

Dear ENA Exhibitor,

Please take the time to review the ENA 2014 Annual Conference Exhibitor Services Manual that has been developed to provide our exhibitors with key information and forms to have a successful show. The Exhibitor Services Manual contains a timeline with important deadlines for your convenience that can save yourself time and money.

GES Experience Specialists is the Official General Service Contractor for all of our conferences in 2014. With the GES commitment to quality customer service, we think you will find your job to be much easier. Look for the following information in this Exhibitor Services Manual:

- ☞ **GES Online Ordering...**
Allows you to place orders for goods and services via the Internet. Go to <http://ordering.ges.com> to place your order in four easy steps. Assistance is available via Online Chat during all business hours.
- ☞ **GES Service Executive...**
Brings service directly to you on the show floor. A tent card with the GES Service Executive's photo and cell number will be placed in your booth. Look for your GES Ambassador on the show floor or give them a call to assist you in your booth space with all your exhibitor needs.
- ☞ **GES Servicenter...**
Is the centralized location for the ordering and inquiry of GES services and it houses representatives for all ancillary services. GES Service Executive's are linked "real time" to the service center.

ENA provides you with an Exhibitor Lounge in the exhibit hall. Don't forget to stop by the lounge to have some refreshments, relax and take a short break from your booth duties, for this lounge is reserved for exhibitors only.

On behalf of the Emergency Nurses Association, we would like to thank you for your support as an exhibitor of the 2014 ENA Annual Conference. If we can be of any assistance, please do not hesitate to contact us at partnerwithus@ena.org or by calling 847-460-2626.

We look forward to seeing you in Indianapolis!

Warm regards,

Patti Galuski

Corporate Relations Manager

Dana O'Donnell

Corporate Relations Coordinator