

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.

**MANDATORY
FORM***

Coal Prep 2016
Kentucky Exposition Center
April 26 - 27, 2016

Discount Deadline Date:
April 1, 2016

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

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

☐ Setup Drawings/Instructions Attached ☐ Setup Drawings With Exhibit ☐ Case/Crate Number _____ ☐ Number of Workers Required for Setup _____ ☐ Forklift Ordered Hrs. _____ Time _____ ☐ Number of Graphics _____ Layout Provided? ☐ Yes ☐ No ☐ Number of Lights _____ Number of Light Boxes _____	☐ Rental Carpet Color _____ ☐ Own Carpet Color _____ ☐ Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

Did You Order ---

Electrical Outlets ☐ Yes ☐ No Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor Booth Cleaning ☐ Yes ☐ No Furniture ☐ Yes ☐ No A/V Equipment ☐ Yes ☐ No Telephone/Internet ☐ Yes ☐ No	Electrical Labor/Boothwork ☐ Yes ☐ No Other Items _____ _____ _____	Electrical Under Carpet ☐ Yes ☐ No With the Exhibit ☐ _____ _____ _____
--	--	---

Tear-down Information for GES Dismantle

☐ Tear-down Drawings/Instructions Attached ☐ Tear-down Drawings With Exhibit ☐ Case/Crate Number _____ ☐ Number of Workers Required for Tear- down _____ ☐ Forklift Ordered Hrs. _____ Time _____ ☐ Number of Graphics _____ Layout Provided? ☐ Yes ☐ No ☐ Number of Lights _____ Number of Light Boxes _____	☐ Rental Carpet Color _____ ☐ Own Carpet Color _____ ☐ Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
--	---

Outbound Freight Information

Outbound Freight Charges _____ ☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only) ☐ Bill To _____ _____ ☐ GES Storage _____	Consigned To _____ Address _____ City/State/Zip/Postal Code/Country _____ Second Consignee _____ Address _____ City/State/Zip/Postal Code/Country _____
---	--

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____ Cell Phone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization ☐ Yes ☐ No

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

