# Booth Layout Form

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

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

***Form Deadline Date:***
June 21, 2013

**MANDATORY FORM***

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

| SHOWSITE CONTACT | SHOWSITE CONTACT PHONE # | DATE/TIME OF ARRIVAL | CONTACT'S HOTEL (OPTIONAL) |
|---|---|---|---|
| | | | |

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

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

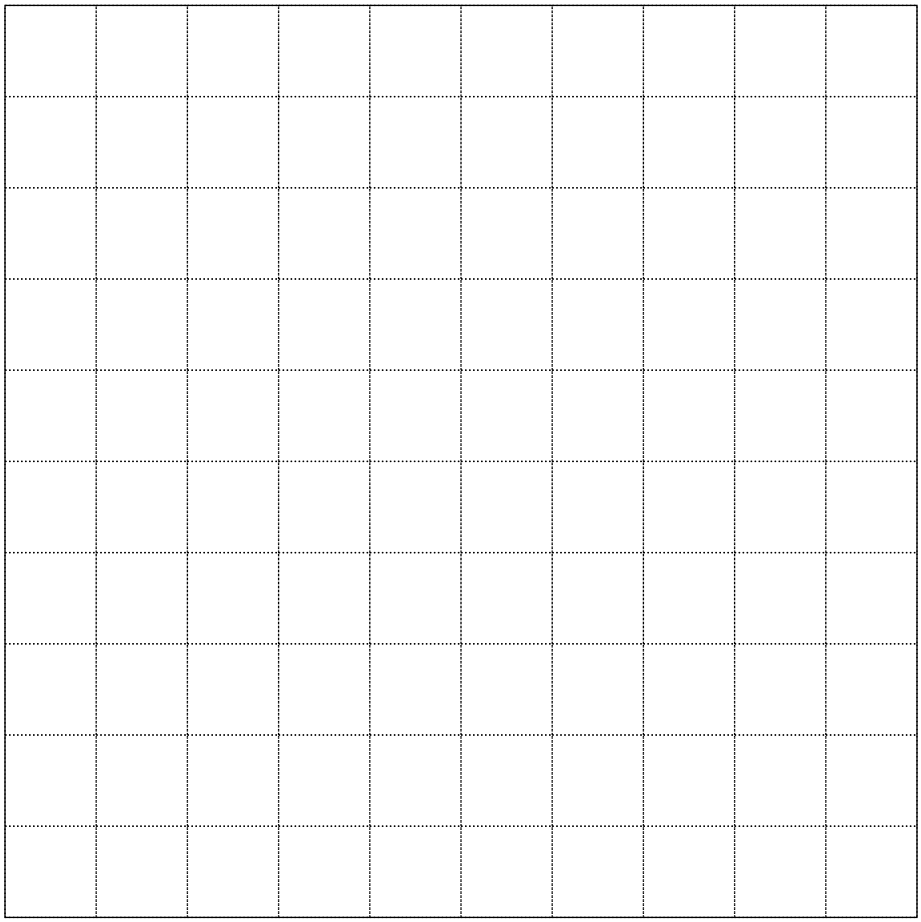
To use this grid:

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

Each square is _____ feet square since my booth is_____ feet wide by_____ feet long.

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

Indicate Adjacent Booth or Aisle Number: _____



Indicate Adjacent Booth or Aisle Number: _____

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

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

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

**Order Directly Online:**
https://e.ges.com/071600048/esm

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