrepancy between ACF and local Fire Department or venue requirements, the more stringent rule will apply.

Sampling Regulations

- Must complete Authorization Request for Food/Beverage Sampling.
- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- All Items are limited to SAMPLE SIZE and must be distributed from exhibit location.
 - Beverage samples are limited to a maximum of three fluid oz. of product
 - Food Items are limited to "Bite Size" portions of three oz. or less.
- Exhibiting firms are not authorized to sell any food or beverage items.
- Additional rules from exhibit hall venue may apply. In the event there is a discrepancy in requirements the more stringent rule will apply.

Good Sampling Practices

Being successful at the Show is not about giving samples to everyone who walks down the aisle. The objective is to get them into your booth. Sampling positioned directly on the aisle in an "open house" manner encourages buyers to keep walking after sampling.

Entice attendees into your booth to receive samples, discuss product and avoid blocking already crowded aisles. Sampling to premium customers and prospects who have taken the time to enter your booth and discuss your product is much more cost-effective.

Demonstration/Cooking/Sampling Regulations

Good Sanitation Practices

When representing your company and interacting with professional chefs good sanitation practices are a must. Consider these points when preparing to participate in the trade show:

1. If preparing or serving any food items you will need to wash your hands. A portable hand-washing facility for your booth is easy. All you need is a dispenser of warm water with a catch bucket, single-use paper towels and a pump-type soap dispenser.
2. Use tongs when serving from a common bowl. We suggest single-serve cups, toothpicks and napkins.
3. Protect open food by keeping it in a covered container or using a sneeze guard.
4. All perishable foods should be temperature controlled.

Authorization Request for Food/Beverage Sampling

Due Date: June 15, 2018



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This form is **required** for all exhibitors that will be sampling food. **Email completed form knoelke@acfchefs.net.**

Exhibiting Company Name: _____ Booth Number: _____

Onsite Contact: _____ Cell Phone: _____

Sample Information:

Description of product(s) to be sampled (be specific):

Portion Size: _____

Method of Preparation:

Method of Distribution:

Estimate of cooking frequency and quantity: _____

Use of Heat Producing Devices (check all that apply):

“Sterno” or other jellied fueled must be used in a device designed to prevent container of fuel from tipping over.

Electric Range Electric Cook Top (Select one)

Electric Grill Electric Griddle (Select one)

Heat Lamp

Hot Plate

Other heat producing device(s) – (please describe or attach appliance literature, including Underwriter's Laboratories listing information):

Authorization Request for Food/Beverage Sampling

Note:

Please ensure you email the following documents along with the completed form:

- Completed equipment list including the manufacturer's specification sheet for each piece of equipment
- Certificate of Insurance

- Exhibitors are responsible for ordering electrical service using the appropriate form in the exhibitor manual.
- Exhibitors are encouraged to order porter service to remove trash accumulated from sampling.
- Deep fat fryers not permitted on the trade-show floor.
- No open flames are permitted on the trade-show floor.

Name of person acknowledging regulations: _____

Signature: _____

Trade Show General Rules and Regulations



Application & Payment Terms

A deposit of 50% is required with Exhibit Application and Contract. Exhibit Applications and Contracts submitted after March 5, 2018, must be accompanied by payment in full. For Regional applications, payment is due in full with contract. Applications received without such payment will not be processed nor will space assignment be made.

Purchase of space less than 7 days from start of show will be subject to a \$100 administrative service fee.

Cancellation or Downsizing of Space by Exhibitor

Requests for cancellation or reduction of exhibit space must be in writing and shall become effective upon receipt by ACF. Due to the difficulty of determining and detailing losses which would result from cancellation of exhibit space, Exhibitor agrees to pay the following as liquidated damages (not as a penalty): If written notice of cancellation is received by ACF at least 60 days prior to event opening date, ACF will retain or shall be owed a cancellation fee equal to \$100/100 sq. feet; if written notice of cancellation is received by ACF on or after less than 60 days prior to event opening date, ACF will or shall be owed a cancellation fee of 100% of the original fee. The above cancellation terms shall apply regardless of the execution date of this Agreement and regardless of any re-sale of booth space by ACF.

Requests for a reduction in booth space will be handled on a case-by-case basis. Every effort will be made to accommodate, but due to the difficulty of determining and detailing losses resulting from reductions in exhibit space, ACF reserves the right to assess liquidated damages (not as a penalty) at its sole discretion up to 100% of the difference between the original fees and the reduced rate. Furthermore, ACF has full authority to relocate any Exhibitor after downsizing of space.

Cancellation or Postponement of Event Including Force Majeure

It is mutually agreed that, in the event that the Event is cancelled for any reason, then and thereupon this Agreement will be automatically terminated and ACF management will determine an equitable basis for the refund of a portion or all of the exhibit fees, after due consideration of expenditures and commitments already made.

Processing of Applications

ACF accepts for processing only those applications that include completed forms with all required information,

- a. are signed by an appropriate representative of the exhibiting company and
- b. are accompanied by the required payment.
- c. ACF reserves the right to exercise its sole discretion in the acceptance or refusal of applications.

Space Assignments

Booth assignments will be made upon receipt of full payment on a first-come/first served basis. Sponsoring companies will have priority for booth selection. Requests for space will be available upon receipt of contract, and a formal space selection process will occur in early 2018.

Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should indicate this on their application. Careful consideration will be given to all such requests. ACF reserves the right to modify the floor plan to accommodate space or change as necessary to avoid conflicts. Any space not reserved prior to the start of the conference may be deleted by ACF without any obligation on the part of ACF. ACF reserves the right to assign booths as necessary to meet the requirements of all participants. ACF will notify any affected exhibitors in writing.

Exclusivity Clause

The ACF does not guarantee exclusive representation of a product on the exhibit floor.

Subletting of Space Prohibited

Exhibitors are not permitted to assign, sublet or otherwise transfer a booth or any part of the space allotted to them, nor shall they exhibit or permit to be exhibited in their space, any merchandise, advertising materials or signage which are not part of their company's regular products or services without approval from ACF.

Exhibitors must show only goods manufactured or dealt by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an Exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business.

Any firm or organization not assigned exhibit space will be prohibited from soliciting business within the exhibit areas.

Contractor Services

An ACF appointed decorator will provide the following services: booth furnishings and accessories (tables, shelving,

Trade Show General Rules and Regulations

etc.), furniture rental and signs. They can also provide various booth designs, shipping, and labor to erect or dismantle custom exhibit booths. An Exhibitor Services Kit with order forms, rates, and instructions on the services provided will be made available to each exhibiting company approximately two months prior to the Trade Show. Included in this manual will be selected suppliers for all other services (e.g., plumbing, electrical, floral, cleaning, telephone, etc.).

An Exhibitor's Service Desk will be available during all hours of set-up, trade show hours & tear down. Although all efforts will be made to try to accommodate Exhibitors' last minute requirements, it is in Exhibitors' best interests to plan ahead due to limited equipment and services on-site.

Courtesy

The right and privileges of an exhibit shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made from inside the exhibitor's booth. Exhibitors may not enter another exhibitor's booth or photograph/ investigate another exhibitor's products at any time without the express permission of that exhibitor.

Sound Devices

The use of devices for mechanical reproduction of sound or music shall not be permitted unless approved by management in writing. Music, whether mechanical, vocal or instrumental, shall not be permitted in the Exhibit Hall except at those times specified by Show Management. In general, the employment of any method to project sound beyond the confines of any Exhibitor's booth is prohibited. Exhibitors must police their own booths to ensure noise levels from demonstrations, machinery, music or any noise device does not disturb neighboring Exhibitors. Please note: Exhibitors whose demonstrations, machinery, music or any noise device reaches a level above 80 dba will be required to turn down noise device or limit use of device. After initial warning regarding booth noise, Show Management reserves the right to levy a maximum fine of \$250. After the third warning, Show Management reserves the right to disconnect or remove noise-making device.

Canvassing

Canvassing outside the booth is forbidden. Vendors and/or exhibitors may not distribute materials to other exhibitors at any time. All business must be conducted from within each exhibitor's booth.

Conduct

Unethical conduct or infraction of rules on part of the exhibitor or its representatives will subject the exhibitor or both to dismissal from the Trade Show. In this event, it is agreed no refund shall be made by ACF.

Restrictions

Exhibitors or their agents may not allow any articles to be brought into the Trade Show or commit any act on the premises which would invalidate the insurance or increase the premium on the policies held by the management of the host

facility, nor permit anything to be done by their employees through which act the premises, property, or equipment of other Exhibitors will be damaged. No signs or articles can be affixed, nailed or otherwise attached to walls, floors, etc., in such a manner as to deface or destroy them. In addition, use of tacks, plastic tape, nails, screws, bolts, or any devices that could mar or damage the floor or carpet is prohibited. Adhesive backed decals/stickers may not be used or distributed. Glitter is not permitted. All space leased is subject to these restrictions. Violations of these rules will annul the Exhibitor contract, and the Exhibitor will be held liable for any damage resulting from such violation.

All hanging is subject to approval by ACF, the host facility and the local fire marshal. Please submit all requests for all sign hanging to ACF Event Management, 180 Center Place Way, St. Augustine, FL 32095, no later than 30 days prior to the event.

Please Note:

There will be no smoking or open flame in the exhibit hall.

Use of Space General

All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass the rights of other Exhibitors. No exhibit will be permitted which interferes with the use of the other exhibits or impedes access to them or impedes the free use of the aisles.

ACF reserves the right to limit or restrict operations that, for any reason, might be considered objectionable, without any liability for refund or damage.

Use of Space - Lights/Audio, Etc.

- a. No spotlight, drop lights or other special lighting device may be directed toward the aisles, or so that it proves to be irritating or distracting to neighboring exhibit booths or guests.
- b. No strobe light effects are permitted.
- c. Operation of A/V equipment that is deemed to be annoying to neighboring Exhibitors or guests will not be permitted. Show Management will have jurisdiction over any disputes of this nature.
- d. Any audio system or electronic device producing irritating or intermittent or sequential sound that attracts attention to an exhibit is not permitted. The distribution of noisemakers such as whistles, crickets, horns, etc., is prohibited. Audio presentations must be muffled so noise does not interfere with other Exhibitors. Extremely loud noises such as bells, sirens, buzzers, etc. will not be permitted in order to maintain a businesslike atmosphere.

Use of Space - Catering

Food and beverage for exhibit booth spaces may be ordered directly from the host facility. To order, complete the Catering Request Form printed in the Exhibitor Service Kit.

Use of Space - Promotions, Contests, Giveaways, Etc.

- a. Any special promotions or stunts planned for the Exhibit Floor, or in the area of, or within, the host facility, including

Trade Show General Rules and Regulations

parking lots, sidewalks and streets adjacent to the area, must be approved by ACF. ACF reserves the right to determine if, when & where such special promotions and stunts may be conducted.

- b. Distribution by Exhibitors of any printed matter, souvenirs or other articles shall be restricted to the space occupied by their exhibits.
- c. Exhibitors are not permitted to conduct contests or drawings in their booths without written permission from ACF.
- d. Live animals are prohibited in the exhibit hall.

Models, Hostesses, and Product Sampling

- a. All exhibits must be staffed during Trade Show hours.
- b. Exhibitors are encouraged to pre-register models/ hostesses in order to avoid any delay in booth operation. Models must be properly and modestly clothed. No scanty or excessively revealing attire will be permitted.
- c. Product demonstrations and sampling involving the interaction of Exhibit personnel and their audience are restricted to the exhibit floor **only**. Use of so-called “barkers” or “pitchmen” (mechanical or human) is prohibited.
- d. There shall be no demonstrations for sampling outside of contracted exhibit space. Should samplers interfere with the normal traffic of neighboring exhibits, ACF will have no alternative but to request that the sampling be eliminated.

Selling Products and Taking Orders for Show Delivery

Exhibitors are prohibited from selling products on the exhibition floor unless they have purchased a sales permit from the ACF. Exhibitors who purchase the sales permit will have the opportunity to sell goods and products from their assigned booths, subject to the following limitations:

- 1. Sales may be made only during published tradeshow hours.
- 2. Sales permits cover apparel, equipment, cookware, books and media, seasonings, packaged goods and similar merchandise.
- 3. No prepared food or beverages may be sold. Sample food items may be served in accordance with tradeshow rules and regulations.
- 4. The sale of alcohol and alcoholic beverages is strictly prohibited.
- 5. A list of merchandise to be sold must be submitted to ACF for approval by ACF or its designee as directed by ACF Events Manager. List can be faxed to ACF Events Manager at (904) 825-4758.
- 6. Exhibitors are responsible for payment of sales and all other taxes.

Violation of any of the foregoing conditions may result in revocation of the Exhibitor's sales permit for the duration of the tradeshow. Permits must be posted in exhibitor booth in plain site for the duration of the event. ACF reserves the right to decline sales permits or to impose such additional

conditions on permits as it may deem appropriate, in the exercise of its sole discretion and business judgment.

Fire Regulations

- a. All materials used in the Trade Show must be of a nonflammable nature and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Fire regulations prohibit the use of crepe paper, corrugated paper or cardboard or any other highly combustible or flammable material. Please refer to the fire regulations found within the Exhibitor Service Kit for more specific regulations.
- b. Electric signs and equipment must be wired to meet the specifications of local fire authorities.
- c. Fire extinguishers on walls or on the floor or elsewhere may not be removed or obstructed in any manner.
- d. Any Exhibitor having equipment which produces heat, smoke, or open flames as an integral part of product demonstration must receive written approval of plans from the host facility, local fire authorities and from ACF. The use of lasers, x-ray equipment, compressed gases, and the use, handling storage and disposal of hazardous materials and waste requires prior permission from ACF and the host facility.
- e. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.
- f. Absolutely no storage of any kind will be permitted within the confines of the Trade Show floor.
- g. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the Exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with city and state fire regulations.
- h. Any kitchen equipment that is going to be used on the Trade Show floor must receive advance approval from the host facility as well as be included on the layout for Fire Marshall approval.
- i. There are no canopies or covered booths permitted as this prevents access to the overhead sprinkler system.

All displays are subject to inspection by the Fire Prevention Bureau. Any construction materials found not to be fireproof may be ordered dismantled.

Music Licensing

Exhibitor will be responsible for individual licensing fees (e.g., ASCAP/ BMI/Guilds). ACF assumes no responsibility for licensing agreements or fees for individual Exhibitors or parties.

Security and Storage

Watchmen will be in place in the exhibit hall from installation through dismantling, except during show hours. All security is subject to the provisions of the following paragraph on Assumption of Risk.

Trade Show General Rules and Regulations

Assumption of Risk

The Exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibit hall make it impossible for adequate security to be provided to protect the Exhibitor's merchandise and other property. Accordingly, the Exhibitor assumes all risk of loss for Exhibitor's merchandise, fixtures, displays, and any other property of the Exhibitor located in the exhibit area, storage area, or any other area where access has been provided to Exhibitors by ACF where such loss results from theft, vandalism, or any other damage caused by any agent or employee of ACF or caused by any other person either authorized or not authorized to be present at the exhibit hall. Furthermore, the Exhibitor acknowledges that security guards and storage areas are provided by ACF merely as a service, and that ACF has made no representation regarding the adequacy of such security measures. ACF requires that all Exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

It is understood by the Exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many booths, and various other factors, make it reasonable that each Exhibitor shall assume the risk of any injury, loss or damage. The Exhibitor, by signing the Application & Contract for Exhibit Space, thereby assumes such risk and expressly releases and agrees to indemnify ACF and its members, officers, representatives and employees from any and all claims for any such loss, damage or injury.

Watchmen will be furnished for the perimeter of the hall, but the furnishing of such watchmen shall not be deemed to affect the non-liability of ACF and its members, officers, representatives, and employees; the official service contractors; the host facility, its officers, representatives and employees; nor to modify in any way the assumption of risk and release provided for above.

It is highly recommended Exhibitors take precautionary measures of their own, such as ordering their own security guard through the official ACF security company. An order form is included in the Exhibitor Service Kit.

Exhibition Hours

All Exhibitors will be notified in writing of the show hours. The exhibit floor will not be open at any other time. Exhibiting companies may enter the hall 1 hour before show opening. No children under 16 years of age will be permitted in the exhibit hall at any time.

Exhibition Set-up and Teardown

Exhibitors will have access to the exhibit floor to begin setting up their booth at a posted designated time.

All teardown must be completed by posted deadline.

If an exhibit is not set up by the posted deadline, ACF has the right to either reassign such space to another Exhibitor or to make other use of the space as deemed necessary or

appropriate. No refund will be made to the original contracting Exhibitor. ACF also has the right to approve labor charges (which will be billed to the Exhibitor) for the installation of the booth in a manner that is presentable for show open.

Any charges incurred for necessary changes to an unoccupied exhibit booth shall be borne by the original contracting Exhibitor. No part of an exhibit shall be removed during the show without special permission from ACF.

Registration and Admission to Exhibition

Entrance to the ACF Trade Show during exhibit hours is restricted to persons in possession of an authorized conference badge. Each person working in your booth must register by completing a separate exhibitor registration form to receive an exhibitor badge.

Conference badges are **non-transferable**. Exhibitors who register personnel of a company other than their own will be deemed to have violated their contract and may be prohibited from participating in future ACF Trade Shows.

Exhibitors will be allowed access to the exhibit floor one hour prior to show opening. Meetings, press conferences, etc. will not be allowed in the exhibit hall during non-show hours. This is for the protection and security of each exhibiting company and will be strictly enforced.

Children less than 16 years old will not be allowed on the Trade Show floor at any time, either during exhibit set-up, Trade Show hours, or exhibit tear down. **There will be no exceptions to this rule.**

All personnel assisting with the set-up of exhibit space who are not conference attendees must present written credentials at the ACF Registration Desk for admittance to the exhibit hall during set-up days **only**.

Each exhibiting company must name one person to be the official representative in connection with installation, operation and removal of firm's exhibit. This person will receive all mailings pertaining to this show. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibiting company shall be responsible. The exhibiting company shall assume responsibility for such representative being in attendance throughout all exposition periods and this representative shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

Force Majeure

ACF shall not be liable to any Exhibitor for a cancellation of the Trade Show occurring either before or during the Trade Show days due to causes beyond our control, including, without limitation, acts of God, fires, strikes, acts of war, or intervention by any governmental authority. If a cancellation occurs under the terms of this provision, then all amounts paid by Exhibitors to ACF for the Trade Show will be returned, minus a pro rata reduction equal to the expenses incurred by ACF, prior to, and arising from, such cancellation.

In the case that said premises shall be destroyed by fire or the elements or by any cause, or in the case of government

Trade Show General Rules and Regulations

intervention or regulation, military activity, strikes, or any other circumstances that make it impossible or inadvisable for ACF to hold the show at the time and place provided in the Application and Contract for Exhibit Space, then and thereupon the contract shall terminate and the Exhibitor shall waive any claim for damages or compensation, except the pro rata return of the amount paid for space, after deduction of actual expenses incurred in connection with the show, and there shall be no further liability on the part of either party.

Exhibitors are required to obtain adequate insurance coverage at their own expense for property loss or damage, minimum one million (U.S. Dollars) per occurrence and liability for personal injury, minimum one million per occurrence, and must provide evidence of insurance naming ACF as an additional insured on the first day of move-in.

Limitation of Liability

ACF, its respective members, officers, employees, or agents shall not be liable to any Exhibitor (or any of his employees, agents, or invitees) for any injury, loss or damage to property or injury to person sustained by reason of such Exhibitor's participation in or presence at the Trade Show, unless such loss, damage, or injury is caused by an act of ACF, its employees, or agents which is willful, wanton, reckless, or amounts to gross negligence. Notwithstanding the foregoing, in the event ACF, its respective members, officers, employees, or agents shall be found liable to any Exhibitor for loss, damage, or injury sustained by reason of such Exhibitor's participation in or presence at the Trade Show, or arising under the terms of these Rules, the amount of such liability to said Exhibitor shall be limited to a maximum of \$1000.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the host facility premises and will indemnify, defend, and hold harmless the ACF, the host facility, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

Indemnification

Exhibitor agrees to protect, save and hold the American Culinary Federation and the host facility, the official service contractor, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitors or those holding under the Exhibitor, and further, the Exhibitor shall, at all times, protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability or expenses (including attorneys' fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employee or business invitees, which arise from or out of or by reason of said Exhibitor's occupancy and use of the Trade Show premises, the hotel or any past thereof.

Amendments and Enforcement

The Exhibitor agrees that the ACF shall have the right to make such rules and regulations or changes in floor plan arrangements of booths for said Trade Show as it shall deem necessary and to amend same from time to time. The ACF reserves the right to amend, interpret and enforce all contract conditions, rules and regulations. Written notice of any amendments or interpretations shall be given to Exhibitors. Each Exhibitor, for himself, his agents, and employees agrees to abide by the contract conditions, rules and regulations, set forth herein, or by any subsequent amendments or interpretations.

Any Exhibitor not abiding by the rules and regulations set forth herein may forfeit the right to participate in future exhibitions and may be subject to additional penalties.

Compliance with the Americans with Disabilities Act

Exhibiting company shall be responsible for making its Exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold ACF harmless from any consequences of exhibiting company's failure to this regard.

Notices

All notices required herein to be given to ACF should be mailed to: American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095.

Severability

If for any reason any provision of these Rules shall be deemed by a court of competent jurisdiction to be legally invalid or unenforceable, the validity of the remainder of these Rules shall not be affected and such provision shall be deemed consistent with applicable law, and, in its modified form, such provision shall be enforceable and enforced.

Choice of Law

These rules shall be governed by, and construed and enforced in accordance with, the internal laws of St. Augustine, Fla.

Trademarks/Copyrights

The Exhibitor represents and warrants to ACF that no materials used in or in connection with their exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by Exhibitor) or other intellectual property rights of any third party. The Exhibitor agrees to immediately notify ACF of any information of which Exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights or other intellectual property rights. The Exhibitor agrees to indemnify, defend and hold ACF, its agents, successors and assigns harmless from and against all losses, damages and costs (including attorneys' fees) arising out of or related to claims of infringement by Exhibitor of the trademarks, copyrights and other intellectual property rights of any third party.

All exhibitors are bound by the rules and regulations of the host facility.

Exhibit Construction Guidelines

Standard Booth

Definition

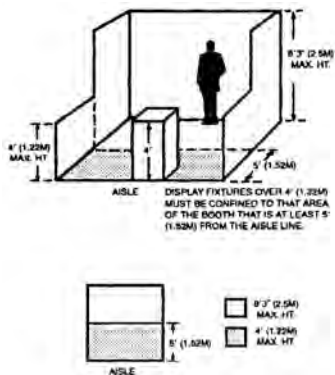
One or more standard units in a straight line.

Booth Design

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m). All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line for those exhibits with 14'0" (4.27m) depth or more. Meanwhile, for those exhibits with 9'0" (2.75m) or less of depth, they must confine their display fixtures over 4'0" in height to the back half of the booth.

Intent

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space - 30 lineal feet (9.14m) or more - should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



Perimeter Wall Booth

Definition

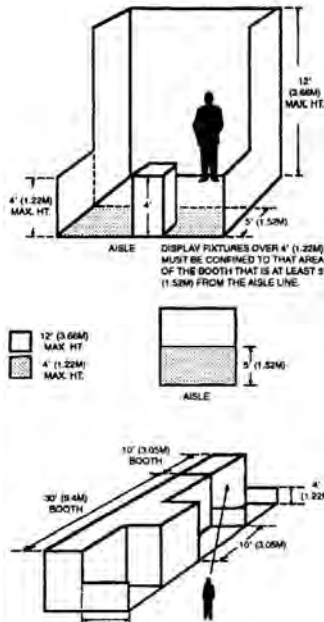
Standard booth located on the outer perimeter wall of the exhibit floor.

Booth Design

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 11'0" (3.66m) in perimeter wall booths. All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line for those exhibits with 14'0" (4.27m) depth or more. Meanwhile, for depth they must confine their display fixtures over 4'0" in height to the back half of the booth.

Intent

See Standard Booth Guidelines.



Towers

Definition

A free standing exhibit component separate from the main exhibit feature that is used for identification purposes only.

Design

Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 11'0" (4.88m) in height, and will not be placed within 10 lineal feet (3.05m) of a neighboring exhibit unless they are confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line to avoid blocking the sightline for the aisle to the adjoining booth.

Structural Integrity

Towers in excess of 11'0" (3.55m) must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the tower is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specification set forth on the drawings.

Intent

Exhibitors adjoining exhibits with towers are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

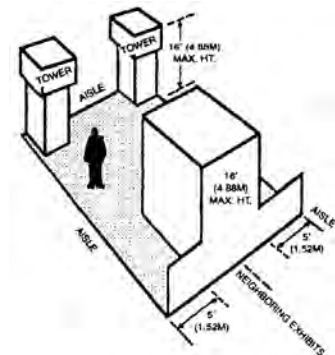


Exhibit Construction Guidelines

Island Booth

Definition

Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

Booth Design

Exhibit features, components and identification signs will be permitted to a maximum height of 16'0" (4.88m), provided written approval is received from the Show Management, 60 days prior to the opening of the Exposition.

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

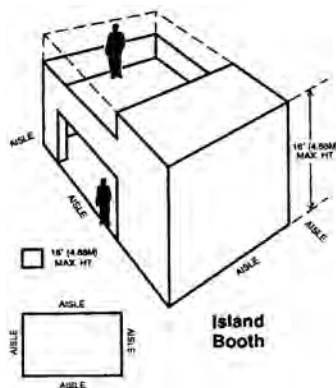
Caution: Exhibitors installing a display with a ceiling or second level should check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Structural Integrity

See Peninsula Booth guideline.

Intent

Exhibitor in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.



Peninsula Booth

Definition

Exhibit with one or more display levels in four or more standard units back to back with an aisles on three sides.

Booth Design

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 11'0" (4.88m), provided written approval is received from the Show Management, 60 days prior to the opening of the Exposition.

All display fixtures over 4'0" (1.22m) in height and place within 10 lineal feet (3.05m) of a neighboring exhibit must be confined to that area of the booth that is at least 5'0" (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit.

Caution: Exhibitors installing a display with a ceiling or second level should check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Structural Integrity

All multi-story exhibits and all exhibit fixtures and components exceeding 11'0" (3.55m) must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company in compliance with the details and specification set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

Intent

Exhibitor in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

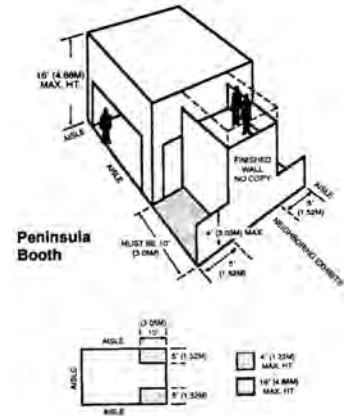


Exhibit Construction Guidelines

Canopies and Ceilings

Definition

An exhibit component supported over an exhibitor's space for decorative purposes only.

Design

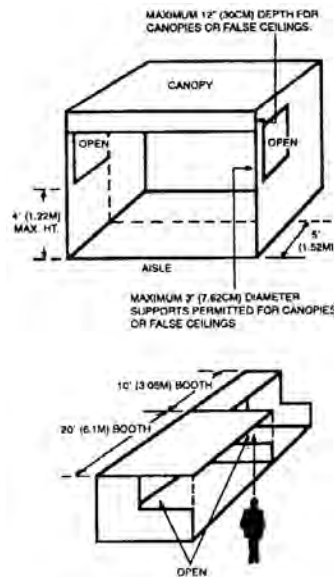
Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. The canopy or false ceiling exhibit will not exceed 1'0" (30cm) in depth and cannot be used for identification purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" (7.63cm) in width when placed within 10 lineal feet (3.05m) of an adjoining exhibit and not confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

Caution: Exhibitors installing a display with a ceiling should check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Intent

Exhibitors adjoining exhibits with canopies are entitled to the same reasonable safety precautions they would expect if the were adjacent to a standard booth.



One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

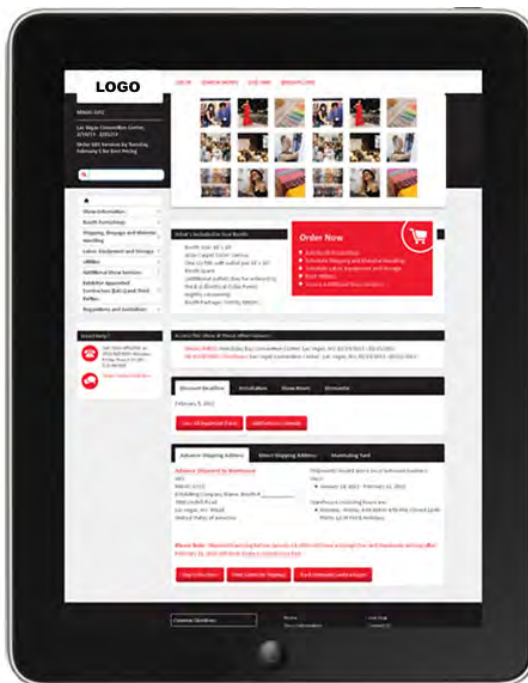
Exhibitors can:

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

Order Everything You Need for Your Show



- Go to <https://e.ges.com/053600598/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.

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/053600598/contactus/esm>

Official Service Provider

GES
7000 Lindell Road
Las Vegas, NV 89118-4702

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

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

Show Information

Standard Booth Package:

Booth Size: 10' x 10'
Backwall Drape: 8' Black
Sidewall Drape: 3' Black
Facility Carpeted: Yes
1- 6' Black Skirted Table
2- Contour Chairs
1- Wastebasket
1- ID Sign

Discount Deadline Date

Monday, June 25 GES orders must be received with payment by this date.

Exhibitor Move In

Monday, July 16 8:00 AM - 5:00 PM

Show Hours

Tuesday, July 17 12:00 PM - 5:00 PM
Wednesday, July 18 12:00 PM - 4:00 PM

Exhibitor Move Out

Wednesday, July 18 4:00 PM - 8:00 PM

Carrier Check-in Post-Show

Wednesday, July 18 7:00 PM Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, July 18 8:00 PM All exhibitor materials must be removed.

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

Advance Shipments to Warehouse:

c/o GES
Cook. Craft. Create. ACF National Convention & Show
(Your Company Name & Booth Number)
Exhibit Transfer Systems
3761 Louisa St
New Orleans, LA 70126
USA

Shipments should arrive on or between:

June 12 - July 11, 2018
Hours for receiving are Monday - Friday, 8:00 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 July 4th in observance of Independence Day
Maximum piece size is 104" high x 96" wide x 3,000 lbs.

Direct Shipments to Show Site:

c/o GES
Cook. Craft. Create. ACF National Convention & Show
(Your Company Name & Booth Number)
Hyatt Regency New Orleans
601 Loyola Ave
New Orleans, LA 70113-3100
USA

Shipments should arrive on:

July 16, 2018, 8:00 AM - 5:00 PM
Hyatt Regency New Orleans Freight Elevator Information (FE to 2nd Floor Empire Ballroom):
Max Weight Capacity: 12,000 lbs
Interior Size: 19' deep x 11'6" wide x 7'10" high
Door threshold to elevator: 11'6" wide x 7'10" high

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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.

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What is an Official Service Provider?

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

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/053600598/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/053600598/contactus/esm>

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

Exhibitor Services

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

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Tips for New Exhibitors

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

Cook. Craft. Create. ACF National Convention & Show
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First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of June 25, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/053600598/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/053600598/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/053600598/shippinghandling/esm>

Dot Your I's and Cross Your T's

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

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

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

Bank ACH/wire transfer payment information

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

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

No Tipping

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

Where Did My Crates Go?

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

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

Don't Forget to Take Out the Trash

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

Keeping Up Appearances

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

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

It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/053600598/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/053600598/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.

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Form Deadline Date:
June 25, 2018

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

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/053600598/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

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

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

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

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

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

Cardholder Name - Please Print			
Billing Address			
City	State	Zip/Country	
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.			
Please Sign	X	Check Number	MM/DD/YY
Cardholder Signature		Total Check Payment	Check Dated
Cardholder Name - Please Print		Total Credit Card Payment	\$
Date			\$

Review and Return

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



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Domestic Third Party Billing Request

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

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Hyatt Regency New Orleans
July 17 - 18, 2018

Form Deadline Date:
June 25, 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

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International Third Party Billing Request

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

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Hyatt Regency New Orleans
July 17 - 18, 2018

Form Deadline Date:
June 25, 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
- Rental Carpet
- Other (Please Specify)
- Exhibit Systems
- Rental Furniture
- GES Logistics
- Signs
- I & D Labor
- Forklift Labor
- Material Handling

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

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Carpet

Standard

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

Includes:

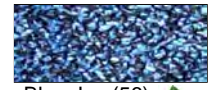
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



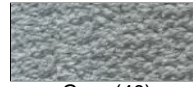
Black (41)



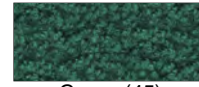
Blue (42)



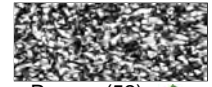
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



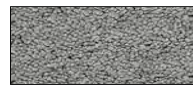
Red (49)

Plush

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

Includes:

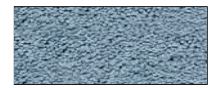
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



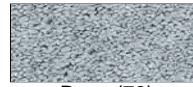
Cement (70)



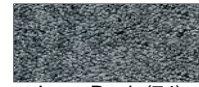
Charcoal (71)



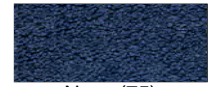
Cobalt (72)



Dove (73)



Lava Rock (74)



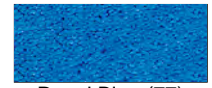
Navy (75)



Onyx (76)



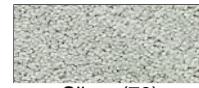
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

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

Includes:

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



Bisque (81)



Black (41)



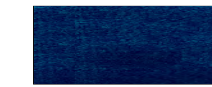
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

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

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

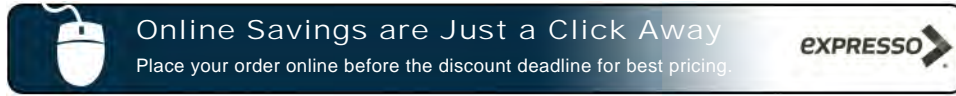
Carpet Order Form

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

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Hyatt Regency New Orleans
July 17 - 18, 2018

Discount Deadline Date:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



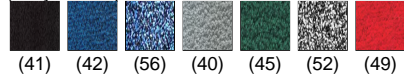
Easy Ordering Tips:

- 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

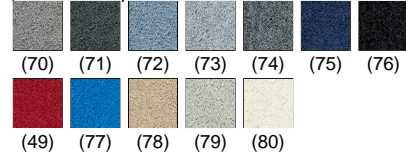
Standard Color Options

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



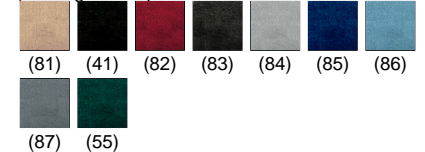
Plush Color Options

(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 6/25/18		Regular (\$)	Qty	Total	
			Online (\$)	Discount (\$)				
5001	Pre-Cut Standard Carpet 10'x10'		296.00	325.50	412.00		\$	
5002	Pre-Cut Standard Carpet 10'x20'		576.00	632.00	800.00		\$	
5003	Pre-Cut Standard Carpet 10'x30'		885.00	971.50	1,230.00		\$	
Total + (9.45% Rental Tax + 2% Parish Tax)							11.45%	\$

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

Item Code	Description	Color Code	On or Before 6/25/18		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		4.93	5.40	6.85		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		7.25	8.00	10.10		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		8.65	9.50	12.00		\$	
Total + (9.45% Rental Tax + 2% Parish Tax)							11.45%	\$

Item Code	Description	Color Code	On or Before 6/25/18		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.83	3.10	3.93		\$	
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		5.70	6.25	7.90		\$	
Total + (9.45% Rental Tax + 2% Parish Tax)							11.45%	\$

Item Code	Description	Color Code	On or Before 6/25/18		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.		1.15	1.26	1.60		\$	
Total + (9.45% Sales Tax + 2% Parish Tax)							11.45%	\$

Electrical or Utilities Under Carpet?

Yes No

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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:
June 25, 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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Carpet Package Order Form

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

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July 17 - 18, 2018

Discount Deadline Date:
June 25, 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.



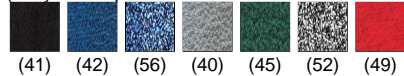
Easy Ordering Tips:

- 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 2 Day(s) Cleaning.

Carpet Packages

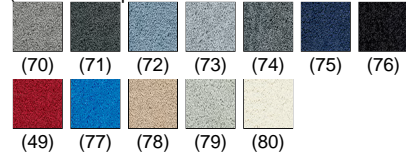
Standard Color Options

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



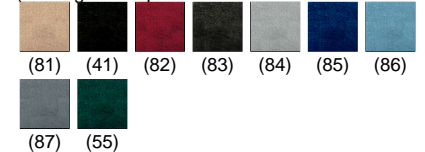
Plush Color Options

(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 6/25/18		Regular (\$)	Sq. Ft.	Total
			Online (\$)	Discount (\$)			
400021	Standard Carpet Package, Per Sq.Ft.		8.21	8.87	11.39		\$
400022	Plush Carpet Package, Per Sq.Ft.		10.30	11.21	14.32		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		11.56	12.56	16.03		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

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

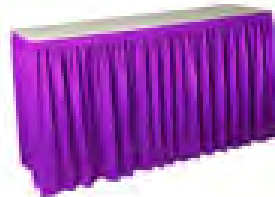
Skirted Tables



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)



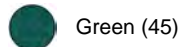
Blue (42)



Gold (46)



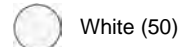
Gray (40)



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

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

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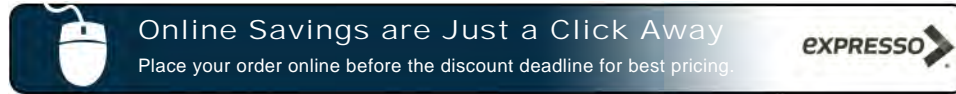
Discount Deadline Date:
June 25, 2018

Company Name

Email

Phone Number

Booth Number



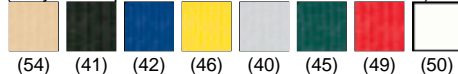
Easy Ordering Tips:

- 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/053600598/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 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300050	Chair, Plastic Contour, Black	104.00	113.75	144.00		\$
300052	Padded Chair	158.00	173.75	220.00		\$
300053	Padded Stool	202.00	222.00	281.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Tables

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300059	Table, Starbase, 30" Diameter x 40" High	329.00	361.00	457.00		\$
300058	Table, Starbase, 40" Diameter x 30" High	329.00	361.00	457.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Skirted Tables

Item Code	Description	Color Code	On or Before 6/25/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
3004	Table 4', Skirted 4 Sides, 24" x 30" High		208.00	228.25	289.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		247.00	271.75	344.00		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		291.00	320.00	405.00		\$
3007	Table, Skirt 4th Side		63.75	70.00	88.50		\$
Select size: 6' Table _____ 8' Table _____							
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$	

Unskirted Tables

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
300400	Table 4', Unskirted, 24" x 30" High	161.00	177.00	224.00		\$
300600	Table 6', Unskirted, 24" x 30" High	199.00	218.75	277.00		\$
300800	Table 8', Unskirted, 24" x 30" High	232.00	255.25	323.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Skirted Counters

Item Code	Description	Color Code	On or Before 6/25/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		233.00	256.00	324.00		\$

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:
June 25, 2018

Company Name		Email	Phone Number		Booth Number		
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		291.00	320.00	405.00	\$	
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		331.00	363.25	460.00	\$	
3017	Counter, Skirt 4th Side		76.25	83.75	106.00	\$	
↳ Select size: 6' Counter _____ 8' Counter _____							
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

Unskirted Counter

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
301400	Counter 4', Unskirted, 24" x 42" High	186.00	204.50	259.00		\$	
301600	Counter 6', Unskirted, 24" x 42" High	232.00	255.25	323.00		\$	
301800	Counter 8', Unskirted, 24" x 42" High	265.00	291.50	369.00		\$	
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

Risers

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
300191	Riser 4', Single Tier, 48"x8"x8" High	63.75	70.00	88.50		\$	
300192	Riser 6', Single Tier, 72"x8"x8" High	90.75	99.50	126.00		\$	
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

Custom Booth Drape

Item Code	Description	Color Code	On or Before 6/25/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
3001	Drape, 3' High, Per Foot, 4' Minimum		27.00	29.50	37.50		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		32.25	35.25	44.75		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

Accessories

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total	
		Online (\$)	Discount (\$)				
300124	Aisle Stanchion Chain, Plastic, Per Foot	8.25	9.05	11.45		\$	
300127	Aisle Stanchion, Tensa	147.00	161.25	204.00		\$	
300123	Aisle Stanchion, without Chain	76.25	83.75	106.00		\$	
300103	Aluminum Easel	104.00	113.75	144.00		\$	
300111	Bag Stand	143.00	157.25	199.00		\$	
300102	Coat Rack	143.00	157.25	199.00		\$	
300110	Fish Bowl	38.75	42.75	54.00		\$	
300104	Garment Rack	143.00	157.25	199.00		\$	
300106	Literature Rack	210.00	230.75	292.00		\$	
300201	Pegboard, White, 4'x8'	268.00	294.75	373.00		\$	
↳ Select alignment: Horizontal _____ Vertical _____							
300131	Security Cage, Large, without Lock	791.00	869.00	1,100.00		\$	
300120	Sign Holder, Bell Base	130.00	143.00	181.00		\$	
300108	Sign Holder, Chrome, 22"x28"	130.00	143.00	181.00		\$	
300211	Tackboard	282.00	309.75	392.00		\$	
↳ Select alignment: Horizontal _____ Vertical _____							
300112	Ticket Tumbler, Small, Table Top	222.00	244.00	309.00		\$	
300113	Wastebasket	32.75	36.00	45.50		\$	
300118	Waterfall Stand	143.00	157.25	199.00		\$	
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

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Furniture and Accessories Order Form

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

Discount Deadline Date:
June 25, 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: Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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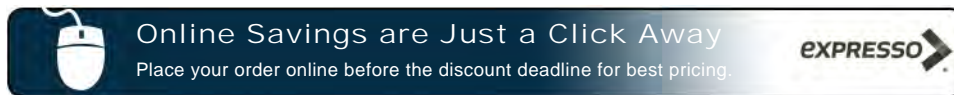
Furniture Package Order Form

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

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Discount Deadline Date:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

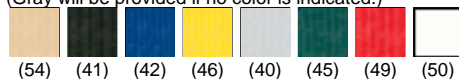


Furniture Package 1

Item Code	Description	Color Code	On or Before 6/25/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
4906	Furniture Package 1		438.98	481.73	609.75		\$
↳ Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							

Skirt Color Options

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



Total + (9.45% Rental Tax + 2% Parish Tax) **11.45%** \$



Furniture Package 2

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
490012	Furniture Package 2	894.38	982.80	1,244.25		\$
↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

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

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



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Specialty Furniture

Seating - Sofas and Loveseats



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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

Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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

Seating - Chairs



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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

Seating - Ottomans



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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



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

Seating - Office and Utility Seating



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



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



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



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



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



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



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



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



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

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Specialty Furniture

Seating - Barstools



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

Tables - Cafe



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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

Tables - Bar



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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

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

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

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

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

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

Tables - Cocktail



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture

Tables - End Tables



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



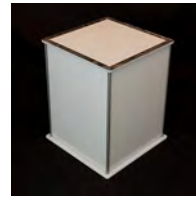
305432 - Alondra End Table, Wood, Chrome, 20"L 20"D 21"H



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



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



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



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



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



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



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



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



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



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



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



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

Conference Tables



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



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



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



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



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



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



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H

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



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



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



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



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



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



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



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



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



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

Tables - Martini Bar



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



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

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Specialty Furniture

Product Display



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



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



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



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



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



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

Office and Utility Furniture



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



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



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



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



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



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

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

Specialty Furniture

Lamps



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



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

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

Specialty Furniture Order Form

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Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Discount Deadline Date:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/053600598/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305226	Baja Loveseat, 61"L 30.5"D 28"H	914.00	1,003.25	1,270.00		\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,530.00	2,772.50	3,510.00		\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	914.00	1,003.25	1,270.00		\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	337.00	369.75	468.00		\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	821.00	900.50	1,140.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	914.00	1,003.25	1,270.00		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	914.00	1,003.25	1,270.00		\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	871.00	955.75	1,210.00		\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	2,100.00	2,306.50	2,920.00		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,370.00	1,500.75	1,900.00		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,740.00	1,911.50	2,420.00		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,740.00	1,911.50	2,420.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	2,100.00	2,306.50	2,920.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	950.00	1,042.75	1,320.00		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,110.00	1,216.50	1,540.00		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	929.00	1,019.00	1,290.00		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	929.00	1,019.00	1,290.00		\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	871.00	955.75	1,210.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Seating - Club Chairs

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305225	Baja Chair, 36"L 30.5"D 28"H	770.00	845.25	1,070.00		\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	756.00	829.50	1,050.00		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,070.00	1,177.00	1,490.00		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,070.00	1,177.00	1,490.00		\$

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Specialty Furniture Order Form

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Discount Deadline Date:
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Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Club Chairs

305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	770.00	845.25	1,070.00		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	638.00	699.75	886.00		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	578.00	634.25	803.00		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	654.00	717.25	908.00		\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	638.00	699.75	886.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,120.00	1,232.25	1,560.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,120.00	1,232.25	1,560.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Seating - Chairs

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305152	Chair, Altura, Guest, 25"L 20"D 34"H	424.00	465.25	589.00		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	174.00	191.25	242.00		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	174.00	191.25	242.00		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	210.00	230.75	292.00		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	210.00	230.75	292.00		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	135.00	147.75	187.00		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	227.00	249.50	316.00		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	570.00	625.50	792.00		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	570.00	625.50	792.00		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	210.00	230.75	292.00		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	503.00	552.25	699.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	210.00	230.75	292.00		\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	654.00	717.25	908.00		\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	258.00	282.75	358.00		\$
305442	Laguna Chair, 18"L 19"D 34"H	274.00	300.25	380.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	174.00	191.25	242.00		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	174.00	191.25	242.00		\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	638.00	699.75	886.00		\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	135.00	147.75	187.00		\$
305441	Zenith Chair, 19"L 22"D 32"H	274.00	300.25	380.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Seating - Ottomans

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	606.00	665.00	842.00		\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	606.00	665.00	842.00		\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	606.00	665.00	842.00		\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	606.00	665.00	842.00		\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	606.00	665.00	842.00		\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	606.00	665.00	842.00		\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	606.00	665.00	842.00		\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	606.00	665.00	842.00		\$

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Specialty Furniture Order Form

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Seating - Ottomans

305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	606.00	665.00	842.00		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	606.00	665.00	842.00		\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	377.00	413.00	523.00		\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	377.00	413.00	523.00		\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	396.00	434.50	550.00		\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	261.00	286.75	363.00		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	317.00	347.50	440.00		\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	174.00	191.25	242.00		\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	174.00	191.25	242.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%

Seating - Office and Utility Seating

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305126	Chair, Altura Task, 25"L 26"D 21"H	210.00	230.75	292.00		\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	554.00	608.25	770.00		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	554.00	608.25	770.00		\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	436.00	478.00	605.00		\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	436.00	478.00	605.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	436.00	478.00	605.00		\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	424.00	465.25	589.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	495.00	543.50	688.00		\$

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Specialty Furniture Order Form

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Discount Deadline Date:
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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	495.00	543.50	688.00		\$	
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

Seating - Barstools

Item Code	Description	On or Before 6/25/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total	
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	428.00	470.00	595.00		\$	
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	428.00	470.00	595.00		\$	
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	428.00	470.00	595.00		\$	
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	428.00	470.00	595.00		\$	
305012	Barstool, Banana, Black, 21"L 22"D 30"H	238.00	260.75	330.00		\$	
305013	Barstool, Banana, White, 21"L 22"D 30"H	238.00	260.75	330.00		\$	
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	207.00	226.75	287.00		\$	
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	207.00	226.75	287.00		\$	
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	207.00	226.75	287.00		\$	
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	207.00	226.75	287.00		\$	
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	428.00	470.00	595.00		\$	
305008	Barstool, Oslo, White, 17"L 20"D 30"H	428.00	470.00	595.00		\$	
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	238.00	260.75	330.00		\$	
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	559.00	613.00	776.00		\$	
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	521.00	572.00	724.00		\$	
305259	Christopher Barstool, 19"L 15"D 41"H	428.00	470.00	595.00		\$	
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	317.00	347.50	440.00		\$	
305006	Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H	428.00	470.00	595.00		\$	
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	274.00	300.25	380.00		\$	
305440	Zenith Barstool, 19"L 20"D 44"H	428.00	470.00	595.00		\$	
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	521.00	572.00	724.00		\$	
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

Tables - Cafe

Item Code	Description	On or Before 6/25/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	380.00	417.00	528.00		\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	432.00	474.00	600.00		\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	380.00	417.00	528.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	427.00	468.50	593.00		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,660.00	1,816.75	2,300.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	432.00	474.00	600.00		\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	432.00	474.00	600.00		\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top	380.00	417.00	528.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	432.00	474.00	600.00		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	404.00	443.25	561.00		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	432.00	474.00	600.00		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	507.00	556.00	704.00		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	380.00	417.00	528.00		\$

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Tables - Cafe

305168	Table, Cafe, Maple/Black, 36" Round 29"H	404.00	443.25	561.00		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	432.00	474.00	600.00		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	507.00	556.00	704.00		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	380.00	417.00	528.00		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	380.00	417.00	528.00		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	432.00	474.00	600.00		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	404.00	443.25	561.00		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	507.00	556.00	704.00		\$

Tables - Bar

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	432.00	474.00	600.00		\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	432.00	474.00	600.00		\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	380.00	417.00	528.00		\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	432.00	474.00	600.00		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	380.00	417.00	528.00		\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	432.00	474.00	600.00		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	432.00	474.00	600.00		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	380.00	417.00	528.00		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	404.00	443.25	561.00		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	432.00	474.00	600.00		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	507.00	556.00	704.00		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	380.00	417.00	528.00		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	404.00	443.25	561.00		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	432.00	474.00	600.00		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	507.00	556.00	704.00		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	380.00	417.00	528.00		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	380.00	417.00	528.00		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	432.00	474.00	600.00		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	404.00	443.25	561.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	507.00	556.00	704.00		\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,190.00	1,303.25	1,650.00		\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,190.00	1,303.25	1,650.00		\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,190.00	1,303.25	1,650.00		\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,190.00	1,303.25	1,650.00		\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,190.00	1,303.25	1,650.00		\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,660.00	1,816.75	2,300.00		\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,660.00	1,816.75	2,300.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

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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:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Cocktail

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	456.00	500.00	633.00		\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	456.00	500.00	633.00		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	416.00	456.50	578.00		\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	475.00	521.25	660.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	570.00	625.50	792.00		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	570.00	625.50	792.00		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	416.00	456.50	578.00		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	329.00	361.00	457.00		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	416.00	456.50	578.00		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	416.00	456.50	578.00		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	416.00	456.50	578.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Tables - End Tables

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305431	Alondra End Table, Glass, 20"L 20"D 20"H	369.00	404.50	512.00		\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	369.00	404.50	512.00		\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	377.00	413.00	523.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	345.00	378.25	479.00		\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	329.00	361.00	457.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	436.00	478.00	605.00		\$
305273	Table, Aura, White Metal, 15" Round 22"H	234.00	256.75	325.00		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	234.00	256.75	325.00		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	345.00	378.25	479.00		\$
305211	Table, End, Oliver, 22" Round 22"H	285.00	312.75	396.00		\$
305046	Table, End, Silverado, 24" Round 22"H	345.00	378.25	479.00		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	345.00	378.25	479.00		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	345.00	378.25	479.00		\$
305275	Table, Timber, Wood, 16" Round 17"H	285.00	312.75	396.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Tables - Conference

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305402	10' Madison Table, 120"L 48"D 29"H	958.00	1,050.50	1,330.00		\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	871.00	955.75	1,210.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	681.00	747.25	946.00		\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	681.00	747.25	946.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	871.00	955.75	1,210.00		\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	842.00	924.25	1,170.00		\$
305001	Atomic Table, 36"RND 30"H	459.00	504.00	638.00		\$
305002	Atomic Table, 42"RND 30"H	459.00	504.00	638.00		\$
305410	Madison Conference Table, 42"RND 29"H	618.00	677.75	858.00		\$

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Specialty Furniture Order Form

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Discount Deadline Date:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Conference						
Item Code	Description	On or Before 6/25/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	147.00	161.25	204.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	392.00	430.50	545.00		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	618.00	677.75	858.00		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	392.00	430.50	545.00		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	618.00	677.75	858.00		\$
305027	Table, Conf., Graphite, 42" Round 29"H	499.00	547.50	693.00		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	618.00	677.75	858.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	499.00	547.50	693.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Tables - Martini Bar						
Item Code	Description	On or Before 6/25/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,960.00	4,344.50	5,500.00		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,670.00	1,832.50	2,320.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Product Display						
Item Code	Description	On or Before 6/25/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	575.00	630.25	798.00		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	871.00	955.75	1,210.00		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	994.00	1,090.00	1,380.00		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	871.00	955.75	1,210.00		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	994.00	1,090.00	1,380.00		\$
305045	Posh Shelving, 36"L 18"D 72"H	575.00	630.25	798.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Office and Utility Furniture						
Item Code	Description	On or Before 6/25/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	634.00	695.00	880.00		\$
305416	Madison Credenza, 60"L 20"D 29"H	713.00	782.00	990.00		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	713.00	782.00	990.00		\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	770.00	845.25	1,070.00		\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	734.00	805.75	1,020.00		\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	197.00	216.50	274.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Lamps						
Item Code	Description	On or Before 6/25/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	388.00	425.75	539.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	289.00	317.50	402.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

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Specialty Furniture Order Form

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Discount Deadline Date:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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.

Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

Discount Deadline Date:
 June 25, 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/053600598/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

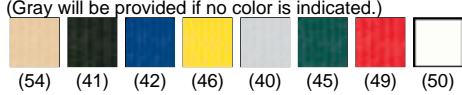
Standard Furniture Package

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
404301	Chair Package A	677.75	744.50	942.50		\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404311	Stool Package A	765.75	841.00	1,064.50		\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.					
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 6/25/18		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
4046	Chair Package B		595.75	655.25	829.50		\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						

Skirt Color Options



Total + (9.45% Rental Tax + 2% Parish Tax) 11.45% \$

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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.

Company Name _____ Email _____ Phone Number _____

Specialty Furniture Package

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
404504	Bar Package	2,526.00	2,772.50	3,510.00		\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.					
404506	Premium Stool Package	908.00	995.50	1,260.00		\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".					
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45% \$

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

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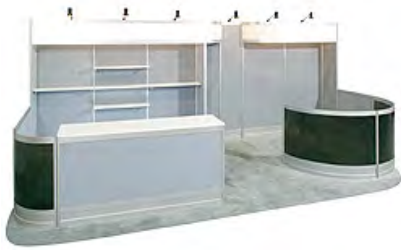


Standard Exhibit Systems

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

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

10x20 Exhibits



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

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

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10'

Inline Includes:

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



600003 - Exhibit System GEM #3, 10'x10'

Inline Includes:

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

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

Standard Exhibit Systems

Accessories



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



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"



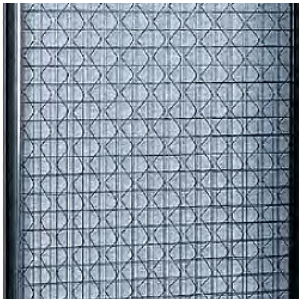
600222 - Exhibit, Light Box, Medium 37"x56"



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)

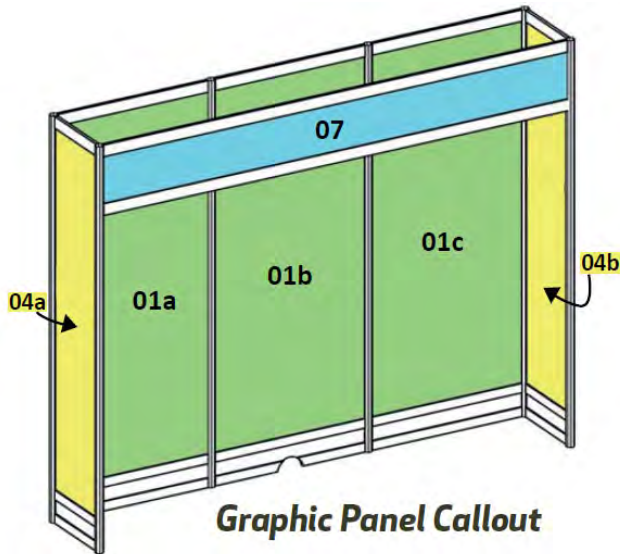


Silver (79)

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 - \$586.00 /Regular Price - \$814.00
 Produced on 3/16" Thick White Foamcore
- 04 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$294.00 /Regular Price - \$408.00
 Produced on 3/16" Thick White Foamcore
- 07 608307 117" wide x 12" tall
 Discount Price - \$250.00 /Regular Price - \$347.00
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by June 25, 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/053600598/exhibit2/esm>

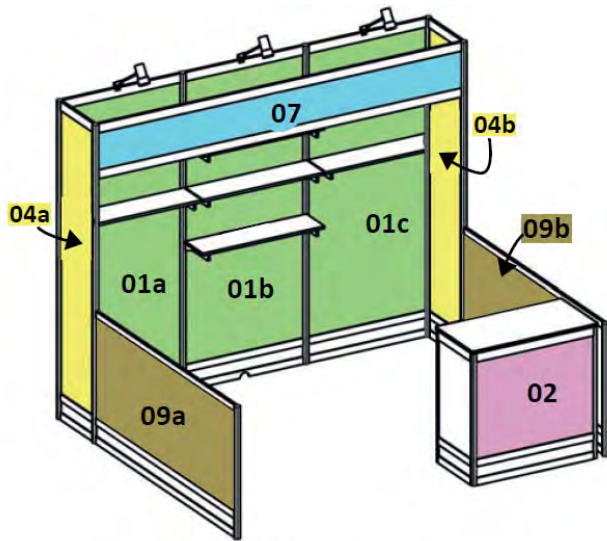


Booth Rendering

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 - \$586.00 /Regular Price - \$814.00
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$294.00 /Regular Price - \$408.00
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
 Discount Price - \$250.00 /Regular Price - \$347.00
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
 Discount Price - \$208.00 /Regular Price - \$289.00
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
 Online Discount - \$418.00 /Regular Price - \$581.00
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by June 25, 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/053600598/exhibit3/esm>

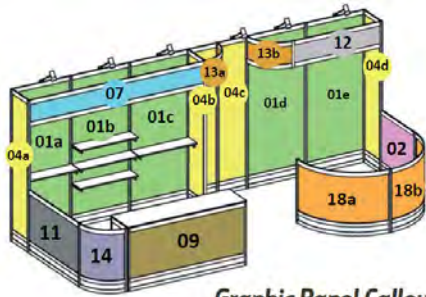


Booth Rendering

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 - \$129.00 /Regular Price - \$179.00
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$64.25 /Regular Price - \$89.25
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$329.00 /Regular Price - \$457.00
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$418.00 /Regular Price - \$581.00
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$159.00 /Regular Price - \$221.00
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by June 25, 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/053600598/exhibit4/esm>

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$586.00 /Regular Price - \$814.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$294.00 /Regular Price - \$408.00
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$123.00 /Regular Price - \$171.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$208.00 /Regular Price - \$289.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$250.00 /Regular Price - \$347.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

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

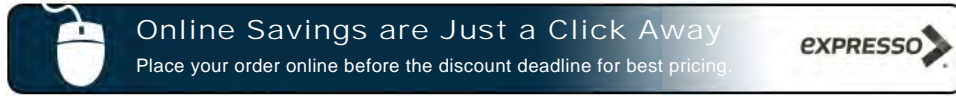
Exhibit Systems Order Form

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Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

Discount Deadline Date:
 June 25, 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 6/25/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600002	Exhibit System GEM #2, 10'x10' Inline	2,790.00	3,064.75	3,880.00		9.45	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	5,240.00	5,758.25	7,290.00		9.45	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
Total + (9.45% Rental Tax + 2% Parish Tax)							11.45% \$

10x20 Exhibits

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600004	Exhibit System GEM #4, 10'x20' Inline	11,550.00	12,677.75	16,050.00		9.45	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
Total + (9.45% Rental Tax + 2% Parish Tax)							11.45% \$

Accessories

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600410	Exhibit, Ad Board, 1M x 8'	914.00	1,003.25	1,270.00		9.45	\$
600103	Exhibit, Counter, 1M Curved	1,250.00	1,374.50	1,740.00		9.45	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	634.00	696.00	881.00		9.45	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	863.00	947.75	1,200.00		9.45	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	1,160.00	1,271.75	1,610.00		9.45	\$
600222	Exhibit, Light Box, Medium 37"x56"	921.00	1,011.00	1,280.00		9.45	\$
600223	Exhibit, Light Box, Small 37"x28"	563.00	617.75	782.00		9.45	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	799.00	876.75	1,110.00		9.45	\$
600291	Exhibit, Panel, Wirewall, 1M	777.00	853.00	1,080.00		9.45	\$
600243	Exhibit, Shelf, 1M x 10" Deep	106.00	116.00	147.00		9.45	\$

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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:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

600262	Tackboard, Gem, 4' X 8'	914.00	1,003.25	1,270.00		9.45	\$
Total + (9.45% Rental Tax + 2% Parish Tax)						11.45%	\$

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

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



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

Graphics

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

Suitable programs for images or logos:

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

Color

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



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



Vector Artwork

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

preferred* AI/EPS (vector)

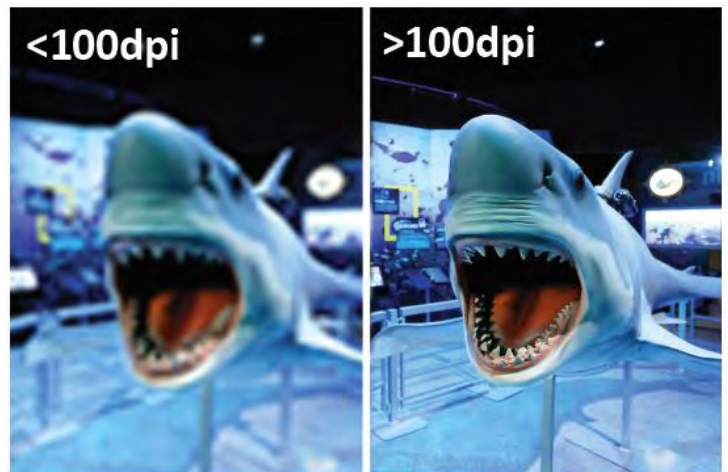


GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

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



Order graphics and **upload artwork files** directly online: <https://e.ges.com/053600598/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)

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

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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*

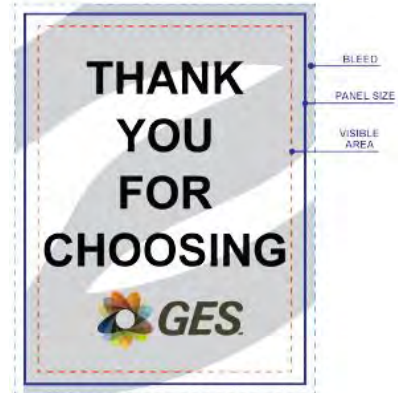


Final Print package should contain:

- 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.



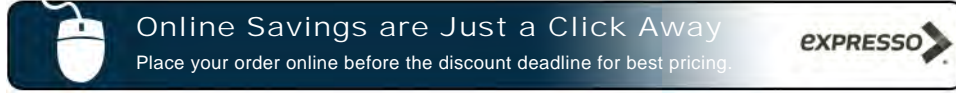
Graphics and Signage Order Form

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

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Discount Deadline Date:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Order graphics and **upload artwork files** directly online: <https://e.ges.com/053600598/signs/esm>

Graphics and Signage

Item Code	Description	On or Before 6/25/18		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	355.00	390.25	494.00		\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	275.00	301.75	382.00		\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	288.00	316.00	400.00		\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	522.00	572.75	725.00		\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	321.00	352.25	446.00		\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	683.00	749.50	949.00		\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	481.00	528.50	669.00		\$
601099	Printed Cardboard Base for Freestanding Boards	31.25	34.25	43.50		\$
Total + (9.45% Sales Tax + 2% Parish Tax)						11.45% \$

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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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.

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July 17 - 18, 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.

Get an instant quote today at https://e.ges.com/053600598/logistics_Quote

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



Estimating Material Handling Charges

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

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

Late Surcharges - May be charged an additional overtime surcharge

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

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, 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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GES Transportation Plus






DOMESTIC



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/053600598/logistics_quote

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

Material Handling/Drayage Order Form

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

Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

Discount Deadline Date:
 June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$99.50 cwt	\$134.33 cwt
Straight Time In / Overtime Out	\$129.50 cwt	\$174.83 cwt
Overtime In / Overtime Out	\$159.00 cwt	\$214.65 cwt

Advance Shipments to Warehouse Dates:

Tue, Jun 12, 2018: Advance shipments may begin arriving at warehouse.

Wed, Jul 11, 2018: Last day for shipments to arrive at warehouse.

The GES Advance Warehouse will be CLOSED July 4th in observance of Independence Day

Carpet Handling

Straight Time In / Straight Time Out	\$159.50 cwt
Straight Time In / Overtime Out	\$207.50 cwt
Overtime In / Overtime Out	\$255.00 cwt

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

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$110.50 cwt	\$149.18 cwt	\$176.80 cwt
Straight Time In / Overtime Out	\$143.50 cwt	\$193.73 cwt	\$229.60 cwt
Overtime In / Overtime Out	\$177.00 cwt	\$238.95 cwt	\$283.20 cwt

Direct Shipments to Show site Dates:

Mon, Jul 16, 2018: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Mon, Jul 16, 2018: Last day for shipments to arrive at exhibit site by 5:00 PM.

Carpet Handling

Straight Time In / Straight Time Out	\$176.50 cwt
Straight Time In / Overtime Out	\$230.00 cwt
Overtime In / Overtime Out	\$282.00 cwt

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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 _____

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

Material Handling/Drayage

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

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

_____ + Parish Tax: 2.0%

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

_____ Grand Total

Shipment Will Be Sent To:

Exhibit Site Warehouse

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

SSC

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.

Special Handling/Mixed Shipments:

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

Uncrated Shipments:

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

Measure of Damage:

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

Certified Weight Tickets Are Required For All Shipments:

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

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What is "Special" Handling?

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

Special Handling Includes:

Ground Loading

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

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

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

Stacked, Cubed-out, or Loose Shipments

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

Multiple Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

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

Special Handling Examples:



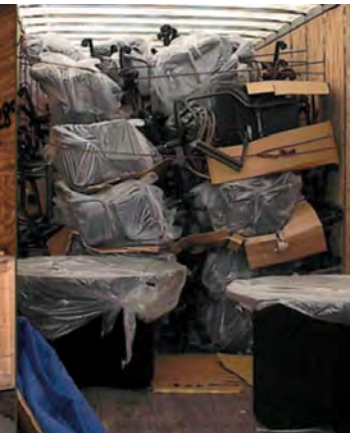
Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Cook. Craft. Create. ACF National Convention & Show

Name of Exhibition 053600598

BOOTH NUMBER

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

**Shipment Should Arrive on or Between:
Tuesday, June 12, 2018 - Wednesday, July 11, 2018**

The GES Advance Warehouse will be CLOSED July 4th in observance of Independence 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, 8:00 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

Cook. Craft. Create. ACF National Convention & Show

Name of Exhibition 053600598

BOOTH NUMBER

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

**Shipment Should Arrive on or Between:
Tuesday, June 12, 2018 - Wednesday, July 11, 2018**

The GES Advance Warehouse will be CLOSED July 4th in observance of Independence 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, 8:00 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

Please print this label on a color printer if possible

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

Cook. Craft. Create. ACF National Convention & Show

Name of Exhibition 053600598

BOOTH NUMBER

**C/O GES
Hyatt Regency New Orleans
601 Loyola Ave
New Orleans, LA 70113-3100 USA**

Shipment Should Arrive Only On:

Monday, July 16, 2018 8:00 AM - 5:00 PM

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

Carrier _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

Cook. Craft. Create. ACF National Convention & Show

Name of Exhibition 053600598

BOOTH NUMBER

**C/O GES
Hyatt Regency New Orleans
601 Loyola Ave
New Orleans, LA 70113-3100 USA**

Shipment Should Arrive Only On:

Monday, July 16, 2018 8:00 AM - 5:00 PM

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

Carrier _____ of _____ pieces

Please print this label on a color printer if possible

Limited Storage Capacity at Show Site/Bellman Policy

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

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018



Attention:

- The Hyatt Regency New Orleans has limited storage space. Please see note below when sending freight directly to the facility to avoid additional handling fees by the facility.
- Freight deliveries sent directly to the facility will be received by GES on exhibitor move-in days only.
- Freight deliveries sent directly to the facility are subject to GES freight handling charges regardless of the consignee - as GES is the official show contractor.
- If your freight arrives at the facility prior to the published move-in dates, the facility will take possession of the item(s) and charges will be incurred from the facility in addition to GES material handling charges.

Advance shipments should be sent and labeled as follows:

(Exhibitor Name) / (Booth #)
Cook. Craft. Create. ACF National Convention & Show
c/o GES
Exhibit Transfer Systems
3761 Louisa St
New Orleans, LA 70126
USA

See Table of Contents for location of Advanced Shipping Labels.

Bellman Policy

- Exhibitors may have bellmen deliver their boxes to the Exhibition Hall doors where a teamster will deliver them to their booth space. Please be advised that GES Material Handling rates will apply at this point.
- Exhibitors may hand carry display materials, if necessary, if the materials can be brought into the Exhibition Hall in one trip.
- Please be sure when shipping materials into the show to indicate "c/o GES" on the shipping label. Otherwise the facility will take possession of the item and exhibitors will incur charges from the facility in addition to GES Material Handling charges.

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.

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Form Deadline Date:
June 25, 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 June 25, 2018.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/053600598/prePrint/esm>

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

Company/Consignee	Attention			
601 Loyola Ave	New Orleans	LA	70113-3100	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[®]. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

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

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

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

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



Freight Service Questionnaire

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

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Form Deadline Date:
June 25, 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/053600598/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

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

3 List carrier name(s):

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

Phone Number:

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

Phone Number:

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

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

_____ lbs.

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

_____ lbs.

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

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

Direct Shipments Only

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

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

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.

Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

Discount Deadline Date:
 June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



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	238.50		\$
200513	Access Storage, 1/2 Trailer	476.50		\$
200513	Access Storage, Full Trailer	953.00		\$
Total + (9.45% Rental Tax + 2% Parish Tax)				11.45% \$

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	82.75		\$
Total + (9.45% Rental Tax + 2% Parish Tax)				11.45% \$

Additional Delivery Rates

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

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600598/labor/esm>

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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:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST	165.00	206.25	247.50			\$
705200	5,000#, OT	295.00	368.75	443.50			\$
Total + 2% Parish Tax						2%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600598/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

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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Refrigerated 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.

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Discount Deadline Date:
June 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



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 at the cold storage desk. An advance deposit is required to guarantee storage reservations.
- It is very important to use the Specially Coded Label that is provided in this manual. This ensures perishable items are delivered to the trailers for cold storage when they arrive.
- **Shipments will be accepted beginning at 8:00 AM, Monday, July 16, 2018**
- 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 Storage

Total + (9.45% Rental Tax + 2% Parish Tax) **11.45%** \$

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

Step 2. Storage Details

The items to be stored will be arriving on:

Date: _____ Time: _____ (am)(pm)

Please describe your product: _____

Step 3. Order Labor for Deliveries

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

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600598/labor/esm>

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Step 4. Schedule Deliveries

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.

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.

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

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

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

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

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Notices

Due to temporary storage conditions, temperature regulations may vary 10-20°. GES will make every attempt to store your product according to specifications. GES assumes no liability for losses due to these conditions. Please note the following temperature regulations for storage:

- Frozen Storageapproximately 0° - 20° F
(Freezers are kept at 0° F unless storing ice cream, in which case the freezers are set at -20°F.)
- Refrigerated Storageapproximately 35° - 40° F

You MUST have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for them. Storage is in trailers.

Check for correct consignment instructions and advise GES of booth delivery needs before the deadline date above.

Advance Storage Reservation

Your credit card must be on file with GES to make an advance storage reservation. See "Payment & Credit Card Charge Authorization" for credit card authorization.

Storage space is limited. Space will be guaranteed on a first come, first serve basis. Make your reservation early by completing this form, enclosing your deposit and mailing it to the address above before the deadline date. No refrigerated freight will be received at the advanced warehouse.

An advance deposit is required to guarantee all storage reservations.

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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

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Cook. Craft. Create. ACF National Convention & Show

Name of Exhibition 0530600598

C/O GES
Hyatt Regency New Orleans
601 Loyola Ave
New Orleans, LA 70113-3100 USA

Shipment Should Arrive Only On:
Monday, Jul 16, 2018 8:00 AM - 5:00 PM

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

Carrier _____ of _____ pieces GES logo

Please print this label on a color printer if possible

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Cook. Craft. Create. ACF National Convention & Show

Name of Exhibition 0530600598

C/O GES
Hyatt Regency New Orleans
601 Loyola Ave
New Orleans, LA 70113-3100 USA

Shipment Should Arrive Only On:
Monday, Jul 16, 2018 8:00 AM - 5:00 PM

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

Carrier _____ 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

Cook. Craft. Create. ACF National Convention & Show

Name of Exhibition

0530600598

C/O GES

Hyatt Regency New Orleans
601 Loyola Ave
New Orleans, LA 70113-3100 USA

Shipment Should Arrive Only On:

Monday, Jul 16, 2018

8:00 AM - 5:00 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

Cook. Craft. Create. ACF National Convention & Show

Name of Exhibition

0530600598

C/O GES

Hyatt Regency New Orleans
601 Loyola Ave
New Orleans, LA 70113-3100 USA

Shipment Should Arrive Only On:

Monday, Jul 16, 2018

8:00 AM - 5:00 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

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.

Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

Discount Deadline Date:
 June 25, 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	101.25	127.00	152.00			\$	
705000	Install & Dismantle, ST Move Out	101.25	127.00	152.00			\$	
705000	Install & Dismantle, OT Move In	152.00	190.00	228.00			\$	
705000	Install & Dismantle, OT Move Out	152.00	190.00	228.00			\$	
705000	Install & Dismantle, DT Move In	203.00	254.00	305.00			\$	
705000	Install & Dismantle, DT Move Out	203.00	254.00	305.00			\$	
Total + 2% Parish Tax							2%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/053600598/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/053600598/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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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.

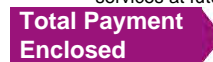
Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



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.



\$

053600598
071018
L-1 060518



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

Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

Discount Deadline Date:
 June 25, 2018

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



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	165.00	206.25	247.50			\$	
705200	5,000#, ST Move Out	165.00	206.25	247.50			\$	
705200	5,000#, OT Move In	295.00	368.75	442.50			\$	
705200	5,000#, OT Move Out	295.00	368.75	442.50			\$	
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/053600598/labor/esm>

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. 95 Exhibitors must stay clear during movement of freight.

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

- Uncrating
- Leveling
- Reskidding
- Unskidding
- Dismantling
- Positioning
- Re-crating

Additional labor will be assigned if necessary.



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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 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 _____
 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 \$ _____

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Cleaning and Porter Service Order Form

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

Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

Discount Deadline Date:
 June 25, 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.)	0.95	1.32		1	\$
500600	Duration of Show (per sq. ft. per day)	0.68	0.94		2	\$
500602	Per Day (per sq. ft. per day)	0.80	1.11			\$
Total + 2% Parish Tax						2% \$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.21	1.68		\$
Total + 2% Parish Tax					2% \$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	1.59	2.21			\$
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	357.00	496.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	513.00	713.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	619.00	861.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	727.00	1,010.00			\$
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

 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.

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Form Deadline Date:
June 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

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

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

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

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

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

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

Description of proposed service for Exhibitor: _____

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

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

Please Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

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

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

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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.

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 2018

Form Deadline Date:
June 16, 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 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 uploaded certificates of insurance through CertFocus, confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), Cook. Craft. Create. ACF National Convention & Show (Show Management), Cook. Craft. Create. ACF National Convention & Show (Show) and Hyatt Regency New Orleans (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 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 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.

Cook. Craft. Create. ACF National Convention & Show
 Hyatt Regency New Orleans
 July 17 - 18, 2018

Form Deadline Date:
 June 16, 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 Servicerenter 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 to: 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: _____

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

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

PRODUCER
ABC Insurance Agency 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"/> _____ <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 type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <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)
					PROPERTY DAMAGE \$ (Per accident)
					AUTO ONLY-EA ACCIDENT
					OTHER THAN \$ \$ -AUTO ONLY: \$ \$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/18	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

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5.
 GES (Official Service Provider), Cook. Craft. Create. ACF National Convention & Show (Show Management), Hyatt Regency New Orleans (Facility), and Cook. Craft. Create. ACF National Convention & Show (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignors are included as Loss Payee. The insurance provided for the benefit of GES, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: July 17 - 18, 2018 at city of New Orleans.

CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

6. GES
 c/o CertFocus (web portal)
 National Service Center
 7000 Lindell Road
 Las Vegas, NV 89118

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE 10.


1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** GES (Official Service Provider), Cook. Craft. Create. ACF National Convention & Show (Show Management), Cook. Craft. Create. ACF National Convention & Show (Show) and Hyatt Regency New Orleans (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be GES
7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

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



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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.

Cook. Craft. Create. ACF National Convention & Show
Hyatt Regency New Orleans
July 17 - 18, 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

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

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 Servicenter .

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 Servicenter 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 Servicenter 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.

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

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

Safety Guidelines:

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

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

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

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Fire Regulations

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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 quarter (1/4) of the tank capacity or five (5) 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. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. 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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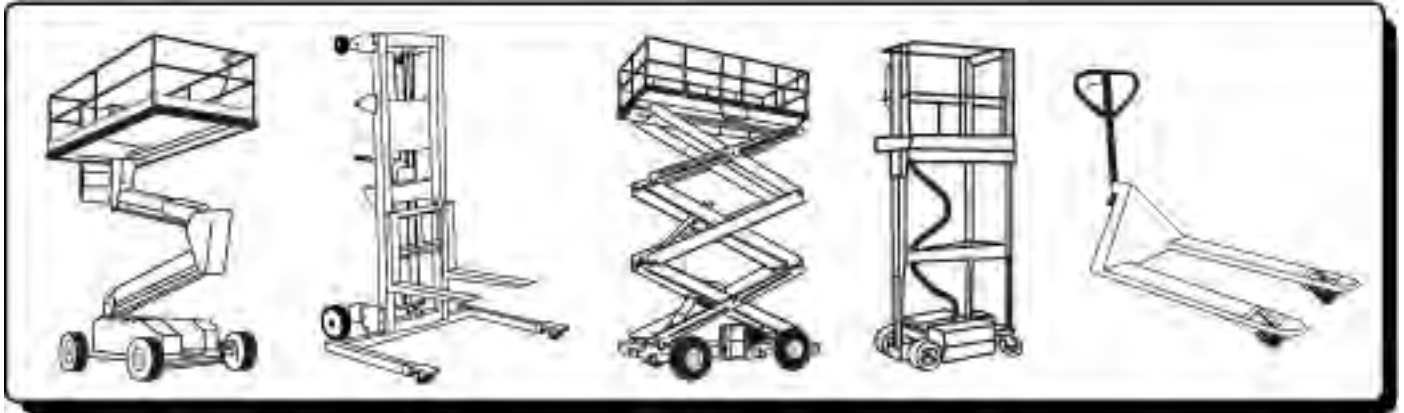
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Operation of All Mechanical Lifts

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

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Attention all exhibitors:

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

Work Zone



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

Thank you for your complete cooperation.

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.

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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.

Cook. Craft. Create. ACF National Convention & Show
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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

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

II. Scope

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

III. Customer Obligations

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

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

IV. Mutual Obligation Indemnification

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

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

V. Disclaimer and Limitation of Liability

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

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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: GES accepts MasterCard, Visa, American Express via this website.

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

Tax Exempt: If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

Adjustments and Cancellations: No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer[®] at 800.475.2098 or visit the GES Servicer[®] at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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

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