

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

<b>Show Organizer Information and Forms</b>	<b>4</b>
Important Dates and Times	5
Rules and Regulations	6
Habitat Letter	29
Habitat Donation Form	30
<b>GES Information and Order Forms</b>	<b>31</b>
<b>Show Information</b>	<b>32</b>
General Information	34
Tips for New Exhibitors	35
<b>Required Forms</b>	<b>37</b>
Payment and Credit Card Charge Authorization	37
Domestic Third Party Billing Request	38
International 3rd Party Billing Request	39
<b>Booth Package Information</b>	<b>40</b>
Booth Package Plan A - Information	40
Booth Package Plan N - Information	41
Booth Package Plan T1 - Information	42
Booth Package Plan T2 - Information	43
Booth Package Plan R - Information	44
<b>Shipping, Drayage and Material Handling</b>	<b>45</b>
Material Handling/Drayage Information	45
GES Transportation Plus	48
Advance Shipping Labels	49
Direct Shipping Labels	50
Pre-Printed Bill of Lading (BOL) / Outbound Labels Request	51
GES Caravan from ACE & Orgill	52
GES Caravan from True Value to Do It Best	53
Marshaling Yard & Direct Deliveries Information	53
Show Site Storage Order Form	54
Vehicle Placement Order Form	56
<b>Decorating Services</b>	<b>57</b>
Standard Furniture Brochure	57
Furniture and Accessories Order Form	59
Booth Package Plan A - Order Form	61
Booth Package Plan A - Electrical Order Form	62
Booth Package Plan A - Material Handling Order Form	63
Booth Package Plan N - Order Form	65
Booth Package Plan N - Material Handling Order Form	66
Booth Package Plan T1 - Order Form	68

071600377

072417



# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Booth Package Plan T2 - Order Form	69
Booth Package Plans T1 & T2 - Material Handling Order Form	70
Booth Package Plan R - Order Form	72
Booth Package Plan R - Material Handling Order Form	73
Display Cases Order Form	75
Specialty Furniture Brochure	76
Specialty Furniture Order Form	85
Standard Exhibit Systems Brochure	91
Standard Exhibit Systems Order Form	98
Digital File Preparation	100
Graphics & Signage Order Form	102
Standard Graphics Brochure	103
<b>Labor and Equipment</b>	<b>104</b>
Installation and Dismantling Order Form	104
Forklift Order Form	106
Hanging Sign / Truss Labor Information	108
Hanging Sign Labor Order Form	109
Booth Layout - Hanging Signs	112
Booth Layout - Display Items	113
Hanging Sign Shipping Labels	114
Cleaning and Porter Service Order Form	115
<b>Utility Services</b>	<b>116</b>
Electrical Order Checklist	116
Electrical Information	117
Electrical Set-Up Information	118
Electrical Outlets Order Form - Floor Service	119
24 Hour Electrical Outlets Order Form - Floor Service	121
Electrical Outlets Order Form - Overhead Service	123
24 Hour Electrical Outlets Order Form - Overhead Service	125
Electrical Floor Work Labor Order Form	127
Electrical Booth Work Labor Order Form	129
Booth Layout - Electrical	131
Plumbing Services Information	132
Plumbing Services Order Form	134
Plumbing Labor Order Form	136
Booth Layout - Plumbing	138
<b>Exhibitor Appointed Contractors (EACs) and Third Parties</b>	<b>139</b>
Notice of Intent to Use EAC and Policies and Procedures	139
Agreement and Rules and Regulations between GES and EAC	140
Certificate of Liability Insurance Sample	142
Exhibitor Rights	143

071600377

072417

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

<b>Stop. Think. Safety.</b>	<b>145</b>
<b>Fire Regulation Information</b>	<b>146</b>
<b>Operation of All Mechanical Lifts</b>	<b>147</b>
<b>GES Payment Policy</b>	<b>148</b>
<b>GES Terms and Conditions of Contract</b>	<b>149</b>
<b>Additional Service Order Forms</b>	<b>152</b>
<b>Audio Visual</b>	<b>153</b>
<b>Computer Rentals</b>	<b>159</b>
<b>Floral Brochure</b>	<b>162</b>
<b>Floral &amp; Plant Rental Form</b>	<b>168</b>
<b>Security</b>	<b>169</b>
<b>McCormick Place Technology Services</b>	<b>170</b>
<b>Order and Payment Summary Form</b>	<b>182</b>
<b>Internet Services Order Form</b>	<b>183</b>
<b>Wireless Access Point Waiver Form</b>	<b>184</b>
<b>Telephone Cable Services Order Form</b>	<b>185</b>
<b>Communication Services Labor Ticket</b>	<b>186</b>
<b>Floor Plan Template</b>	<b>187</b>
<b>Exhibitor Bill of Rights</b>	<b>196</b>
<b>NRF/ Lozier Store Fixture Rentals</b>	<b>199</b>
<b>Guidelines for Display</b>	<b>228</b>
<b>Linear Booth and Corner Booth</b>	<b>231</b>
<b>Perimeter Booth</b>	<b>232</b>
<b>End-cap Booth</b>	<b>233</b>
<b>Peninsula Booth</b>	<b>234</b>
<b>Split Island Booth</b>	<b>235</b>
<b>Island Booth</b>	<b>236</b>
<b>Extended Header Booth</b>	<b>237</b>
<b>Other Important Considerations</b>	<b>238</b>
<b>Issues Common To All Booth Types</b>	<b>239</b>
<b>Advisory Notes To Exhibition Organizers</b>	<b>242</b>

071600377

072417

# Show Organizer Information and Forms





**2017 FALL REUNION**

**IMPORTANT DATES AND TIMES**

- June 16, 2017** Exhibitor Invoicing site open on Exhibitor Resource Center
- June 16, 2017** Exhibitor Services Manual available online
- August 2, 2017** Deadline to assign names & credit cards to hotel block reservations (unassigned rooms will be dropped after this date)
- August 11, 2017** Deadline for payment of booth space on the Exhibitor Resource Center. (late fees will be applied after this date)
- August 22 – September 14, 2017** Advance Freight to arrive at off-site warehouse
- September 1, 2017** Deadline for ordering electrical
- September 1, 2017** Deadline for ordering carpet, furniture & labor from GES. **Please note that completing the invoice process and submitting payment to True Value for a package plan does not automatically generate orders for the GES services covered under that package plan. All exhibitors **must** complete their relevant package plan order form in the exhibitor kit by the advance order deadline in order to receive the carpet, furniture, electrical and labor they are eligible for under their package plan at no charge. Exhibitors that have not completed the invoice process, had their complete booth payment processed and submitted their relevant package plan order forms prior to the advance order deadline will be charged at applicable kit rates.**
- September 6, 2017** Deadline to reserve hotel rooms under True Value's guaranteed lowest rates
- September 18, 2017** Deadline for ordering complimentary badges; on-site registration is \$20 per badge
- September 23 – 24, 2017** Direct to Show site deliveries accepted.
- September 23 – 24, 2017** Exhibit Floor set-up for Exhibitors and Exhibitor Appointed Contractors (EAC)  
Hours: 8:00 AM to 5:00 PM.  
  
The GES Exhibitor Service Desk opens daily at 7:30 AM. If you are utilizing GES Labor Services, please be sure to arrive at the GES Labor Desk fifteen minutes prior to the designated time. **Labor is not automatically dispatched to booths. All exhibitors must confirm and check their labor in and out with GES. Please see the Exhibitor Service Manual for more information.**
- September 25 – 27, 2017 (Monday through Wednesday)**  
**Monday, September 25, 2017**  
Floor and Exhibitor Required Hours: 7:00 AM to 4:00 PM  
  
**Tuesday, September 26, 2017**  
Members Hours: 7:00 AM to 7:00PM  
Floor and Exhibitor Required Hours: 8:00 AM to 5:00 PM  
  
**Wednesday, September 27, 2017**  
Members Hours: 7:00 AM to 4:00 PM  
Floor and Exhibitor Required Hours: 8:00 AM to 4:00 PM  
  
Exhibitor and EACs are welcome to be on the floor one hour before open:  
Monday - Wednesday
- September 25, 2017** Welcome Reception (Members, Associates and Exhibitors)
- September 27 – 28, 2017** Dismantling for Exhibitors and Exhibitor Appointed Contractors:  
Wednesday: 4:00 PM to 10:00 PM  
Thursday: 8:00 AM to 12:00 PM

**DATES ARE SUBJECT TO CHANGE**



***2017 Fall Reunion***

***Exhibitor Rules & Regulations***

***Monday, September 25 to  
Wednesday, September 27, 2017***

***McCormick Place - West***

***Chicago, IL***

**DATES ARE SUBJECT TO CHANGE**

## Table of Contents

Page 3	Important Dates and Times
Page 4 – 5	General Information
	Order Deadline
	Order Form Instructions
Page 6 - 7	International Member Direct Ship Order Information
Page 8	Badge Information
Page 9	Cancellation Policy
	Exclusive and Official Contractors
Page 10	Liability Insurance Information
Page 11	Important Information Regarding Tents and Hazardous Materials
Page 12	<b>ALL PLANS INCLUDE</b>
Page 12 – 14	Explanation of Package Plan A
Page 16	Explanation of other Package Plans
Page 17	Explanations of Size and Height of the Booth
	In-Line Exhibits
	Peninsula Exhibits
	Cross Aisle Exhibits
Page 18	Exceptions and Signs
Page 18	Member Purchase
Page 19 - 23	General Conditions
	Installation Deadlines
	Unclaimed Space
	Merchandise Removal Passes
	No Children during Set-up and Dismantling
	Wi-Fi Policy
	No Promotional Literature on Reunion Carts
	Liability and Indemnification
	Violations
	Amendments
	Miscellaneous

**DATES ARE SUBJECT TO CHANGE**



**2017 FALL REUNION**

**IMPORTANT DATES AND TIMES**

<b>June 16, 2017</b>	Exhibitor Invoicing site open on Exhibitor Resource Center
<b>June 16, 2017</b>	Exhibitor Services Manual available online
<b>August 2, 2017</b>	Deadline to assign names & credit cards to hotel block reservations (unassigned rooms will be dropped after this date)
<b>August 11, 2017</b>	Deadline for payment of booth space on the Exhibitor Resource Center. (late fees will be applied after this date)
<b>August 22 – September 14, 2017</b>	Advance Freight to arrive at off-site warehouse.
<b>September 1, 2017</b>	Deadline for ordering electrical
<b>September 1, 2017</b>	Deadline for ordering carpet, furniture & labor from GES. Please note that completing the invoice process and submitting payment to True Value for a package plan <b>does not automatically</b> generate orders for the GES services covered under that package plan. All exhibitors <b>must</b> complete their relevant package plan order form in the exhibitor kit by the advance order deadline in order to receive the carpet, furniture, electrical and labor they are eligible for under their package plan at no charge. Exhibitors that have not completed the invoice process, had their complete booth payment processed and submitted their relevant package plan order forms prior to the advance order deadline will be charged at applicable kit rates.
<b>September 6, 2017</b>	Deadline to reserve hotel rooms under True Value's guaranteed lowest rates
<b>September 18, 2017</b>	Deadline for ordering complimentary badges; on-site registration is \$20 per badge
<b>September 23 – 24, 2017</b>	Direct to Show site deliveries accepted.
<b>September 23 – 24, 2017</b>	Exhibit Floor set-up for Exhibitors and Exhibitor Appointed Contractors (EAC) Hours: 8:00 AM to 5:00 PM.  The GES Exhibitor Service Desk opens daily at 7:30 AM. If you are utilizing GES Labor Services, please be sure to arrive at the GES Labor Desk fifteen minutes prior to the designated time. Labor is not automatically dispatched to booths. All exhibitors must confirm and check their labor in and out with GES. Please see the Exhibitor Service Manual for more information.  Exhibit construction must be completed by 12:00 PM, Sunday, September 24, 2017
<b>September 25 – 27, 2017 (Monday through Wednesday)</b>	<p><b>Monday, September 25, 2017</b> Floor and Exhibitor Required Hours: 7:00 AM to 4:00 PM</p> <p><b>Tuesday, September 26, 2017</b> Members Hours: 7:00 AM to 7:00PM Floor and Exhibitor Required Hours: 8:00 AM to 5:00 PM</p> <p><b>Wednesday, September 27, 2017</b> Members Hours: 7:00 AM to 4:00 PM Floor and Exhibitor Required Hours: 8:00 AM to 4:00 PM</p> <p>Exhibitor and EACs are welcome to be on the floor one hour before open: Friday - Sunday</p>
<b>September 25, 2017</b>	Welcome Reception (Members, Associates and Exhibitors)
<b>September 27 – 28, 2017</b>	Dismantling for Exhibitors and Exhibitor Appointed Contractors: Wednesday: 4:00 PM to 10:00 PM Thursday: 8:00 AM to 12:00 PM

**DATES ARE SUBJECT TO CHANGE**



2017 FALL REUNION  
September 25 – September 27, 2017  
McCormick Place - West  
Chicago, IL

### Invitation

You are invited to present your products at the True Value Fall Reunion. Exhibit booth space has been reserved for you. Please log-into Vendors Online ([vendor.truevalue.com/vol](http://vendor.truevalue.com/vol)). Enter the appropriate username and password. In the Blue Bar, choose “Reunion”. Click on “2017 FALL REUNION”. Click on the link for “Exhibitor Resource Center” to access all important reunion instructions and documents. Payment must be received by **Friday, August 11, 2017** to avoid fees and penalties. **Not responding does not relieve you of your space or financial commitment for the upcoming Reunion.**

Throughout this agreement *Exhibitor* shall include, but not be limited to, manufacturers, manufacturers' representatives, representatives, vendors or any other individual being recognized as a representative of an Exhibitor.

True Value Reunions are buying events. Exhibitors are requested to have knowledgeable and experienced representatives working the Reunion to help Members with their ordering and to answer any questions they may have about your products and programs. It is important that your representatives understand the True Value Company's operation and are prepared to write orders according to our requirements.

### Official Service Contractor

The True Value Company has contracted with a third party, GES (hereinafter referred to as it *Official Service Contractor*), to provide all services set forth in the specifications and contract terms, for all space rental plans. The True Value Company's contract with its Official Service Contractor provides that all orders for material and labor must be requested, by you, in accordance with specific deadline dates noted on each order form in the On-Line Exhibitor Services Manual. **Exhibitor's failure to submit orders by deadline dates, for whatever reason, will result in additional charges to the Exhibitor.**

For general information on GES please visit their website at [www.ges.com](http://www.ges.com).

### On-Line Exhibitor Services Manual

The Official Online Exhibitor Services Manual will be available on the Exhibitor Resource Center approximately **June 16, 2017**. GES, our Official Service Contractor, will only process orders when all booth fees, including, but not limited to late fees – if applicable – have been paid. The Official Online Exhibitor Services Manual will contain all the order forms necessary for any service you may require. You must order services through the Official Online Exhibitor Services Manual. Ordering outside the Official Online Exhibitor Services Manual may result in missed deadlines and additional non-refundable charges.

### Samples

Your True Value Product Merchant will assist you in the selection of sample merchandise for display. Shipping instructions are detailed in the online On-Line Exhibitor Services Manual at the new “Exhibitor Resource Center”. Expediting of samples is the sole responsibility of the Exhibitor.

Samples are for display purposes only. For security reasons no samples are to be sold to, traded with, or offered to True Value Company employees, exhibit hall employees, or other Exhibitors. **Arrangements can be made to sell and ship your samples to True Value Company Members ONLY. These arrangements will be between the exhibitor and purchasing Member. See the Manufacturer's Sales form located in your On-Line Exhibitor Services Manual.**

### Order Forms

Seasonal and non-Seasonal order forms will be in green books.

**DATES ARE SUBJECT TO CHANGE**

**Member Order Deadline Date:**

Sunday October 15, 2017

**Direct Ship**

White books and Pink Generic Forms - Blank forms (pink) are available at your Product Merchant's booth. Please review the following Direct Ship order instructions. Costly errors and delays can result from failure to properly enter all necessary information on direct ship orders.

**Order Form Instructions**

Most Members are supplied with **Blue** pre-approved credit labels. Please use these labels if offered by the Member. **Not all Members receive pre-approved credit labels, so please do not ask for them.** The remainder of the Members will be provided with white shipping labels that are not credit approved. Order approval for white labeled orders can be obtained on the Exhibitor Resource Center. Member numbers with the "SR" or "FR" code, help identify current Reunion orders. As an example, a complete Member number would read FR-99999-9. Other necessary information for all orders include: your company name, address, date of order, merchandise department alpha code, Member's routing instructions, requested shipping date and Member's signature.

The body of the order lists all line items with the appropriate cost by item. Please enter the approximate total dollar amount for the order in the appropriate space. Some Members will provide you with a computer generated order, please accept these orders "as is" and do not transfer to your order form. If necessary, you may attach your form to the order for proper shipping and dating information.

Orders received with a **Blue** pre-approved credit label may be processed immediately by the Exhibitor. All other orders without these labels must obtain order approval at the Exhibitor Resource Center.

Many Members request a copy of their order for their records. The copiers at the Order & Information Desk are for Member use only. Exhibitors must use the services of the business center in the McCormick Place - West Convention Center.

**Ordering Recommendations**

The True Value Company recommends that you only accept orders from Members representing their own stores. Taking orders from Members representing another Member's store or from an Associate representing a Member's store is done at the Exhibitor's own risk.

**Invoicing and Shipment of Reunion Direct Ship Orders**

Ship merchandise directly to our Members per the instructions on the order. Please use the Member's recommended freight carriers. Also, please comply with Member's shipping date requests. Shipment of merchandise on a schedule other than what the Member has requested will result in excess charges being added to your account. Clearly show the Member's name, address and purchase order number on all shipping labels and packing slips. Members outside the continental U.S. may request other documentation, please comply with their requests.

True Value Company requires that all invoices are transmitted using Electronic Data Interchange (EDI) or through True Values vendor website located on Vendors Online. Information required to be transmitted on each invoice is Member's name, address, complete Member number, purchase order number, agreed upon dating terms and your company's True Value Accounts Payable Number. Invoices not submitted via the above formats will be returned to the Vendor for proper submission. Any paper invoices processed by True Value Company on the Vendors behalf will be debited a non-compliance charge of \$25.00 per invoice.

**DATES ARE SUBJECT TO CHANGE**

## ***Pages 6 and 7 refer to International Member Orders only***

### **International Member Direct Ship Orders**

*To clarify some of the ground rules as they pertain to shipping product to our International Members.*

*Please be advised that because True Value Company is not a party to international direct ship transactions, True Value Company must no longer be listed as the US Principal Party in Interest on the export documentation. We will continue to be the "Bill To" party, responsible for payment to the U.S. Vendor, but should not be listed as the "Sold To" party. The vendor of record for the sale must be listed as the USPPI (shipper/exporter) on all direct ship transactions to international members.*

*We have updated our Vendor Buying Agreement and these requirements are clearly explained to help your company understand how to do business with True Value Company and its many diverse members.*

*To ensure smooth and accurate handling of international orders, please read and follow these guidelines:*

### **Member Number**

*All orders should be shipped and invoiced based on the Member number that was provided on the address label. International Members have multiple locations and a Member number may have been assigned for each of these locations.*

### **Purchase Order Number**

*All orders require a purchase order number. Please refrain from using the Member number as the purchase order number. The Member will provide you with a purchase order number. If the Member does not supply a purchase order number please ask them for one. If the Member is placing an order with multiple ship dates, please separate each ship date with a different purchase order number.*

### **Ship Date**

*All orders need a specific ship date. Please do not accept ASAP or AT ONCE; an actual date needs to be assigned to each order.*

### **Back Orders/Ship "As Is"**

*Ask the Member if they want (1) order shipped complete; even if this does not conform to the requested ship date, (2) Ship "As Is", cancel all back orders, (3) confirm if there is a final cutoff date for shipment (i.e. seasonal goods ship by (date) or cancel order).*

### **Late Shipments**

*Orders shipped after the assigned ship dates need to be communicated and approved by the Member prior to shipping the order. This is imperative as the lead-time on shipments from the Members freight forwarder could be 5-9 weeks. Your new availability date could severely impact the retail sales plan for the Member.*

### **Freight Forwarder Information**

*Verify that the freight forwarder address on the address label matches the address in your company's database. Shipment sent to an incorrect address will be returned or rerouted at your expense.*

### **Do Not Send Any Freight Collect**

*Freight forwarders are third party contracted by the Member and they will not accept "collect" freight. If an order does not qualify for prepaid freight, then you will need to ship on a pre-pay and add basis.*

### **Cash Spiffs**

*Some Members prefer to receive the spiff amount deducted off the invoice. If the Member is requesting deduction from invoice, make a notation on the order, sign and date the form. Members pay duty on gross invoice amount; hence the deduction is preferred by most.*

### **Special Agreements**

*If special agreements are made on an order; additional terms, international pricing, free merchandise, spiff deduction, discounts please indicate what the special agreement is, sign and date the form. This is vital and the International Member has been instructed to ask this from you.*

**DATES ARE SUBJECT TO CHANGE**

### **Hazardous Material**

*You need to comply with applicable hazardous materials regulations (49CFR, §100-185). Hazardous Materials Regulation (49CFR, §§171-173) specifies requirements for the safe transportation of hazardous material in commerce by rail car, aircraft, vessel, and motor vehicle. If shipment is made to a Member's US freight forwarder, you are responsible to issue documentation (IMO dangerous goods declaration), package and label goods to conform with both highway and vessel requirements. It is imperative that the materials are packaged, marked and labeled in accordance with prescribed specifications for transportation by vessel (Ref: §§172, 173, 176 and the IMDG code).*

### **Country of Origin**

*The product country of origin must be clearly identified for each item on the packing list and/or invoice.*

### **Special Regulations**

*Please note that many countries have special regulations for importing product. It is important that you research the regulatory requirements of the Country of Destination or ask the Member if there are any regulations such as wood packaging materials, safety certificates, restricted items, etc. that may cause your product to be rejected or fined as it passes through the inspection process.*

*Thank you in advance for your cooperation. Please feel free to contact any of the following True Value associates if you have any questions concerning the support of our International Members:*

*Gabriel Fuentes Perez, International Business Manager [Gabriel.Perez@TrueValue.com](mailto:Gabriel.Perez@TrueValue.com)*

*Maria Gonzalez, International Product Merchant [Maria.Gonzalez@TrueValue.com](mailto:Maria.Gonzalez@TrueValue.com)*

**DATES ARE SUBJECT TO CHANGE**

## Badges

The official True Value Reunion badge will only be issued to Exhibitors with booth space **assigned** by their True Value Company Product Merchant and booth fees that are **paid in full**. **Once your booth payment is processed, the designated contact person for your group will receive a link via email with badge ordering instructions.** Please note, at times the payment process may take 5-7 business days. Badges must be worn whenever a representative is on the exhibit floor. Business cards or badges modified in any way are not acceptable. All badges and badge holders will be picked up onsite at the Reunion. **Badges are free of charge if ordered prior to September 18, 2017.** An e-mail with how to print your badges on site will be distributed in September. Exhibitors are not entitled to guest badges and the True Value Company reserves the right to decline making a badge.

*For questions or correspondence: [TrueValueExh@experient-inc.com](mailto:TrueValueExh@experient-inc.com) or call 1-844-331-6338 or 1-847-996-5821.*

**ANY BADGE ISSUED ON SITE WILL INCUR A \$20.00 CHARGE, PAYABLE BY CASH OR CHARGE ONLY, NO EXCEPTIONS.**

Please be aware of the following Exhibitor badge policies. Absolutely no exceptions will be made to any of the following:

- **Badges from past Reunions cannot be reused.**
- **Only True Value badge holders may be used.**
- **Exhibitors will not be allowed on the Exhibit floor without a badge.**
- **Lost badges or badges left in your booth are subject to the \$20.00 charge.**
- **Exhibitors will not be paged on the exhibit floor.**
- **After September 18, 2017 Exhibitor personnel will have to register on-site at a charge of \$20.00 per badge.**
- **Exhibitor Appointed Contractors will not be allowed on the Reunion floor with an exhibitor badge. They must check in at the McCormick Place - West Convention Center Security Desk and ask for a wristband.**

## Schedule

Set-up	September 23 - 24, 2017
Reunion	September 25 - 27, 2017
Dismantling	September 27 - 28, 2017

Each day during the Reunion, Exhibitors will be permitted to enter the Reunion floor one hour before the scheduled Exhibitor hours. If for any reason a properly badged Exhibitor or representative desires to enter the Reunion floor before the scheduled time, or after closing hours, a written request specifying the reason and giving names of persons who will enter the Reunion floor, in accordance with such request, must be presented to show management for approval. Exhibitors receiving approval will be required to have an official security representative escort the group to the designated booth. All costs associated with admission during non-official Reunion hours, including but not limited to security, will be the responsibility of the Exhibitor.

## Early Move-In

**When applicable; courtesy early move-in will be available to all exhibitors from 1:00 to 5:00 PM on the day prior to formal set-up. *There are no guarantees that your freight and/or fixtures will be ready on this day.*** All warehouse freight is expected to be delivered by 8:00 AM, Saturday, September 23<sup>rd</sup>. The majority of all fixturing is expected to be completed by the end of the first day of formal set-up. See page 3 for further details and exact hours.

## Exhibit Space Floor Plan

The general configuration of the floor plan for this Reunion will be maintained by the True Value Company's Events & Meetings Department. The True Value Company reserves the right to modify the plan to accommodate space sales or, when necessary, to avoid conflicts. The True Value Company may relocate any booth at any time. If you do not agree with such relocation, full payment for exhibit space will be refunded; this is your sole remedy.

**DATES ARE SUBJECT TO CHANGE**

### Cancellations or Reductions

Changes or modifications to your Reunion Invoice cannot be accepted. All changes including company name, mailing or shipping addresses or number of booths reserved must come to the Events & Meetings Department through your True Value Company Product Merchant. **Changes or modifications sent directly to Events & Meetings will not be accepted or processed.**

Changes, cancellations or reductions of your exhibit space must be made in writing to your True Value Company Product Merchant a minimum of 30 days prior to the commencement of the Reunion. Changes, cancellations or reductions made less than 30 days before the commencement of the Reunion shall be in default of this Agreement and not accepted.

Any exhibit space not manned during the entire Reunion and any "no shows" will be treated as a cancellation. There will be no refund and all space contracted for must be paid in full. In addition, you will lose all rights towards space assignment in future Reunions.

The True Value Company may cancel this Agreement, with or without cause, or upon the happening of events beyond its reasonable control that makes performance impossible or impractical. The True Value Company reserves the right to alter, reduce, or redistribute allocated space upon reasonable cause, or upon the happening of events beyond its reasonable control that render previous space allocation impossible or impractical. In the event of such cancellation or reduction, the True Value Company agrees to negotiate, in good faith, toward refund, reduction, or alternate application of the sums paid by you as rental fees.

### Exclusive Contractors

The McCormick Place Convention Center has signed exclusive contracts with several service providers. You will not be permitted to use any other contractor for: **telephone, electrical, material handling, or food service.**

### Food Service

Concession stands and/or convention center restaurants will be open for the use of Exhibitors. Exhibitors cannot and will not accept lunch tickets from Members (for True Value Company) meal functions.

### Official Contractors

In the best interest of the exhibitors, the True Value Company has selected certain firms as official contractors for various convention services. If you, the Exhibitor, have contracted with any firm other than those appointed by the True Value Company, you must inform GES, of the name of the contractor you have selected, and the services contracted for, no later than 30 days prior to move-in and set-up of your exhibit. These companies include, but are not limited to installation and dismantle (I&D) companies, sound and lighting firms, production or promotion firms, or any person or firm providing direct services to the Exhibitors. **In addition, it is your responsibility to inform your contractor that all Exhibitor Appointed Contractors are required to provide proof of liability/compensation to GES.** See the Exhibitor Appointed Contractor Form in the On-Line Exhibitor Services Manual. Since the True Value Company is providing Exhibitors with a package, (Plan A), which includes labor, through the Official Service Contractor, GES, Exhibitor Appointed Contractors can only supervise the set-up and dismantling of the booth. All working labor will be hired through GES, unless the work is to be done by full time employees of the exhibiting company. Exhibitor Appointed Contractors will not be allowed on the Reunion floor with an Exhibitor badge. They must check in at the McCormick Place – West Convention Center Security Desk, to pick up their wristband.

**DATES ARE SUBJECT TO CHANGE**

**All contractors must show proof of the following:**

- Commercial General Liability Insurance (and/or Automobile Liability Insurance, if necessary) with a minimum of \$1 million per occurrence limit. **Global Experience Specialists, Inc. (GES) (Official Service Provider), True Value (Show Management), True Value 2017 Spring / Rental Reunion (Show) and McCormick Place - West Convention Center (Facility) as additional insureds on a primary and non-contributory basis must be named as Additional Insured.** *Failure to provide written notification or the required Certificate of Insurance means the Exhibitor Appointed Contractors will not be allowed on the Reunion Floor.*
- Evidence of Workers' Compensation Insurance with statutory limits and Employer's Liability Insurance with minimum limits of \$100,000 per accident.
- Thirty (30) days written notice to GES in the event of cancellation or material change in coverage.

Failure of the Contractor/Exhibitor to obtain or maintain the above coverage shall be sufficient cause to terminate any contract. If you have any questions concerning insurance requirements, please call 800-472-2098.

All Exhibitor Appointed Contractors must obtain a wristband from the McCormick Place – West Convention Center Security Desk. **Issuing exhibitor badges to Exhibitor Appointed Contractor is strictly prohibited.**

**Send Certificates of Insurance to:**

**GES  
6800 Santa Fe Drive  
Hodgkins, IL 60525**

**Phone: 866-329-1437  
Fax: 630-339-7310**

**Independent Contractor / Exhibitor Appointed Contractor (EAC) Hours:**

**September 23– 24, 2017- Set-up**

8:00 AM to 5:00 PM

**September 25 - 27, 2017 - Show Days**

6:00 AM TO 8:00 AM

**September 27 - 28, 2017 - Dismantling**

Wednesday – 4:00 PM to 10:00 PM

Thursday - 8:00 AM to 12:00 PM

**DATES ARE SUBJECT TO CHANGE**

### Exhibit Space Rental Plan Options & Fees

The amount of space listed on the Invoice for Exhibit Space has been established upon receipt and review of the Booth Commitment Form submitted to each Merchandising department. Any changes or modification needed must be made through your True Value Company Product Merchant.

All prices stated are per 10' x 10' exhibit space. If your Invoice for Exhibit Space has multiple plan options, you must choose one plan. All booths within an assigned exhibit space must have the same plan. You cannot mix plans within an assigned space or department.

Your Invoice for Exhibit Space also states the date that your payment is due. In order to avoid late fees and penalties, your payment must be **received** by the date listed on page 3.

Your Exhibitor Services Manual will be **available on-line**. **Please note that orders for services, i.e. furniture, electrical, etc., will not be processed until ALL booth fees have been paid in full.** This manual contains all of the forms for ordering services and complete instructions for your participation. Please review these forms and instructions carefully. **Please note that completing the invoice process and submitting payment to True Value for a package plan does not automatically generate orders for the GES services covered under that package plan. All exhibitors must complete their relevant package plan order form in the exhibitor kit by the advance order deadline in order to receive the carpet, furniture, electrical and labor they are eligible for under their package plan at no charge. Exhibitors that have not completed the invoice process, had their complete booth payment processed and submitted their relevant package plan order forms prior to the advance order deadline will be charged at applicable kit rates.**

Failure to submit the correct booth space payment will prohibit release of your On-Line Exhibitor Services Manual and may result in additional late fees and penalties.

### IMPORTANT INFORMATION REGARDING COVERED DISPLAYS

Always check with The Convention Center for Fire Marshal Rules and Regulations/Policies and Fees regarding covered displays inside or outside The Convention Center such as; but not limited to; canopies and tents!!!!

### IMPORTANT INFORMATION REGARDING MERCHANDISE

Please note that items containing hazardous chemicals and materials, including but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gasses, and chemicals (including oxidizers) are not allowed to be displayed at any True Value Company Reunion.

Please use empty containers, bags or cans when displaying any of these types of products.

**All empty crates, boxes, display cases must be tagged for empty storage!!**

**Nothing is to be stored behind booth!!**

DATES ARE SUBJECT TO CHANGE

## **ALL PLANS**

*Plans A, N, and R include: Black draped back wall: 8-feet high; black draped side wall; 3-feet high from back wall to the aisle. (1) 17-inch by 11-inch booth sign with the Exhibitor's company name and booth number as stated on the invoice. Booth carpet covering - One (1) 10-foot by 10-foot - provided for each 10-foot by 10-foot space rented. Plans N and R receive gray carpet. Plan A receives choice of 5 different colors. All Package Plan Order Forms must be submitted by September 1, 2017 in order to receive carpet at no additional charge. Nightly booth cleaning (vacuuming only). Plan A receives a 5AMP outlet at no additional charge if ordered by September 1, 2017. Actual wattage may vary to accommodate convention center offerings.*

**Please note that orders for services, i.e. furniture, electrical, etc., will not be processed until ALL booth fees have been paid in full.** This manual contains all of the forms for ordering services and complete instructions for your participation. Please review these forms and instructions carefully. **Please note that completing the invoice process and submitting payment to True Value for a package plan does not automatically generate orders for the GES / Convention Center services covered under that package plan.** All exhibitors **must** complete their relevant package plan order form in the exhibitor kit by the advance order deadline in order to receive the carpet, furniture, electrical and labor they are eligible for under their package plan at no charge. Exhibitors that have not completed the invoice process, had their complete booth payment processed and submitted their relevant package plan order forms prior to the advance order deadline will be charged at applicable kit rates.

## **COMPREHENSIVE PLAN A**

### **Services Included In Rental Fee**

The True Value Company has included in the exhibit rental fee for Comprehensive Plan A: standard draped booth, standard furniture, installation and dismantling labor during straight-time hours, freight handling, cleaning and electrical. These services are subject to the conditions governing each, and will be made available for purchase to all Exhibitors.

### **A. Standard Booth**

1. Black draped back wall: 8-feet high; black draped side wall: 3-feet high from back wall to the aisle.
2. Material Handling - Unlimited, to include 30-days storage of crated/boxed warehouse shipments prior to the Reunion move-in date for shipments received **Monday, August 22, 2017 – Wednesday, September 14, 2017**. See material handling forms in the On-Line Exhibitor Services Manual for direct ship details.
3. One (1) 17-inch by 11-inch booth sign with the Exhibitor's company name and booth number as stated on the invoice.
4. Carpet covering - One (1) 10-foot by 10-foot (your choice of 5 different colors) carpet is provided for each 10-foot by 10-foot space rented.

The Exhibitor may use its own carpeting if:

The carpeting will arrive with the freight; and it will not cause a delay in setting up the exhibit.

If you ship your carpeting without notification and request that it be installed, you will be charged for the installation as well as the removal of the contractor's carpet. The above will be provided without need for specific orders unless you are requesting the use of your own carpeting.

1. Classic furnishings to include Three (3) skirted tables (30" high) or counters (42" high) (your choice of 5 different colors, if color is not specified blue will be provided), Two (2) plastic contour chairs or padded stools and wastebaskets. These must be confirmed by **Friday, September 1, 2017 to receive no charge discount** by using the Package Plan A Order Form found only in the On-Line Exhibitor Services Manual. **You must use all furniture that you order in advance. Order carefully because you will be charged for any furniture ordered, but not used.**
2. Nightly booth cleaning (vacuuming only).
3. One 500 watt outlet, not including labor or lighting. This must be confirmed by **Friday, September 1, 2017** by using the Package A Electrical Order Form found only in the On-Line Exhibitor Services Manual. Actual wattage may vary to accommodate convention center offerings.

**DATES ARE SUBJECT TO CHANGE**

4. Installation and dismantle labor for exhibit up to six (6) total straight-time man-hours. This must be ordered by **Friday, September 1, 2017**, using the Package Plan A Order Form found only in the On-Line Exhibitor Services Manual.

## **COMPREHENSIVE PLAN A (Continued)**

### **B. Furniture**

Booth furnishings are described on forms in the On-Line Exhibitor Services Manual. Keep in mind that regardless of your booth plan, you **MUST** complete the Package Plan Order Form by the deadline date to avoid penalty charges.

1. Each exhibiting firm is required to confirm all its furniture by **Friday, September 1, 2017 to receive discount**, using the Package Plan A Order Form found only in the On-Line Exhibitor Services Manual.
2. **Any exhibiting firm failing to confirm furniture by the deadline date will be billed for furniture thereafter at the standard rates listed in the On-Line Exhibitor Services Manual.**
3. All furniture ordered during the move-in period of the Reunion will also be billed directly to the exhibiting firm at the listed rates.
4. All orders must be on official forms.

### **C. Installation and Dismantling Labor**

Exhibitor's freight must be received per instructions in the On-Line Exhibitor Services Manual. The Exhibitor will supervise the set-up and dismantling of the exhibit unless the Exhibitor orders supervisory services from the Official Service Contractor and pays the appropriate fees. Labor hours can only be used for the assigned Exhibitor and not transferred to another exhibiting company. Please refer to the On-Line Exhibitor Services Manual.

1. **All exhibit construction must be completed by 12:00 PM, Sunday, September 24, 2017, so that the aisle carpeting can be laid that evening. Product placement and marking must be completed by 5:00 PM, Sunday, September 24, 2017. Your exhibit must be Reunion ready when you leave, no work will be allowed on Monday, September 25, 2017.**
2. All labor required, will be provided by the Official Service Contractor, unless the work is to be done by full-time employees of the exhibiting company, **if the display can be installed by one person in less than 30 minutes without the use of tools.** Agents of the Exhibitor or non-official contractors may only supervise the installation and dismantling of any display.
3. Exhibitor Appointed Contractors or non-official contractors must provide a **Certificate of Worker's Compensation Insurance** before they are permitted on the Reunion floor. Also, the Exhibitor must inform the GES of any non-official contractor by submitting the Exhibitor Appointed Contractor Form provided in the On-Line Exhibitor Services Manual. These contractors must provide company identification and pick up their wristbands from the McCormick Place - West Convention Center Security Desk.
4. **If an Exhibitor's representative does not arrive by 12:00 PM, Sunday, September 24, 2017, the True Value Company, at its option, may order the exhibit to be erected and have the Official Service Contractor charge the appropriate fees to the Exhibitor.** Neither the True Value Company, nor anyone acting at its direction in this regard, shall be responsible for the results to any exhibit so erected, or for damage to the exhibit. This will also apply if no instructions or drawings have been provided for the installation. If the True Value Company exercises this right and the Exhibitor thereafter desires any modifications to the exhibit as so erected, said modification which requires the expenditure of any labor shall be at the Exhibitor's additional expense, and shall be carried out by employees of the Official Service Contractor.
5. The following services are not included as part of the package installation and dismantling labor and are at additional expenses to the Exhibitor:
  - Preparations of display, (i.e., samples, exhibit material, unpacking product, and laying out of literature)
  - Painting, paper hanging, cutting, fitting, drilling, or other forms of construction of partially unfinished exhibits;
  - Installation of all sub flooring;

**DATES ARE SUBJECT TO CHANGE**

- Labor used in conjunction with power equipment (forklifts, high boys);
- Rigging labor for uncrating of machinery;
- Cleaning or wiping down of the display.

### **C. Installation and Dismantling Labor (continued)**

6. Bribes, tips or product work incentives are strictly prohibited. Exhibit hall labor is sufficiently compensated and the McCormick Place - West Convention Center has established a policy with labor unions working in the hall that will cause union employees to lose their jobs if they accept the offer of these incentives. We need your cooperation to maintain this ethical work environment.

### **D. Freight Handling**

All warehouse handling charges for shipments are included in the exhibit rental fee. Fees for all on-site shipments will be assessed, see Material Handling Form in the On-Line Exhibitor Services Manual for details.

- **Guidelines for Exhibitors that wish to handle their own freight at the McCormick Place - West Convention Center:**

Exhibitors may hand carry material provided they do not use any material handling equipment to assist them. When Exhibitors choose to hand carry materials, they will not be permitted access to the loading docks or freight door areas. Please see the ASUV Program found in the Service Manual (GES) on the Exhibitor Resource Center.

#### **Inbound**

For the purpose of tracking your shipment it is recommended that you consolidate or palletize your shipment. Some shipping services, such as UPS, will separate individual boxes which make tracing lost boxes difficult.

- **Crated Material**

Material must arrive at the specified warehouse at the address shown in the On-Line Exhibitor Services Manual no earlier than **Monday, August 22, 2017**. The Official Service Contractor will provide up to 30-days of free storage for crated material.

- **Crate Storage**

During the Reunion all empty boxes and crates, which are properly labeled for storage, will be stored by the Official Service Contractor and returned at the close of the Reunion. **No product will be sent to empty crate storage.** If you have extra product it must be stored in accessible storage, **there will be a storage charge.** See the Accessible Storage order form in the On-Line Exhibitor Services Manual for details and charges.

#### **Discount City Freight**

Any freight that an individual exhibitor sends in, regardless of final labeled destination, will have the weight/drayage credited to their exhibit booth and the rate plan they have chosen. Freight not properly labeled for its final destination will be subject to fork lift fees.

## **COMPREHENSIVE PLAN A (Continued)**

### **D. Freight Handling (continues)**

#### **Outbound**

- **Crated Material**

All exhibiting companies must designate a carrier. If the designated carrier does not call for the shipment at the scheduled time, the Official Service Contractor has the authority, without further clearance from the Exhibitor, to re-route the shipment in order to expedite removal of exhibit materials at the close of the Reunion.

**DATES ARE SUBJECT TO CHANGE**

### **E. Cleaning**

Included is nightly cleaning - vacuuming only of the exhibit area, this service need not be ordered. Exhibitors desiring additional cleaning services, such as a wipe down or porter service during exhibit hours must order these at their own expense. GES has the exclusive wipe down and cleaning services. No other cleaning services will be allowed on the exhibit floor.

### **F. Electrical**

One (1) 500 watt outlet, not including labor or lighting, per 10'x10' booth is included with this plan.

In order to avail itself of this service, the Exhibitor must:

- Complete and return the specific Package Plan A Electrical Form by **Friday, September 1, 2017** to receive **the no charge discount**, located in the new "Exhibitor Resource Center".
- Send detailed drawings outlining exact locations and specifics for electrical requirements.
- Actual wattage may vary to accommodate convention center offerings.

Electrical does not include the rental items or electrical labor for connecting product. **Any exhibiting firm failing to confirm electrical by the deadline date Friday, September 1, 2017, will be billed for electrical thereafter, at the standard rates listed.**

**[See Page 12 for Items Included in all plans](#)**

**DATES ARE SUBJECT TO CHANGE**

## **Limited Plan N – Niche & New Exhibitors Only**

### **Plan N Specific Highlights**

1. Material Handling - 200 pounds of crated/boxed warehouse freight, per 100 net square feet to include 30 days storage prior to the Reunion for shipments received **Monday, August 22, 2017 – Wednesday, September 14, 2017**. See Material Handling Form in On-Line Exhibitor Services Manual for direct ship details.
2. One 6' skirted table, 2- side chairs and 1 wastebasket and gray carpet.

## **Limited R – Rental Exhibitors Only**

### **Services Included in Rental Fee**

### **Plan R Specific Highlights**

1. One 6' skirted table, 2- side chairs and 1 wastebasket and gray carpet.

## **Limited N Plan for Toy Vendors Only**

### **Plan T Highlights**

1. Furnishings include 2 - 4' x 8' vertical pegboard with 25 straight hooks and 2 risers or 4 risers, 1 - 8' skirted table, and 2 - 6' skirted table, 2 side chairs, and 1 wastebasket. These must be confirmed by **Friday, September 1, 2017 to receive no charge discount** by using the Package Plan T Order Form found only in the On-Line Exhibitor Services Manual. **You must use all furniture that you order in advance. Order carefully because you will be charged for any furniture ordered, but not used.**

## **Chargeable Booth Services**

The following are services for which there will be additional charges to Exhibitors desiring them. They are not included in the basic rental fee, or in either Comprehensive Plan A or Limited Plans N, and R.

The True Value Company has arranged to have contractors available to render services, at Exhibitor's expense, for such items as: special signs, telephones, photographs, rental displays, audiovisual effects, plumbing and floral arrangements. The rental rates and order forms for these chargeable services are found in the On-Line Exhibitor Services Manual. Orders must be received in accordance with specified deadlines to avoid late charges or overtime rates. In all circumstances, orders entered on the first day of move-in will be subject to late charges or overtime rates. In no event will an Exhibitor be allowed to obtain any services from any contractor other than those selected by the True Value Company unless the exhibitor has previously obtained written permission from the True Value Company.

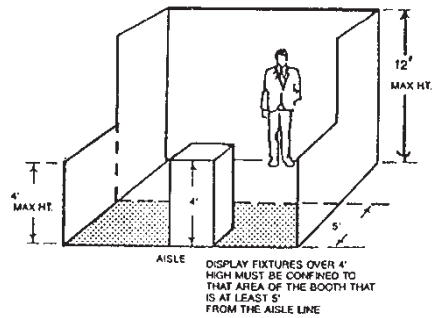
## **Booth Arrangement and Construction**

All exposed parts of the display must be finished and painted white so as not to be objectionable to other Exhibitors or to the True Value Company. All materials must conform to applicable local building, electrical, fire, safety, environmental codes, and other rules and regulations.

### **A. In-Line Exhibits**

Each exhibit will be confined to the spatial limits of its respective booth(s) as indicated on the floor plan. No part of any display or signage may be over 12-feet in height. The back one-half of the rented space may be occupied from the floor up to 12-feet in height; the front half of the rented space may be occupied from the floor up to 4-feet only. Equipment may exceed this 4-foot height provided it is not higher than 12-feet. Placement of equipment, product or framing must be done to maintain visibility through either side. Any gondolas or fixtures facing a neighboring display must be finished. If any unfinished portion of the booth is offensive to neighboring Exhibitors, or to the True Value Company, or if the display is unfinished, the exhibiting firm will be charged for additional draping.

**DATES ARE SUBJECT TO CHANGE**



(In-Line Exhibit Diagram)

**B. Peninsula Exhibits (Exhibits with four or more standard units back to back with an aisle on three sides.)**

Each exhibit will be confined to the spatial limits of its respective booths as indicated on the floor plan. No part of the display or signage may be over 12-feet in height. The outside of the display showing in a neighboring booth must be flush (no exposed framework) and properly masked. The True Value Company, at its discretion, reserves the right to have any display masked at the Exhibitor's expense.

**C. Cross Aisle Exhibits (Exhibits assigned across the aisle from each other.)**

Due to Fire and Safety Regulations, please be advised that banners, signage, arches, and any other obstacles are not allowed to protrude into or over any area that has been designated as an aisle. Arches are allowed only if the exhibitor has purchased the space and it is included on the Exhibitor Invoice, (for example an island or peninsula booth). If you have any questions please contact Brandon Sparling at 773-695-5170 or brandon.sparling@truevalue.com.

**Exceptions**

If you already have a display that you use for another trade show that does not comply with the aforementioned rules and regulations, but you would like to use for the Reunion, you must submit the printed plans to the address listed below and to your True Value Company Product Merchant for a written exception **no later than 30-days prior to set-up.**

True Value Company - Events & Meetings  
 Attention: Brandon Sparling  
 8600 W. Bryn Mawr Avenue  
 Chicago, IL 60631

Phone: 773-695-5170  
 E-Mail: brandon.sparling@truevalue.com

**Signs**

Due to the number of corporate department, and aisle banners hung by True Value, sign hanging will be **limited**. Signs are considered as display material and must conform to height limitations for display material as specified in each type booth. **Hanging signs or any other material from the ceiling or overhead structural elements of the exhibit hall may be permitted on an individual basis, based on size, weight, content and location. To obtain special permission for hanging signs you must present your specifications, as well as proposed location of the sign, no later than 45 days prior to the first day of set-up. If allowed, all costs associated with the hanging of said sign will be the sole responsibility of the Exhibitor.** Requests received less than 45 days prior to set-up will not be considered. Please forward your request to:

True Value Company - Events & Meetings  
 Attention: Brandon Sparling  
 8600 W. Bryn Mawr Avenue  
 Chicago, IL 60631

Phone: 773-695-5170  
 E-Mail: brandon.sparling@truevalue.com

**Member Purchases**

The following procedures must be adhered to if you plan to sell your Reunion samples / Reunion displays to a True Value Company Member:

**DATES ARE SUBJECT TO CHANGE**

1. All purchasing and selling of Reunion samples / Reunion displays is the sole responsibility of the Exhibitor and the Member. **Any, and all, applicable sales tax is the responsibility of the Exhibitor and the Member.**
2. The True Value Company cannot and will not assume any responsibility for the billing, shipping and / or security of any Reunion samples / Reunion displays.
3. All Reunion samples / Reunion displays, picked up or shipped must be accompanied by a Bill of Lading.
4. A Bill of Lading can be obtained at the GES Service Desk. You must return the completed Bill of Lading to the Member Purchase Booth, located on the Reunion floor, no later than 10:00 AM, Thursday, September 28, 2017. This will be the sole responsibility of the Exhibitor.
5. Due to insurance regulations and company policy, Members cannot and will not be allowed on the exhibit floor to pack, shrink wrap and/or label any Reunion samples / Reunion displays. **Do not give the Bill of Lading to Members.**
6. The choice of carrier will be the sole responsibility of the Member. The Member must notify the Exhibitor of the preferred carrier that they will be using. This information must be listed on each Bill of Lading.
7. Any Exhibitor who does not comply with the above requirements or gives their badge to a Member to defy the above rules will be banned from future True Value Reunions and have their product donated.
8. Any Exhibitor, who has sold his Reunion samples / Reunion Displays to a member and has not properly packed that merchandise, will be billed through GES at the applicable labor rates for the time spent packing.
9. If a Member agrees to buy your booth, you must send the Member to the Member Purchase Desk, to receive a Member Booth Purchase Log.

If you have questions regarding the above information, please contact Brandon Sparling at 773-695-5170 or [brandon.sparling@truevalue.com](mailto:brandon.sparling@truevalue.com). Onsite I can be located by going to the Member Purchase Desk.

**DATES ARE SUBJECT TO CHANGE**

## **General Conditions**

### **Installation Deadlines**

If installation of any exhibit has not started by **12:00 PM, Sunday, September 24 2017**, the True Value Company shall order the exhibit to be erected and the Exhibitor billed for all charges incurred. Neither the True Value Company nor anyone acting at its direction in this regard shall be responsible for the results to any exhibit so erected, or for any damage to the exhibit.

### **Unclaimed Space**

Any space not claimed and occupied or for which no special arrangements have been made prior to **12:00 PM, Sunday, September 24, 2017**, may be resold or reassigned by the True Value Company without any obligation on the part of the True Value Company for any damages, refund or alternative space whatsoever.

### **Contractor and Labor Coordination**

The Official Service Contractor will have control of all inbound and outbound traffic so as to prevent any congestion in the loading and unloading areas, in the aisles, and in any freight traffic pattern area. The Official Service Contractor will have complete control of all labor and scheduling and coordination of labor for the purpose of the orderly erection, management, and dismantling of the exhibit.

### **Subletting Booth Space**

Exhibitors may not assign, sublet, or apportion all or any part of the space allotted to their company, and may not advertise or display goods or services other than those manufactured, distributed, or sold by their company in the regular course of its business with the True Value Company.

### **Environmental Matters**

Before leaving the exhibit hall each exhibitor shall be solely responsible for the lawful labeling and removal of any and all hazardous material and waste. In no event shall the True Value Company be liable for the violation of any federal, state or local environmental laws or regulations.

**The U.S. Department of Agriculture's rules state that all wood materials (crates, wood pallets, etc.) must be either heat treated, or fumigated with Methyl Bromide to ensure wood insects aren't imported in packing materials.**

### **Guard Service**

Perimeter guard service is provided by the True Value Company on a 24-hour basis from move-in through move-out. Reasonable precautions should be taken by exhibitors to protect their property. The True Value Company shall not be responsible for the safety of persons or the protection of property. The True Value Company strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this Reunion, as well as during installation, Reunion dates, and dismantling. In no event shall The True Value Company be liable for any damage or loss.

### **Merchandise Removal Passes**

Merchandise Removal Passes will no longer be enforced at Reunions.

**The Reunion Carts are not to be used to aid in the removal of any items from the Reunion Floor.**

**DATES ARE SUBJECT TO CHANGE**

## **Exhibitor Representatives**

Each exhibiting company must provide an experienced and knowledgeable representative in its booth space during the open hours of the Reunion. Not more than four representatives for each 100 sq. ft. of booth space will be allowed in the booth at any one time. All representatives must be bona fide employees of the Exhibitor or representatives who receive commission, brokerage, or salary from the Exhibitor. The term "representatives" in the preceding sentence does not include those who maintain their own inventory of merchandise for resale.

Professional models may be hired and will be admitted to the Reunion floor only in business casual attire or costumes approved by the True Value Company, see Reunion dress code. False certification of individuals as an Exhibitor representative, misuse of Exhibitor badges, or any methods or device used to assist unauthorized individuals to enter the exhibit hall will be sufficient cause for expelling the violators from the Reunion, barring them from further entrance onto the Reunion floor, and/or removing the exhibit from the Reunion floor without obligation on the part of the True Value Company and without refund of any fees. The exhibiting firm, for itself, its employees, and its agents, waives all rights to any claim for damages against the True Value Company and its agents, out of the enforcement of any provision in this Agreement. In no event shall the True Value Company be liable for special, incidental or consequential damages.

Within the designated exhibit area, promotion of goods and services, or conducting of business related thereto, is limited to registered Exhibitors and Exhibitors' representatives and only for those goods and services registered for exhibit. All other such activity within the exhibit area is prohibited. Promotion activities in the aisles or public areas of the building are prohibited.

## **Children – During Set-up and Dismantling**

Insurance regulations require, and in the interest of safety and injury prevention, children less than 18 years of age will not be permitted on the exhibit floor during move-in and move-out. Show Management reserves the right to require proof of age prior to admission to the Reunion.

## **Reunion Dress Code**

The following are considered business casual dress: Suits, sport jackets and dress slacks, no ties required, collared golf or dress shirt with company logo, casual pants/skirt and blouse/shirt.

The following are not considered appropriate dress for the Reunion: jeans, mini-skirts, sweat suits, jean skirts, back-less dresses, shorts, stretch pants, sandals or sneakers. Non-compliance to the dress code is cause for removal from the Reunion.

## **Wi-Fi Usage Policy**

### **Wi-Fi Service Availability**

True Value has purchased Wi-Fi service on the exhibit floor to be used by the Members and Exhibitors. The free wireless should be used for Business purposes only. If faster connection speeds are needed for your booth's computers you should obtain Wired Internet access. To do this please use the forms listed in the online Exhibit Services Manual.

### **Other Wireless Restrictions:**

Exhibitors are requested not to set up their own wireless networks in their booths, which cause RF interference and causes connectivity issues for our Members Wi-Fi network. Please refrain from using the following devices on the exhibit floor:

- Mi-Fi Devices
- Wireless routers
- Mobile phones used as Mobile Hot Spots

Making sure your mobile phone has the Wi-Fi function disabled will also help cut down on RF interference.

### **Violations:**

Failure to adhere to this policy will risk participation in future events.

**DATES ARE SUBJECT TO CHANGE**

### **Donations to Habitat for Humanity**

If you wish to donate your display / samples to Habitat for Humanity, please complete the appropriate form located in your Exhibitor Services Manual. You can also pick-up a form and tags at the Member Purchase Desk. We have designated orange shrink wrap as automatic pickup for Habitat. Please do not wrap your outbound freight in orange shrink wrap.

### **Special Visual and Sound Effects**

Audio visual and other sound and attention-getting devices and effects will be permitted only in such intensity, as in the opinion of the True Value Company's Events & Meetings Director that it does not interfere with the activities of neighboring exhibitors or the True Value Company.

Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors or to the True Value Company.

### **Irregular Activities**

All business activities of the exhibitor at the exhibit hall must be within the exhibitor's allotted booth space. Products and services to be exhibited are to be listed in the product listing form; no other products or services may be exhibited. Exhibitor understands and agrees that the purpose of the True Value Reunion is for Exhibitor to display and sell products to True Value Company retailers. Any other third party business negotiations or product sales are strictly prohibited on the exhibit floor.

**True Value Company reserves the right at all times to determine in its sole discretion, what activities or exhibitor actions are appropriate in the allotted booth space as well as on the Reunion floor. Liquidators and other companies not invited to exhibit are not allowed on the Reunion floor. Exhibitor agrees to abide by all instructions, directions and requests by True Value Company or the convention center in order to ensure the safety, security and positive Reunion experience for all exhibitors, members and attendees.**

### **No promotional literature or other giveaway items can be placed on the Member Carts**

Noisemakers of any kind will not be permitted. All exhibitors distributing an approved "stick-on" may not place the "stick-on" on the attendees' badges. Sideshow tactics, or other undignified methods, considered by the True Value Company to be objectionable, are expressly prohibited in the exhibit hall. Demonstrations using professional models are subject to prior approval.

The True Value Company's Events & Meetings Department must approve drawings, raffles and lotteries prior to the Reunion. Distribution of refreshments or other products for consumption on the premises not manufactured by or specifically related to the product of the Exhibitor will not be permitted.

Where food products are permitted to be served, the preparation of such foods cannot cause odors considered by the True Value Company to be offensive or objectionable to registrants or other Exhibitors. **Due to exclusive catering contracts, all food and beverage samples must comply with the facility's guidelines set forth in the convention center's rules and regulations.**

### **Social Functions**

Social functions shall be scheduled at a time and place that will not interfere with activities scheduled by The True Value Company. Social functions in public areas, hotels or theater areas in the exhibit hall may be conducted by the exhibitor during non-exhibiting hours only with the advance written approval of the True Value Company's Events & Meetings Department.

All such social functions shall be handled on an invitation only basis; they shall not include blanket invitations to official bodies within the membership and it shall be made clear that these are non-official functions. All such social functions at which alcoholic beverages will be served may not start until after 7:00 PM, unless otherwise permitted by the True Value Company.

**DATES ARE SUBJECT TO CHANGE**

### **Liability and Indemnification**

Neither the exhibit facility, nor the True Value Company, nor the Official Service Contractor or contracted Security Co. will be responsible for loss of or damage to any property in storage, while in transit to or from the exhibit building, or while in exhibit building; nor injury or death to persons. All property of the exhibitor shall be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, and within the confines of the exhibit hall even though it may at any time be under the temporary control or direction of the True Value Company or its Official Service Contractor.

At the conclusion of the Reunion, the exhibiting company must surrender space occupied by it in the same condition it was in at the time the space was initially occupied. The exhibitor is responsible for all damage to the exhibit hall and for the defense, indemnity and payment of any and all claims, demands, and suits on account of any actual or alleged injury or death to an individual, or damage to property, actually or allegedly occurring in the exhibitor's booth space or elsewhere, in whole or in part, because of the acts or omissions of the exhibitor, its officers, employees, agents, licenses, invitees, or contractors.

Exhibitor agrees to defend, indemnify and hold harmless the True Value Company and its shareholders, directors, officers, employees, agents or representatives from and against any and all liability, costs, expenses, claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor.

The True Value Company, its shareholders, directors, officers, employees, agents or representatives shall not be liable for injuries to any person, for damage to property nor for injury or death to persons which damages, injuries or death may be claimed to be incident to or arising from or in any way connected with the exhibitor's occupation of display space or the acts or omissions of exhibitor's officers, employees, agents, servants, licenses, and invitees. In no event shall the True Value Company be liable to exhibitors for special, incidental, or consequential damages.

The exhibitor acknowledges that the exhibitor is responsible for obtaining insurance in such amounts as the exhibitor deems appropriate to comply with the exhibitor's responsibilities and obligations herein and for the exhibitor's own protection. Upon request the exhibitor shall provide the True Value Company with a Certificate of Insurance.

### **Violations**

Violations of any of these regulations on the part of the exhibitor, its employees, representatives, invitees, servants, licensees or agents shall be deemed a default of this Agreement and all monies paid and all exhibitor rights shall be forfeited. The True Value Company may re-enter and take possession of the space occupied by the exhibitor and remove all persons and goods at the exhibitor's sole risk and the exhibitor shall pay all of such expenses and all damages which the True Value Company may incur, and forfeit all exhibitor's rights and monies paid or due the True Value Company on account thereof. The exhibitor waives any right to written notice from the True Value Company of its intention to terminate this Agreement and repossess space occupied by the exhibitor by reason of such violation.

### **Inclusion and Reference to Specifications and Contract Terms and Master License Agreement with the McCormick Place - West Convention Center**

The exhibitor expressly agrees to be bound by all of the terms, conditions, and specifications resulting from the master license agreement with the True Value Company, McCormick Place Convention Center and the State of Illinois.

### **Amendments**

The True Value Company may at any time amend these terms, conditions and documents included herein by reference and each exhibitor shall be bound thereby. In the event of any amendments or additions to these regulations the True Value Company may, at its option, provide written notice to such exhibitors as may be affected by them. In addition, the True Value Company may post or publish notice of such amendments, as it may deem appropriate.

**DATES ARE SUBJECT TO CHANGE**

## Miscellaneous

The relationship established between the True Value Company and the exhibitor by this Agreement is that of a vendee to its exhibitor and nothing herein contained shall be deemed to establish or otherwise create a relationship of principal and agent between the True Value Company and the exhibitor. It is understood that the exhibitor is an independent contractor who cannot and shall not be deemed an agent of the True Value Company for any purpose whatsoever. Neither the exhibitor nor any of its agents or employees shall have any right or authority to assume or create any obligation of any kind, whether expressed or implied, on behalf of the True Value Company. The exhibitor shall make no warranties or representations on behalf of the True Value Company to customers or to the trade with respect to any of the products, except such as may be expressly approved in writing by the True Value Company.

The exhibitor acknowledges and agrees that any failure on the part of the True Value Company to enforce at any time, or for any period of time, any of the provisions of this Agreement shall not be deemed or construed to be a waiver of such provisions or of the right of the True Value Company thereafter to enforce each and every such provision.

In the event of any litigation between the parties hereto with respect to the Agreement, the prevailing party, (the party entitled to recover costs of suit, at such time as all appeals have been exhausted or the time for taking such appeals has expired), shall be entitled to recover reasonable attorney's fees, in addition to such other relief as the court may award.

This agreement shall be construed and enforced in accordance with the local law of the State of Illinois. The Parties hereby consent to and submit to the jurisdiction of the federal and state courts located in the State of Illinois, and any action or suit under this Agreement shall only be brought by the parties in any federal or state court with appropriate jurisdiction over the subject matter established or sitting in the State of Illinois. The True Value Company shall not be liable to exhibitors for compensation, reimbursement or damages on account of loss of present or prospective profits, expenditures, investments or commitments, whether made in the establishment, development or maintenance of business reputation or goodwill or for any other reason whatsoever. In no event shall the True Value Company be liable to exhibitors for special, incidental, or consequential damages.

This agreement supersedes, terminates and otherwise renders null and void any and all prior agreements or contracts, whether written or oral, entered into between exhibitors and the True Value Company with respect to the matters hereinabove expressly set forth, except that nothing herein contained shall be construed as intended to relieve or release exhibitors from its obligation to make payment of any monies which exhibitors may owe to the True Value Company.

**DATES ARE SUBJECT TO CHANGE**



**2017 True Value Fall Reunion Product Donations  
Benefiting Habitat for Humanity Chicago, Habitat for Humanity of Northern Fox Valley,  
ReStore Chicago, and ReStore Elgin**

June, 2017

Thank you for your generous gift! Your donated products will help support our mission to partner with families, sponsors, and communities to build affordable, green, quality, energy-efficient homes and to provide support services that promote successful home purchase and ownership.

We build in the City of Chicago and Northern Kane County bringing much-appreciated donors like you and hardworking volunteers together with qualified, hardworking families. The result is dramatic, positive differences in the lives of family members and in neighborhoods.

It would be greatly appreciated that all donated products be placed on pallets, shrink-wrapped and labeled with the orange Habitat Donation stickers (available at the Member Purchase Desk) at the close of the show on Sunday. If this is not possible, please let us know and our volunteers will gather your donated items and get them ready to transport to Habitat for Humanity Chicago and Habitat for Humanity of Northern Fox Valley.

If you have questions, feel free to contact Deanna Davies, ReStore Chicago and Elgin Director, at 847-742-9905 extension 31, [deanna.davies@habitatnfv.org](mailto:deanna.davies@habitatnfv.org).

Again, thank you for your generosity.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jennifer L. Parks", with a long horizontal line extending to the right.

Jennifer L. Parks  
Executive Director  
Habitat for Humanity Chicago



## One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

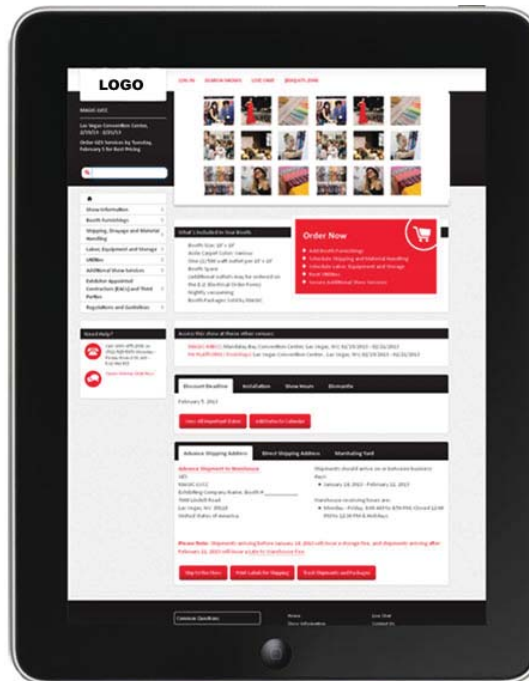
Exhibitors can:

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

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/071600377/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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071600377/contactus/esm>

## Official Service Provider

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

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

## Show Information

Booth Size: 10' X 10'  
Backwall Drape: Black  
Sidewall Drape: Black  
Aisle Carpet Color: Cayenne & Gray  
Weight certificates are required for all shipments, there will be no scale at the marshalling yard

## Discount Deadline Date

Friday, September 1    GES orders must be received with payment by this date.

## Exhibitor Move In

Saturday, September 23 8:00 AM - 5:00 PM  
Sunday, September 24 8:00 AM - 5:00 PM

**Please take notice - this event moves in on overtime, all applicable surcharges will apply**

## Show Hours

Monday, September 25 7:00 AM - 4:00 PM  
Tuesday, September 26 7:00 AM - 5:00 PM  
Wednesday, September 27 7:00 AM - 4:00 PM

## Exhibitor Move Out

Wednesday, September 27 4:00 PM - 10:00 PM  
Thursday, September 28 8:00 AM - 12:00 PM

## Empty Container Return

Wednesday, September 27 4:00 PM Start time for Empty Container Return.

## Carrier Check-in Post-Show

Thursday, September 28 10:00 AM Carriers post-show must be checked-in by this time.

## Facility Clear

Tuesday, September 28 12:00 PM All exhibitor materials must be removed.

G-1 051116 cstm 072417 071600377

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

Advance Shipments to Warehouse:

c/o Global Experience Specialists  
True Value 2017 Fall Reunion  
(Your Company Name & Booth Number)  
4108 W. 52nd Place  
Chicago, IL 60632  
USA

Shipments should arrive on or between:

August 22 - September 14, 2017  
Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM  
The GES Advance Warehouse will be CLOSED Monday, Sept.  
4th in observance of Labor Day.

Direct Shipments to Show Site:

c/o Global Experience Specialists  
True Value 2017 Fall Reunion  
(Your Company Name & Booth Number)  
McCormick Place  
2301 South Lake Shore Drive  
Chicago, IL 60616-1490  
USA

Shipments should arrive on:

September 23, 2017, 8:00 AM - 4:30 PM  
September 24, 2017, 8:00 AM - 4:30 PM

Marshaling Yard Site Address:

c/o Global Experience Specialists  
True Value 2017 Fall Reunion  
(Your Company Name & Booth Number)  
2900 South Moe Drive  
Chicago, IL 60616  
USA

G-1 051116 cstm 072417 071600377



# General Information

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## 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

- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Plumbing 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/071600377/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 Servicer**® 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/071600377/contactus/esm>

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

## Exhibitor Services

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

071600377

072417

G-11 122016



# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## 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 September 1, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/071600377/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/071600377/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/071600377/shippinghandling/esm>

## Dot Your I's and Cross Your T's

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

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

Global Experience Specialists, Inc. (GES)  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

## Bank ACH/wire transfer payment information

<p>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</p>	<p>Global Experience Specialists (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959</p>	<p>If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA</p>
---	---	--

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

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

G-10 010617 072417 071600377

## No Tipping Required

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 not allowed.

## 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 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.

## Electrical Outlets Not Included

Need power for that lamp or arm light in your booth? Electrical outlets must be ordered separately for your booth space through the electrical service provider. Be sure to indicate if the wiring should run under your booth carpet or not.

Electrical Equipment Rental: <http://e.ges.com/071600377/electrical>



**Reminder**

- Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

## 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/071600377/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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Form Deadline Date:  
September 1, 2017

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/Showsite	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/071600377/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

## Bank ACH/Wire Transfer Payment Information

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

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

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

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

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

Cardholder Name - Please Print			
Billing Address			
City	State	Zip/Country	
Account Number	Expiration Date	<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.			
<b>Please Sign</b>	X		
Cardholder Signature			
Cardholder Name - Please Print		Date	
		Check Number	MM/DD/YY Check Dated
		<b>Total Check Payment</b>	\$
		<b>Total Credit Card Payment</b>	\$

## Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Form Deadline Date:  
September 1, 2017

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     Electrical Outlets     Electrical Labor     Exhibit Systems     GES Logistics     I & D Labor  
 Forklift Labor     Material Handling     Plumbing     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

072417 071600377  
G-3 012417



# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Form Deadline Date:  
September 1, 2017

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

MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

**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  Electrical Outlets  Electrical Labor  Exhibit Systems  GES Logistics  I & D Labor  
 Forklift Labor  Material Handling  Plumbing  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

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

G-3b 011117 072417 071600377



# Booth Package - Plan A

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Each 10'x10' booth will be provided with the following:

## Booth Equipment

- 8' high black backwall drape
- 3' high black side rail drape
- 17"x11" identification sign
- Nightly booth cleaning (starting Sunday, September 24, 2017)
- One (1) wastebasket

**Booth Carpet, Furnishings, and Electrical must be submitted to GES on the Booth Package A Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.**

- Booth Carpet - 10' wide (your choice of 1 of 5 different colors)  
\*If a color is not specified on the order form blue will be provided
- Three (3) skirted tables (30" high) or counters (42" high)  
(your choice of 5 different colors, if color is not specified blue will be provided)
- Two (2) plastic contour chairs or padded stools

## Electrical Service

- One (1) - 5 Amp / 120 Volt outlet per 10' x 10' Booth (not including labor and lighting)
- Please complete Service Placement Plot form
- Power is distributed by GES

\*Note: Electrical Services included with Package A are not automatically provided and must be ordered. Please complete the Order Form in the kit by the advanced order deadline to receive the electrical services applicable to your package. Electrical order forms received after the advanced order deadline must be accompanied by payment for all services ordered. Additional requirements, beyond the package, must be ordered on the electrical order form.

## Material Handling Services

- Crated or boxed exhibit booth properties that are sent to the advance warehouse
- The items will be stored if received between Tuesday, August 22, 2017 and Thursday, September 14, 2017

## Exhibit Booth Labor

- Labor to assist with installation and/or dismantle of exhibit booth properties.
- Total of six (6) straight time hours.
- Straight Time Monday through Friday from 8:00 AM to 4:30 PM. Overtime: Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM. Double time: All other times Monday through Saturday. All day Sunday & Holidays.
- If you require GES supervision additional charges will apply.
- All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a half (1/2) hour cancellation fee per worker and equipment ordered. Equipment and labor are charged in half (1/2) 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.

**Note:** Additional furnishings must be ordered on the GES Standard Furniture and Accessories Order Form

# Booth Package - Plan N

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Each 10'x10' booth will be provided with the following:

## Booth Equipment

- 8' high black backwall drape
- 3' high black side rail drape
- 17"x11" identification sign
- Nightly booth cleaning (starting Sunday, September 24, 2017)
- One (1) wastebasket
- 10' wide gray booth carpet
- Two (2) Plastic Contour Chairs
- One (1) - 6' blue skirted table (30" high)

**Booth Carpet and Furnishings must be submitted to GES on the Booth Package N Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.**

## Material Handling Services

- 200 lbs of exhibit freight per 100 sq. feet
- Crated or boxed exhibit booth properties that are sent to the advance warehouse
- The items will be stored if received between Tuesday, August 22, 2017 and Thursday, September 14, 2017

**Note:** Additional furnishings must be ordered on the GES Standard Furniture and Accessories Order Form

# Booth Package - Plan T1

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Each 10'x10' booth will be provided with the following:

## Booth Equipment

- 8' high black backwall drape
- 3' high black side rail drape
- 17"x11" identification sign
- Nightly booth cleaning (starting Sunday, September 24, 2017)
- One (1) wastebasket
- 10' wide gray booth carpet
- Two (2) Plastic Contour Chairs
- Two (2) - 6' blue skirted table (30" high) and One (1) - 8' blue skirted table (30" high)
- Three (3) - 6'x14" high risers and one (1) - 6'x7" high riser

**Booth Carpet and Furnishings must be submitted to GES on the Booth Package T1 Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.**

## Material Handling Services

- 300 lbs of exhibit freight per 100 sq. feet
- Crated or boxed exhibit booth properties that are sent to the advance warehouse
- The items will be stored if received between Tuesday, August 22, 2017 and Thursday, September 14, 2017

**Note:** Additional furnishings must be ordered on the GES Standard Furniture and Accessories Order Form

# Booth Package - Plan T2

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Each 10'x10' booth will be provided with the following:

## Booth Equipment

- 8' high black backwall drape
- 3' high black side rail drape
- 17"x11" identification sign
- Nightly booth cleaning (starting Sunday, September 24, 2017)
- One (1) wastebasket
- 10' wide gray booth carpet
- Two (2) Plastic Contour Chairs
- Two (2) - 4'x8' vertical perfboards with 25 straight hooks
- Two (2) - 6' blue skirted table (30" high)
- Two (2) - 6'x14" high risers

**Booth Carpet and Furnishings must be submitted to GES on the Booth Package T2 Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.**

## Material Handling Services

- 300 lbs of exhibit freight per 100 sq. feet
- Crated or boxed exhibit booth properties that are sent to the advance warehouse
- The items will be stored if received between Tuesday, August 22, 2017 and Thursday, September 14, 2017

**Note:** Additional furnishings must be ordered on the GES Standard Furniture and Accessories Order Form

# Booth Package - Plan R

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Each 10'x10' booth will be provided with the following:

## Booth Equipment

- 8' high black backwall drape
- 3' high black side rail drape
- 17"x11" identification sign
- Nightly booth cleaning (starting Sunday, September 24, 2017)
- One (1) wastebasket
- 10' wide gray booth carpet
- Two (2) Plastic Contour Chairs
- One (1) - 6' blue skirted table (30" high)

**Booth Carpet and Furnishings must be submitted to GES on the Booth Package R Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.**

## Material Handling Services

See Material Handling Order Form in the Material Handling section of the manual

**Note:** Additional furnishings must be ordered on the GES Standard Furniture and Accessories Order Form

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

## How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

## How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

## Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

## Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:  
[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/071600377/logistics\\_Quote](https://e.ges.com/071600377/logistics_Quote)



## 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 showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

## Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

072417 071600377

R-1 012417

## 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.

072417 071600377






R-1 012417



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/071600377/logistics\\_quote](https://e.ges.com/071600377/logistics_quote)

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

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



FROM:



TO:

Full Exhibiting Company Name at Show

True Value 2017 Fall Reunion

Name of Exhibition

0710600377

BOOTH NUMBER

C/O Global Experience Specialists  
4108 W. 52nd Place  
Chicago, IL 60632 USA

**Shipment Should Arrive on or Between:  
Tuesday, Aug 22, 2017 - Thursday, Sep 14, 2017**

The GES Advance Warehouse will be CLOSED Monday, Sept. 4th in observance of Labor 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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

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



FROM:



TO:

Full Exhibiting Company Name at Show

True Value 2017 Fall Reunion

Name of Exhibition

0710600377

BOOTH NUMBER

C/O Global Experience Specialists  
4108 W. 52nd Place  
Chicago, IL 60632 USA

**Shipment Should Arrive on or Between:  
Tuesday, Aug 22, 2017 - Thursday, Sep 14, 2017**

The GES Advance Warehouse will be CLOSED Monday, Sept. 4th in observance of Labor 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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

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



Please print this label on a color printer if possible

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.

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**True Value 2017 Fall Reunion**

Name of Exhibition

0710600377

BOOTH NUMBER

**C/O Global Experience Specialists**

**McCormick Place**

**2301 South Lake Shore Drive**

**Chicago, IL 60616-1490 USA**

**Shipment Should Arrive on or Between:**

**Saturday, Sep 23, 2017 after 8:00 AM - Sunday, Sep 24, 2017 by 4:30 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



<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**True Value 2017 Fall Reunion**

Name of Exhibition

0710600377

BOOTH NUMBER

**C/O Global Experience Specialists**

**McCormick Place**

**2301 South Lake Shore Drive**

**Chicago, IL 60616-1490 USA**

**Shipment Should Arrive on or Between:**

**Saturday, Sep 23, 2017 after 8:00 AM - Sunday, Sep 24, 2017 by 4:30 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

Please print this label on a color printer if possible

# Request for Pre-Printed Outbound Material Handling Release/Labels

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Form Deadline Date:  
September 1, 2017



## 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 September 1, 2017.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/071600377/prePrint/esm>

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

Company/Consignee	Attention			
2301 South Lake Shore Drive	Chicago	IL	60616-1490	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	

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicer<sup>®</sup>. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

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

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

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

072417 071600377

R-3 042716



**FROM:**

**Ace Hardware Corp - Fall Market**

August 17 - 19, 2017 - Chicago, IL

**Orgill Fall Market**

August 24 - 26, 2017 - Boston, MA

**TO:**

**True Value Fall Reunion**

September 25 - 27, 2017 - Chicago, IL

**FROM:**

**True Value Fall Reunion**

September 25 - 27, 2017 - Chicago, IL

**TO:**

**Do It Best Corp. October Market**

October 13 - 16, 2017



We focus on the details so you can focus on business.

## Join the caravan for discounted, expedited shipping between shows!

Time is critical when on the move between shows. By combining the art of service and expertise with the science of technology and logistics, we're here to guarantee world-class, personalized service. We offer:

- Discounted shipping rates.
- No waiting at the marshalling yard.
- 24/7 online tracking.
- Priority move-in and move-out at GES shows.
- Pre-printed bills of lading and shipping labels.

**Book your caravan service today. Contact [Maria Armington](#) at [MArmington@ges.com](mailto:MArmington@ges.com) or 702.550.3579.**

# Marshaling Yard and Direct Deliveries Information

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## Tips For New Exhibitors



Tips

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

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

## Savings



Save

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

## Marshaling Yard Site Address:

c/o Global Experience Specialists  
True Value 2017 Fall Reunion  
(Your Company Name & Booth Number)  
2900 South Moe Drive  
Chicago, IL 60616  
USA

## Marshaling Yard Process

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at McCormick Place as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the McCormick Place, the number of booths on a truck, etc.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

## Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071600377/contactus/esm>

072417 1157

R-9 020415

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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.
  - Break of Show – On Wednesday, September 27, 2017, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
  - Overtime: Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.
  - Double Time: All other times Monday through Friday. All day Sunday & Holidays.
- Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

## 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. 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	86.50		\$

## Additional Delivery Rates

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	148.00			\$
705044	Storage, OT	223.00			\$
705044	Storage, DT	297.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600377/labor/esm>

## Step 2. Schedule Additional Deliveries

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

Schedule Dates	Schedule Start Time	Schedule End Time
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

R-11/R-12 070717 072417 071600377

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:  
September 1, 2017

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

## 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 Servicer. 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.
- Break of Show – On Wednesday, September 27, 2017, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.
- Double Time: All other times Monday through Friday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

## 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
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**

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

R-11/R-12 070717 072417 071600377



# Vehicle Placement Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Form Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

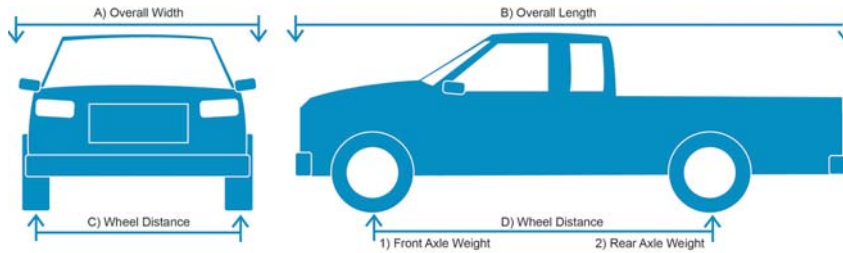
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment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



## Important Rules and Regulations

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

## Step 1. Provide Vehicle Information



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

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

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

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

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	277.00		\$

**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

\$

071600377  
072417

R-15 041017



# Furniture and Accessories

## Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

## 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)

 Burgundy (43)

 Gold (46)


 Gray (40)


 Green (45)

 Mauve (47)

 Purple (48)

 Red (49)

 Teal (55)

 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

## Display Furniture



Full View



Half View



Quarter View



Vertical

## 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'



305182 - Refrigerator, White, 20"L 22"D 33"H



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) 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/071600377/furnishings/esm>

## Furniture and Accessories

Link to view images: <http://ges.com/ecom/info/A1-Brochure-CORE.pdf>

### Skirt and Drape Color Options



### Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	121.00	182.00		9.0	\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	112.00	168.00		9.0	\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	71.75	107.00		9.0	\$
300053	Stool, Contemporary, 17"W 18"D 48"H	131.00	196.00		9.0	\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300059	Table, Starbase, 30" Diameter x 40" High	256.00	384.00		9.0	\$
300058	Table, Starbase, 40" Diameter x 30" High	256.00	384.00		9.0	\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		171.00	256.00		9.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		190.00	286.00		9.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		210.00	315.00		9.0	\$
3007	Table, Skirt 4th Side		53.50	80.25		9.0	\$

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	135.00	203.00		9.0	\$
300600	Table 6', Unskirted, 24" x 30" High	152.00	228.00		9.0	\$
300800	Table 8', Unskirted, 24" x 30" High	168.00	252.00		9.0	\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		200.00	300.00		9.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		230.00	346.00		9.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		260.00	391.00		9.0	\$
3017	Counter, Skirt 4th Side		53.50	80.25		9.0	\$

### Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	160.00	241.00		9.0	\$

A-1 112415 072417 071600377

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.

Company Name		Email	Phone Number			
301600	Counter 6', Unskirted, 24" x 42" High	<b>185.00</b>	277.00		9.0	\$
301800	Counter 8', Unskirted, 24" x 42" High	<b>208.00</b>	312.00		9.0	\$

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	<b>65.75</b>	98.75		9.0	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	<b>46.25</b>	69.25		9.0	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	<b>84.25</b>	126.00		9.0	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	<b>65.75</b>	98.75		9.0	\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		<b>19.10</b>	28.75		9.0	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		<b>23.05</b>	34.25		9.0	\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	<b>5.90</b>	8.85		9.0	\$
300123	Aisle Stanchion, without Chain	<b>55.75</b>	83.75		9.0	\$
300103	Aluminum Easel	<b>75.75</b>	114.00		9.0	\$
300111	Bag Stand	<b>105.00</b>	157.00		9.0	\$
300102	Coat Rack	<b>105.00</b>	157.00		9.0	\$
300104	Garment Rack	<b>105.00</b>	157.00		9.0	\$
300106	Literature Rack	<b>176.00</b>	265.00		9.0	\$
300201	Pegboard, White, 4'x8'	<b>201.00</b>	301.00		9.0	\$
305182	Refrigerator, White, 20"L 22"D 33"H	<b>412.00</b>	619.00		9.0	\$
300120	Sign Holder, Bell Base	<b>94.25</b>	141.00		9.0	\$
300108	Sign Holder, Chrome, 22"x28"	<b>94.25</b>	141.00		9.0	\$
300211	Tackboard, 4'x8'	<b>213.00</b>	319.00		9.0	\$
300112	Ticket Tumbler, Small, Table Top	<b>161.00</b>	242.00		9.0	\$
300113	Wastebasket	<b>23.05</b>	34.25		9.0	\$
300118	Waterfall Stand	<b>105.00</b>	157.00		9.0	\$

## Electrical Outlets Not Included

Need power for that lamp or refrigerator in your booth? Order electrical outlets separately for your booth space through GES.

**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

\$



# Booth Package - Plan 'A' Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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

**Each 10' x 10' booth will be provided a booth package.**  
Booth Size \_\_\_\_\_ X \_\_\_\_\_ = sq ft ÷ 100 = \_\_\_\_\_ booth packages  
Orders received after **September 1, 2017** will be subject to the listed prices in the exhibitor manual.

**Exhibit Booth Labor - Limit six (6) straight time hours**

Schedule Date*	Start Time	End Time	# of Workers	Total Hours	Labor Rate	Total	Allotment for Package A \$ 690.00
MM/DD/YY	AM	PM					
MM/DD/YY	AM	PM					

\*Straight Time: Monday through Friday from 8:00 AM to 4:30 PM. Overtime: Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM. Double time: All other times Monday through Saturday. All day Sunday & Holidays. If you require GES supervision additional charges will apply. See Installation and Dismantle Labor order form for rates, starting time information and minimum requirements.

**Booth package includes:** 8' high Black backwall drape, 3' high Black side rail drape, 17"x11" identification sign and nightly booth cleaning (starting Sunday, September 24, 2017). The following items are also part of the booth package. Enter quantities desired for the items below.

Item Code	Description	Color	Before Sep 1, 2017	After Sep 1, 2017	Qty	Tax %	Total
<b>Skirted Tables and/or Counters - Limit three (3) per booth package (Blue will be provided if color is not specified)</b>							
3004	Table 4', Skirted 4 Sides, 24" x 30" High (Black, Blue, Gray, Red, or Green)		No Charge	256.00		9.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High (Black, Blue, Gray, Red, or Green)		No Charge	286.00		9.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High (Black, Blue, Gray, Red, or Green)		No Charge	315.00		9.0	\$
3014	Counter 4', Skirted 4 Sides, 24" x 42" High (Black, Blue, Gray, Red, or Green)		No Charge	300.00		9.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High (Black, Blue, Gray, Red, or Green)		No Charge	346.00		9.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High (Black, Blue, Gray, Red, or Green)		No Charge	391.00		9.0	\$

**Chairs/Stools - Limit two (2) per booth package**

300050	Chair, Plastic Contour, 18"W 18.5"D 32"H		No Charge	107.00		9.0	\$
300053	Stool, Contemporary, 17"W 18"D 48"H		No Charge	196.00		9.0	\$

**Wastebasket - Limit one (1) per booth package**

300113	Wastebasket		No Charge	34.25		9.0	\$
--------	-------------	--	-----------	-------	--	-----	----

**Precut Carpet - (blue will be provided if color is not specified)**

5001	Pre-Cut 13 oz. Standard Carpet 10'x10' (Black, Blue, Gray, Red, or Green)		No Charge	283.00		9.0	\$
------	---	--	-----------	--------	--	-----	----

Exhibitors who choose to use their own carpet must inform GES prior to Sep 1, 2017. There will be a minimum of one (1) hour labor charge to remove GES carpet after it has been installed.

Do you require electrical or utilities under the carpet?  
 No  Yes\* (Additional Charge)

\*If yes, please order floorwork labor on E-3: Electrical Labor Order Form.

I will bring my own carpet.

**Carpet Padding - (100 Sq. Ft. Minimum)**

Sq. Ft.

500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.58	2.37		9.0	\$
--------	--	--	------	------	--	-----	----

**Electrical Outlet 5 Amp/120 Volts - Limit one (1) per booth package. Please see the Electrical Order Form to place your order**

To order additional services not included in the package, please reference the additional order forms in the service manual.

**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

\$

Booth Carpet and Furnishings must be submitted to GES on the Booth Package A Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.



# Electrical Outlets Order Form - Package A

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- Package A exhibitors receive (1) 5 Amp / 120V outlet per 10' x 10' booth (not including labor and lighting) when ordered by the discount deadline. Orders received after the discount deadline will be billed at the posted rates.
- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	131.00	196.00		9.0	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	203.00	304.00		9.0	\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	277.00	416.00		9.0	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	296.00	444.00		9.0	\$

### 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	718.00	1,080.00		9.0	\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	778.00	1,170.00		9.0	\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,260.00	1,890.00		9.0	\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,530.00	3,810.00		9.0	\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	4,770.00	7,150.00		9.0	\$

\* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

**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

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

E-2.070617 Cstm 072417 071600377





# Booth Package - Plan 'A' Material Handling

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 \_\_\_\_\_

## Step 2. Estimate Order

### Small Packages

\_\_1\_\_ 1st Small Package Shipment x \$55.50 = \_\_\_\_\_ Total

\_\_\_\_\_ # of Additional packages (each) x \$27.50 = \_\_\_\_\_ 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  
 \_\_\_\_\_ Grand Total

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

### Shipment Will Be Sent To:

Exhibit Site  Warehouse

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

Please Sign

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

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

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

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

### Surcharges

#### Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments recieved after the published timeline. Monthly Storage fee of \_\_\_\_\_ per cwt will apply before published timeline.

#### Special Handling/Mixed Shipments:

A 30% surcharge will apply to items requiring special handling or mixed shipments.

#### 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 - 2:30 PM; Closed 11:30 AM - 12:30 PM and Holidays.

071600377

072417 1157

R-2 061616 Cstm



# Booth Package - Plan 'N' Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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

**Each 10' x 10' booth will be provided a booth package.**  
Booth Size \_\_\_\_\_ X \_\_\_\_\_ = sq ft ÷ 100 = \_\_\_\_\_ booth packages  
Orders received after **September 1, 2017** will be subject to the listed prices in the exhibitor manual.

**Booth package includes:** 8' high Black backwall drape, 3' high Black side rail drape, 17"x11" identification sign, Limited Material Handling - 200 pounds of crated/skidded warehouse material handling, and nightly booth cleaning (starting Sunday, September 24, 2017). The following items are also part of the booth package. Enter quantities desired for the items below.

Item Code	Description	Color	Before Sep 1, 2017	After Sep 1, 2017	Qty	Tax %	Total
<b>Skirted Tables - Limit one (1) per booth package</b>							
3006	Table 6', Skirted 3 Sides, 24" x 30" High	Blue	No Charge	286.00		9.0	\$
<b>Chairs - Limit two (2) per booth package</b>							
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H		No Charge	107.00		9.0	\$
<b>Wastebasket - Limit one (1) per booth package</b>							
300113	Wastebasket		No Charge	34.25		9.0	\$
<b>Precut Carpet - Limit one (1) per booth package</b>							
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'	Gray	No Charge	283.00		9.0	\$

Exhibitors who choose to use their own carpet must inform GES prior to Sep 1, 2017. There will be a minimum of one (1) hour labor charge to remove GES carpet after it has been installed.

Do you require electrical or utilities under the carpet?

No  Yes\* (Additional Charge)

\*If yes, please order floorwork labor on E-3: Electrical Labor Order Form.

I will bring my own carpet.

Carpet Padding - (100 Sq. Ft. Minimum)				Sq. Ft.			
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.58	2.37		9.0	\$	

To order additional services not included in the package, please reference the additional order forms in the service manual.

**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**

Booth Carpet and Furnishings must be submitted to GES on the Booth Package N Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.

BPN 060217 Cstm 072417 071600377



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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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 loaded / unloaded after 4:30 pm will 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.

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



**Plan N:** Includes two hundred (200) lbs. per 10' x 10' booth of material handling that is crated/skidded received at the warehouse on or between 8/22/17 and 9/14/17.

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

First 200 lbs.			All freight after first 200 lbs.		
Shipments received on or between 8/22/17 and 9/14/17.	Crated/Skidded per CWT	No Charge	Shipments received on or between 8/22/17 and 9/14/17.	Crated/Skidded per CWT	\$ 111.00
	Special Handling per CWT	\$ 27.50		Special Handling per CWT	\$ 138.00
Shipments received prior to 8/22/17 and after 9/14/17.	Crated/Skidded per CWT	\$ 27.50	Shipments received prior to 8/22/17 and after 9/14/17	Crated/Skidded per CWT	\$ 138.00
	Special Handling per CWT	\$ 34.50		Special Handling per CWT	\$ 173.00

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

First 200 lbs.			All freight after first 200 lbs.		
Shipments received on or between 9/23/17 and 9/24/17.	Crated/Skidded per CWT	\$ 29.50	Shipments received on or between 9/23/17 and 9/24/17.	Crated/Skidded per CWT	\$ 98.25
	Special Handling per CWT	\$ 36.75		Special Handling per CWT	\$ 122.00
	Loose/Uncrated per CWT	\$ 44.00		Loose/Uncrated per CWT	\$ 147.00
			*Overtime and/or late arrival charges will apply. Overtime charges are applied to the rates if shipment is handled on overtime due to show schedule or late driver check-in. Apply rates on all shipments loaded or unloaded any time other than Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.		
			<i>In addition to the above rates</i>		
			Crated/Skidded per CWT		\$ 24.50
			Special Handling per CWT		\$ 30.50
			Loose/Uncrated per CWT		\$ 36.75

071600377

072417 1157

R-2 121416 Cstm



# Booth Package - Plan 'N' Material Handling

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 \_\_\_\_\_

## 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 \$55.50. Each Additional Package will be charged \$27.50 per shipment or within same shipment.

## Step 2. Estimate Order

### Small Packages

\_\_1\_\_ 1st Small Package Shipment x \$55.50 = \_\_\_\_\_ Total

\_\_\_\_\_ # of Additional packages (each) x \$27.50 = \_\_\_\_\_ 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  
 \_\_\_\_\_ Grand Total

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

### Shipment Will Be Sent To:

Exhibit Site  Warehouse

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

**Please Sign** X  
 \_\_\_\_\_  
 Authorized Signature  
 \_\_\_\_\_  
 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** \$ \_\_\_\_\_

### Surcharges

#### Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 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 30% surcharge will apply to items requiring special handling or mixed shipments.

#### 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 - 2:30 PM; Closed 11:30 AM - 12:30 PM and Holidays.

071600377

072417 1157

R-2 121416 Cstm



# Booth Package - Plan 'T1' Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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

**Each 10' x 10' booth will be provided a booth package.**  
Booth Size \_\_\_\_\_ X \_\_\_\_\_ = sq ft ÷ 100 = \_\_\_\_\_ booth packages  
Orders received after **September 1, 2017** will be subject to the listed prices in the exhibitor manual.

**Booth package includes:** 8' high Black backwall drape, 3' high Black side rail drape, 17"x11" identification sign, Limited Material Handling - 300 pounds of crated/skidded warehouse material handling, and nightly booth cleaning (starting Sunday, September 24, 2017). The following items are also part of the booth package. Enter quantities desired for the items below.

Item Code	Description	Color	Before Sep 1, 2017	After Sep 1, 2017	Qty	Tax %	Total
<b>Skirted Tables - Limit two (2) 6' Tables and one (1) 8' Table per booth package</b>							
3006	Table 6', Skirted 3 Sides, 24" x 30" High	Blue	<b>No Charge</b>	286.00		9.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High	Blue	<b>No Charge</b>	315.00		9.0	\$

<b>Chairs - Limit two (2) per booth package</b>							
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H		<b>No Charge</b>	107.00		9.0	\$

<b>Risers - Limit three (3) Double Tier Risers and one (1) Single Tier Riser per booth package</b>							
300194	Riser 6', Double Tier, 72"x8"x16" High		<b>No Charge</b>	126.00		9.0	\$
300192	Riser 6', Single Tier, 72"x8"x8" High		<b>No Charge</b>	98.75		9.0	\$

<b>Wastebasket - Limit one (1) per booth package</b>							
300113	Wastebasket		<b>No Charge</b>	34.25		9.0	\$

<b>Precut Carpet - Limit one (1) per booth package</b>							
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'	Gray	<b>No Charge</b>	283.00		9.0	\$

Exhibitors who choose to use their own carpet must inform GES prior to Sep 1, 2017. There will be a minimum of one (1) hour labor charge to remove GES carpet after it has been installed.  
 I will bring my own carpet.

Do you require electrical or utilities under the carpet?  
 No  Yes\* (Additional Charge)  
\*If yes, please order floorwork labor on E-3: Electrical Labor Order Form.

<b>Carpet Padding - (100 Sq. Ft. Minimum)</b> <span style="float: right;">Sq. Ft.</span>							
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		<b>1.58</b>	2.37		9.0	\$

To order additional services not included in the package, please reference the additional order forms in the service manual.

**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**

Booth Carpet and Furnishings must be submitted to GES on the Booth Package T1 Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.

BPT1 060217 Cstm 072417 071600377



# Booth Package - Plan 'T2' Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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

**Each 10' x 10' booth will be provided a booth package.**  
Booth Size \_\_\_\_\_ X \_\_\_\_\_ = sq ft ÷ 100 = \_\_\_\_\_ booth packages  
Orders received after **September 1, 2017** will be subject to the listed prices in the exhibitor manual.

**Booth package includes:** 8' high Black backwall drape, 3' high Black side rail drape, 17"x11" identification sign, Limited Material Handling - 300 pounds of crated/skidded warehouse material handling, and nightly booth cleaning (starting Sunday, September 24, 2017). The following items are also part of the booth package. Enter quantities desired for the items below.

Item Code	Description	Color	Before Sep 1, 2017	After Sep 1, 2017	Qty	Tax %	Total
<b>Skirted Tables - Limit two (2) 6' Tables per booth package</b>							
3006	Table 6', Skirted 3 Sides, 24" x 30" High	Blue	No Charge	286.00		9.0	\$
<b>Chairs - Limit two (2) per booth package</b>							
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H		No Charge	107.00		9.0	\$
<b>Risers - Limit two (2) Double Tier Risers per booth package</b>							
300194	Riser 6', Double Tier, 72"x8"x16" High		No Charge	126.00		9.0	\$
<b>Perfboards/Wastebaskets/Hooks - Limit two (2) Vertical Pegboards, one (1) set of 25 Hooks and one (1) Wastebasket per booth package</b>							
300201	Pegboard, White, 4'x8'		No Charge	301.00		9.0	\$
300113	Wastebasket		No Charge	34.25		9.0	\$

<b>Precut Carpet - Limit one (1) per booth package</b>							
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'	Gray	No Charge	283.00		9.0	\$

Exhibitors who choose to use their own carpet must inform GES prior to Sep 1, 2017. There will be a minimum of one (1) hour labor charge to remove GES carpet after it has been installed.

Do you require electrical or utilities under the carpet?  
 No  Yes\* (Additional Charge)

I will bring my own carpet.

\*If yes, please order floorwork labor on E-3: Electrical Labor Order Form.

<b>Carpet Padding - (100 Sq. Ft. Minimum)</b>			Sq. Ft.				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.58	2.37		9.0	\$

To order additional services not included in the package, please reference the additional order forms in the service manual.

**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** \$ \_\_\_\_\_

Booth Carpet and Furnishings must be submitted to GES on the Booth Package T2 Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.

BPT2 060217 Cstm 072417 071600377



# Booth Package - Plan 'T1' & 'T2' Material Handling

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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 loaded / unloaded after 4:30 pm will 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.

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



**Plan T1 & T2:** Includes three hundred (300) lbs. per 10' x 10' booth of material handling that is crated/skidded received at the warehouse on or between 8/22/17 and 9/14/17.

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

First 300 lbs.		
Shipments received on or between 8/22/17 and 9/14/17.	Crated/Skidded per CWT	No Charge
	Special Handling per CWT	\$ 27.50
Shipments received prior to 8/22/17 and after 9/14/17.	Crated/Skidded per CWT	\$ 27.50
	Special Handling per CWT	\$ 34.50

All freight after first 300 lbs.		
Shipments received on or between 8/22/17 and 9/14/17.	Crated/Skidded per CWT	\$ 111.00
	Special Handling per CWT	\$ 138.00
Shipments received prior to 8/22/17 and after 9/14/17.	Crated/Skidded per CWT	\$ 138.00
	Special Handling per CWT	\$ 173.00

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

First 300 lbs.		
Shipments received on or between 9/23/17 and 9/24/17.	Crated/Skidded per CWT	\$ 29.50
	Special Handling per CWT	\$ 36.75
	Loose/Uncrated per CWT	\$ 44.00

All freight after first 300 lbs.		
Shipments received on or between 9/23/17 and 9/24/17.	Crated/Skidded per CWT	\$ 98.25
	Special Handling per CWT	\$ 122.00
	Loose/Uncrated per CWT	\$ 147.00

\*Overtime and/or late arrival charges will apply. Overtime charges are applied to the rates if shipment is handled on overtime due to show schedule or late driver check-in. Apply rates on all shipments loaded or unloaded any time other than Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

<i>In addition to the above rates</i>	
Crated/Skidded per CWT	\$ 24.50
Special Handling per CWT	\$ 30.50
Loose/Uncrated per CWT	\$ 36.75

071600377

072417 1157

R-2 061616 Cstm

Form Continues on Next Page





# Booth Package - Plan 'R' Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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

**Each 10' x 10' booth will be provided a booth package.**  
Booth Size \_\_\_\_\_ X \_\_\_\_\_ = sq ft ÷ 100 = \_\_\_\_\_ booth packages  
Orders received after **September 1, 2017** will be subject to the listed prices in the exhibitor manual.

**Booth package includes:** 8' high Black backwall drape, 3' high Black side rail drape, 17"x11" identification sign, and nightly booth cleaning (starting Sunday, September 24, 2017). The following items are also part of the booth package. Enter quantities desired for the items below.

Item Code	Description	Color	Before Sep 1, 2017	After Sep 1, 2017	Qty	Tax %	Total
<b>Skirted Tables - Limit one (1) per booth package</b>							
3006	Table 6', Skirted 3 Sides, 24" x 30" High	Blue	No Charge	286.00		9.0	\$
<b>Chairs - Limit two (2) per booth package</b>							
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H		No Charge	107.00		9.0	\$
<b>Wastebasket - Limit one (1) per booth package</b>							
300113	Wastebasket		No Charge	34.25		9.0	\$
<b>Precut Carpet - Limit one (1) per booth package</b>							
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'	Gray	No Charge	283.00		9.0	\$

Exhibitors who choose to use their own carpet must inform GES prior to Sep 1, 2017. There will be a minimum of one (1) hour labor charge to remove GES carpet after it has been installed.

Do you require electrical or utilities under the carpet?  
 No  Yes\* (Additional Charge)

\*If yes, please order floorwork labor on E-3: Electrical Labor Order Form.

I will bring my own carpet.

Carpet Padding - (100 Sq. Ft. Minimum)			Sq. Ft.				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.58	2.37		9.0	\$

To order additional services not included in the package, please reference the additional order forms in the service manual.

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

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

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

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

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

Booth Carpet and Furnishings must be submitted to GES on the Booth Package R Order Form before or on Friday, September 1, 2017. Orders submitted after Friday, September 1, 2017 will be subject to the listed prices in the exhibitor service manual.

BPR 060217 Cstm 072417 071600377



# Booth Package - Plan 'R' Material Handling

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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 loaded / unloaded after 4:30 pm will 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.

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

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

Shipments received on or between 8/22/17 and 9/14/17.	Crated/Skidded per CWT	\$ 111.00
	Special Handling per CWT	\$ 138.00

Shipments received prior to 8/22/17 and after 9/14/17.	Crated/Skidded per CWT	\$ 138.00
	Special Handling per CWT	\$ 173.00

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

Shipments received on or between 9/23/17 and 9/24/17.	Crated/Skidded per CWT	\$ 98.25
	Special Handling per CWT	\$ 122.00
	Loose/Uncrated per CWT	\$ 147.00

*Overtime and/or late arrival charges will apply. Overtime charges are applied to the rates if shipment is handled on overtime due to show schedule or late driver check-in. Apply rates on all shipments loaded or unloaded any time other than Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.	<i>In addition to the above rates</i>	
	Crated/Skidded per CWT	\$ 24.50
	Special Handling per CWT	\$ 30.50
	Loose/Uncrated per CWT	\$ 36.75

## 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 \$55.50. Each Additional Package will be charged \$27.50 per shipment or within same shipment.

## Step 2. Estimate Order

### Small Packages

\_\_1\_\_ 1st Small Package Shipment x \$55.50 = \_\_\_\_\_ Total

\_\_\_\_\_ # of Additional packages (each) x \$27.50 = \_\_\_\_\_ Total

Form Continues on Next Page



071600377

072417 1157

R-2 121416 Cstm



# Display Cases Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) 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/071600377/productDisplay/esm>

## Display Cases

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300073	Display Case 4', Corner View	674.00	1,010.00		9.0	\$
300074	Display Case 4', Full View	654.00	981.00		9.0	\$
300075	Display Case 4', Half View	654.00	981.00		9.0	\$
300076	Display Case 4', Quarter View	654.00	981.00		9.0	\$
300078	Display Case 5', Full View	674.00	1,010.00		9.0	\$
300079	Display Case 5', Half View	674.00	1,010.00		9.0	\$
300080	Display Case 5', Quarter View	674.00	1,010.00		9.0	\$
300082	Display Case 6', Full View	691.00	1,040.00		9.0	\$
300083	Display Case 6', Half View	691.00	1,040.00		9.0	\$
300084	Display Case 6', Quarter View	691.00	1,040.00		9.0	\$
300088	Display Case 7', Vertical	905.00	1,350.00		9.0	\$

## Booth Layout Needed



- A detailed and accurate Furniture Booth Layout is required for display case placement. Failure to provide an accurate diagram will result in GES setting units at its own discretion. All adjustments requested at show site will be surcharged for additional labor.

## Electrical Outlets Not Included

Electrical is not included for display case lighting. Order electrical outlets separately for your booth space through GES.

**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 at **50%** of original price after move-in begins and **100%** of original price after installation.

A-3 030817 Cstm 072417 071600377



# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



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



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



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



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



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"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



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



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



305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H



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



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

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

# Specialty Furniture

## Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"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



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



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



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



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



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



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"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 18.5"D 16"H



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



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



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



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



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



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



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

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

# Specialty Furniture

## Seating - Ottomans



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



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



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



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



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



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



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



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



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



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



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



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



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



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

## Seating - Office and Utility Seating



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



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



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



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



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



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

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

# Specialty Furniture

## Seating - 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



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"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, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



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



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

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

## Tables - Cafe



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



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



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



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



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



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



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



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

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



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 Chomr 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/Hydraulic Chrome Base, 30" Round 29"H



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



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

## Tables - Bar



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



305071 - G30 Bar Table, Powered White Top, 72"L 26"D 42"H



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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

# Specialty Furniture

## Tables - Cocktail



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



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



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



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



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



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



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



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



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



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

## Tables - End Tables



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



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



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



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



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



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



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



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



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



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



305276 - Table, Mosaic, Set of 3



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

## Conference Tables



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



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



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



305410 - Madison Conference Table, 42\"/>



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



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



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



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



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



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



305028 - Table, Conf., Graphite, 72\"/>



305029 - Table, Conf., Graphite, 96\"/>



305177 - Table, Conf., Manhattan, 42\"/>



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



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

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

# Specialty Furniture

## Tables - Martini Bar



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



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

## Product Display



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



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



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



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



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



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

## Office and Utility Furniture



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



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



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

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

# Specialty Furniture

## Lamps



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



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

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

# Specialty Furniture Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) 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/071600377/furnishings/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	698.00	970.00		9.0	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	755.00	1,050.00		9.0	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	481.00	722.00		9.0	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,260.00	1,750.00		9.0	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,450.00	2,010.00		9.0	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,450.00	2,010.00		9.0	\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,370.00	2,060.00		9.0	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,530.00	2,300.00		9.0	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	740.00	1,110.00		9.0	\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	559.00	840.00		9.0	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	604.00	906.00		9.0	\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	939.00	1,410.00		9.0	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	698.00	1,050.00		9.0	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	516.00	774.00		9.0	\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	585.00	879.00		9.0	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	850.00	1,270.00		9.0	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	889.00	1,330.00		9.0	\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	312.00	468.00		9.0	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	402.00	603.00		9.0	\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	582.00	873.00		9.0	\$
305269	Chair, Tangiers, 34"L 37"D 36"H	363.00	545.00		9.0	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	409.00	613.00		9.0	\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	389.00	584.00		9.0	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	605.00	841.00		9.0	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	928.00	1,290.00		9.0	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	928.00	1,290.00		9.0	\$

B-1 062917 072417 071600377



# 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:  
September 1, 2017

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

## Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	324.00	486.00		9.0	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	125.00	188.00		9.0	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	125.00	188.00		9.0	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	160.00	241.00		9.0	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	123.00	185.00		9.0	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	81.75	123.00		9.0	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	160.00	241.00		9.0	\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	226.00	339.00		9.0	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	409.00	613.00		9.0	\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	355.00	533.00		9.0	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	422.00	633.00		9.0	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	171.00	256.00		9.0	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	260.00	391.00		9.0	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	123.00	185.00		9.0	\$
305442	Laguna Chair, 18"L 19"D 34"H	308.00	428.00		9.0	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	236.00	328.00		9.0	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	236.00	328.00		9.0	\$
305441	Zenith Chair, 19"L 22"D 32"H	299.00	415.00		9.0	\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	510.00	709.00		9.0	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	510.00	709.00		9.0	\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	348.00	522.00		9.0	\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	348.00	522.00		9.0	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	266.00	399.00		9.0	\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	105.00	158.00		9.0	\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	105.00	158.00		9.0	\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	161.00	224.00		9.0	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	131.00	196.00		9.0	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	131.00	196.00		9.0	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	131.00	196.00		9.0	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	131.00	196.00		9.0	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	131.00	196.00		9.0	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	131.00	196.00		9.0	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	131.00	196.00		9.0	\$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	158.00	237.00		9.0	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	283.00	424.00		9.0	\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	439.00	659.00		9.0	\$

072417 071600377

B-1 062917



# 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:  
September 1, 2017

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

## Seating - Office and Utility Seating

305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	401.00	602.00		9.0	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	349.00	485.00		9.0	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	678.00	943.00		9.0	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	504.00	700.00		9.0	\$

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	365.00	508.00		9.0	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	365.00	508.00		9.0	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	365.00	508.00		9.0	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	365.00	508.00		9.0	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	173.00	259.00		9.0	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	173.00	259.00		9.0	\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	222.00	333.00		9.0	\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	226.00	339.00		9.0	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	118.00	178.00		9.0	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	118.00	178.00		9.0	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	118.00	178.00		9.0	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	118.00	178.00		9.0	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	314.00	472.00		9.0	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	314.00	472.00		9.0	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	150.00	224.00		9.0	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	420.00	631.00		9.0	\$
305207	Barstool, Zooley Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	383.00	575.00		9.0	\$
305259	Christopher Barstool, 19"L 15"D 41"H	365.00	508.00		9.0	\$
305440	Zenith Barstool, 19"L 20"D 44"H	406.00	565.00		9.0	\$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	487.00	677.00		9.0	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	365.00	508.00		9.0	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,370.00	1,900.00		9.0	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	568.00	790.00		9.0	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	324.00	486.00		9.0	\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	242.00	363.00		9.0	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	281.00	423.00		9.0	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	324.00	486.00		9.0	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	383.00	575.00		9.0	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	242.00	363.00		9.0	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	281.00	423.00		9.0	\$
305157	Table, Cafe, Maple/Hydraulic Chomr Base, 30" Round 29"H	324.00	486.00		9.0	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	383.00	575.00		9.0	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	242.00	363.00		9.0	\$

B-1 062917 072417 071600377



# 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:  
September 1, 2017

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

## Tables - Cafe

305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	185.00	277.00		9.0	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	231.00	347.00		9.0	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	167.00	251.00		9.0	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	227.00	340.00		9.0	\$

## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	483.00	671.00		9.0	\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,800.00	2,500.00		9.0	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	563.00	783.00		9.0	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	329.00	494.00		9.0	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	252.00	379.00		9.0	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	310.00	465.00		9.0	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	329.00	494.00		9.0	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	388.00	582.00		9.0	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	252.00	379.00		9.0	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	310.00	465.00		9.0	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	329.00	494.00		9.0	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	388.00	582.00		9.0	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	252.00	379.00		9.0	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	201.00	301.00		9.0	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	247.00	370.00		9.0	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	189.00	284.00		9.0	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	238.00	357.00		9.0	\$

## Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	514.00	714.00		9.0	\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	986.00	1,370.00		9.0	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	391.00	544.00		9.0	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	563.00	783.00		9.0	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	563.00	783.00		9.0	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	264.00	396.00		9.0	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	262.00	393.00		9.0	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	305.00	458.00		9.0	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	344.00	518.00		9.0	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	344.00	518.00		9.0	\$

## Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	489.00	680.00		9.0	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	347.00	483.00		9.0	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	448.00	623.00		9.0	\$
305273	Table, Aura, White Metal, 15" Round 22"H	135.00	203.00		9.0	\$

072417 071600377

B-1 062917



# 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:  
September 1, 2017

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

Tables - End Tables						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	128.00	193.00		9.0	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	238.00	357.00		9.0	\$
305211	Table, End, Oliver, 22" Round 22"H	229.00	343.00		9.0	\$
305046	Table, End, Silverado, 24" Round 22"H	286.00	430.00		9.0	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	253.00	381.00		9.0	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	253.00	381.00		9.0	\$
305276	Table, Mosaic, Set of 3	251.00	377.00		9.0	\$
305275	Table, Timber, Wood, 16" Round 17"H	158.00	237.00		9.0	\$

Tables - Conference						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,080.00	1,500.00		9.0	\$
305400	5' Madison Table, 60"L 48"D 29"H	734.00	1,020.00		9.0	\$
305401	8' Madison Table, 96"L 60"D 29"H	892.00	1,240.00		9.0	\$
305410	Madison Conference Table, 42"RND 29"H	665.00	925.00		9.0	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	119.00	165.00		9.0	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	293.00	440.00		9.0	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	472.00	708.00		9.0	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	308.00	463.00		9.0	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	472.00	708.00		9.0	\$
305027	Table, Conf., Graphite, 42" Round 29"H	388.00	582.00		9.0	\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	523.00	785.00		9.0	\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	644.00	966.00		9.0	\$
305177	Table, Conf., Manhattan, 42" Round 29"H	353.00	529.00		9.0	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	337.00	507.00		9.0	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	272.00	409.00		9.0	\$

Tables - Martini Bar						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,380.00	5,070.00		9.0	\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,270.00	1,920.00		9.0	\$

Product Display						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305053	Etagere, Black, 30"L 16"D 70"H	340.00	511.00		9.0	\$
305052	Etagere, Pewter, 30"L 16"D 70"H	340.00	511.00		9.0	\$
305415	Madison Bookcase, 36"L 12"D 72"H	522.00	726.00		9.0	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	445.00	668.00		9.0	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	532.00	798.00		9.0	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	445.00	668.00		9.0	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	532.00	798.00		9.0	\$

Office and Utility Furniture						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	318.00	477.00		9.0	\$

B-1 062917 072417 071600377



# 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:  
September 1, 2017

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

Office and Utility Furniture						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305416	Madison Credenza, 60"L 20"D 29"H	892.00	1,240.00		9.0	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	806.00	1,120.00		9.0	\$

Lamps						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	312.00	468.00		9.0	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	231.00	347.00		9.0	\$

## 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.

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

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

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

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

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

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

072417 071600377

B-1 062917

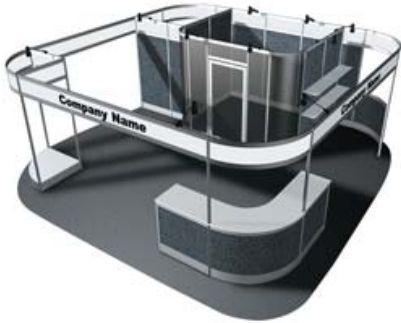


# Standard Exhibit Systems

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 Servicer® representative at [www.ges.com/chat](http://www.ges.com/chat).

## 20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

## 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

## 6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and 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'



600110 - Exhibit, Armlight Black



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"



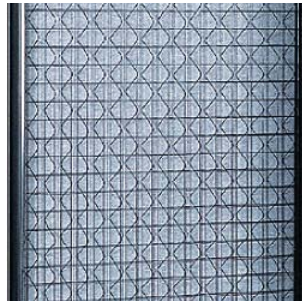
600222 - Exhibit, Light Box, Medium 37"x56"



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)

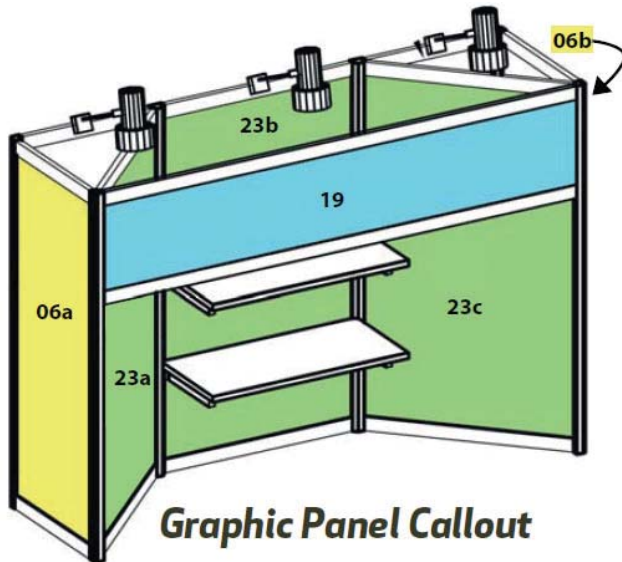


Silver (79)

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 #1, 6' Tabletop (600001)



**23** 608323 26 9/16" wide x 45" tall  
Discount Price - \$160.00 /Regular Price - \$241.00  
Produced on 3/16" Thick White Foamcore

**06** 608306 18 7/16" wide x 45" tall  
Discount Price - \$66.25 /Regular Price - \$99.50  
Produced on 3/16" Thick White Foamcore

**19** 608319 65 15/16" wide x 12" tall  
Discount Price - \$106.00 /Regular Price - \$159.00  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that 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/071600377/exhibit1/esm>

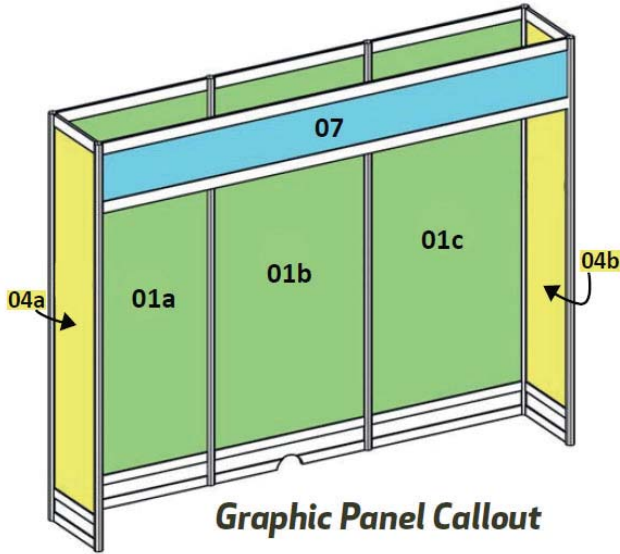


**Booth Rendering**

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 #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
 Discount Price - \$440.00 /Regular Price - \$661.00  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$221.00 /Regular Price - \$332.00  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$188.00 /Regular Price - \$283.00  
 Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that 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/071600377/exhibit2/esm>

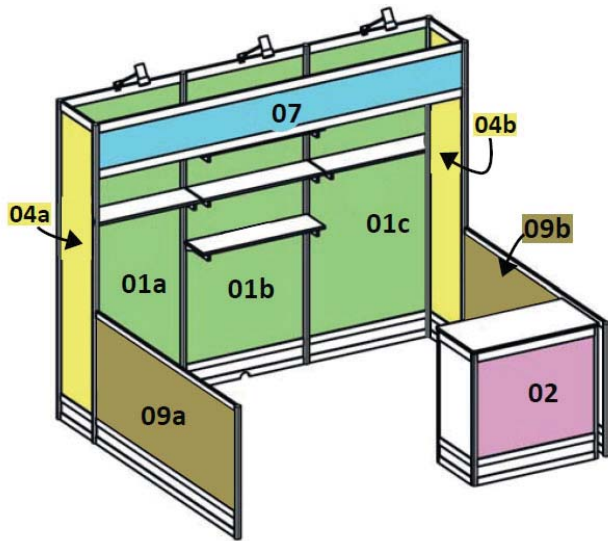


**Booth Rendering**

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 - \$440.00 /Regular Price - \$661.00  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$221.00 /Regular Price - \$332.00  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$188.00 /Regular Price - \$283.00  
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
 Discount Price - \$154.00 /Regular Price - \$231.00  
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
 Discount Price - \$313.00 /Regular Price - \$470.00  
 Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that 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/071600377/exhibit3/esm>

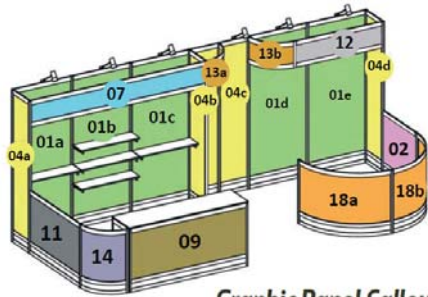


**Booth Rendering**

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 - \$96.25 /Regular Price - \$145.00  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$48.25 /Regular Price - \$72.50  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$247.00 /Regular Price - \$370.00  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$313.00 /Regular Price - \$470.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$120.00 /Regular Price - \$181.00  
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$440.00 /Regular Price - \$661.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$221.00 /Regular Price - \$332.00  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$92.75 /Regular Price - \$139.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$154.00 /Regular Price - \$231.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$188.00 /Regular Price - \$283.00  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

All Prices listed above are Per Panel.

Please note that 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.

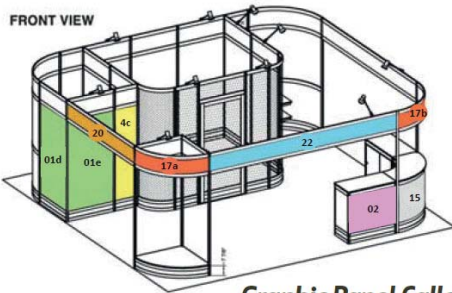
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/071600377/exhibit4/esm>

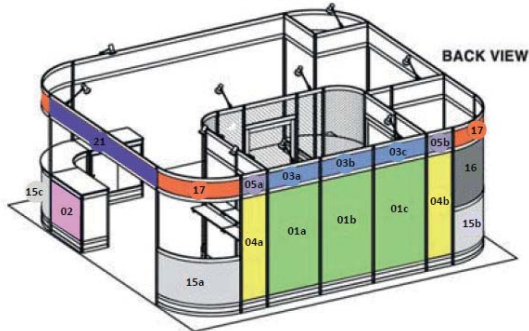
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #5, 20 x 20 (600005)



**Graphic Panel Callout**



- 21** 608321 136 9/16" wide x 12" tall  
Discount Price - \$145.00 /Regular Price - \$217.00  
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall  
Discount Price - \$155.00 /Regular Price - \$234.00  
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall  
Discount Price - \$180.00 /Regular Price - \$270.00  
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$154.00 /Regular Price - \$231.00  
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall  
Discount Price - \$61.75 /Regular Price - \$92.50  
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall  
Discount Price - \$48.25 /Regular Price - \$72.50  
Produced on 3/16" Thick White Foamcore

- 01** 608301 18 7/16" wide x 86 1/4" tall  
Discount Price - \$440.00 /Regular Price - \$661.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$221.00 /Regular Price - \$332.00  
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall  
Discount Price - \$294.00 /Regular Price - \$442.00  
Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall  
Discount Price - \$247.00 /Regular Price - \$370.00  
Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall  
Discount Price - \$250.00 /Regular Price - \$375.00  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

All Prices listed above are Per Panel.

Please note that 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/071600377/exhibit5/esm>

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

# Exhibit Systems Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) 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)

(41) (42) (56) (40) (45) (52) (49)

**Exhibit Panel Color Options**  
(Gray Fabric Panel will be provided if no color is indicated below)

(C41) (C50) (C79) (F41) (F40)

C Color Codes are Coated Panels  
F Color Codes are Fabric

**Trim Color Options**  
(Silver will be provided if no color is indicated below)

(41) (79)

## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	2,030.00	3,050.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
600003	Exhibit System GEM #3, 10'x10' Inline	3,830.00	5,750.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

### 10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	8,430.00	12,650.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

### 20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600005	Exhibit System GEM #5, 20'x20' Island	12,560.00	18,840.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

### Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	664.00	995.00		9.0	\$
600110	Exhibit, Armlight Black	98.75	148.00		9.0	\$
600103	Exhibit, Counter, 1M Curved	917.00	1,380.00		9.0	\$
	↳ Trim Color: _____ Panel Color: _____					
600101	Exhibit, Counter, 1M x 1/2M x 40"H	463.00	694.00		9.0	\$
	↳ Trim Color: _____ Panel Color: _____					
600102	Exhibit, Counter, 2M x 1/2M x 40"H	634.00	952.00		9.0	\$
	↳ Trim Color: _____ Panel Color: _____					
600221	Exhibit, Light Box, Large 37"x85"	843.00	1,260.00		9.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	666.00	999.00		9.0	\$
600223	Exhibit, Light Box, Small 37"x28"	411.00	617.00		9.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	581.00	871.00		9.0	\$
600291	Exhibit, Panel, Wirewall, 1M	566.00	850.00		9.0	\$

072417 071600377  
D-1 062917





# Digital File Preparation

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## Graphic File Solutions

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.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- 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.

## Avoiding Additional Costs

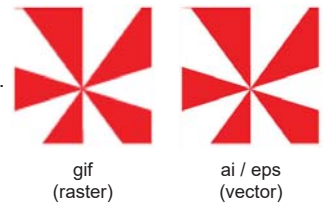
Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

### Vector Artwork

For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.

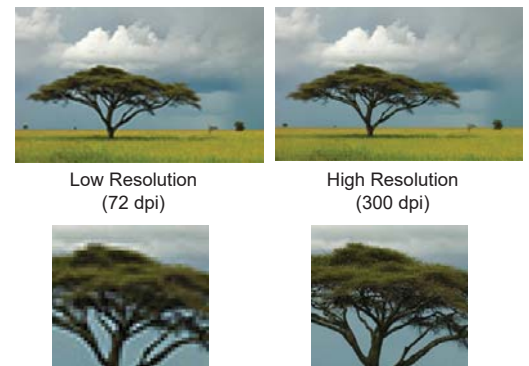


### Bitmap/Raster Artwork

**TIFF and PSD** - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-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. See Visual.

**JPEG** - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

**PDF** - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/071600377/signs>

071600377

072417 1158

I-2 071415



# Digital File Preparation

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- 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.
- Always add at least 1" of bleed to your images.
- 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.

## File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

*The resulting megabyte size is the approximate amount of digital information we need for best quality output.*

## Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

## Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

## Fonts

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.

## Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpps, .pdfs or raster-based images output to vinyl.

## Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

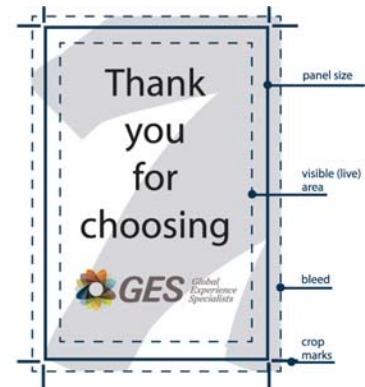


figure a.

I-2 071415 072417 1158

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/071600377/signs/esm>

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	265.00	398.00		10.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	204.00	307.00		10.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	217.00	326.00		10.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	391.00	588.00		10.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	241.00	361.00		10.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	513.00	770.00		10.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	362.00	543.00		10.25	\$
601099	Printed Cardboard Base for Freestanding Boards	23.60	35.50		10.25	\$

**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

\$

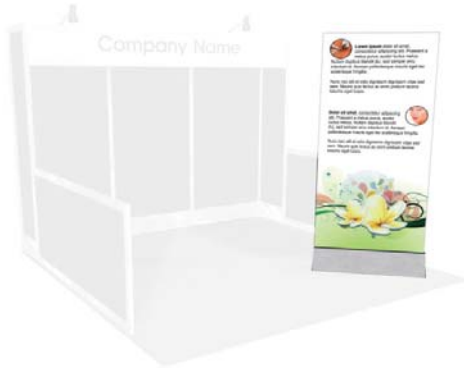
072417 071600377

I-1 062917



# Standard Graphics

## 38" Ad Board

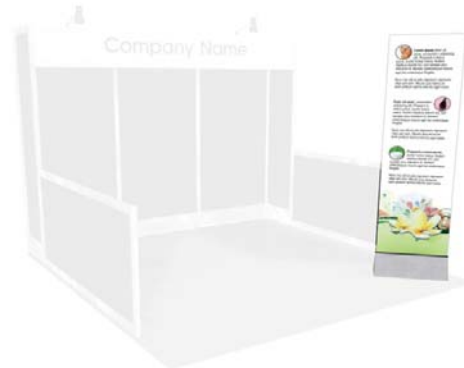


600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

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

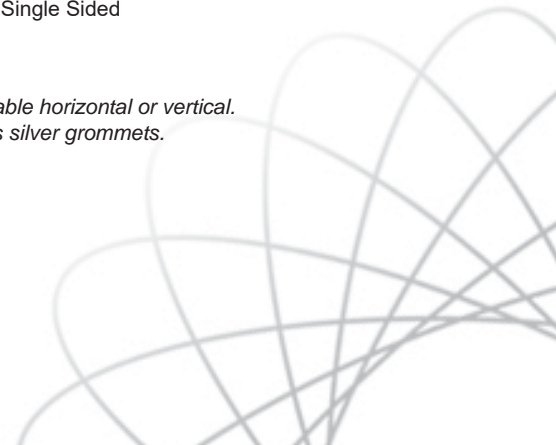
*Includes sign holder rental, graphic and delivery.*

## 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.*



# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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.
  - Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
  - Exhibitor may unpack and place merchandise.
  - Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
  - Break of Show – On Wednesday, September 27, 2017, Straight Time labor rates will apply until 8:30 PM. Overtime labor rates will apply from 8:30 PM to 12:00 AM.
  - Overtime (OT): Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM.
  - Double Time (DT): All other times Monday through Saturday. All day Sunday & Holidays.
- Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	115.00			\$
705000	Install & Dismantle, ST Move Out	115.00			\$
705000	Install & Dismantle, OT Move In	173.00			\$
705000	Install & Dismantle, OT Move Out	173.00			\$
705000	Install & Dismantle, DT Move In	230.00			\$
705000	Install & Dismantle, DT Move Out	230.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600377/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 25% ( \$ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form, click here: <https://e.ges.com/071600377/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 sub-paragraph VII, b., Labor.
- A 25% ( \$ 50.00 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.

072417 071600377 L-1 070617

Form Continues on Next Page



# Installation and Dismantling Order Form

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

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

**Option 2**

- Exhibitor Supervised
  - Indicate workers needed for installation and dismantling
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- Pop-Up       Two Story       Custom
- Other: \_\_\_\_\_

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**Move In**

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

**Move Out**

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

## Important Information

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) 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

**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** \$

L-1 070617 072417 071600377



# Forklift Labor Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



Tips

## Easy Ordering Tips:

- Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
- When ordering a forklift, a 2 worker crew will be assigned consisting of a forklift operator and a foreman.
- For safety reasons, at GES discretion, a third worker may be assigned to the crew.
- Equipment (Lifts) ordered for booth work will only require a foreman.
- Please see Labor Information form for additional requirements regarding labor.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, September 27, 2017, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.  
Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	= Total
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, ST	378.48			\$
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, OT	530.48			\$
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, DT	681.48			\$
705034	Additional Worker, ST	147.00			\$
705034	Additional Worker, OT	222.00			\$
705034	Additional Worker, DT	297.00			\$
705110	Forklift Foreman, ST	153.00			\$
705110	Forklift Foreman, OT	230.00			\$
705110	Forklift Foreman, DT	306.00			\$

9% Rental Tax for equipment, Crew (705111) and Forklift (706200) are included in displayed rates

## Additional Equipment

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	Tax %	= Total
706200	Forklift, 5,000#	72.00			9.0	\$
706204	Forklift, 15,000#	145.00			9.0	\$
706240	4-Stage Forklift, 5,000#	93.75			9.0	\$
706301	Scissor Lift	171.00			9.0	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600377/labor/esm>

T-1CH 070717 072417 071600377



# Forklift Labor Order Form

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

Discount Deadline Date:  
September 1, 2017

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

## Step 2. Labor Information



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

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

- Uncrating       Unskidding       Positioning  
 Leveling       Dismantling       Recrating  
 Reskidding

Additional labor will be assigned if necessary.

## Step 3. Schedule In Booth Forklift Labor

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) 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.

### Installation

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

### Dismantle

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**

\$



T-1CH 070717 072417 071600377

# Hanging Sign Labor Information

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Please complete and return the Hanging Sign Labor Order Form by September 1, 2017.

To receive the Discount Price, you must complete and return the Hanging Sign Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by September 1, 2017. The hanging sign must also arrive at the GES warehouse by September 14, 2017 to receive the Discount Price and to ensure that the sign is hung prior to show opening. There is no guarantee that your sign will be hung if it is not received by the deadline date. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.



Reminder

## Hanging Signs:

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

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor Electrical Service Order Form.
- Include Exhibitor contact information with the order.
- For safety reasons, signs weighing 500 lbs. or greater will require chain hoist motor.
- Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

## Shipping Instructions

All hanging signs should be received in advance at the GES Warehouse by September 14, 2017.

Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign." Prepay all shipments. Collect shipments will not be accepted. Please call for information on advance shipping for all uncrateable signs.

GES Supervised (OK to Proceed)

- Priority Installation
- Must ship to Advanced Receiving
- Must supply Hanging Sign Instructions
- Payment and Credit Card Charge Authorization

071600377  
072417

H-1 102716

# Hanging Sign Labor Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
- A crew will be assigned consisting of a lift with two workers.
- For safety reasons, at GES discretion, a third worker may be assigned to the crew.
- Please see Labor Information form for additional requirements regarding labor.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, September 27, 2017, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 4:30 PM.
- Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.  
Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	= Total
706300 705112	High Lift and 2 person Crew, ST	654.40			\$
706300 705112	High Lift and 2 person Crew, OT	786.40			\$
706300 705112	High Lift and 2 person Crew, DT	918.40			\$
705020	Additional Worker, ST	131.00			\$
705020	Additional Worker, OT	197.00			\$
705020	Additional Worker, DT	263.00			\$

9% Rental Tax for equipment, Crew (705112) and Highlift (706300) are included in displayed rates

## Additional Equipment

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	Tax %	= Total
706300	High Lift	360.00			9.0	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600377/labor/esm>

H-2CH 063017 072417 071600377

Form Continues on Next Page



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

Discount Deadline Date:  
September 1, 2017

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

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

## Step 2. Please Indicate Service Hanging Sign Options

### Type of Sign

- Banner                       Structural Signage  
 Systems

### Shape of Sign

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

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_ (16' max)  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Electrical

- Is your sign electrical?  
 Yes                       No

### Pick Points

Number of structural pick points \_\_\_\_\_  
Weight at each pick point \_\_\_\_\_  
Have you submitted your structurally engineered rigging points? \_\_\_\_\_  
Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?  
 Yes                       No  
If yes, GES will assemble your sign prior to hanging. See Hanging Sign Labor Rate and Information.

### Supervision

Do you want to supervise the hanging of your sign?  
 Yes (GES do not proceed)     No (GES OK to proceed)  
If yes, schedule the date you would like the sign to be hung in Step 3 of this form.  
Please provide GES with a contact name and number to discuss \_\_\_\_\_

If no, GES will supervise without exhibitor present.

- A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

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

H-2CH 063017 072417 071600377



# Hanging Sign Labor Order Form

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

Discount Deadline Date:  
September 1, 2017

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

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

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

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by undefined. undefined 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.

### Installation

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

### Dismantle

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**

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

H-2CH 063017 072417 071600377





# Booth Layout - Display Items

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Form Deadline Date:  
September 1, 2017

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



## Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Draw the display cases/bookshelves items that will be included in your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

## Step 1. Booth Information

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

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

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

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

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

## Step 2. Draw Your Booth Layout


072417 071600377

H-3 102615 **Review and Return:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**True Value 2017 Fall Reunion**

Name of Exhibition

0710600377

Booth Number

**C/O Global Experience Specialists  
4108 W. 52nd Place  
Chicago, IL 60632 USA**

**Shipment Should Arrive on or Between:  
Tuesday, Aug 22, 2017 - Thursday, Sep 14, 2017**

The GES Advance Warehouse will be CLOSED Monday, Sept. 4th in observance of Labor 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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**True Value 2017 Fall Reunion**

Name of Exhibition

0710600377

Booth Number

**C/O Global Experience Specialists  
4108 W. 52nd Place  
Chicago, IL 60632 USA**

**Shipment Should Arrive on or Between:  
Tuesday, Aug 22, 2017 - Thursday, Sep 14, 2017**

The GES Advance Warehouse will be CLOSED Monday, Sept. 4th in observance of Labor 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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

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



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.70	1.05		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.35	0.53			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	112.00	168.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	340.00	511.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	410.00	616.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	481.00	722.00			\$

## 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%**.

071600377  
072417  
J-1 063017



# Electrical Order Checklist

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Form	Must include complete Credit Card Authorization, Labor Order Form and floor plan to secure discount rates, if applicable. Call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Form	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points).
<input type="checkbox"/> Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
<input type="checkbox"/> Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
<input type="checkbox"/> Do you require 24 hour power?	Required for refrigeration, computer systems, water pumps, heaters, etc. See 24 Hour Electrical Outlets Order Forms.
<input type="checkbox"/> Do you require overhead power?	Overhead power drops will require additional labor and equipment rental fees.
<input type="checkbox"/> Exhibitor's equipment will be modified to conform to GES' electrical cords and caps and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> <li>• 15 amp 120 volt: Standard U-ground cord cap</li> <li>• 30 amp 208 volt 1Ø or 3Ø: Leviton 2811 or Hubbell 2811</li> <li>• 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P</li> <li>• 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH</li> </ul>
<input type="checkbox"/> Avoid code violations	Check the electrical code requirements on the Electrical Information form.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800.475.2098. We're here to help!

072417 071600377

E-1 101016



# Electrical Services Information

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

## True Value 2017 Fall Reunion

McCormick Place  
September 25 - 27, 2017

### Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

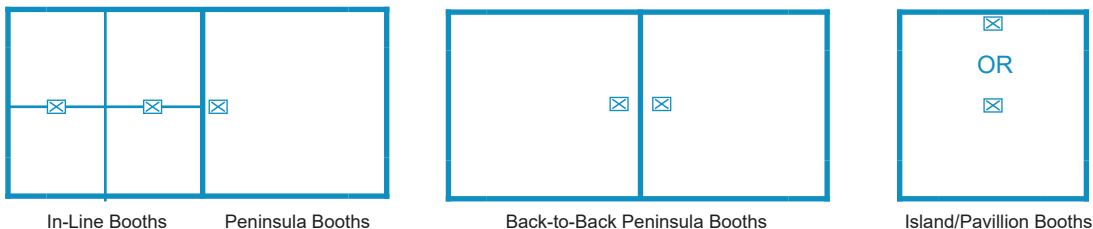
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.

If you have any questions, please call us at (800) 475-2098

### Where will my outlet be located?

There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

### In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drapery line.

### Island or Pavilion Booths:

You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1 120 Volt Single Phase  
Hz60 60 Cycle  
W1000 1000 Watts

V230 230 volts  
A30 30 Amps  
PH3 3 Phase

071600377  
072417

E-1 101016



# Electrical Set-Up Information

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## General Tips on Electrical Set-Up

If voltages other than those listed are needed, we recommend that exhibitors bring their own transformers.

GES stocks a supply of transformers for rental use. Please state the type that you require. We will check our inventory and reserve it for you if it is available.

The following is a chart listing the voltages and amperages available in each building.

Service	South		North				West		Lakeside		
	A2	A1	B1	B2	C1	C2	F1	F2	D1	D2	E
120 Volt Floor Power 30 Amps or less	X	X	X		X		X	X	X	X	X
208 Volt Floor Power 60 Amps or less	X	X	X		X		X	X	X	X	X
480 Volt Floor Power 100 Amps or less	X	X	X						X	X	X
120 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X	X	X	X
208 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X			
480 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X	X	X	X

### Q: What work can I do in my own booth?

- A: Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company.
- Setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.

# Electrical Outlets Order Form - Floor Service

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps) and labor.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

### 120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths - Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	5 Amp/500 Watts, 1/4 HP 120V	131.00	196.00		9.0	\$
700002	10 Amp/1000 Watts, 1/4 HP 120V	203.00	304.00		9.0	\$
700003	15 Amp/1500 Watts, 1/4 HP 120V	277.00	416.00		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	296.00	444.00		9.0	\$

### 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700015	30 Amp, 2 HP 208V / 1Phase	568.00	851.00		9.0	\$
700016	60 Amp, 5 HP 208V / 1Phase	600.00	901.00		9.0	\$

### 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700025	30 Amp, 5 HP 208V / 3Phase	718.00	1,080.00		9.0	\$
700026	60 Amp, 10 HP 208V / 3Phase	778.00	1,170.00		9.0	\$
700027	100 Amp, 20 HP 208V / 3Phase	1,260.00	1,890.00		9.0	\$
700028	200 Amp, 50 HP 208V / 3Phase	2,530.00	3,810.00		9.0	\$
700029	400 Amp, 208V / 3Phase	4,770.00	7,150.00		9.0	\$

E-2f 053017 Cstm 072417 071600377

Form Continues on Next Page



# Electrical Outlets Order Form - Floor Service

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:  
September 1, 2017

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

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

## 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700045	30 Amp, 10 HP 480V / 3Phase	829.00	1,250.00		9.0	\$
700046	60 Amp, 20 HP 480V / 3Phase	1,130.00	1,690.00		9.0	\$
700047	100 Amp, 50 HP 480V / 3Phase	1,300.00	1,950.00		9.0	\$

## Light Fixtures

- Power and labor not included.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700350	Floodlight, 120 Watt (In-line Booths Only)	118.00	178.00		9.0	\$

**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**

\$

By signing and delivering the Electrical Outlets Order Form - Floor Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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



## Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to 630.339.7310. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- Power will be turned on one hour prior to show open daily and will be turned off approximately one hour after show closes daily. Power will be turned off immediately after final show closing. If you require power outside the actual show hours, arrangements should be made in advance. Please contact [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com) to make arrangements. Additional charges may apply.

E-2f 053017 Cstm 072417 071600377



# 24 Hour Electrical Outlets Order Form - Floor Service

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps) and labor.
- If carpet is installed prior to electrical installation, additional labor charges may apply.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

## 120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths - Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	5 Amp/500 Watts, 1/4 HP 120V	262.00	392.00		9.0	\$
700002	10 Amp/1000 Watts, 1/4 HP 120V	406.00	608.00		9.0	\$
700003	15 Amp/1500 Watts, 1/4 HP 120V	554.00	832.00		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	592.00	888.00		9.0	\$

## 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700015	30 Amp, 2 HP 208V / 1Phase	1,136.00	1,702.00		9.0	\$
700016	60 Amp, 5 HP 208V / 1Phase	1,200.00	1,802.00		9.0	\$

## 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700025	30 Amp, 5 HP 208V / 3Phase	1,436.00	2,160.00		9.0	\$
700026	60 Amp, 10 HP 208V / 3Phase	1,556.00	2,340.00		9.0	\$
700027	100 Amp, 20 HP 208V / 3Phase	2,520.00	3,780.00		9.0	\$
700028	200 Amp, 50 HP 208V / 3Phase	5,060.00	7,620.00		9.0	\$
700029	400 Amp, 208V / 3Phase	9,540.00	14,300.00		9.0	\$

E-2f24hr 053017 Cstm 072417 071600377

Form Continues on Next Page



# 24 Hour Electrical Outlets Order Form - Floor Service

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:  
September 1, 2017

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

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

### 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700045	30 Amp, 10 HP 480V / 3Phase	1,658.00	2,500.00		9.0	\$
700046	60 Amp, 20 HP 480V / 3Phase	2,260.00	3,380.00		9.0	\$
700047	100 Amp, 50 HP 480V / 3Phase	2,600.00	3,900.00		9.0	\$

**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** \$ \_\_\_\_\_

By signing and delivering the 24 Hour Electrical Outlets Order Form - Floor Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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

### Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to 630.339.7310. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.

E-2f24hr 053017 Cstm 072417 071600377



# 24 Hour Electrical Outlets Order Form - Overhead Service

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



### Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps) and labor.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

### 120 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704003	15 Amp/1500 Watts, 1/4 HP 120V	554.00	832.00		9.0	\$
704004	20 Amp/2000 Watts, 1/4 HP 120V	592.00	888.00		9.0	\$
704005	30 Amp, 1HP, 120V	1,144.00	1,718.00		9.0	\$

### 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704015	30 Amp, 2 HP 208V / 1 Phase	1,136.00	1,702.00		9.0	\$
704016	60 Amp, 5 HP 208V / 1 Phase	1,200.00	1,802.00		9.0	\$
704017	100 Amp, 10 HP 208V / 1 Phase	2,400.00	3,620.00		9.0	\$
704018	200 Amp, 208V / 1 Phase	4,600.00	6,920.00		9.0	\$

### 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704025	30 Amp, 5 HP 208V / 3 Phase	1,436.00	2,160.00		9.0	\$
704026	60 Amp, 10 HP 208V / 3 Phase	1,556.00	2,340.00		9.0	\$
704027	100 Amp, 20 HP 208V / 3 Phase	2,520.00	3,780.00		9.0	\$
704028	200 Amp, 50 HP 208V / 3 Phase	5,060.00	7,620.00		9.0	\$
704029	400 Amp, 208V / 3 Phase	9,540.00	14,300.00		9.0	\$

E-2o 24hr 053017 Cstm 072417 071600377

Form Continues on Next Page



# 24 Hour Electrical Outlets Order Form - Overhead Service

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:  
September 1, 2017

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

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

### 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704045	30 Amp, 10 HP 480V / 3 Phase	1,658.00	2,500.00		9.0	\$
704046	60 Amp, 20 HP 480V / 3 Phase	2,260.00	3,380.00		9.0	\$
704047	100 Amp, 50 HP 480V / 3 Phase	2,600.00	3,900.00		9.0	\$
704048	200 Amp, 100 HP 480V / 3 Phase	5,220.00	7,820.00		9.0	\$
704049	400 Amp, 480V / 3 Phase	10,180.00	15,280.00		9.0	\$

**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** \$ \_\_\_\_\_

By signing and delivering the 24 Hour Electrical Outlets Order Form - Overhead Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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



### Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to 630.339.7310. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.

E-2o 24hr 053017 Cstm 072417 071600377



# Electrical Outlets Order Form - Overhead Service

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



Tips

## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps) and labor.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

### 120 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704003	15 Amp/1500 Watts, 1/4 HP 120V	277.00	416.00		9.0	\$
704004	20 Amp/2000 Watts, 1/4 HP 120V	296.00	444.00		9.0	\$
704005	30 Amp, 1HP, 120V	572.00	859.00		9.0	\$

### 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704015	30 Amp, 2 HP 208V / 1 Phase	568.00	851.00		9.0	\$
704016	60 Amp, 5 HP 208V / 1 Phase	600.00	901.00		9.0	\$
704017	100 Amp, 10 HP 208V / 1 Phase	1,200.00	1,810.00		9.0	\$
704018	200 Amp, 208V / 1 Phase	2,300.00	3,460.00		9.0	\$

### 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704025	30 Amp, 5 HP 208V / 3 Phase	718.00	1,080.00		9.0	\$
704026	60 Amp, 10 HP 208V / 3 Phase	778.00	1,170.00		9.0	\$
704027	100 Amp, 20 HP 208V / 3 Phase	1,260.00	1,890.00		9.0	\$
704028	200 Amp, 50 HP 208V / 3 Phase	2,530.00	3,810.00		9.0	\$
704029	400 Amp, 208V / 3 Phase	4,770.00	7,150.00		9.0	\$

E-2o 053017 Cstm 072417 071600377

Form Continues on Next Page



# Electrical Outlets Order Form - Overhead Service

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:  
September 1, 2017

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

### 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704045	30 Amp, 10 HP 480V / 3 Phase	829.00	1,250.00		9.0	\$
704046	60 Amp, 20 HP 480V / 3 Phase	1,130.00	1,690.00		9.0	\$
704047	100 Amp, 50 HP 480V / 3 Phase	1,300.00	1,950.00		9.0	\$
704048	200 Amp, 100 HP 480V / 3 Phase	2,610.00	3,910.00		9.0	\$
704049	400 Amp, 480V / 3 Phase	5,090.00	7,640.00		9.0	\$

### Light Fixtures

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700125	1000 Watt PARcan, Addl on Low Steel	574.00	860.00		9.0	\$
	↳ To receive the discount rate for all 1000 watt overhead Parcan fixtures, a Parcan focus points floor plan must be submitted with your order form. If floor plan is not submitted regular rates will be applied to your invoice.					
700385	200 Watt LED Bright White Spot PARcan	660.00	990.00		9.0	\$
	↳ Please e mail GESElectricalChicago@ges.com for availability.					

**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** \$ \_\_\_\_\_

By signing and delivering the Electrical Outlets Order Form - Overhead Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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



### Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to 630.339.7310. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- Power will be turned on one hour prior to show open daily and will be turned off approximately one hour after show closes daily. Power will be turned off immediately after final show closing. If you require power outside the actual show hours, arrangements should be made in advance. Please contact [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com) to make arrangements. Additional charges may apply.

E-2o 053017 Cstm 072417 071600377



# Electrical Floor Work Labor Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- Electrical Labor is required for: all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- Dismantle labor will be charged as a percentage of the installation labor (50%)
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, September 27, 2017, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.  
Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705060	Electrical Floor Work, ST	107.00			\$
705060	Electrical Floor Work, OT	157.00			\$
705060	Electrical Floor Work, DT	206.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600377/labor/esm>

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when a an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

E-3CH 063017 072417 071600377

Form Continues on Next Page



# Electrical Floor Work Labor Order Form

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

Discount Deadline Date:  
September 1, 2017

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

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

## Floor Work (Under Carpet Electrical Distribution)

### Option 1

- Exhibitor Supervised (Do not proceed)
  - You must schedule date & time as well as # of electricians and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.
  - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

### Schedule Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
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	

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. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

### Option 2

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

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) 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

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

\$

By signing and delivering the Electrical Floor Work Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

E-3CH 063017 072417 071600377



# Electrical Booth Work Labor Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage over 120 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%)
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, September 27, 2017, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.  
Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705065	Electrical, High Lift Operator, ST	111.00			\$
705065	Electrical, High Lift Operator, OT	162.00			\$
705065	Electrical, High Lift Operator, DT	213.00			\$
705061	Electrical Booth Work, ST	107.00			\$
705061	Electrical Booth Work, OT	157.00			\$
705061	Electrical Booth Work, DT	206.00			\$

## Additional Equipment

Item Code	Description	RATE (\$)	# of Equipment	# Hours	Total
706300	High Lift	305.00			\$
706301	Scissor Lift	84.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600377/labor/esm>

E-4CH 063017 072417 071600377

Form Continues on Next Page



# Electrical Booth Work Labor Order Form

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

Discount Deadline Date:  
September 1, 2017

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

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

## Step 2. Please Indicate Service

### Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- Lighting
  - Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
  - Assembly, installation and dismantle of electrical headers and/or light boxes
- Miscellaneous
  - Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
  - Changes to or the additional of electrical connectors to electrical apparatus.

Install/Remove Plasma\*: Size \_\_\_\_\_ Qty \_\_\_\_\_ Other \_\_\_\_\_

\*Plasmas 37" and larger require 2 electricians.

- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.

Is there more than one (1) drop location?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Additional drops will be charged on a time and material basis depending on when order & floor plan are received.

All booths requiring floor work labor must send a booth floor plan to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to 702.616.8155. Please write your booth number, show name and email address on the fax. To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include main drop locations for power, additional drop locations, electrical distribution, orientation, outlets, fixtures, and all 1000 watt overhead focus points must be attached to this form, as well as a form of payment or emailed to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com).

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. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged based on actual usage. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

### Schedule Installation

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

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

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) 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

**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** \$ \_\_\_\_\_

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.



E-4CH 063017 072417 071600377



# Plumbing Services Information

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed only by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.
- Any wastewater or fluids deemed to be hazardous will incur a hazardous material surcharge. Please email GESPlumbingChicago@ges.com for quote.

## Compressed Air

- GES is not responsible for moisture, oil, or water in our lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

## Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

## Labor

- Laying of any lines under carpet or other flooring, or spotting from ceiling will be an additional labor charge.

## Facility Pressures to know

- Compressed Air - Pressure of 90-100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.
- Hoses Pressure - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure. Any hoses brought in by clients must also have this rating
- Natural Gas - A one inch gas line provides a constant one pound pressure per square inch.
- Drain - Any drain over one inch, please call for quote.

071600377  
072417

K-1 112316



# Plumbing Services Information

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## Bottled Gases

- We can supply a complete line of any 2, 3 or 4 mixtures and quantity with advance notice. We do not stock any bottled gases on premises. Many of our Gases require a minimum of 2 weeks notice. Please email your request to GESPlumbingChicago@ges.com for a quote.
- In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane and anything red tagged, must be removed from the event floor during the evening.
- Labor to deliver and pick up bottled gases will be charged at the prevailing labor rates.

## Additional Information

- Any drain over one inch, please call for quote.
- Labor charges will be incurred for all connections to the equipment.
- Labor to deliver and pick up bottled gases will be charged at the prevailing labor rates.
- Electricity or Electrical Labor to connect and/or operate any plumbing equipment is not included.
- GES is not responsible for color or sediment in water fill.
- Ramps over utility lines in a booth are provided on a time and material basis.
- To receive the discount rate on services and labor, the Booth Layout - Plumbing form or a scaled plan in CAD or PDF format must include locations for plumbing services, booth orientation and be submitted with your order.

## Hazardous Materials and Venting

- Any wastewater or fluids deemed to be hazardous will incur a hazardous material surcharge. Please email GESPlumbingChicago@ges.com for quote.
- Venting to Atmosphere - email GESPlumbingChicago@ges.com. Indicate size of flu pipes and if draft inducer is required.

072417 071600377

K-1 112316



# Plumbing Services Order Form

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



## Easy Ordering Tips:

- Be sure to place your order before the discount deadline date to receive the best rate.
- Always include the Booth Layout - Plumbing form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases, please email [GESPlumbingChicago@ges.com](mailto:GESPlumbingChicago@ges.com) for a quote.
- Any and all connections will be subject to a labor charge. Please remember to schedule labor on the Plumbing Labor Order Form before the deadline date to avoid extra charges.
- Review Plumbing Services Information for important conditions, regulations and guidelines.

## Plumbing Services

### Air

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701037	Compressed Air 1st Outlet	607.00	911.00		9.0	\$
	↳ Size of connection _____					
701038	Air Outlet, CFM Required (5 Minimum per outlet)	15.20	19.75		9.0	\$
701039	Air Outlet, Connection	175.00	227.00		9.0	\$
701040	Compressed Air, Supplemental Outlets	293.00	381.00		9.0	\$
	↳ Size of connection _____					

### Water

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701081	Water Outlet	607.00	911.00		9.0	\$
	↳ Size of connection _____					
701116	Water - Additional Footage	5.25	7.90		9.0	\$
701045	Drain Outlet	607.00	911.00		9.0	\$

### Water Filling and Draining

Greater than 4,000 Gallons - email [gesplumbingchicago@ges.com](mailto:gesplumbingchicago@ges.com). Fill and Drain services do not include labor.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	445.00	668.00		9.0	\$
701092	Fill & Drain, 400+ Gallons, Per Unit	979.00	1,470.00		9.0	\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	817.00	1,230.00		9.0	\$
701058	Fill & Drain, 5000-14000 Gallons, Per Unit	1,400.00	2,100.00		9.0	\$

A 2 Week Notice is required for the following rental items: \*Does not include water, drain or labor.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701121	Sink Rental Double with Faucet*	204.00	204.00		9.0	\$
701120	Sink Rental Single with Faucet*	146.00	146.00		9.0	\$
701095	Water Heaters, 6 gallons*	204.00	204.00		9.0	\$
701097	Water heaters, 52 gallons*	350.00	350.00		9.0	\$
703033	Fire Extinguisher, ABC, 10#	161.00	242.00		9.0	\$

Form Continues on Next Page



# Plumbing Services 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:  
September 1, 2017

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

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

701106	Machine Anchoring	967.00	1,450.00		9.0	\$
--------	-------------------	--------	----------	--	-----	----

**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**

\$
----

By signing and delivering the Plumbing Services Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on Plumbing Services Information Form.

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



**Attention:**

- To receive the discount rate on services and labor, the Booth Layout - Plumbing form or a scaled plan in CAD or PDF format must include locations for plumbing services, booth orientation and be submitted with your order. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or the depreciated value of Goods, whichever is less.
- Our Plumbing Department will not be responsible for moisture, water or minerals in any air lines. Exhibitors should supply their own filtering or other equipment to handle any moisture, water or minerals.

072417 071600377

K-2 071317



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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Discount Deadline Date:  
September 1, 2017

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



### Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
  - Include a Plumbing Layout Form for easier installation.
  - Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
  - Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
  - Double Time: All other times Monday through Saturday. All day Sunday & Holidays.
- Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	107.00			\$
705011	Plumbing, OT	155.00			\$
705011	Plumbing, DT	204.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600377/labor/esm>

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. 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

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

### Option 2

- GES Supervised (OK to proceed without exhibitor.)
- Please complete Plumbing Layout Form.
  - GES will supervise labor.

K-3 070717 072417 071600377

Form Continues on Next Page



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

Discount Deadline Date:  
September 1, 2017

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

### Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) 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.

Note: Our Plumbing Department will not be responsible for moisture, water or minerals in any air lines. Exhibitors should supply their own filtering or other equipment to handle any moisture, water or minerals.

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.

#### Installation

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

#### Dismantle

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** \$ \_\_\_\_\_

By signing and delivering the Plumbing Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Plumbing Information Form.

K-3 070717 072417 071600377





# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Form Deadline Date:  
August 24, 2017

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



### Attention:

- This form is to be completed by the Exhibitor

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

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

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

Office Phone: (area code ) \_\_\_\_\_ Fax: (area code ) \_\_\_\_\_

Description of proposed service for Exhibitor: \_\_\_\_\_

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

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.



X  
\_\_\_\_\_  
Authorized Cardholder's Signature

\_\_\_\_\_  
Authorized Cardholder's Name - Please Print Date

## Review and Return [Return to Email: ChicagoCOI@ges.com](mailto:ChicagoCOI@ges.com) • Fax: 702.914.5022

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.

072417 071600377

L-3/L-4 101216



# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

Form Deadline Date:  
August 24, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



## Attention:

- This form is to 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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- 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).
- 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.
- 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.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), True Value Fall Reunion (Show Management), True Value 2017 Fall Reunion (Show), McCormick Place (Facility), MPEA and SMG as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- 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.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- 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.

L-3/L-4 101216 072417 071600377

# 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.

True Value 2017 Fall Reunion  
 McCormick Place  
 September 25 - 27, 2017

Form Deadline Date:  
 August 24, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

## 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 Cardholder's Signature

\_\_\_\_\_ Date  
 Authorized Cardholder's Name - Please Print

**Review and Return** Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Operations Department, 6800 Santa Fe Drive, Hodgkins, IL 60525, Email ChicagoCOI@ges.com, Fax 702.914.5022

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
 Contact Name at Show Site: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

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

L-3/L-4 101216 072417 071600377



**ACORD** 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY)  
01/01/17

PRODUCER <b>ABC Insurance Agency</b> 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 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span> <b>Big Boom Company, Inc.</b> 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349      Fax: (212) 555-9819	INSURER A: <b>Hartford Insurance Company of Illinois</b> INSURER B: <b>Aetna Casualty &amp; Surety Company</b> INSURER C: <b>Travelers Insurance Company</b> INSURER D: <b>Royal Insurance Company</b> 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	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
<b>A</b>	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	<b>000P98298-A11</b>	<b>01/01/17</b>	<b>01/01/18</b>	EACH OCCURRENCE <b>\$1,000,000</b>
	FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>				
	MED EXP (Any one person) <b>\$ 5,000</b>				
	PERSONAL & ADV INJURY <b>\$1,000,000</b>				
	GENERAL AGGRREGATE <b>\$2,000,000</b>				
	PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>				
<b>B</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"/> _____	<b>SKLS-029499S</b>	<b>01/01/17</b>	<b>01/01/18</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b> (Ea accident)
	BODILY INJURY      \$				
	(Per person)				
	BODILY INJURY      \$				
	(Per accident)				
	PROPERTY DAMAGE      \$ (Per accident)				
<b>C</b>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	<b>XL1234567</b>	<b>01/01/17</b>	<b>01/01/18</b>	AUTO ONLY-EA ACCIDENT
	OTHER THAN      \$      \$				
	AUTO ONLY:      \$      \$				
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>A4145-SS-PJ37</b>	<b>01/01/17</b>	<b>01/01/18</b>	EACH OCCURRENCE <b>\$1,000,000</b>
	AGGREGATE <b>\$1,000,000</b>				
	\$				
	\$				
	\$				
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/17</b>	<b>01/01/18</b>	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS    OTHER
	E.L. EACH ACCIDENT <b>\$1,000,000</b>				
	E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>				
	E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>				
<b>D</b>	OTHER				Each Occurrence & Aggregate

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

5. Global Experience Specialists, Inc. (GES) (Official Service Provider), True Value Fall Reunion (Show Management), McCormick Place (Facility), MPEA and SMG, and True Value 2017 Fall Reunion (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: September 25 - 27, 2017 at city of Chicago.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/> <b>ADDITIONAL INSURED; INSURER LETTER: X</b>	<b>CANCELLATION</b>
Global Experience Specialists, Inc. (GES) Operations Department 6800 Santa Fe Drive Hodgkins, IL 60525 Email: ChicagoCOI@ges.com Fax 630.339.7310		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  <div style="text-align: right;"><i>John Smith</i></div>

6.

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), True Value Fall Reunion (Show Management), True Value 2017 Fall Reunion (Show) and McCormick Place (Facility), MPEA and SMG as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)
7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.



L-3/L-4 101216 072417 071600377

# McCormick Place Exhibitor Rights

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## Q: What work can I do in my own booth?

- A: Exhibitors may perform the following functions as long as they are full-time employees of the exhibiting company:
- Setting up and dismantling exhibits with the use of exhibitor-owned tools (ladders, hand tools, cordless tools and power tools) without limit to the booth size.
  - Assembling and disassembling materials, machinery or equipment.
  - Installing all signs (except overhead ceiling signs), graphics, props, balloons, other decorative items, or Exhibitor drapery, including the skirting of Exhibitor tables.
  - Delivering, setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.
  - Skidding, positioning and re-skidding all Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.

## Q: What type of equipment is not permitted?

- A: Exhibitors and their employees are not allowed to operate or stand on forklifts, pallet jacks, scaffolding, motorized dollies or similar motorized or hydraulic equipment. This also applies to GES supplied equipment to include scissor lifts, platforms and safety cages.

## Q: What is a full-time employee?

- A: An exhibitor employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

## Work Zone

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

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of GES. Please refrain from voicing complaints directly to labor.

072417 071600377

G-6 040517

# McCormick Place Automobile and Small Utility Vehicle Unloading Policy

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

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

As part of our ongoing efforts to create an exceptional exhibitor experience, McCormick Place will provide an accessible location for exhibitors to unload and load smaller materials and equipment used in their exhibit booths.

## Q: What is considered an "Automobile or Small Utility Vehicle?"

A: Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.

## Q: What can be unloaded or loaded from these vehicles?

A: Equipment, displays or other event related materials that can fit into approved vehicles and which can be transported by the owner or employee by hand or with the use of a exhibitor supplied manual cart or dolly. Due to safety concerns and in order to maintain an organized orderly flow during load-in and load-out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload or transport materials on McCormick Place property.

## Q: Who can unload the vehicle?

A: Either an exhibitor or a full-time employee of the exhibiting company may unload or load the vehicle. In order to use the designated "Automobile or Small Utility Vehicle" area, eligible exhibitors and exhibitors' employees must work in a team of at least two people.

## Q: What is a full-time employee?

A: A full-time employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

## Q: How many employees do I need in my vehicle?

A: There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.

## Q: How much time will I have?

A: The time allotted to individual vehicles to unload or load will be no more than 20 minutes.

## Q: When will the areas be available to exhibitors?

A: Exhibitors will be supplied with specific ASUV service times. Service times will be made available on the last day of move-in and the last show day, after the show breaks.

G-6a 040517 072417 071600377

G-6a 040517

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017



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.

# Fire Regulations

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

## True Value 2017 Fall Reunion

McCormick Place  
September 25 - 27, 2017

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

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

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

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

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one eighth (1/8) of 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.

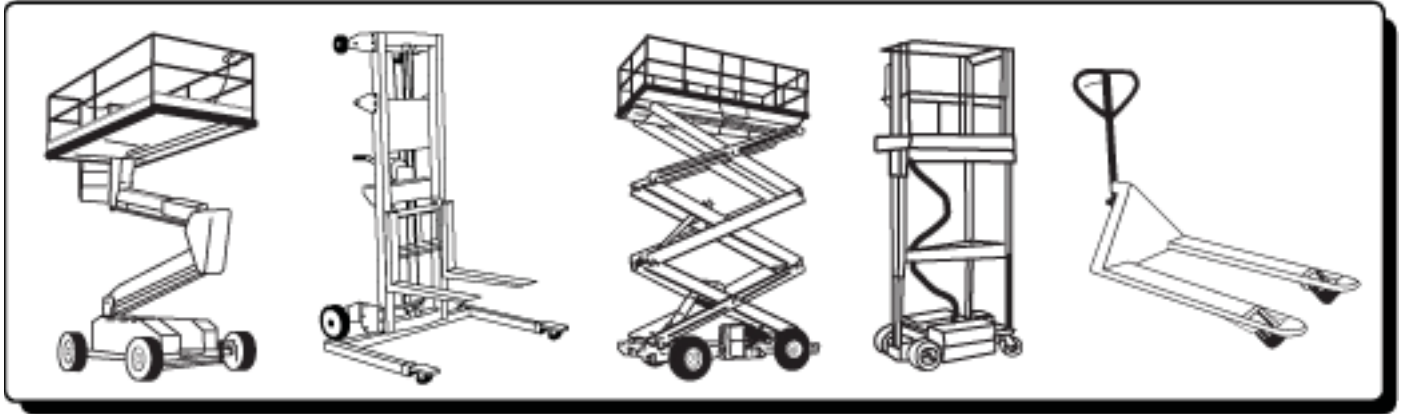
072417 071600377

G-8 120116

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017



## 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.

072417 071600377

G-9 050916

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

## 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.

# 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.

True Value 2017 Fall Reunion  
McCormick Place  
September 25 - 27, 2017

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

## I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; 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, un-supervised 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; Un-Supervised 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 un-supervised 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 on-line, 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 Customer 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 ½% 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 attorney's 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 Customer's 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' 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 attorney's 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.

072417 071600377

G-7 062116



## 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 piece count 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 of 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 Customer's 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 GES 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).

G-7 062116 072417 071600377



## 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 Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer 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 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 authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) 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 or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

# Additional Service Order Forms

**\*Order By: July 17, 2017 to Receive Early Order Pricing!**



<b>Exhibiting Company Name:</b>	<b>Booth #:</b>
---------------------------------	-----------------

Packages	QTY.	Early Order	Show Rate	Total
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,800.00	\$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$1,300.00	\$1,690.00	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

**\*Early order rate is subject to a 30% increase when ordering equipment after July 17, 2017.**

Contact Your Freeman Representative	Total Your Order	
<b>MARTHA ARROYO</b> <a href="mailto:martha.arroyo@freeman.com">martha.arroyo@freeman.com</a> Phone: 708.255.7125 Fax: 469.621.5620  <b>Don't see what you are looking for?</b> <b>Please call to discuss the options!</b>	Equipment Sub-Total	
	State Rental Tax on Equipment Only (9%)	
	Handling & Onsite Freeman Audio Visual Supervision:	
	If your equipment subtotal is: Less than \$430, add \$130	
	\$430-\$2,999, add \$180   Please call for quote if order is \$3,000+	
	<b>TOTAL CHARGES:</b>	
*GES Electrical will charge the exhibitor directly for the in-booth delivery, setup & dismantle fees. Charges are based upon amount, type of equipment & day/time that work is performed.		

**Please Fill in All Information Below Before Submitting Your Order**

**Contact Information**

<b>Your Name:</b>	<b>Booth Number:</b>
<b>Exhibiting Company Name:</b>	
<b>Company Address:</b>	
<b>City / State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Third Party (If Applicable):</b>	
<b>Signature:</b>	

**Delivery Information**

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.  
Delivery subject to readiness of the booth structure and set-up. Please call us at 708.255.7125 with questions.*

<b>On-Site Contact Person:</b>	<b>Cell Phone:</b>
<b>Please Select Your Preferred Date and Time of Delivery (Choose One):</b>	
Sunday, September 24, 2017 <input type="checkbox"/> 8:30am - 12pm <input type="checkbox"/> 1pm - 4:30pm	
<b>If You Have a Special Delivery Request, Please Note it Here:</b>	

**Payment Information**

**Method of Payment (Choose One):**

**Credit Card** \* In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

**Check** \*Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.

**Key Account** \*Key Account customers have been pre-approved with net 30 terms.

**Bank Transfer** \* Please reference the Show Name and Booth Number so we may properly credit your account.  
**Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX  
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.  
 Physical address routing identifiers: 100 West 33rd Street, New York, NY

**International Wire Transfer**  
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.  
 CHIPS address: 0959 Freeman Audio Visual, Inc.  
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

**ACH Direct Deposit**  
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.  
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

*\*\* For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*\*\* All payments must be made in advance in US funds.*

*\*\*Full payment, including any applicable tax, is due at the time the order is placed.*

**Cancellation Policy:** Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

#### DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc. Stage Rigging, Inc., Kerry Technical Services, The Freeman Company, Inc., Freeman Electrical, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

#### PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

#### ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

#### LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

#### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

#### IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

- 1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In
- 2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to lose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**
- 3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**
- 4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.
- 5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**
- 6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**
- 7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.
- 8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.
- a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.
- b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.
- c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.
- 9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, **FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.**
- 10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.
- 11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- 12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.
- 13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.
- 14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein ALL TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- (b) Storage charges, based on Shipper's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTER-NATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing; (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption dam-ages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for mis-delivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

## 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- (a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- (c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (trashboxes, cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

**1. DEFINITIONS.** In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

**4. PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**5. PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper storage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostat controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostat controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

**6. REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**7. INSURANCE. Freeman IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

**(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

## 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via e-mail at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com) within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

**11. CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**12. MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

**13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	LARGE LED DISPLAYS - Include Desk Stand	PRICE	TOTAL
	90" LED Display (16:9)- Includes Speakers	\$1,895.00	
	80" LED Display (16:9) - Includes Speakers	\$1,395.00	
	65" LED Display (16:9) - Includes Speakers	\$995.00	
	55" LED Display (16:9) - Includes Speakers	\$675.00	
	46" LED Display (16:9) - Includes Speakers	\$545.00	
	40" LED Display (16:9) - Includes Speakers	\$425.00	
	32" LED Display (16:9) - Includes Speakers	\$285.00	
	72" Dual Post Floor Stand for 32" and Larger being used with SSR Display	\$85.00	
	Spandex Wrap for Dual Post Floor Stand	\$35.00	
	Accessory Shelf for Dual Post Stand to hold DVD, Laptop etc.	\$30.00	



QTY	TOUCH SCREEN LED DISPLAYS	PRICE	TOTAL
	65" LED Touch Screen Overlay w/ monitor	\$1,890.00	
	55" LED Touch Screen Overlay w/ monitor	\$1,320.00	
	46" LED Touch Screen Overlay w/ monitor	\$1,090.00	
	42" LED Touch Screen	\$795.00	
	40" LED Touch Screen Overlay w/ monitor	\$920.00	
	32" LED Touch Screen Overlay w/ monitor	\$580.00	



QTY	TABLE TOP LCD DISPLAYS	PRICE	TOTAL
	27" LCD Widescreen Display (16:9)	\$170.00	
	24" LCD Widescreen Display (16:9)	\$90.00	
	20" LCD Display (4:3)	\$35.00	
	19" LCD Display (4:3)	\$25.00	
	Apple 23" Cinema Display	\$150.00	
	Wall Mount Bracket for 19-27" LCDs	\$25.00	
	72" Single Post Floor Stand for 19-27" LCD being used with SSR Display	\$85.00	



QTY	HP TOUCHSMART All-In-One PC – Win Vista 64Bit Business Edition	PRICE	TOTAL
	Quad Core i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	\$235.00	



QTY	PC DESKTOPS & LAPTOPS	PRICE	TOTAL
	Desktop:Core 2 Quad, 3GHz, 8GB RAM 500GB HD, vPro, DVD-RW, Win 7 Pro	\$125.00	
	Desktop: i7 QuadCore 2.93GHz, 8GB, 1TB HD, DVD-RW, Win 7 Pro	\$150.00	
	Laptop: HP Probook 6570b i5 2.5ghz 8GB RAM 500GB HD 15.6" LED	\$135.00	
	Laptop: i7 Quad Core, 2.2GHz, 16GB RAM, 500GB HD, DVDRW, 15" Screen, Win7	\$190.00	



QTY	APPLE EQUIPMENT	PRICE	TOTAL
	Apple 21" iMAC Intel i5 2.7ghz 4GB 500GB	\$200.00	
	Apple 30" LED Cinema Display	\$335.00	
	Apple 27" iMAC Intel Core i5 Quad 2.7ghz 8GB 1TB	\$295.00	
	Apple Mac Mini i5 Core 2.3ghz 2GB 500GB	\$120.00	
	Apple 15.4" MacBook Pro i7 QuadCore 2.4 GHz 8GB 750GB	\$225.00	



<b>EQUIPMENT SUB TOTAL</b>			
----------------------------	--	--	--

Show Code: TRUE0917

**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	VIDEO WALLS (Call for rates on other configurations)	PRICE	TOTAL
	LED Wall Tiles	Call For Quote	
	NEC 46" LCD Video Wall Panel- Includes Wall Mount	\$995.00	
	NEC 55" LCD Video Wall Panel- Includes Wall Mount	\$1,595.00	
	2X2 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$4,125.00	
	3X3 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$9,100.00	
	2X2 Seamless 55" LCD Video Wall- Includes Floor Stand or Wall Mounts	\$6,525.00	
	3X3 Seamless 55" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$14,500.00	



QTY	APPLE IPADS- 3G and 4G options available	PRICE	TOTAL
	Apple iPad3 WiFi 64GB	\$85.00	
	Apple iPad 5 Air wifi 16GB	\$105.00	
	Apple iPad Lilitab Floor Stand	\$190.00	
	Apple iPad Locking Table Top Stand	\$75.00	
	Graphics for iPad Kiosk	\$150-\$400	
	Mifi Hotspot Device- Activation Fee Included	\$150.00	



QTY	AUDIO VISUAL EQUIPMENT	PRICE	TOTAL
	Bluray Player	\$100.00	
	3000 Lumen Projector	\$305.00	
	5000 Lumen Projector	\$850.00	
	8' x 8' Tripod Projection Screen	\$125.00	
	7.5' x 10' FastFold Screen	\$760.00	
	1 JBL Pro 10" Powered Speaker with Stand	\$155.00	
	Booth Sound System: 2 MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$710.00	
	Wireless Mic Kit - (1) Lav, (1) HH, (1) Receiver	\$300.00	



QTY	INTERACTIVE KIOSK	PRICE	TOTAL
	Podium 21.5" Kiosk	\$595.00	
	Custom Branding	Call for Price	



QTY	CHARGING STATION	PRICE	TOTAL
	Hightop Charging Station Table	\$795.00	
	SmartStation Classic	\$995.00	
	Secure Lockable Charging Station 19"	\$995.00	
	Custom Branding	Call for Price	

QTY	Office Equipment	PRICE	TOTAL
	HP Black & White Laser Printer	\$155.00	
	HP Color Laser Printer	\$275.00	
	45 PPM Black & White Copier	\$595.00	
	30 PPM Color Copier	\$695.00	

<b>EQUIPMENT SUB TOTAL</b>			
----------------------------	--	--	--

Show Code: TRUE0917

**IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR, PLEASE CALL US AT (800) 955-5171**  
**FOR MORE INFORMATION YOU CAN ALSO EMAIL US AT EXHIBITORSALES@SMARTSOURCERENTALS.COM**



**UNION & MATERIAL HANDLING FEES:** All MATERIAL HANDLING & UNION LABOR costs associated with the delivery, installation and removal of equipment are the customer's responsibility and will be billed directly to the customer. Please ask your sales representative for weights and cost estimations.

**SERVICE:** All rentals include 24x7 service & support.

**DAMAGE WAIVER/LOSS COVERAGE:** Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver and loss coverage and a filed police report must be produced for coverage to apply. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.

**DELIVERY/PICKUP:** A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge.

**PAYMENT:** SmartSource Rentals requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.

**CREDIT CARD:** For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource Rentals or charges we incur on your behalf.

**CANCELLATION:** Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.

**RESPONSIBILITY:** Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource Rentals standard terms and conditions. Prices are subject to change without notice.

**Drayage and Union Labor, if required, are not included and remain the client's responsibility. Any associated charges will be billed separately.**

**BY CHECKING THIS BOX YOU ARE DECLINING THE 10.5% FEE FOR DAMAGE WAIVER & LOSS COVERAGE.**

<b>DELIVERY/SET UP &amp; PICK UP 28% OF EQUIPMENT TOTAL (Minimum \$175)</b>	
<b>SUB TOTAL</b>	
<b>SALES TAX</b> <i>Subject To Change</i>	<b>9.00%</b>
<b>SALES TAX TOTAL</b>	
<b>TOTAL*</b>	
<b>A 25% SURCHARGE MAY BE APPLIED TO EQUIPMENT RENTED WITHIN 7 DAYS OF SHOW</b>	

**PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE**

EXHIBITION INFORMATION		PAYMENT INFORMATION	
Show Name <b>TRUE VALUE FALL REUNION 2017</b>	Company Name		
Exhibiting Company Name	Billing Address		
Booth # & Hall/Room Name	City	State	ZIP
Show Site Contact	Credit Card Number	Exp. Date	
Show Site Contact Cell Phone #	Authorized Signature	Security Code	
Setup Date & Time (2 hr Window Required)	Print Name		
Pick-up Date & Time (2 hr Window Required)	Email Address		
Ordered By	Phone #	Email	

**ORDER COMMENTS / INSTRUCTIONS**

<a href="#"><u>Click Here To Order Online</u></a>	<b>OR EMAIL ORDER FORM TO: EXHIBITORSALES@SMARTSOURCERENTALS.COM</b>
---	--

Show Code: TRUE0917

PLANT RENTAL



2-3ft Croton



2-3ft Neanthe Bella Palm



2-3ft Arboricola



3ft Janet Craig



3ft Spathiphyllum



3ft Roebelinii



3-4ft Dracaena Marginata



3-4ft Ficus Bush

FloralExhibits

info@floralexhibits.com

P 773.277.1888

www.floralexhibits.com

A KEHOE DESIGNS Company



4-6ft Schefflera



4-6ft Marginita



4-8ft Majesty Palm



4-8ft Areca Palm



4-8ft Cat Palm



5-8ft Ficus Tree

FloralExhibits

info@floralexhibits.com

P 773.277.1888

www.floralexhibits.com

A KEHOE DESIGNS Company

PLANT RENTAL

F



Plants



Flowers



Decor



*Small Fern*



*Large Fern*



*Ivy (Hanging Plant)*



*Pothos (Hanging Plant)*



*Potted Mums*



*Potted Azaleas*



*Potted Begonias*



*Bromiliads*

FloralExhibits

info@floralexhibits.com

P 773.277.1888

www.floralexhibits.com

A KEHOE DESIGNS Company

FLORAL ARRANGEMENTS



Small 01



Small 02



Small 03



Small 04



Medium 01



Medium 02



Medium 03



Medium 04



Large 01



Large 02



Large 03



Large 04



Custom 01



Custom 02



1 or 2 Stem Orchids

FloralExhibits

info@floralexhibits.com

P 773.277.1888

www.floralexhibits.com

A KEHOE DESIGNS Company

SPECIALITY PLANT RENTAL



\$195

6-7ft Single Ball



\$165

6-7ft Double Ball



\$195

7-8ft Triple Ball



\$165

6-7ft Eugenia Column



\$55

2-3ft ZZ Plant



\$85

3ft Boxwood Round



\$125

3-4ft Boxwood Upright



\$95

3-6ft Bird of Paradise

FloralExhibits

info@floralexhibits.com  
P 773.277.1888  
www.floralexhibits.com

A KEHOE DESIGNS Company

CUSTOM PLANTER RENTALS



FloralExhibits

\$145



20"x20"x37" Tall Black Modern Planter

\$145



20"x20"x37" Tall Charcoal Modern Planter

\$145



20"x20"x37" Tall White Modern Planter

\$250



48"x18"x24" Large Rectangular Planter

\$275



36"x36" Large Square Planter

\$145



20"x20" White Cube

info@floralexhibits.com

P 773.277.1888

www.floralexhibits.com

A KEHOE DESIGNS Company

# 2017 True Value Fall Reunion

September 25-27, 2017

McCormick Place  
Chicago, IL

Email order to:  
order@floralexhibits.com

Contact us for complimentary pre-show design consultation.

Custom Plants and Planters Available - Please Call for Quote

All prices include delivery, installation, servicing and dismantle at the end of the show.

Orders without payment will not be processed.

Cancellations may be made prior to the pre-show deadline. No refunds will be made after that date.

Product availability is subject to season and geographic location.

All materials, containers and plants are available on a rental basis.

Damaged or missing items are the responsibility of the exhibitor and must be reported during the run of the show to allow for replacement. Additional charges may apply. No refunds will be given after the close of the show.

Floral & Plant Rental Form  
DEADLINE / September 5, 2017

EXHIBITOR /	BOOTH NUMBER /		
BILL TO /	EMAIL /		
ADDRESS /	CITY /	STATE /	ZIP /
PHONE /	FAX /	PO # /	
COMPANY REPRESENTATIVE /	DATE ORDERED /		

COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE

Booth Contact /	Contact Phone /	Available Time/Date /
-----------------	-----------------	-----------------------

QTY	TROPICAL PLANTS Please specify quantity, heights & variety	Containers for plants: Black _____ White _____	PRICE	TOTAL
	Small Potted Ferns		\$30.00	
	Large Potted Ferns		\$35.00	
	Hanging Plants		\$35.00	
	2' Plants		\$39.50	
	3' Plants		\$43.50	
	4' Plants		\$53.50	
	5' Plants		\$63.50	
	6'-7' Plants		\$73.50	
	8'-9' Plants		\$120.00	

BLOOMING PLANTS & ACCESSORIES			
	Potted Mums (Yellow, White, & Lavender)		\$24.00
	Potted Azaleas (Red, Pink, & White)		\$35.00
	Bromeliads		\$35.00
	Bubble Bowls (Great for business cards & promotional items!)		\$35.00

FLORAL ARRANGEMENTS / PLEASE CHOOSE TROPICAL OR SEASONAL (Please indicate desired colors)			
	Single Stem Phalaenopsis Orchid Plant (Fuchsia or White) Long Lasting!		\$95.00
	Double Stem Potted Orchid Plant (Fuchsia or White) Long Lasting!		\$135.00
	Small Arrangement (12"x12")		\$80.00
	Medium Arrangement (18"x14")		\$95.00
	Large Arrangement (24"x18")		\$115.00
	Custom Arrangement (please ask for quote)		

SUBTOTAL \_\_\_\_\_  
Tax 9% \_\_\_\_\_  
TOTAL \_\_\_\_\_

## PAYMENT INFORMATION

Circle one / VISA MC AMEX DISCOVER

Name / \_\_\_\_\_

Card # / \_\_\_\_\_

Exp. Date / \_\_\_\_\_ CVV Code / \_\_\_\_\_

Signature / \_\_\_\_\_

PLEASE RETAIN A COPY FOR YOUR RECORDS



Floral Exhibits, Ltd.  
2555 S Leavitt St.  
Chicago, IL 60608

Phone / 773.277.1888  
Fax / 773.277.1919  
www.floralexhibits.com



**2017 True Value Fall Reunion**  
**September 25<sup>th</sup> – 27<sup>th</sup>, 2017**  
**McCormick Place – West Building Chicago, IL**

**OFFICIAL SECURITY CONTRACTOR CONTACT:** Global Security Solutions, LLC  
 Lisa Beauchamp  
 1-855-357-0413  
 lisa@globalsecuritysolutionsllc.com

**REQUEST SUBMITTED BY:**

Company: \_\_\_\_\_ On-Site Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_

**Security services are requested for the following dates and times:**

DATE	DAY OF WEEK	START AND END TIME	TOTAL HOURS

**HOURLY RATES FOR SECURITY OFFICER:**

Orders received by 8/25/17 will receive a rate of \$20 an hour  
 Orders received after 8/25/17 will receive a rate of \$25 an hour  
 Orders received after 9/20/17 will receive a rate of \$30 an hour

**TERMS OF PAYMENT:** The full amount shall be paid in advance when this request is submitted. Please email form to lisa@globalsecuritysolutionsllc.com or fax to 1-855-357-0413. A six hour minimum is required. All cancellations must be received 24 hours prior to services being provided. Global Security Solutions, LLC is not responsible for theft or damage.

**Total Hours** \_\_\_\_\_ **X Hourly Rate \$20|\$25|\$30 (see above) =** \_\_\_\_\_ **Total Cost**

**Card Type: (5% processing fee) AMERICAN EXPRESS**  **VISA**  **MASTERCARD**

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Code: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Print Name of Cardholder \_\_\_\_\_

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



McCORMICK PLACE<sup>®</sup>  
C H I C A G O



## TECHNOLOGY SERVICES

# ORDERING GUIDE AND FACILITY INFORMATION

## True Value Fall Reunion

Advance Rate Deadline Date:

**SEPTEMBER 6, 2017**

Please note:

**Complimentary Wi-Fi is available on the exhibit floors at 1.5 mbps.**

**Upgrade speed with VIP Plus on page 12.**

**To utilize the VIPPlus Wireless service, your device must support 5.0 GHz.**

**[Click here to access the Calendar of Events and begin your On-Line order.](#)**

**Please contact us if you need assistance.**

**(312) 791-6113 (Call Center)**

**[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)**

# Table of Contents

<b>Saving Tips</b> .....	1	<b>Facility Regulations</b> .....	17-18
<b>Placing an Order</b> .....	1	<i>Animals &amp; Pets</i> .....	17
<b>Telephone Services</b> .....	2	<i>Balloons &amp; Radio-Operated</i>	
<i>Description of Services</i> .....	2	<i>Air Devices</i> .....	17
<b>Cable TV Access</b> .....	3	<i>Smoking</i> .....	17
<b>Internet Services</b> .....	3-9	<i>Exhibits in Meeting Rooms</i> .....	17
<i>Description of Services</i> .....	3	<i>Hanging Items</i> .....	18
<i>Unauthorized Wi-Fi Providers</i> ....	4	<b>Parking/ASUV Program</b> .....	18
<i>Changes to Complimentary Wi-Fi</i>	5	<i>Exhibitor Guaranteed Parking</i> .....	18
.....	5	<i>Self-loading/Unloading</i> .....	18
<i>Wireless Access Point Waiver</i> ....	5	<i>Hand Carried Items</i> .....	18
<i>Terms &amp; Conditions</i> .....	6-9	<b>Fire Safety Regulations</b> .....	20-24
<b>Ordering Technology Services ...</b>	10-16	<i>Booth Staging</i> .....	19
<i>Payment &amp; Cancellation Policy</i> ..	10	<i>Fire Retardancy</i> .....	19-20
<i>Limitation of Liability</i> .....	10	<i>Open Flame Devices</i> .....	20
<i>Submitting Your Order</i> .....	10	<i>Hazardous Demonstrations/</i>	
<i>Order &amp; Payment Summary</i> .....	11	<i>Display Materials/Pyrotechnics</i> .....	20-21
<i>Internet Services Order Form</i> ....	12	<i>Prohibited Materials</i> .....	21
<i>Wireless Access Point Waiver Form</i>	13	<i>Cooking and Heat-Generating</i>	
.....	13	<i>Devices</i> .....	21
<i>Telephone/Cable Services Order Form</i>	14	<i>Fire Hose Cabinets, Pull Stations,</i>	
.....	14	<i>Aisles and Exits</i> .....	21
<i>Communication Services Labor Ticket</i>	15	<i>Vehicle Displays</i> .....	21
.....	15	<i>Multiple Level Booths or Ceilings</i>	
<i>Floor Plan Template</i> .....	16	<i>(Including Tents)</i> .....	22
		<i>Fire Code Items for Multiple</i>	
		<i>Level Booths</i> .....	22-23
		<i>Hazardous Materials Management</i>	
		.....	23

## \$\$ SAVING TIPS \$\$

Following are some tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at [www.mccormickplace.com](http://www.mccormickplace.com).
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST- Straight Time / OT- Overtime / DT- Double Time**

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours	Consecutive Hours & DT Only After Eight Hours	
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

## PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

### A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

## TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage\*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

### DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

\*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

## CABLE TELEVISION ACCESS

(South and West Buildings only)

## INTERNET SERVICE

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your technical needs. If you have Internet questions, call (312) 791-6113 or E-mail: [technology@mccormickplace.com](mailto:technology@mccormickplace.com).

**Please note:**

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

### DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. <b>Connecting a wireless access point is not permitted on this service.</b>
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. <b>Connecting a wireless access point is not permitted on this service.</b>
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
<b>Dedicated Services Greater than 6.0 Mbps - Please contact Technology Services at (312) 791-6113 or <a href="mailto:technology@mccormickplace.com">technology@mccormickplace.com</a>.</b>			
VIP Plus Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b> Typical Speeds up to 10 Mbps		This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services provide access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing information on multi-user discounts, please contact us.	

**“READ CAREFULLY BEFORE USING OUTSIDE INTERNET PROVIDERS”**

McCormick Place is proud to provide industry-leading, high quality wired and wireless internet services to meet the information needs of show managers, exhibitors, and event attendees. As the exclusive provider of wired and 802.11 wireless internet service, McCormick Place’s competitive service offerings are capable of meeting the needs of any customer class. As leaders in the field of convention center internet delivery, McCormick Place offers many right-sized services and strives to lead the industry in both pricing and quality of service. Inasmuch as McCormick Place recognizes the need for competition to help maintain fair and honest pricing, that competition does exist between facilities. When comparing like services and their standard rates, McCormick Place leads the way in providing the most value for the dollar. The biggest threat to successful implementation of a well-deployed Wi-Fi infrastructure is interference. Given the nature of wireless services in an environment such as a convention center, McCormick Place closely monitors Wi-Fi usage to ensure our customers receive the best possible service.

In order to help our customers who, need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

	Third Party	McCormick Place VIP Wireless
Basic Service for one device	\$499 <i>(4 devices maximum)</i>	\$300 <i>(\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3<sup>rd</sup> party offerings, this service can extend to any number of devices needed at a continually reducing scale.)</i>
<i>Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi- provider other than McCormick Place.</i>		
Additional days beyond 3	\$125	No charge
<i>The basic service from our sample provider only covers 3 days.</i>		
Shipping	\$60	No charge
<b>Estimated total for a 4-day show</b>	<b>\$684</b>	<b>\$300</b>

Although the initial appearance is that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
  - Visit customers who are having issues
  - Help customers with device configuration
  - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
  - Add equipment directly to an affected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house, in place equipment is all that is required.
- Service: Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.

## WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
  - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
  - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
  - Any approved access points must be capable of manual power output and channel selection adjustments.
  - The exhibitor must configure the approved access point to the requirements specified by the facility.
  - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
  - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
  - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services, it typically interferes with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

## **MCCORMICK PLACE TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES**

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
  
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
  - a) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
  - b) collecting information required to complete the installation that customer fails to provide.
  
3. **Use of Internet Services.**
  - a) **APPLICABILITY** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
  
  - b) **REVISIONS TO POLICY** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on [mccormickplace.com](http://mccormickplace.com) or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit [mccormickplace.com](http://mccormickplace.com) and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
  
  - c) **VIOLATIONS** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
  
  - d) **COMMERCIAL USE** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
  
  - e) **NO RESELLING OF SERVICES** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

## TERMS AND CONDITIONS FOR NETWORK (continued)

- f) **NO ILLEGAL OR FRAUDULENT USE** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
- g) **NO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h) **NO THREATS OR HARASSMENT** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i) **NO HARM TO AND PROTECTION OF MINORS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children’s Online Privacy Protection Act.
- j) **NO “SPAMMING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k) **NO “HACKING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person’s computer or computer system, software, data, confidential or proprietary information of others without the owner’s knowledge and consent (“hacking”) or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.

## TERMS AND CONDITIONS FOR NETWORK (continued)

- l) NO SYSTEM DISRUPTION** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
  - m) NO IMPERSONATION OR FORGERY** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
  - n) NO ABUSE OF NEWSGROUPS** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
  - o) NO "VIRUSES"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
  - p) Wi-Fi MONITORING.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.
4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

## TERMS AND CONDITIONS FOR NETWORK (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: [www.mccormickplace.com](http://www.mccormickplace.com).
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

## PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card or company check.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

## CANCELLATION POLICY

For full cancellation of all technology services ordered, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

## LIMITATION OF LIABILITY

**Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.**

## SUBMITTING YOUR ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:  
"MCCORMICK PLACE / SMG"**

**[Click here to access the Calendar of Events and begin your On-Line order.](#)**

- US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):  
Metropolitan Pier and Exposition Authority • McCormick Place/SMG  
301 E. Cermak Road • Chicago, IL 60616
- Wire Transfer:  
BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 • ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository  
**All wire transfers should include the following information:**
  - Your company name • The event/show name • Your booth/space number • Your order/invoice number (if applicable).

Federal Tax ID Number: 366009091  
Illinois Tax ID Number: E9988509303

## ORDER AND PAYMENT SUMMARY FORM

<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	<b>SQ. FT.:</b>
<b>ADDRESS:</b>		<b>PHONE #:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>FAX #:</b>
<b>TODAY'S DATE:</b>			
<b>ON-SITE CONTACT NAME:</b>		<b>CELL #:</b>	
<b>EMAIL ADDRESS:</b>		<b>SUBMITTED BY:</b>	

<b>EVENT NAME:</b>	<b>TVFallReunion</b>	<b>DATE RECEIVED:</b> <i>FOR OFFICE USE ONLY</i>	
<b>EVENT CODE:</b>	<b>27164</b>	<b>ORDER #:</b>	
<b>DEADLINE DATE:</b>	<b>September 6, 2017</b>	<b>CUST #:</b>	<b>CK AMT \$:</b>
<b>EVENT DATES:</b>	<b>September 25 - 27, 2017</b>	<b>BATCH #:</b>	<b>CK#:</b>
WHEN ORDERING ANY TECHNOLOGY SERVICE, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE SERVICE ORDER FORM(S). PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. <b>REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.</b>			

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER \_\_\_\_\_ ● WIRE TRANSFER ● CREDIT CARD

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE/SMG**

THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

**EXHIBITOR AUTHORIZATION**

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
<b>CARDHOLDER'S NAME (PRINT):</b>	
<b>CARDHOLDER'S SIGNATURE:</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY/STATE/PROVINCE/ZIP:</b>	
<b>PHONE (EXT):</b>	<b>FAX:</b>

**FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:**  
 WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

**THIRD PARTY AUTHORIZATION**

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
<b>CARDHOLDER'S NAME (PRINT):</b>	
<b>CARDHOLDER'S SIGNATURE:</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY/STATE/PROVINCE/ZIP:</b>	
<b>PHONE (EXT):</b>	<b>FAX:</b>

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

<b>Telephone</b>	<b>\$</b>
<b>Cable TV</b>	<b>\$</b>
<b>Internet</b>	<b>\$</b>
<b>*Tel/Internet tax</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$</b>

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**  
**Order and Full Payment Must Be Received By Deadline Date for Advance Rate.**

**Labor Not Included**

**Your signature indicates that you have read and fully understand our payment policy, terms and conditions.**

Signature: \_\_\_\_\_

Please contact us if you need assistance:  
 (312) 791-6113 (Call Center)  
 technology@mccormickplace.com (E-Mail)

Order Technology Services On-Line at:  
 www.mccormickplace.com

## INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

<b>EVENT NAME:</b> TVFallReunion	<b>EVENT DATES:</b> September 25 - 27, 2017
<b>COMPANY NAME:</b>	<b>BOOTH #:</b> <b>DATE:</b>
<b>PHONE #:</b>	<b>EMAIL ADDRESS:</b>

### DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. **PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.**

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	\$500.00	\$625.00	
3402		Executive Class Wired Service	\$1,200.00	\$1,500.00	
3403		Executive Class Plus Wired Service	\$1,400.00	\$1,750.00	

### DEDICATED WIRED INTERNET SERVICES

3404		1.54 mbps Service	\$3,510.00	\$4,390.00	
3405		3.0 mbps Service	\$5,700.00	\$7,125.00	
3406		6.0 mbps Service	\$8,700.00	\$10,875.00	

**Dedicated Services Greater than 6.0 Mbps  
Please call us at (312) 791-6113**

3354		Additional TCP/IP Address	\$125.00	\$160.00	
3358		Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	\$125.00 – 8 ports	\$160.00 – 8 ports	
3376			\$200.00 – 16 ports	\$250.00 – 16 ports	
3377			\$250.00 – 24 ports	\$315.00 – 24 ports	
3367		Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.	\$625.00	\$780.00	

### WIRELESS INTERNET SERVICES

#### VIP Wireless Service

To utilize the VIP Class Wireless service your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices.

3415		VIP Plus Wireless (Speed 10 mbps) Contact us for multi-user pricing.	\$300.00	\$375.00	
------	--	---	----------	----------	--

**SUB-TOTAL**

See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

### LABOR

**LABOR RATES ARE EFFECTIVE:  
June 1, 2017 – May 31, 2018**

Straight Time	\$96.00
Overtime	\$140.00
Double Time	\$184.00

### DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **SEPTEMBER 6, 2017** to receive the Advance Rate.

### TAX BREAKDOWN

State Excise	7%
State Infrastructure	0.50%
City Excise	7%

**Please note: Connecting a wireless access point is not permitted on the following service codes:**

- 3401 Associate Class
- 3402 Executive Class
- 3403 Executive Class Plus
- 3404 1.54mbps
- 3405 3.0 mbps

## WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME: <b>TVFallReunion</b>	EVENT DATES: <b>September 25 - 27, 2017</b>
COMPANY NAME:	BOOTH #:                      DATE:
PHONE #:	EMAIL ADDRESS:

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY **SEPTEMBER 6, 2017.**

1. Have you ordered Internet Services?    Yes

If so, please provide your Technology Services Order Number:

*(Located on the Service Order Confirmation email that you received after your Internet order was placed.)*

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

\_\_\_\_\_

3. Is your access point capable of manual power output and channel selection adjustments?    Yes                       No

Please List Technical Specifications:

AP MAC Address: \_\_\_\_\_

SSID: \_\_\_\_\_

AP Manufacturer: \_\_\_\_\_

AP Model: \_\_\_\_\_

Intended 2.4 Ghz Channel (please check one): 1  6  11

Intended 2.4 Ghz Signal Strength: \_\_\_\_\_

Intended 5 Ghz Channel: \_\_\_\_\_

Intended 5 Ghz Signal Strength: \_\_\_\_\_

Intended Mounting Height: \_\_\_\_\_

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

***Please contact us for assistance.***  
 (312) 791-6113 (Call Center)  
[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)  
 Order Technology Services On-Line at [www.mccormickplace.com](http://www.mccormickplace.com)



## COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 8) if you require service installation by a specific date or networking/fanning out of CAT5 cables.

EVENT NAME: <b>TVFallReunion</b>	EVENT DATES: <b>September 25 - 27, 2017</b>
COMPANY NAME:	REQUESTED BY (Name):
BOOTH #:	DATE:
BUILDING: <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST	
THE LINE BELOW IS FOR INTERNAL USE	
WORK ORDER #:	MCCORMICK PLACE ASSIGNED PHONE #'S:

**DATE & TIME LABOR REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF WORK:**

Pre-wire booth prior/early installation

Install inside booth wiring for customer owned phone system

Fanning out network (Internet/fiber/etc.) drops inside booth

Other: Please specify \_\_\_\_\_

THE TABLE BELOW IS FOR INTERNAL USE

Date	Technician	Straight Time Hours Code 3930 @ \$96.00	Overtime Hours Code 3940 @ \$140.00	Double time Hours Code 3950 @ \$184.00	Inbound or Outbound Labor (Designate below)

**I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.**

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Technology Services Routing Instructions**

**Original:** Keep in show site folder

**Copy:** fax copy to the telephone equipment room.

**Total Amount \$**

Please call us if you would like assistance completing this form (312) 791-6113.

## FLOOR PLAN TEMPLATE

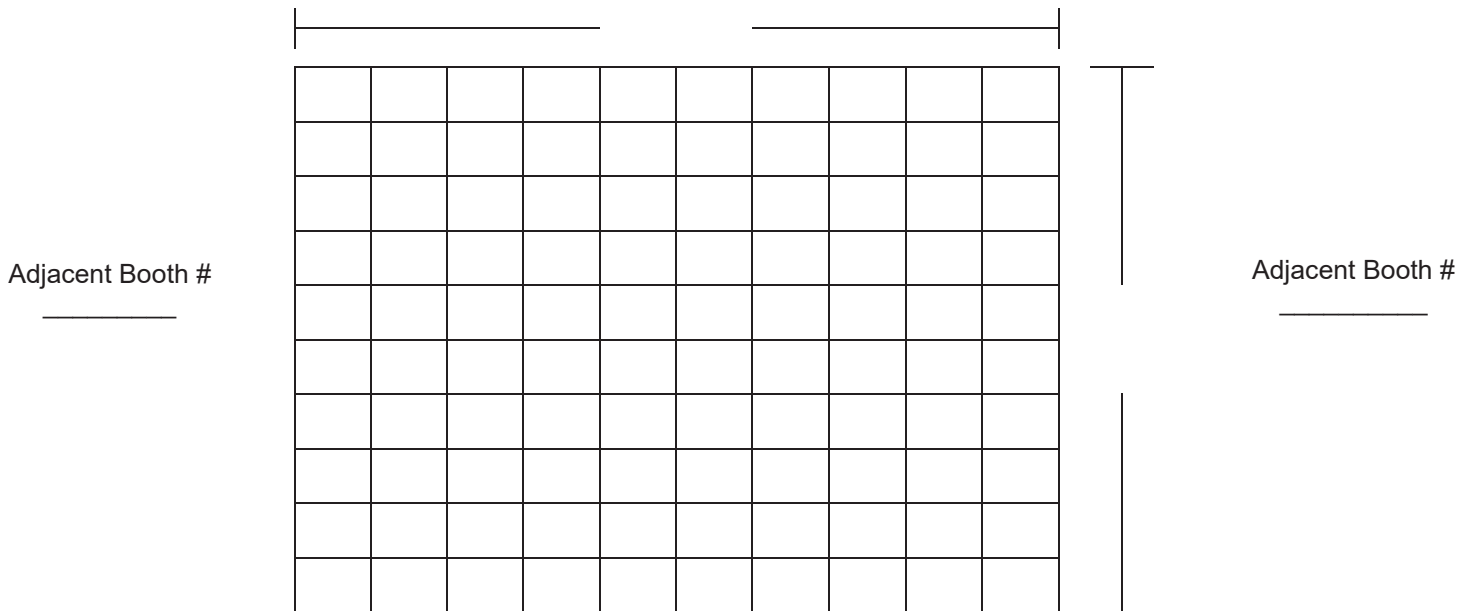
Event Name: <u>TVFallReunion</u>	Event Dates: <u>September 25 - 27, 2017</u>
Deadline Date: <u>September 6, 2017</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

**TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.**

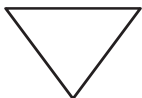
**1 square = 1 square foot (Unless otherwise noted)**  
Back of Booth



Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

**BOOTH DIMENSIONS:**

\_\_\_\_\_ (L) X \_\_\_\_\_ (W)

# **FACILITY REGULATIONS**

## **Animals and Pets**

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

## **Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing**

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

## **Smoking**

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

## **Exhibits in Meeting Rooms**

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

## Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

*NOTE: Items weighing 500 lbs. or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.*

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

## Parking

### Exhibitor Guaranteed Parking

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [Click and Park](#)

## Automobile and Small Utility Vehicle (ASUV) Program

### Self-loading/Unloading ASUV

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at [ASUV](#) for complete details.

### Hand Carried Items

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

# Exhibit Hall Use and Guidelines

## Fire Safety Regulations

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 or [dcozzi@mccormickplace.com](mailto:dcozzi@mccormickplace.com) can answer any questions or provide a set of fire code information.

### Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

### Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.

- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

### **Open Flame Devices**

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

### **Hazardous Demonstration/Display Materials/Pyrotechnics**

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
  - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

## **Prohibited Materials**

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

## **Cooking and Heat-Generating Devices**

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

## **Exhibits or Product Displays in Meeting Rooms**

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

## **Fire Hose Cabinets, Pull Stations, Aisles and Exits**

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

## **Vehicle Displays**

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

## Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

### Fire Code Compliance Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
<b>1. Maximum Dimensions</b>	Yes	Yes	No	Yes
<b>2. Second Level</b>	Yes	Yes	No	No
<b>3. Exit Stairways</b>	Yes	Yes	No	No
<b>4. Smoke Detectors</b>	Yes	Yes	Yes	Yes
<b>5. Fire Extinguishers</b>	Yes	Yes	Yes	Yes
<b>6. Posted Certificate of Fire Retardancy</b>	No	Yes	No	Yes
<b>7. Certified Approval</b>	Yes	Yes	No	Yes
<b>8. Fire Marshal Review</b>	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

## Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:

- Minimum of 3 feet in width
- Provide a handrail on at least one side
- Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
- Not be spiral or winding
- If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

## Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

BLANK PAGE



## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.**

**Your call will be promptly returned between the hours of  
7:00 a.m. — 6:30 p.m.**



## EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

Tom Cassell	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>	312-617-0115
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

---

McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616

10.2012



## EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company’s employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>
Patrick Allen	312-791-6551	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>
Tom Cassell	312-617-0115	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR “EXHIBITOR’S RIGHTS” ARE COMPLIED WITH.**

4.2014



**the Exclusive LOZIER brand fixture provider for the**

**2017 TRUE VALUE  
FALL REUNION**

**SEPTEMBER 25 - 27, 2017  
McCORMICK PLACE - WEST  
CHICAGO, ILLINOIS**

**NATIONAL RETAIL FIXTURES  
Will be using Lozier brand Fixtures for ALL  
of the participating vendor set-ups!  
You can choose between  
Platinum or Black color series  
in a wide array of sizes ranging from  
a 5'x2' to a 8'x4' unit with an endless run.**

**PRE-BOOKED RENTAL PRICING ENDS 9-1-17**

National Retail Fixtures is a first rate gondola fixture provider at your service to deliver a painless, affordable and professional option when choosing to showcase your products. We rent and sell top of the line Lozier fixtures, the industry standard for product shelving in stores across the country. NRF stocks and warehouses an unparalleled inventory of these fixtures ready to be set up to display your products at their finest. Rent or buy from us at your next dealer market and we'll help make your show a success before you step foot into your booth!

For your convenience National Retail Fixtures accepts:



for show and order information  
**Contact Lauren Beck at:**

**1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com**  
**To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.**



**2017 True Value  
Fall Reunion  
Booth Layout Form**



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

*Please use this form to indicate the location you would like your gondolas built.*

*Specify if gondolas will be: (please circle one)*

**SEPARATED** or a **CONTINUOUS** run.

*If not specified, all gondolas will be built in a continuous run centered in the back of the booth.*

*(each block represents 1sq ft.)*

**Back of Booth  
(Curtain)**


**Adjacent  
Booth#**

\_\_\_\_\_

**Adjacent  
Booth#**

\_\_\_\_\_

**Front of Booth  
(Aisle)**

**Please Return Completed Form to:  
Lauren Beck**

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com  
To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



**2017 True Value  
Fall Reunion  
Fixture Rental Terms and Conditions**



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**Sales Agent:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **ext:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Sales Agent Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Billing Contact Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **ext:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**On-Site Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**I hereby acknowledge and agree to all terms and conditions.**

SIGNATURE

PLEASE PRINT NAME HERE

DATE

**Terms and Conditions**

**All orders for fixture rental and full rental payment are due no later than 5:00pm (Eastern Standard Time) on **SEPTEMBER 1st, 2017.****

**Orders received after **SEPTEMBER 1st, 2017** will be based upon availability and will be charged day of show rental price and must be paid in full by credit card at the time the order is received.**

**Cancellations made before **SEPTEMBER 1st, 2017** will be credited a total of 50% of the total invoice cost.**

**Cancellations that are made after **SEPTEMBER 1st, 2017** will not receive credit. There will be no credit issued for any fixtures not used at the show.**

**For your convenience, National Retail Fixtures accepts: Visa, Mastercard, American Express and Discover Card.**

**Damage to any fixtures or NRF property are the responsibility of the Vendor. Vendor will be billed at full replacement cost.**

**Help us keep your costs down by not attaching adhesive labels or signage to the fixtures. Any damage incurred will be billed to the Vendor at full replacement cost.**

**Fixtures and accessories are for rentals only and are not to be donated to Habitat For Humanity or any other group. Vendors will be charged full replacement cost for missing fixtures.**

**National Retail Fixtures strongly advises against the removal of the back base brackets on the gondola fixtures. These brackets support the standing fixture. National Retail Fixtures will not be liable for any injury or damages caused by falling fixtures due to the removal of these base brackets. Vendor assumes all liability.**

**Please Return Completed Form to:  
Lauren Beck**

**1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com  
To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.**



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>2' WALL UNITS</b> **Wall Units do not come with Pegboard on the back side of the fixture.					
5'h x 2'w Wall Unit w/ 13" Base Deck	\$240.00 per 2' section	\$300.00 per 2' section	platinum/black	_____	_____
5'h x 2'w Wall Unit w/ 16" Base Deck	\$245.00 per 2' section	\$305.00 per 2' section	platinum/black	_____	_____
5'h x 2'w Wall Unit w/ 19" Base Deck	\$250.00 per 2' section	\$310.00 per 2' section	platinum/black	_____	_____
5'h x 2'w Wall Unit w/ 22" Base Deck	\$255.00 per 2' section	\$315.00 per 2' section	platinum/black	_____	_____
6'h x 2'w Wall Unit w/ 13" Base Deck	\$245.00 per 2' section	\$305.00 per 2' section	platinum/black	_____	_____
6'h x 2'w Wall Unit w/ 16" Base Deck	\$250.00 per 2' section	\$310.00 per 2' section	platinum/black	_____	_____
6'h x 2'w Wall Unit w/ 19" Base Deck	\$255.00 per 2' section	\$315.00 per 2' section	platinum/black	_____	_____
6'h x 2'w Wall Unit w/ 22" Base Deck	\$260.00 per 2' section	\$320.00 per 2' section	platinum/black	_____	_____
7'h x 2'w Wall Unit w/ 13" Base Deck	\$250.00 per 2' section	\$310.00 per 2' section	platinum/black	_____	_____
7'h x 2'w Wall Unit w/ 16" Base Deck	\$255.00 per 2' section	\$315.00 per 2' section	platinum/black	_____	_____
7'h x 2'w Wall Unit w/ 19" Base Deck	\$260.00 per 2' section	\$320.00 per 2' section	platinum/black	_____	_____
7'h x 2'w Wall Unit w/ 22" Base Deck	\$265.00 per 2' section	\$325.00 per 2' section	platinum/black	_____	_____
8'h x 2'w Wall Unit w/ 13" Base Deck	\$255.00 per 2' section	\$315.00 per 2' section	platinum/black	_____	_____
8'h x 2'w Wall Unit w/ 16" Base Deck	\$260.00 per 2' section	\$320.00 per 2' section	platinum/black	_____	_____
8'h x 2'w Wall Unit w/ 19" Base Deck	\$265.00 per 2' section	\$325.00 per 2' section	platinum/black	_____	_____
8'h x 2'w Wall Unit w/ 22" Base Deck	\$270.00 per 2' section	\$330.00 per 2' section	platinum/black	_____	_____
<b>SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
2'w x 10"d Shelf	\$32.00 each	\$42.00 each	platinum/black	_____	_____
2'w x 13"d Shelf	\$34.00 each	\$44.00 each	platinum/black	_____	_____
2'w x 16"d Shelf	\$36.00 each	\$46.00 each	platinum/black	_____	_____
2'w x 19"d Shelf	\$38.00 each	\$48.00 each	platinum/black	_____	_____
2'w x 22"d Shelf	\$40.00 each	\$50.00 each	platinum/black	_____	_____

**CALL FOR SPECIAL ORDER REQUESTS**  
**Lauren Beck**

Total \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com  
To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>2' WALL UNITS w/ solid Marteck on back side</b> **Order this if your fixture will be facing an aisle or neighboring booth.					
5'h x 2'w Wall Unit w/ 13" Base Deck	\$260.00 per 2' section	\$320.00 per 2' section	platinum/black	_____	_____
5'h x 2'w Wall Unit w/ 16" Base Deck	\$265.00 per 2' section	\$325.00 per 2' section	platinum/black	_____	_____
5'h x 2'w Wall Unit w/ 19" Base Deck	\$270.00 per 2' section	\$330.00 per 2' section	platinum/black	_____	_____
5'h x 2'w Wall Unit w/ 22" Base Deck	\$275.00 per 2' section	\$335.00 per 2' section	platinum/black	_____	_____
6'h x 2'w Wall Unit w/ 13" Base Deck	\$265.00 per 2' section	\$325.00 per 2' section	platinum/black	_____	_____
6'h x 2'w Wall Unit w/ 16" Base Deck	\$270.00 per 2' section	\$330.00 per 2' section	platinum/black	_____	_____
6'h x 2'w Wall Unit w/ 19" Base Deck	\$275.00 per 2' section	\$335.00 per 2' section	platinum/black	_____	_____
6'h x 2'w Wall Unit w/ 22" Base Deck	\$280.00 per 2' section	\$340.00 per 2' section	platinum/black	_____	_____
7'h x 2'w Wall Unit w/ 13" Base Deck	\$270.00 per 2' section	\$330.00 per 2' section	platinum/black	_____	_____
7'h x 2'w Wall Unit w/ 16" Base Deck	\$275.00 per 2' section	\$335.00 per 2' section	platinum/black	_____	_____
7'h x 2'w Wall Unit w/ 19" Base Deck	\$280.00 per 2' section	\$340.00 per 2' section	platinum/black	_____	_____
7'h x 2'w Wall Unit w/ 22" Base Deck	\$285.00 per 2' section	\$345.00 per 2' section	platinum/black	_____	_____
8'h x 2'w Wall Unit w/ 13" Base Deck	\$275.00 per 2' section	\$335.00 per 2' section	platinum/black	_____	_____
8'h x 2'w Wall Unit w/ 16" Base Deck	\$280.00 per 2' section	\$340.00 per 2' section	platinum/black	_____	_____
8'h x 2'w Wall Unit w/ 19" Base Deck	\$285.00 per 2' section	\$345.00 per 2' section	platinum/black	_____	_____
8'h x 2'w Wall Unit w/ 22" Base Deck	\$290.00 per 2' section	\$350.00 per 2' section	platinum/black	_____	_____
<b>SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
2'w x 10"d Shelf	\$32.00 each	\$42.00 each	platinum/black	_____	_____
2'w x 13"d Shelf	\$34.00 each	\$44.00 each	platinum/black	_____	_____
2'w x 16"d Shelf	\$36.00 each	\$46.00 each	platinum/black	_____	_____
2'w x 19"d Shelf	\$38.00 each	\$48.00 each	platinum/black	_____	_____
2'w x 22"d Shelf	\$40.00 each	\$50.00 each	platinum/black	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

Total \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<b>Rental Price</b> <i>(pre booked)</i>	<b>On-Site Show Price</b>	<b>Unit Color</b> <i>(please circle one)</i>	<b>Qty</b>	<b>Total Price</b>
<b>3' WALL UNITS</b> **Wall Units do not come with Pegboard on the back side of the fixture.					
5'h x 3'w Wall Unit w/ 13" Base Deck	\$265.00 per 3' section	\$325.00 per 3' section	platinum/black	_____	_____
5'h x 3'w Wall Unit w/ 16" Base Deck	\$275.00 per 3' section	\$335.00 per 3' section	platinum/black	_____	_____
5'h x 3'w Wall Unit w/ 19" Base Deck	\$285.00 per 3' section	\$345.00 per 3' section	platinum/black	_____	_____
5'h x 3'w Wall Unit w/ 22" Base Deck	\$295.00 per 3' section	\$355.00 per 3' section	platinum/black	_____	_____
6'h x 3'w Wall Unit w/ 13" Base Deck	\$275.00 per 3' section	\$335.00 per 3' section	platinum/black	_____	_____
6'h x 3'w Wall Unit w/ 16" Base Deck	\$285.00 per 3' section	\$345.00 per 3' section	platinum/black	_____	_____
6'h x 3'w Wall Unit w/ 19" Base Deck	\$295.00 per 3' section	\$355.00 per 3' section	platinum/black	_____	_____
6'h x 3'w Wall Unit w/ 22" Base Deck	\$305.00 per 3' section	\$365.00 per 3' section	platinum/black	_____	_____
7'h x 3'w Wall Unit w/ 13" Base Deck	\$285.00 per 3' section	\$345.00 per 3' section	platinum/black	_____	_____
7'h x 3'w Wall Unit w/ 16" Base Deck	\$295.00 per 3' section	\$355.00 per 3' section	platinum/black	_____	_____
7'h x 3'w Wall Unit w/ 19" Base Deck	\$305.00 per 3' section	\$365.00 per 3' section	platinum/black	_____	_____
7'h x 3'w Wall Unit w/ 22" Base Deck	\$315.00 per 3' section	\$375.00 per 3' section	platinum/black	_____	_____
8'h x 3'w Wall Unit w/ 13" Base Deck	\$295.00 per 3' section	\$355.00 per 3' section	platinum/black	_____	_____
8'h x 3'w Wall Unit w/ 16" Base Deck	\$305.00 per 3' section	\$365.00 per 3' section	platinum/black	_____	_____
8'h x 3'w Wall Unit w/ 19" Base Deck	\$315.00 per 3' section	\$375.00 per 3' section	platinum/black	_____	_____
8'h x 3'w Wall Unit w/ 22" Base Deck	\$325.00 per 3' section	\$385.00 per 3' section	platinum/black	_____	_____
<b>SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
3'w x 10"d Shelf	\$32.00 each	\$42.00 each	platinum/black	_____	_____
3'w x 13"d Shelf	\$34.00 each	\$44.00 each	platinum/black	_____	_____
3'w x 16"d Shelf	\$36.00 each	\$46.00 each	platinum/black	_____	_____
3'w x 19"d Shelf	\$38.00 each	\$48.00 each	platinum/black	_____	_____
3'w x 22"d Shelf	\$40.00 each	\$50.00 each	platinum/black	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

Total \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>3' WALL UNITS w/ solid Marteck on back side</b> **Order this if your fixture will be facing an aisle or neighboring booth.					
<i>5'h x 3'w Wall Unit w/ 13" Base Deck</i>	<i>\$285.00 per 3' section</i>	<i>\$345.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w Wall Unit w/ 16" Base Deck</i>	<i>\$295.00 per 3' section</i>	<i>\$355.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w Wall Unit w/ 19" Base Deck</i>	<i>\$305.00 per 3' section</i>	<i>\$365.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w Wall Unit w/ 22" Base Deck</i>	<i>\$315.00 per 3' section</i>	<i>\$375.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w Wall Unit w/ 13" Base Deck</i>	<i>\$295.00 per 3' section</i>	<i>\$355.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w Wall Unit w/ 16" Base Deck</i>	<i>\$305.00 per 3' section</i>	<i>\$365.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w Wall Unit w/ 19" Base Deck</i>	<i>\$315.00 per 3' section</i>	<i>\$375.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w Wall Unit w/ 22" Base Deck</i>	<i>\$325.00 per 3' section</i>	<i>\$385.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w Wall Unit w/ 13" Base Deck</i>	<i>\$305.00 per 3' section</i>	<i>\$365.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w Wall Unit w/ 16" Base Deck</i>	<i>\$315.00 per 3' section</i>	<i>\$375.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w Wall Unit w/ 19" Base Deck</i>	<i>\$325.00 per 3' section</i>	<i>\$385.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w Wall Unit w/ 22" Base Deck</i>	<i>\$335.00 per 3' section</i>	<i>\$395.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w Wall Unit w/ 13" Base Deck</i>	<i>\$315.00 per 3' section</i>	<i>\$375.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w Wall Unit w/ 16" Base Deck</i>	<i>\$325.00 per 3' section</i>	<i>\$385.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w Wall Unit w/ 19" Base Deck</i>	<i>\$335.00 per 3' section</i>	<i>\$395.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w Wall Unit w/ 22" Base Deck</i>	<i>\$345.00 per 3' section</i>	<i>\$405.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<b>SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
<i>3'w x 10"d Shelf</i>	<i>\$32.00 each</i>	<i>\$42.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 13"d Shelf</i>	<i>\$34.00 each</i>	<i>\$44.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 16"d Shelf</i>	<i>\$36.00 each</i>	<i>\$46.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 19"d Shelf</i>	<i>\$38.00 each</i>	<i>\$48.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 22"d Shelf</i>	<i>\$40.00 each</i>	<i>\$50.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

**Total** \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<b>Rental Price</b> <i>(pre booked)</i>	<b>On-Site Show Price</b>	<b>Unit Color</b> <i>(please circle one)</i>	<b>Qty</b>	<b>Total Price</b>
<b>3' WALL UNIT EXTENSION SECTIONS</b> **Wall Extension Sections do not come with Pegboard on the back side of the fixture.					
<i>6''h x 3'w Wall Extension Section</i>	<i>\$42.00 per 3' section</i>	<i>\$62.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>12''h x 3'w Wall Extension Section</i>	<i>\$45.00 per 3' section</i>	<i>\$65.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>18''h x 3'w Wall Extension Section</i>	<i>\$48.00 per 3' section</i>	<i>\$68.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>24''h x 3'w Wall Extension Section</i>	<i>\$51.00 per 3' section</i>	<i>\$71.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>30''h x 3'w Wall Extension Section</i>	<i>\$54.00 per 3' section</i>	<i>\$74.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>36''h x 3'w Wall Extension Section</i>	<i>\$57.00 per 3' section</i>	<i>\$77.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>42''h x 3'w Wall Extension Section</i>	<i>\$60.00 per 3' section</i>	<i>\$80.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>48''h x 3'w Wall Extension Section</i>	<i>\$63.00 per 3' section</i>	<i>\$83.00 per 3' section</i>	<i>platinum/black</i>	_____	_____

<b>UPRITE EXTENSIONS</b> **Upright Extensions do not come with pegboard or rails.					
<i>6''h Upright Extension</i>	<i>\$19.00 each</i>	<i>\$29.00 each</i>	<i>platinum/black</i>	_____	_____
<i>12''h Upright Extension</i>	<i>\$21.00 each</i>	<i>\$31.00 each</i>	<i>platinum/black</i>	_____	_____
<i>18''h Upright Extension</i>	<i>\$23.00 each</i>	<i>\$33.00 each</i>	<i>platinum/black</i>	_____	_____
<i>24''h Upright Extension</i>	<i>\$25.00 each</i>	<i>\$35.00 each</i>	<i>platinum/black</i>	_____	_____
<i>30''h Upright Extension</i>	<i>\$27.00 each</i>	<i>\$37.00 each</i>	<i>platinum/black</i>	_____	_____
<i>36''h Upright Extension</i>	<i>\$29.00 each</i>	<i>\$39.00 each</i>	<i>platinum/black</i>	_____	_____
<i>42''h Upright Extension</i>	<i>\$31.00 each</i>	<i>\$41.00 each</i>	<i>platinum/black</i>	_____	_____
<i>48''h Upright Extension</i>	<i>\$33.00 each</i>	<i>\$43.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

**Total** \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<b>Rental Price</b> <i>(pre booked)</i>	<b>On-Site Show Price</b>	<b>Unit Color</b> <i>(please circle one)</i>	<b>Qty</b>	<b>Total Price</b>
<b>3' WALL UNIT EXTENSION SECTIONS w/ solid Marteck on back side</b> **Order this if your fixture will be facing an aisle or neighboring booth.					
<i>6''h x 3'w Wall Extension Section</i>	<i>\$52.00 per 3' section</i>	<i>\$62.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>12''h x 3'w Wall Extension Section</i>	<i>\$55.00 per 3' section</i>	<i>\$65.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>18''h x 3'w Wall Extension Section</i>	<i>\$58.00 per 3' section</i>	<i>\$68.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>24''h x 3'w Wall Extension Section</i>	<i>\$61.00 per 3' section</i>	<i>\$81.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>30''h x 3'w Wall Extension Section</i>	<i>\$64.00 per 3' section</i>	<i>\$84.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>36''h x 3'w Wall Extension Section</i>	<i>\$67.00 per 3' section</i>	<i>\$87.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>42''h x 3'w Wall Extension Section</i>	<i>\$70.00 per 3' section</i>	<i>\$90.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>48''h x 3'w Wall Extension Section</i>	<i>\$73.00 per 3' section</i>	<i>\$93.00 per 3' section</i>	<i>platinum/black</i>	_____	_____

<b>UPRITE EXTENSIONS</b> **Uprite Extensions do not come with pegboard or rails.					
<i>6''h Uprite Extension</i>	<i>\$19.00 each</i>	<i>\$29.00 each</i>	<i>platinum/black</i>	_____	_____
<i>12''h Uprite Extension</i>	<i>\$21.00 each</i>	<i>\$31.00 each</i>	<i>platinum/black</i>	_____	_____
<i>18''h Uprite Extension</i>	<i>\$23.00 each</i>	<i>\$33.00 each</i>	<i>platinum/black</i>	_____	_____
<i>24''h Uprite Extension</i>	<i>\$25.00 each</i>	<i>\$35.00 each</i>	<i>platinum/black</i>	_____	_____
<i>30''h Uprite Extension</i>	<i>\$27.00 each</i>	<i>\$37.00 each</i>	<i>platinum/black</i>	_____	_____
<i>36''h Uprite Extension</i>	<i>\$29.00 each</i>	<i>\$39.00 each</i>	<i>platinum/black</i>	_____	_____
<i>42''h Uprite Extension</i>	<i>\$31.00 each</i>	<i>\$41.00 each</i>	<i>platinum/black</i>	_____	_____
<i>48''h Uprite Extension</i>	<i>\$33.00 each</i>	<i>\$43.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

Total \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<b>Rental Price</b> <i>(pre booked)</i>	<b>On-Site Show Price</b>	<b>Unit Color</b> <i>(please circle one)</i>	<b>Qty</b>	<b>Total Price</b>
<b>4' WALL UNITS</b> **Wall Units do not come with Pegboard on the back side of the fixture.					
5'h x 4'w Wall Unit w/ 13" Base Deck	\$365.00 per 4' section	\$425.00 per 4' section	platinum/black	_____	_____
5'h x 4'w Wall Unit w/ 16" Base Deck	\$375.00 per 4' section	\$435.00 per 4' section	platinum/black	_____	_____
5'h x 4'w Wall Unit w/ 19" Base Deck	\$385.00 per 4' section	\$445.00 per 4' section	platinum/black	_____	_____
5'h x 4'w Wall Unit w/ 22" Base Deck	\$395.00 per 4' section	\$455.00 per 4' section	platinum/black	_____	_____
6'h x 4'w Wall Unit w/ 13" Base Deck	\$375.00 per 4' section	\$435.00 per 4' section	platinum/black	_____	_____
6'h x 4'w Wall Unit w/ 16" Base Deck	\$385.00 per 4' section	\$445.00 per 4' section	platinum/black	_____	_____
6'h x 4'w Wall Unit w/ 19" Base Deck	\$395.00 per 4' section	\$455.00 per 4' section	platinum/black	_____	_____
6'h x 4'w Wall Unit w/ 22" Base Deck	\$405.00 per 4' section	\$465.00 per 4' section	platinum/black	_____	_____
7'h x 4'w Wall Unit w/ 13" Base Deck	\$385.00 per 4' section	\$445.00 per 4' section	platinum/black	_____	_____
7'h x 4'w Wall Unit w/ 16" Base Deck	\$395.00 per 4' section	\$455.00 per 4' section	platinum/black	_____	_____
7'h x 4'w Wall Unit w/ 19" Base Deck	\$405.00 per 4' section	\$465.00 per 4' section	platinum/black	_____	_____
7'h x 4'w Wall Unit w/ 22" Base Deck	\$415.00 per 4' section	\$475.00 per 4' section	platinum/black	_____	_____
8'h x 4'w Wall Unit w/ 13" Base Deck	\$395.00 per 4' section	\$455.00 per 4' section	platinum/black	_____	_____
8'h x 4'w Wall Unit w/ 16" Base Deck	\$405.00 per 4' section	\$465.00 per 4' section	platinum/black	_____	_____
8'h x 4'w Wall Unit w/ 19" Base Deck	\$415.00 per 4' section	\$475.00 per 4' section	platinum/black	_____	_____
8'h x 4'w Wall Unit w/ 22" Base Deck	\$425.00 per 4' section	\$485.00 per 4' section	platinum/black	_____	_____
<b>SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
4'w x 10"d Shelf	\$32.00 each	\$42.00 each	platinum/black	_____	_____
4'w x 13"d Shelf	\$34.00 each	\$44.00 each	platinum/black	_____	_____
4'w x 16"d Shelf	\$36.00 each	\$46.00 each	platinum/black	_____	_____
4'w x 19"d Shelf	\$38.00 each	\$48.00 each	platinum/black	_____	_____
4'w x 22"d Shelf	\$40.00 each	\$50.00 each	platinum/black	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

Total \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>4' WALL UNITS w/ solid Marteck on back side</b> **Order this if your fixture will be facing an aisle or neighboring booth.					
5'h x 4'w Wall Unit w/ 13" Base Deck	\$385.00 per 4' section	\$445.00 per 4' section	platinum/black	_____	_____
5'h x 4'w Wall Unit w/ 16" Base Deck	\$395.00 per 4' section	\$455.00 per 4' section	platinum/black	_____	_____
5'h x 4'w Wall Unit w/ 19" Base Deck	\$405.00 per 4' section	\$465.00 per 4' section	platinum/black	_____	_____
5'h x 4'w Wall Unit w/ 22" Base Deck	\$415.00 per 4' section	\$475.00 per 4' section	platinum/black	_____	_____
6'h x 4'w Wall Unit w/ 13" Base Deck	\$395.00 per 4' section	\$455.00 per 4' section	platinum/black	_____	_____
6'h x 4'w Wall Unit w/ 16" Base Deck	\$405.00 per 4' section	\$465.00 per 4' section	platinum/black	_____	_____
6'h x 4'w Wall Unit w/ 19" Base Deck	\$415.00 per 4' section	\$475.00 per 4' section	platinum/black	_____	_____
6'h x 4'w Wall Unit w/ 22" Base Deck	\$425.00 per 4' section	\$485.00 per 4' section	platinum/black	_____	_____
7'h x 4'w Wall Unit w/ 13" Base Deck	\$405.00 per 4' section	\$465.00 per 4' section	platinum/black	_____	_____
7'h x 4'w Wall Unit w/ 16" Base Deck	\$415.00 per 4' section	\$475.00 per 4' section	platinum/black	_____	_____
7'h x 4'w Wall Unit w/ 19" Base Deck	\$425.00 per 4' section	\$485.00 per 4' section	platinum/black	_____	_____
7'h x 4'w Wall Unit w/ 22" Base Deck	\$435.00 per 4' section	\$495.00 per 4' section	platinum/black	_____	_____
8'h x 4'w Wall Unit w/ 13" Base Deck	\$415.00 per 4' section	\$475.00 per 4' section	platinum/black	_____	_____
8'h x 4'w Wall Unit w/ 16" Base Deck	\$425.00 per 4' section	\$485.00 per 4' section	platinum/black	_____	_____
8'h x 4'w Wall Unit w/ 19" Base Deck	\$435.00 per 4' section	\$495.00 per 4' section	platinum/black	_____	_____
8'h x 4'w Wall Unit w/ 22" Base Deck	\$445.00 per 4' section	\$505.00 per 4' section	platinum/black	_____	_____
<b>SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
4'w x 10"d Shelf	\$32.00 each	\$42.00 each	platinum/black	_____	_____
4'w x 13"d Shelf	\$34.00 each	\$44.00 each	platinum/black	_____	_____
4'w x 16"d Shelf	\$36.00 each	\$46.00 each	platinum/black	_____	_____
4'w x 19"d Shelf	\$38.00 each	\$48.00 each	platinum/black	_____	_____
4'w x 22"d Shelf	\$40.00 each	\$50.00 each	platinum/black	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

Total \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**4' INSIDE CORNER WALL UNIT** \*\*Corner Units do not come with Pegboard on the back side of the fixture.

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
7' x 4' Corner Unit w/ 16" Base Deck	\$415.00 per 4' section	\$475.00 per 4' section	platinum/black	_____	_____
7' x 4' Corner Unit w/ 19" Base Deck	\$425.00 per 4' section	\$485.00 per 4' section	platinum/black	_____	_____
7' x 4' Corner Unit w/ 22" Base Deck	\$435.00 per 4' section	\$495.00 per 4' section	platinum/black	_____	_____
8' x 4' Corner Unit w/ 16" Base Deck	\$425.00 per 4' section	\$485.00 per 4' section	platinum/black	_____	_____
8' x 4' Corner Unit w/ 19" Base Deck	\$435.00 per 4' section	\$495.00 per 4' section	platinum/black	_____	_____
8' x 4' Corner Unit w/ 22" Base Deck	\$445.00 per 4' section	\$505.00 per 4' section	platinum/black	_____	_____

**INSIDE CORNER WALL UNIT SHELVES** \*Can be installed straight or angled into the Gondola unit.

4'x16" Shelf	\$38.00 each	\$48.00 each	platinum/black	_____	_____
4'x19" Shelf	\$40.00 each	\$50.00 each	platinum/black	_____	_____
4'x22" Shelf	\$42.00 each	\$52.00 each	platinum/black	_____	_____

**4' WALL UNIT EXTENSION SECTIONS** \*\*Wall Extension Sections do not come with Pegboard on the back side of the fixture.

6" h x 4' w Wall Extension Section	\$47.00 per 4' section	\$67.00 per 4' section	platinum/black	_____	_____
12" h x 4' w Wall Extension Section	\$50.00 per 4' section	\$70.00 per 4' section	platinum/black	_____	_____
18" h x 4' w Wall Extension Section	\$53.00 per 4' section	\$73.00 per 4' section	platinum/black	_____	_____
24" h x 4' w Wall Extension Section	\$56.00 per 4' section	\$76.00 per 4' section	platinum/black	_____	_____
30" h x 4' w Wall Extension Section	\$59.00 per 4' section	\$79.00 per 4' section	platinum/black	_____	_____
36" h x 4' w Wall Extension Section	\$62.00 per 4' section	\$82.00 per 4' section	platinum/black	_____	_____
42" h x 4' w Wall Extension Section	\$65.00 per 4' section	\$85.00 per 4' section	platinum/black	_____	_____
48" h x 4' w Wall Extension Section	\$68.00 per 4' section	\$88.00 per 4' section	platinum/black	_____	_____

**UPRITE EXTENSIONS** \*\*Upright Extensions do not come with pegboard or rails.

6" h Upright Extension	\$19.00 each	\$29.00 each	platinum/black	_____	_____
12" h Upright Extension	\$21.00 each	\$31.00 each	platinum/black	_____	_____
18" h Upright Extension	\$23.00 each	\$33.00 each	platinum/black	_____	_____
24" h Upright Extension	\$25.00 each	\$35.00 each	platinum/black	_____	_____
30" h Upright Extension	\$27.00 each	\$37.00 each	platinum/black	_____	_____
36" h Upright Extension	\$29.00 each	\$39.00 each	platinum/black	_____	_____
42" h Upright Extension	\$31.00 each	\$41.00 each	platinum/black	_____	_____
48" h Upright Extension	\$33.00 each	\$43.00 each	platinum/black	_____	_____

**CALL FOR SPECIAL ORDER REQUESTS**

Total \_\_\_\_\_

**Lauren Beck**

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**4' INSIDE CORNER WALL UNIT w/ solid Marteck on back side** \*\*Order this if your fixture will be facing an aisle or neighboring booth.

	Rental Price <small>(pre booked)</small>	On-Site Show Price	Unit Color <small>(please circle one)</small>	Qty	Total Price
7' x 4' Corner Unit w/ 16" Base Deck	\$435.00 per 4' section	\$495.00 per 4' section	platinum/black	_____	_____
7' x 4' Corner Unit w/ 19" Base Deck	\$445.00 per 4' section	\$505.00 per 4' section	platinum/black	_____	_____
7' x 4' Corner Unit w/ 22" Base Deck	\$455.00 per 4' section	\$515.00 per 4' section	platinum/black	_____	_____
8' x 4' Corner Unit w/ 16" Base Deck	\$445.00 per 4' section	\$505.00 per 4' section	platinum/black	_____	_____
8' x 4' Corner Unit w/ 19" Base Deck	\$455.00 per 4' section	\$515.00 per 4' section	platinum/black	_____	_____
8' x 4' Corner Unit w/ 22" Base Deck	\$465.00 per 4' section	\$525.00 per 4' section	platinum/black	_____	_____

**INSIDE CORNER WALL UNIT SHELVES** \*Can be installed straight or angled into the Gondola unit.

4'x16" Shelf	\$38.00 each	\$48.00 each	platinum/black	_____	_____
4'x19" Shelf	\$40.00 each	\$50.00 each	platinum/black	_____	_____
4'x22" Shelf	\$42.00 each	\$52.00 each	platinum/black	_____	_____

**4' WALL UNIT EXTENSION SECTIONS w/ solid Marteck on back side** \*\*Order this if your fixture will be facing an aisle or neighboring booth.

6"h x 4'w Wall Extension Section	\$57.00 per 4' section	\$78.00 per 4' section	platinum/black	_____	_____
12"h x 4'w Wall Extension Section	\$60.00 per 4' section	\$81.00 per 4' section	platinum/black	_____	_____
18"h x 4'w Wall Extension Section	\$63.00 per 4' section	\$84.00 per 4' section	platinum/black	_____	_____
24"h x 4'w Wall Extension Section	\$66.00 per 4' section	\$87.00 per 4' section	platinum/black	_____	_____
30"h x 4'w Wall Extension Section	\$69.00 per 4' section	\$90.00 per 4' section	platinum/black	_____	_____
36"h x 4'w Wall Extension Section	\$72.00 per 4' section	\$93.00 per 4' section	platinum/black	_____	_____
42"h x 4'w Wall Extension Section	\$75.00 per 4' section	\$96.00 per 4' section	platinum/black	_____	_____
48"h x 4'w Wall Extension Section	\$78.00 per 4' section	\$99.00 per 4' section	platinum/black	_____	_____

**UPRITE EXTENSIONS** \*\*Uprite Extensions do not come with pegboard or rails.

6"h Uprite Extension	\$19.00 each	\$29.00 each	platinum/black	_____	_____
12"h Uprite Extension	\$21.00 each	\$31.00 each	platinum/black	_____	_____
18"h Uprite Extension	\$23.00 each	\$33.00 each	platinum/black	_____	_____
24"h Uprite Extension	\$25.00 each	\$35.00 each	platinum/black	_____	_____
30"h Uprite Extension	\$27.00 each	\$37.00 each	platinum/black	_____	_____
36"h Uprite Extension	\$29.00 each	\$39.00 each	platinum/black	_____	_____
42"h Uprite Extension	\$31.00 each	\$41.00 each	platinum/black	_____	_____
48"h Uprite Extension	\$33.00 each	\$43.00 each	platinum/black	_____	_____

**CALL FOR SPECIAL ORDER REQUESTS**

Total \_\_\_\_\_

**Lauren Beck**

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<b>Rental Price</b> <small>(pre booked)</small>	<b>On-Site Show Price</b>	<b>Unit Color</b> <small>(please circle one)</small>	<b>Qty</b>	<b>Total Price</b>
<b>2' ISLAND UNITS</b> **Island Units come with pegboard on both sides of the fixture.					
<i>5'h x 2'w 2-sided Island w/2-13" Base Decks</i>	<i>\$440.00 per 2' section</i>	<i>\$510.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 2'w 2-sided Island w/2-16" Base Decks</i>	<i>\$460.00 per 2' section</i>	<i>\$530.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 2'w 2-sided Island w/2-19" Base Decks</i>	<i>\$480.00 per 2' section</i>	<i>\$550.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 2'w 2-sided Island w/2-22" Base Decks</i>	<i>\$500.00 per 2' section</i>	<i>\$570.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<hr/>					
<i>6'h x 2'w 2-sided Island w/2-13" Base Decks</i>	<i>\$450.00 per 2' section</i>	<i>\$520.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 2'w 2-sided Island w/2-16" Base Decks</i>	<i>\$470.00 per 2' section</i>	<i>\$540.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 2'w 2-sided Island w/2-19" Base Decks</i>	<i>\$490.00 per 2' section</i>	<i>\$560.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 2'w 2-sided Island w/2-22" Base Decks</i>	<i>\$510.00 per 2' section</i>	<i>\$580.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<hr/>					
<i>7'h x 2'w 2-sided Island w/2-13" Base Decks</i>	<i>\$460.00 per 2' section</i>	<i>\$530.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 2'w 2-sided Island w/2-16" Base Decks</i>	<i>\$480.00 per 2' section</i>	<i>\$550.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 2'w 2-sided Island w/2-19" Base Decks</i>	<i>\$500.00 per 2' section</i>	<i>\$570.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 2'w 2-sided Island w/2-22" Base Decks</i>	<i>\$520.00 per 2' section</i>	<i>\$590.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<hr/>					
<i>8'h x 2'w 2-sided Island w/2-13" Base Decks</i>	<i>\$470.00 per 2' section</i>	<i>\$540.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 2'w 2-sided Island w/2-16" Base Decks</i>	<i>\$490.00 per 2' section</i>	<i>\$560.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 2'w 2-sided Island w/2-19" Base Decks</i>	<i>\$510.00 per 2' section</i>	<i>\$580.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 2'w 2-sided Island w/2-22" Base Decks</i>	<i>\$530.00 per 2' section</i>	<i>\$600.00 per 2' section</i>	<i>platinum/black</i>	_____	_____
<hr/>					
<b>2' SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
<i>2'w x 10"d Shelf</i>	<i>\$32.00 each</i>	<i>\$42.00 each</i>	<i>platinum/black</i>	_____	_____
<i>2'w x 13"d Shelf</i>	<i>\$34.00 each</i>	<i>\$44.00 each</i>	<i>platinum/black</i>	_____	_____
<i>2'w x 16"d Shelf</i>	<i>\$36.00 each</i>	<i>\$46.00 each</i>	<i>platinum/black</i>	_____	_____
<i>2'w x 19"d Shelf</i>	<i>\$38.00 each</i>	<i>\$48.00 each</i>	<i>platinum/black</i>	_____	_____
<i>2'w x 22"d Shelf</i>	<i>\$40.00 each</i>	<i>\$50.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

**Total** \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>3' ISLAND UNITS</b> **Island Units come with pegboard on both sides of the fixture.					
<i>5'h x 3'w 2-sided Island w/2-13" Base Decks</i>	<i>\$450.00 per 3' section</i>	<i>\$520.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w 2-sided Island w/2-16" Base Decks</i>	<i>\$470.00 per 3' section</i>	<i>\$540.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w 2-sided Island w/2-19" Base Decks</i>	<i>\$490.00 per 3' section</i>	<i>\$560.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w 2-sided Island w/2-22" Base Decks</i>	<i>\$510.00 per 3' section</i>	<i>\$580.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w 2-sided Island w/2-13" Base Decks</i>	<i>\$460.00 per 3' section</i>	<i>\$530.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w 2-sided Island w/2-16" Base Decks</i>	<i>\$480.00 per 3' section</i>	<i>\$550.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w 2-sided Island w/2-19" Base Decks</i>	<i>\$500.00 per 3' section</i>	<i>\$570.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w 2-sided Island w/2-22" Base Decks</i>	<i>\$520.00 per 3' section</i>	<i>\$590.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w 2-sided Island w/2-13" Base Decks</i>	<i>\$470.00 per 3' section</i>	<i>\$540.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w 2-sided Island w/2-16" Base Decks</i>	<i>\$490.00 per 3' section</i>	<i>\$560.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w 2-sided Island w/2-19" Base Decks</i>	<i>\$510.00 per 3' section</i>	<i>\$580.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w 2-sided Island w/2-22" Base Decks</i>	<i>\$530.00 per 3' section</i>	<i>\$600.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w 2-sided Island w/2-13" Base Decks</i>	<i>\$480.00 per 3' section</i>	<i>\$550.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w 2-sided Island w/2-16" Base Decks</i>	<i>\$500.00 per 3' section</i>	<i>\$570.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w 2-sided Island w/2-19" Base Decks</i>	<i>\$520.00 per 3' section</i>	<i>\$590.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w 2-sided Island w/2-22" Base Decks</i>	<i>\$540.00 per 3' section</i>	<i>\$610.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<b>3' SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
<i>3'w x 10"d Shelf</i>	<i>\$32.00 each</i>	<i>\$42.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 13"d Shelf</i>	<i>\$34.00 each</i>	<i>\$44.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 16"d Shelf</i>	<i>\$36.00 each</i>	<i>\$46.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 19"d Shelf</i>	<i>\$38.00 each</i>	<i>\$48.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 22"d Shelf</i>	<i>\$40.00 each</i>	<i>\$50.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

**Total** \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>3' ISLAND UNIT EXTENSION SECTIONS</b> **Island Extension Sections come with Pegboard on both sides of the fixture.					
<i>6''h x 3'w Island Extension Section</i>	<i>\$47.00 per 3' section</i>	<i>\$67.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>12''h x 3'w Island Extension Section</i>	<i>\$50.00 per 3' section</i>	<i>\$70.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>18''h x 3'w Island Extension Section</i>	<i>\$53.00 per 3' section</i>	<i>\$73.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>24''h x 3'w Island Extension Section</i>	<i>\$56.00 per 3' section</i>	<i>\$76.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>30''h x 3'w Island Extension Section</i>	<i>\$59.00 per 3' section</i>	<i>\$79.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>36''h x 3'w Island Extension Section</i>	<i>\$62.00 per 3' section</i>	<i>\$82.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>42''h x 3'w Island Extension Section</i>	<i>\$65.00 per 3' section</i>	<i>\$85.00 per 3' section</i>	<i>platinum/black</i>	_____	_____
<i>48''h x 3'w Island Extension Section</i>	<i>\$68.00 per 3' section</i>	<i>\$88.00 per 3' section</i>	<i>platinum/black</i>	_____	_____

<b>UPRITE EXTENSIONS</b> **Uprite Extensions do not come with pegboard or rails.					
<i>6''h Uprite Extension</i>	<i>\$19.00 each</i>	<i>\$29.00 each</i>	<i>platinum/black</i>	_____	_____
<i>12''h Uprite Extension</i>	<i>\$21.00 each</i>	<i>\$31.00 each</i>	<i>platinum/black</i>	_____	_____
<i>18''h Uprite Extension</i>	<i>\$23.00 each</i>	<i>\$33.00 each</i>	<i>platinum/black</i>	_____	_____
<i>24''h Uprite Extension</i>	<i>\$25.00 each</i>	<i>\$35.00 each</i>	<i>platinum/black</i>	_____	_____
<i>30''h Uprite Extension</i>	<i>\$27.00 each</i>	<i>\$37.00 each</i>	<i>platinum/black</i>	_____	_____
<i>36''h Uprite Extension</i>	<i>\$29.00 each</i>	<i>\$39.00 each</i>	<i>platinum/black</i>	_____	_____
<i>42''h Uprite Extension</i>	<i>\$31.00 each</i>	<i>\$41.00 each</i>	<i>platinum/black</i>	_____	_____
<i>48''h Uprite Extension</i>	<i>\$33.00 each</i>	<i>\$43.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

**Total** \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>4' ISLAND UNITS</b> **Island Units come with pegboard on both sides of the fixture.					
<i>5'h x 4'w 2-sided Island w/2-13" Base Decks</i>	<i>\$460.00 per 4' section</i>	<i>\$530.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 4'w 2-sided Island w/2-16" Base Decks</i>	<i>\$480.00 per 4' section</i>	<i>\$550.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 4'w 2-sided Island w/2-19" Base Decks</i>	<i>\$500.00 per 4' section</i>	<i>\$570.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 4'w 2-sided Island w/2-22" Base Decks</i>	<i>\$520.00 per 4' section</i>	<i>\$590.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 4'w 2-sided Island w/2-13" Base Decks</i>	<i>\$470.00 per 4' section</i>	<i>\$540.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 4'w 2-sided Island w/2-16" Base Decks</i>	<i>\$490.00 per 4' section</i>	<i>\$560.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 4'w 2-sided Island w/2-19" Base Decks</i>	<i>\$510.00 per 4' section</i>	<i>\$580.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 4'w 2-sided Island w/2-22" Base Decks</i>	<i>\$530.00 per 4' section</i>	<i>\$600.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 4'w 2-sided Island w/2-13" Base Decks</i>	<i>\$480.00 per 4' section</i>	<i>\$550.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 4'w 2-sided Island w/2-16" Base Decks</i>	<i>\$500.00 per 4' section</i>	<i>\$570.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 4'w 2-sided Island w/2-19" Base Decks</i>	<i>\$520.00 per 4' section</i>	<i>\$590.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 4'w 2-sided Island w/2-22" Base Decks</i>	<i>\$540.00 per 4' section</i>	<i>\$610.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 4'w 2-sided Island w/2-13" Base Decks</i>	<i>\$490.00 per 4' section</i>	<i>\$560.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 4'w 2-sided Island w/2-16" Base Decks</i>	<i>\$510.00 per 4' section</i>	<i>\$580.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 4'w 2-sided Island w/2-19" Base Decks</i>	<i>\$530.00 per 4' section</i>	<i>\$600.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 4'w 2-sided Island w/2-22" Base Decks</i>	<i>\$550.00 per 4' section</i>	<i>\$620.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<b>SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
<i>4'w x 10"d Shelf</i>	<i>\$32.00 each</i>	<i>\$42.00 each</i>	<i>platinum/black</i>	_____	_____
<i>4'w x 13"d Shelf</i>	<i>\$34.00 each</i>	<i>\$44.00 each</i>	<i>platinum/black</i>	_____	_____
<i>4'w x 16"d Shelf</i>	<i>\$36.00 each</i>	<i>\$46.00 each</i>	<i>platinum/black</i>	_____	_____
<i>4'w x 19"d Shelf</i>	<i>\$38.00 each</i>	<i>\$48.00 each</i>	<i>platinum/black</i>	_____	_____
<i>4'w x 22"d Shelf</i>	<i>\$40.00 each</i>	<i>\$50.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

**Total** \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>4' ISLAND UNIT EXTENSION SECTIONS</b> <small>**Island Extension Sections come with Pegboard on both sides of the fixture.</small>					
<i>6''h x 4'w Island Extension Section</i>	<i>\$52.00 per 4' section</i>	<i>\$72.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>12''h x 4'w Island Extension Section</i>	<i>\$55.00 per 4' section</i>	<i>\$75.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>18''h x 4'w Island Extension Section</i>	<i>\$58.00 per 4' section</i>	<i>\$78.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>24''h x 4'w Island Extension Section</i>	<i>\$61.00 per 4' section</i>	<i>\$81.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>30''h x 4'w Island Extension Section</i>	<i>\$64.00 per 4' section</i>	<i>\$84.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>36''h x 4'w Island Extension Section</i>	<i>\$67.00 per 4' section</i>	<i>\$87.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>42''h x 4'w Island Extension Section</i>	<i>\$70.00 per 4' section</i>	<i>\$90.00 per 4' section</i>	<i>platinum/black</i>	_____	_____
<i>48''h x 4'w Island Extension Section</i>	<i>\$73.00 per 4' section</i>	<i>\$93.00 per 4' section</i>	<i>platinum/black</i>	_____	_____

<b>UPRITE EXTENSIONS</b> <small>**Upright Extensions do not come with pegboard or rails.</small>					
<i>6''h Upright Extension</i>	<i>\$19.00 each</i>	<i>\$29.00 each</i>	<i>platinum/black</i>	_____	_____
<i>12''h Upright Extension</i>	<i>\$21.00 each</i>	<i>\$31.00 each</i>	<i>platinum/black</i>	_____	_____
<i>18''h Upright Extension</i>	<i>\$23.00 each</i>	<i>\$33.00 each</i>	<i>platinum/black</i>	_____	_____
<i>24''h Upright Extension</i>	<i>\$25.00 each</i>	<i>\$35.00 each</i>	<i>platinum/black</i>	_____	_____
<i>30''h Upright Extension</i>	<i>\$27.00 each</i>	<i>\$37.00 each</i>	<i>platinum/black</i>	_____	_____
<i>36''h Upright Extension</i>	<i>\$29.00 each</i>	<i>\$39.00 each</i>	<i>platinum/black</i>	_____	_____
<i>42''h Upright Extension</i>	<i>\$31.00 each</i>	<i>\$41.00 each</i>	<i>platinum/black</i>	_____	_____
<i>48''h Upright Extension</i>	<i>\$33.00 each</i>	<i>\$43.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	<i>Rental Price (pre booked)</i>	<i>On-Site Show Price</i>	<i>Unit Color (please circle one)</i>	<i>Qty</i>	<i>Total Price</i>
<b>ENDCAP UNITS</b> *End Cap Units do not come with base brackets on the back side of the fixture.					
<i>5'h x 3'w End Cap Unit w/13" Base Deck</i>	<i>\$275.00 per section</i>	<i>\$335.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w End Cap Unit w/16" Base Deck</i>	<i>\$285.00 per section</i>	<i>\$345.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w End Cap Unit w/19" Base Deck</i>	<i>\$295.00 per section</i>	<i>\$355.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>5'h x 3'w End Cap Unit w/22" Base Deck</i>	<i>\$305.00 per section</i>	<i>\$365.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w End Cap Unit w/13" Base Deck</i>	<i>\$285.00 per section</i>	<i>\$345.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w End Cap Unit w/16" Base Deck</i>	<i>\$295.00 per section</i>	<i>\$355.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w End Cap Unit w/19" Base Deck</i>	<i>\$305.00 per section</i>	<i>\$365.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>6'h x 3'w End Cap Unit w/22" Base Deck</i>	<i>\$315.00 per section</i>	<i>\$375.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w End Cap Unit w/13" Base Deck</i>	<i>\$295.00 per section</i>	<i>\$355.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w End Cap Unit w/16" Base Deck</i>	<i>\$305.00 per section</i>	<i>\$365.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w End Cap Unit w/19" Base Deck</i>	<i>\$315.00 per section</i>	<i>\$375.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>7'h x 3'w End Cap Unit w/22" Base Deck</i>	<i>\$325.00 per section</i>	<i>\$385.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w End Cap Unit w/13" Base Deck</i>	<i>\$305.00 per section</i>	<i>\$365.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w End Cap Unit w/16" Base Deck</i>	<i>\$315.00 per section</i>	<i>\$375.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w End Cap Unit w/19" Base Deck</i>	<i>\$325.00 per section</i>	<i>\$385.00 per section</i>	<i>platinum/black</i>	_____	_____
<i>8'h x 3'w End Cap Unit w/22" Base Deck</i>	<i>\$335.00 per section</i>	<i>\$395.00 per section</i>	<i>platinum/black</i>	_____	_____
<b>ENDCAP SHELVES</b> *Can be installed straight or angled into the Gondola unit.					
<i>3'w x 10"d Shelf</i>	<i>\$32.00 each</i>	<i>\$42.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 13"d Shelf</i>	<i>\$34.00 each</i>	<i>\$44.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 16"d Shelf</i>	<i>\$36.00 each</i>	<i>\$46.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 19"d Shelf</i>	<i>\$38.00 each</i>	<i>\$48.00 each</i>	<i>platinum/black</i>	_____	_____
<i>3'w x 22"d Shelf</i>	<i>\$40.00 each</i>	<i>\$50.00 each</i>	<i>platinum/black</i>	_____	_____

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

Total \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

	Rental Price <small>(pre booked)</small>	On-Site Show Price	Unit Color <small>(please circle one)</small>	Qty	Total Price
<b>WIRE FENCING</b>					
3''h x 10''w Wire Fencing Divider	\$2.75 each	\$4.75 each	chrome	_____	_____
3''h x 13''w Wire Fencing Divider	\$3.25 each	\$5.25 each	chrome	_____	_____
3''h x 16''w Wire Fencing Divider	\$3.75 each	\$5.75 each	chrome	_____	_____
3''h x 19''w Wire Fencing Divider	\$4.25 each	\$6.25 each	chrome	_____	_____
3''h x 22''w Wire Fencing Divider	\$4.75 each	\$6.75 each	chrome	_____	_____
3''h x 24''w Wire Fencing Front	\$5.25 each	\$7.25 each	chrome	_____	_____
3''h x 36''w Wire Fencing Front	\$5.75 each	\$7.75 each	chrome	_____	_____
3''h x 48''w Wire Fencing Front	\$6.25 each	\$8.25 each	chrome	_____	_____

<b>SINGLE PEGHOOKS</b>					
2'' Single Peg Hooks	\$ .60 per peg hook	\$ .60 per peg hook	zinc / black	_____	_____
4'' Single Peg Hooks	\$ .60 per peg hook	\$ .60 per peg hook	zinc / black	_____	_____
6'' Single Peg Hooks	\$ .60 per peg hook	\$ .60 per peg hook	zinc / black	_____	_____
8'' Single Peg Hooks	\$ .60 per peg hook	\$ .60 per peg hook	zinc / black	_____	_____
10'' Single Peg Hooks	\$ .60 per peg hook	\$ .60 per peg hook	zinc / black	_____	_____
12'' Single Peg Hooks	\$ .60 per peg hook	\$ .60 per peg hook	zinc / black	_____	_____

<b>FLIP SCAN PEGHOOKS</b>					
4'' Flip Scan Peg Hooks	\$ .70 per peg hook	\$ .70 per peg hook	zinc / black	_____	_____
6'' Flip Scan Peg Hooks	\$ .70 per peg hook	\$ .70 per peg hook	zinc / black	_____	_____
8'' Flip Scan Peg Hooks	\$ .70 per peg hook	\$ .70 per peg hook	zinc / black	_____	_____
12'' Flip Scan Peg Hooks	\$ .70 per peg hook	\$ .70 per peg hook	zinc / black	_____	_____
Flip Scan Label Holders	\$ .70 per holder	\$ .70 per holder	clear	_____	_____

<b>HANGROD ASSEMBLIES</b>					
12''d x 36''w Straight Assembly	\$55.00 per 3' section	\$75.00 per 3' section	platinum / black	_____	_____
16''d x 36''w Straight Assembly	\$60.00 per 3' section	\$80.00 per 3' section	platinum / black	_____	_____
14''d x 36''w Upslope Assembly	\$65.00 per 3' section	\$85.00 per 3' section	platinum / black	_____	_____
12''d x 48''w Straight Assembly	\$60.00 per 4' section	\$80.00 per 4' section	platinum / black	_____	_____
16''d x 48''w Straight Assembly	\$65.00 per 4' section	\$85.00 per 4' section	platinum / black	_____	_____
14''d x 48''w Upslope Assembly	\$70.00 per 4' section	\$90.00 per 4' section	platinum / black	_____	_____

<b>SERVICES</b>					
Merchandising/Product Set-Up	\$35.00 per foot	\$50.00 per foot		_____	_____

**CALL FOR SPECIAL ORDER REQUESTS**

**Lauren Beck**

Total \_\_\_\_\_

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.

**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**Sign Holders - the following items are for Purchase Only**

**Headers**

Gondola Top SuperGrip® Sign Holder



Holds signs from 3/16" to 1/4" thick.  
2 3/4" w x 3" or 6" length.

**3" - \$.99 each / 6" - \$1.99 each**  
*purchase price*

Flip-Up C-Channel Header



Hinge design allows easy access to inventory  
Attaches to standard shelves. Fasteners included in kit.  
Holds graphic material up to .040" thick 7"h x 47 3/4" L

**\$15.00 each** *purchase price*

Universal Gondola Header



Universal kit allows shelf or gondola upright mount  
Height adjusts in 1" increments to hold  
signs 9" to 15"h x 48"L

Holds rigid sign material up to 3/32" thick  
**\$50.00 each** *purchase price*

SuperGrip® Gondola Upright Header



Display brand, category or product messages  
End connectors are reversible

Use center line connector to run continuous lengths  
Accepts rigid material .060" to .25" thick  
Sign holders come in clear - white - black PVC

**CALL FOR PRICING**

SuperGrip® Pegboard Header



Display brand, category or product messages  
End connectors are reversible

Use center line connector to run continuous lengths  
Accepts rigid material .060" to .25" thick  
Sign holders come in clear - white - black PVC

**CALL FOR PRICING**

SuperGrip® Slotwall Header



Display brand, category or product messages  
End connectors are reversible

Use center line connector to run continuous lengths  
Accepts rigid material .060" to .25" thick  
Sign holders come in clear - white - black PVC

**CALL FOR PRICING**



SuperGrip® Channel



Holds signs 1/8" to 1/4" thick  
12" - 18" long / Clear PVC  
Additional lengths and colors available

**\$1.99 each** *purchase price*

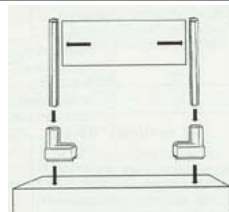


Thin Poster Channel



Holds signs up to 1/8" thick  
12" - 18" long / Clear PVC  
Additional lengths and colors available

**\$1.99 each** *purchase price*



Gondola Top Base



Holds signs centered on top of  
standard 2 1/2" wide gondolas  
Black or white/clear PVC

**\$3.75 each** *purchase price*



Magnetic Base



Attaches to most metal surfaces  
Black or white ABS w/ magnet

**\$7.50 each** *purchase price*

**CALL FOR SPECIAL ORDER REQUESTS**

**Lauren Beck**

**1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com**

**To reach us at the market, please call: 412-779-6573 or visit us next to the service center.**

**Vendor Name:** \_\_\_\_\_

**Booth#** \_\_\_\_\_

**Sign Holders - the following items are for Purchase Only**

**Aisle Invaders**

**Framed Aisle Violator  
w/ swivel**



Display category or promo signage  
Flexes when bumped  
Holds signs up to .080" thick  
Available in 24" - 30" - 36" lengths  
Additional lengths & colors available

**\$25.00 each** purchase price

**Aisle Invader Sign  
Holder w/ swivel**



Double sided  
Top load 4" w or 6" w signs  
up to .050" thick  
Square or Round top

**Telescopic SuperGrip®  
Aisle Sign Holder**



Adjusts from 16" to 24"  
in 1" increments  
Available to fit pegboard  
or gondola upright  
Holds signs up to .125" thick  
Additional colors available

**\$9.75 each** purchase price

**Pegboard SuperGrip®  
Sign Holder**



Available with or w/o hinge  
3"L  
White ABS or Clear PVC  
Two capacities hold material up  
to .100" or .250" thick  
Additional lengths & colors available

**\$1.75 each** purchase price

**Slotwall SuperGrip®  
Sign Holder**



Available with or w/o hinge  
3"L  
Natural polypropylene or Clear PVC  
Two capacities hold material up  
to .100" or .250" thick  
Additional lengths & colors available

**\$1.50 each** purchase price

**Literature Holders**

**Self-Sticking  
Cardboard Easel**



Single and  
double-wing available  
Includes mounting adhesive  
35pt. black or white  
**single - \$.75 each**  
**double - \$1.50 each**  
purchase price

**Freestanding Extra Capacity  
Literature Holder**



Color imprinting available  
2 3/8" deep pocket  
Available in 3 sizes to hold  
4" - 6" or 8 1/2" wide brochures  
Clear styrene

**\$10.00 each** purchase price

**Tru-Vu Easel Sign  
Holder w/side Pocket**



Color imprinting available  
Display signs & lit. together  
Holds 8 1/2" w x 11" h signs  
Holds brochures up to 4" w  
Clear styrene  
**\$15.00 each**  
purchase price

**Tru-Vu Easel Sign  
Holder w/bus. Card**



Color imprinting available  
Available in two sizes  
4" w x 6" h or  
8 1/2" w x 11" h  
Holds standard business cards  
**4"x6" - \$5.00 each**  
**8.5"x11" - \$15.00 each**  
purchase price

**Business Card Holder**



Color imprinting available  
Holds standard cards up to 3 1/2" wide  
Clear styrene

**\$1.75 each** purchase price

**Tru-Vu Slotwall  
Sign Holder**



Slides into slotwall  
groove and hangs flat  
8 1/2" w x 11" h  
Clear styrene  
Additional sizes available  
**\$10.00 each**  
purchase price

**Six-Pocket Bus. Card Holder**



Snap-on counter-top easel and  
wall mounting hardware included  
Clear styrene  
Additional sizes available  
**\$10.00 each** purchase price

**Literature Holder  
(divider available)**



Color imprinting available  
8 9/16" w x 11 3/8" h x 1 3/8" d  
Clear styrene  
**\$10.00 each**  
purchase price

**Literature Holder  
w/bus. Card Pocket**



Color imprinting available  
8 9/16" w x 11 3/8" h x 1 3/8" d  
Clear styrene  
**\$15.00 each**  
purchase price

**Ballot / Coin Box**



Color imprinting available  
6" w x 3 3/4" h x 4 1/4" d - 3 7/16" slot  
6" w x 4 1/8" h sign header attached  
Includes 2 keys  
Clear high-impact acrylic

**\$30.00 each** purchase price

**CALL FOR SPECIAL ORDER REQUESTS**

**Lauren Beck**

**1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com**

**To reach us at the market, please call: 412-779-6573 or visit us next to the service center.**



**2017 True Value  
Fall Reunion  
Fixture Pricing and Rental Order Form**



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**Sign / Literature Holders - the following items are for Purchase Only**

**Pegboard Adapter**

Holds lightweight displays or signage flush against pegboard or slotwall.



2-prong 2 3/8" L -white or clear  
4-prong 3 1/2" L -natural polypropylene  
Available with or w/o adhesive  
Additional colors available  
**\$.99 each purchase price**

**Slotwall Adapter**

Holds lightweight displays or sign holders



2 3/8" L -white or clear  
Additional colors available  
**\$.95 each purchase price**

**Clear Price Label Holder for shelves/wire fencing/wire baskets**



1 1/4" H x 2 7/8" L  
Additional lengths available  
**\$.50 each purchase price**

**Clear Price Label Holder for Metro Shelving**



1 1/4" H x 3" L  
Additional lengths and colors available  
**\$.75 each purchase price**

**Spiral Ring**



1 1/16" inside diameter  
Available in white or clear  
**\$.10 each purchase price**

**Oval Ring**



15/16" x 2" inside diameter  
Available in white or clear  
**\$.15 each purchase price**

**Metal Snap Ring**



3/4" - 1" - 1 1/2" inside diameter  
**\$.35 each purchase price**

**Round Ring**



5/8" inside diameter  
Available in white or clear  
**\$.10 each purchase price**

**Releasable Locking Strap**



3/16" x 6" (shown)  
Additional lengths available  
Natural nylon  
**\$.10 each purchase price**

**Beaded Chain**



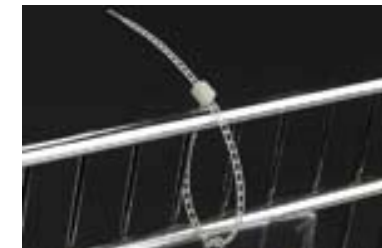
Available in connector or coupling styles  
6" - 12" - 24" lengths  
Connector style is for fixed lengths  
Coupling style is for adjustable lengths  
**\$.99 each purchase price**

**Permanent Locking Strap Solid Style**



1/8" x 8" (shown)  
Additional lengths available  
Available in black or natural nylon  
**\$.10 each purchase price**

**Permanent Locking Strap Ladder Style**



1/8" x 7" (shown)  
Additional lengths available  
Natural nylon  
**\$.15 each purchase price**

**CALL FOR SPECIAL ORDER REQUESTS**

**Lauren Beck**

**1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com**  
**To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.**



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



Vendor Name: \_\_\_\_\_ Booth# \_\_\_\_\_

## Fastening / Peghook Accessories - the following items are for Purchase Only

### Fasteners

Channel Fastener



Easy to install and remove  
Secure fit in shelves and pegboard  
Natural - Black - White nylon  
Additional colors available  
**\$.10 each purchase price**

Flipper Nut for Gondola Uprite



Holds displays securely onto gondola uprite  
Front access design allows easy installation  
Unique nut design engages gondola as bolt is tightened  
**\$.99 each purchase price**

Squeeze on Viking Clip



Fast attaching squeeze on nut saves time in assembly of displays  
Unique one-piece break-apart design  
Clear or Black polycarbonate  
Additional colors available  
**\$.10 each purchase price**

Hook and Loop velcro



Adhesive backed Hook and Loop is a great solution for hanging signs, banners and trade show graphics.  
**4" wide - \$2.50 per foot purchase price**  
**5/8" wide - \$1.00 per foot purchase price**

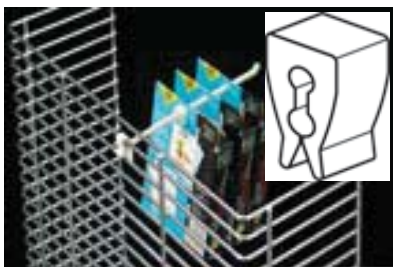
Shrinkwrap



Clear - 80 gauge  
18" x 1,500'  
**\$25.00 per roll purchase price**

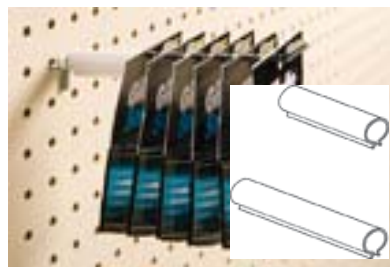
### Peghook Accessories

Inventory Control Unit



Two hole sizes fit standard metal or plastic peghooks  
Natural nylon  
**\$.10 each purchase price**

Inventory Control Tube



Keeps products forward so displays always look full  
Use one or multiple tubes for various peghook lengths  
Installs without removing merchandise  
Available in 2" or 3" lengths  
1/2" in diameter - White ABS  
**\$.10 each purchase price**

Peg Hook Product Stop



Use as inventory control or product stop  
Three holes fit a variety of standard metal peghooks  
15/16" diameter  
Black rubber  
**\$.10 each purchase price**

### CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com  
To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



Vendor Name: \_\_\_\_\_ Booth# \_\_\_\_\_

## DISPLAYS / ACCESSORIES - the following items are for purchase only

### Table Throws **\$199.99 each**

6' 3 sided standard throw with 1/color imprint on front



Premium Quality Polyester Twill  
Stain and Wrinkle Resistant • Washable • Lightweight  
Flame Retardant • Easy to Store and Ship  
Nylon carrying cases available

**A wide array of colors and imprint options.**

Additional sizes and styles available



### Attention Grabber Displays

#### Starting @ **\$129.99 each**

8' Messenger Display printed one sided  
second side would view reversed  
double sided printing available  
Includes collapsible base and water bag  
Includes nylon carrying case  
Additional sizes and styles available



### Table Top Display

#### **\$224.99 each**

Made of 3 panels that fold out  
Includes soft carrying case  
36"h x 72"w - 3 - 24" x 36" panels  
Additional sizes and styles available



### Pop-Up Backdrop Displays w/graphics

#### **\$1,899.99**

10' Curved Frame with 3 graphic panels  
Display without graphics: **\$1,099.99**

Professional, contemporary look  
Strong, reliable, stable  
Includes hard carrying case  
Additional sizes and styles available  
lighting avail. for **\$149.99 ea.**

### Retractable Banner Stands

#### Starting @ **\$99.99 each**

Economical  
Self-Winding  
Super Fast Set Up  
Includes Carrying Case  
Additional sizes and  
styles available



### Personal Hand Truck

#### **\$34.99 each**

Extends to 39" height  
Rugged lightweight design  
Folds flat for easy storage  
Perfect for air travel  
Holds up to 150 lbs



## CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



**2017 True Value  
Fall Reunion  
Fixture Pricing and Rental Order Form**



**Vendor Name:** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**DISPLAYS / LITERATURE HOLDERS - the following items are for Purchase Only**

**The Roll Up**



Holds 8.5" x 11" literature  
Rolls up for easy transportation  
No assembly required  
8 - 3/4" deep pockets  
Carrying bag included

**The Z**



5 Pockets for Holding A3 Literature  
Brushed Aluminum with Plastic Inserts  
3 Height Options  
Includes Canvas Carrying Bag  
Lightweight, Compact and  
Portable for Easy Transportation

**The Metal Z**



6 Pockets, 3 on Each Side  
Carrying Bag Included  
Sets Up in Under a Minute  
Features 3 Adjustable Heights

**The Metal Z wide**



Lightweight, Portable, and Compact  
6 Wide Pockets  
Hold 2 Magazines Side by Side  
Aluminum Construction with Silver Finish  
Unique, Hollow Hole Design Adds Style

**\$74.99 each** purchase price    **\$149.99 each** purchase price    **\$169.99 each** purchase price    **\$199.99 each** purchase price

**The following items are for Rental, contact us for purchase pricing**

**Gondola Light Fixtures**



**Halogen Fixed Arm Flood Light**

- Excellent light coverage
- Black Finish
- 19in fixed arm
- 150 Watts maximum wattage

**\$55.00 each** rental price



**MR16 Halogen Fixed Arm Display Light**

- High color rendering light
- Black finish
- Adjustable Fixture Head
- Non-adjustable arm with a length of 22.5in
- 50 Watts maximum wattage

**\$55.00 each** rental price



**PAR Halogen Telescoping Display Light**

- Telescoping arm that extends 22 to 32 inches
- Black or white finish
- Fully adjustable head
- 50 Watts maximum wattage

**\$70.00 each** rental price

**CALL FOR SPECIAL ORDER REQUESTS**

**Lauren Beck**

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# 2017 True Value Fall Reunion Fixture Pricing and Rental Order Form



Vendor Name: \_\_\_\_\_ Booth# \_\_\_\_\_

## GONDOLA EXTENSION HEADER OPTIONS - the following items are for Rental, contact us for purchase pricing

### Gondola Extension Lightboxes

These light boxes become part of your Lozier fixture as an extension to your gondola. Add your logo or corporate image for the greatest exposure. Each unit includes: upright extension pieces with the gondola top rail, translucent header sign made with durable .177 acrylic and backlit with fluorescent lights for the most impact. Additional sizes are available.

- 3'w x 1'h - \$90.00 each *rental price*
- 3'w x 2'h - \$130.00 each *rental price*
- 3'w x 3'h - \$160.00 each *rental price*
  
- 4'w x 1'h - \$120.00 each *rental price*
- 4'w x 2'h - \$170.00 each *rental price*
- 4'w x 3'h - \$218.00 each *rental price*



48" w x 12" h lighted header



48" w x 24" h lighted header



48" w x 36" h lighted header

**\*Vendor is responsible for ordering electrical through the authorized supplier.**

### Gondola Extension Foamboard Headers

Add a 4 color printed image or your company logo to really set your display apart from a standard gondola. Each unit includes: upright extension pieces with the gondola top rail, foamcore header sign that slides seamlessly into the upright extension pieces. Additional sizes are available.

- 3'w x 1'h - \$73.00 each *rental price*
- 3'w x 2'h - \$78.00 each *rental price*
- 3'w x 3'h - \$83.00 each *rental price*
  
- 4'w x 1'h - \$75.00 each *rental price*
- 4'w x 2'h - \$80.00 each *rental price*
- 4'w x 3'h - \$85.00 each *rental price*



48" w x 12" h foam header



48" w x 24" h foam header



48" w x 36" h foam header

## CALL FOR SPECIAL ORDER REQUESTS

**Lauren Beck**

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# Promotional Products



BANNER DISPLAYS



TABLE THROWS



SCREEN PRINT & EMBROIDERY



PROMO GIVE-AWAYS

Attracting customers is the key to any successful business.

Turn it into a message with punch - a message that will get noticed and remembered.

At **National Retail Graphics** we are a full service provider for all of your printing and promotional needs. Everything from simple one color prints to elaborate full color designs can be produced from concept to completion.

Fast production time, cutting edge technologies, outstanding customer service, in-house design team and an experienced and talented staff are only a few things that will drive your projects straight to success.

If you are interested in signage or promotional products for your next event and would like to request a quick quote or if you simply have a question, please don't hesitate to contact

**Lauren Beck** at: 412-461-8783 e-mail at [beckl@nro-corp.com](mailto:beckl@nro-corp.com) or

**Mark Cornman** at: 412-461-8783 e-mail at [cornmanm@nro-corp.com](mailto:cornmanm@nro-corp.com)

**over 300,000** promotional products



Please visit our promotional products website  
Find the perfect promotional items 24/7 @

<http://nationalretailoperations.logomall.com>

1200 Lebanon Rd. West Mifflin, PA 15122



**2017 True Value  
Fall Reunion  
Fixture Pricing and Rental Order Form**



Vendor Name: \_\_\_\_\_ Booth# \_\_\_\_\_

**PRE-BOOKED RENTAL PRICING ENDS 9-1-17**

**Order Information**

Page #	Brief Description of Product	Total Price from Page
<b>Total Amount Due</b>		<b>\$</b>

When applicable; early move-in will be available to all exhibitors from 1 to 5 PM on the day prior to formal set-up.  
There are no guarantees that your fixtures will be ready on this day.  
The Majority of all fixturing is expected to be completed by the end of the first day of formal set-up.

**Payment Information** Please Check One. Payable in U.S. funds only.

NRF Account - Bill Me - Due Upon Receipt     Check Enclosed     Credit Card

VISA     MASTERCARD     DISCOVER     AMERICAN EXPRESS

Card #     -     -     -        Exp. Date   /

3 or 4 -Digit Security Code        Card Holders Name: \_\_\_\_\_  
(please print)

Card Holders Signature: \_\_\_\_\_

\*please note, your credit card statement will be charged by: National Retail Operations (parent company of NRF).\*

\*\*Receipts will be e-mailed to the e-mail address provided below.\*\*

Card Holders E-mail Address: \_\_\_\_\_

Full Credit Card Billing Address: \_\_\_\_\_

(including zip code) \_\_\_\_\_

**If you do NOT receive a faxed or e-mailed order confirmation within 3 business days of submitting your order please contact us immediately to verify that we have received your order request.**

All rentals must be paid by **SEPTEMBER 1st, 2017** to guarantee fixture set-up.

Orders for Fixtures not paid in full will not be set up until full payment is received.

**Please forward your: ORDER FORM - TERMS AND CONDITIONS - BOOTH LAYOUT - PRICING SHEETS to:**

**Lauren Beck**

1200 Lebanon Road, West Mifflin, PA 15122 ph:412-461-8783 fax:412-461-8786 e-mail: fixtures@nro-corp.com

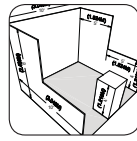
To reach us at the reunion, please call: 412-779-6573 or visit us next to the service center.



# Guidelines for Display Rules & Regulations 2014 Update

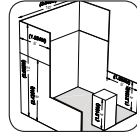


# Contents



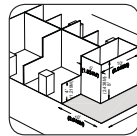
Linear Booth and Corner Booth

4



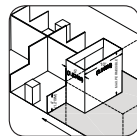
Perimeter Booth

5



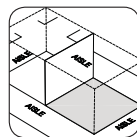
End-cap Booth

6



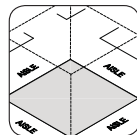
Peninsula Booth

7



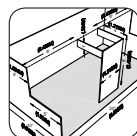
Split Island Booth

8



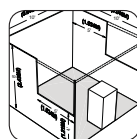
Island Booth

9



Extended Header Booth

10



Other Important Considerations

11

Issues Common To All Booth Types

12-14

Advisory Notes To Exhibition Organizers

15-16

## Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

---

**For display rules and regulations specific to an exhibition or event,  
consult the exhibition or event organizer.**

# Linear Booth

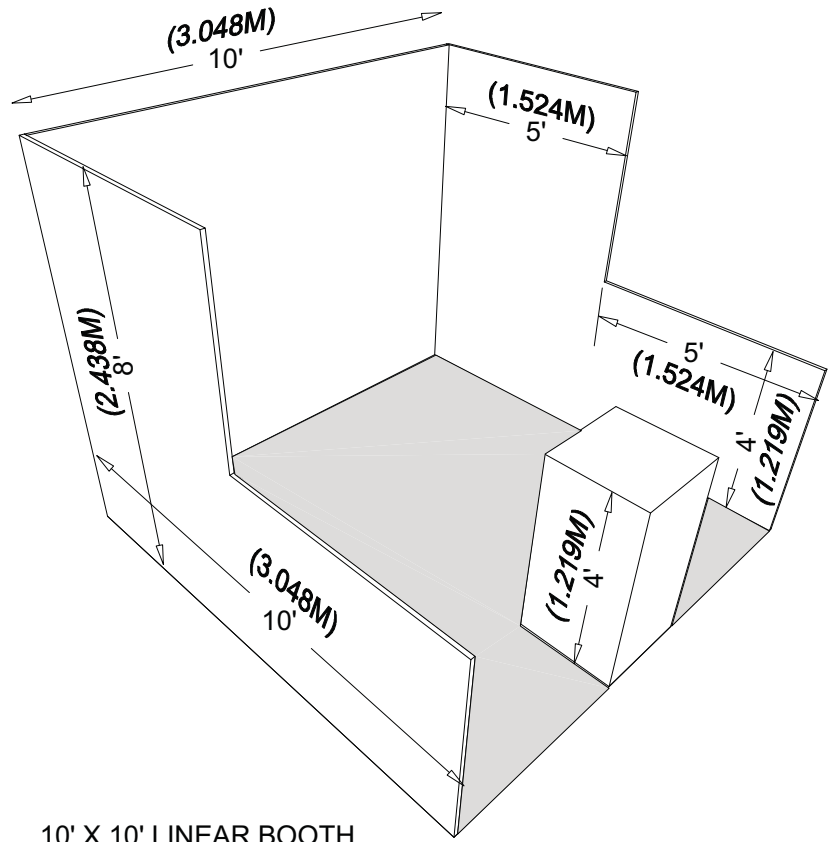
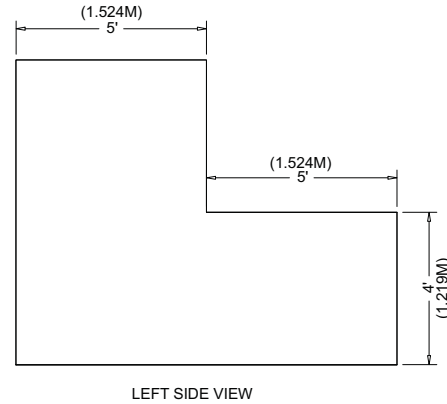
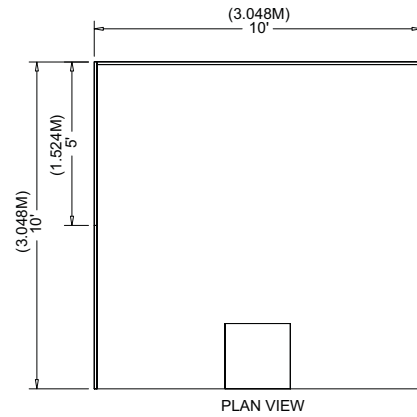
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

## Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

## Use of Space

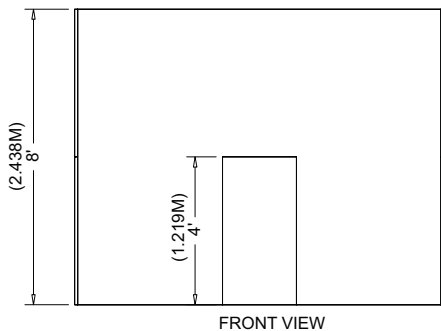
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

# Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



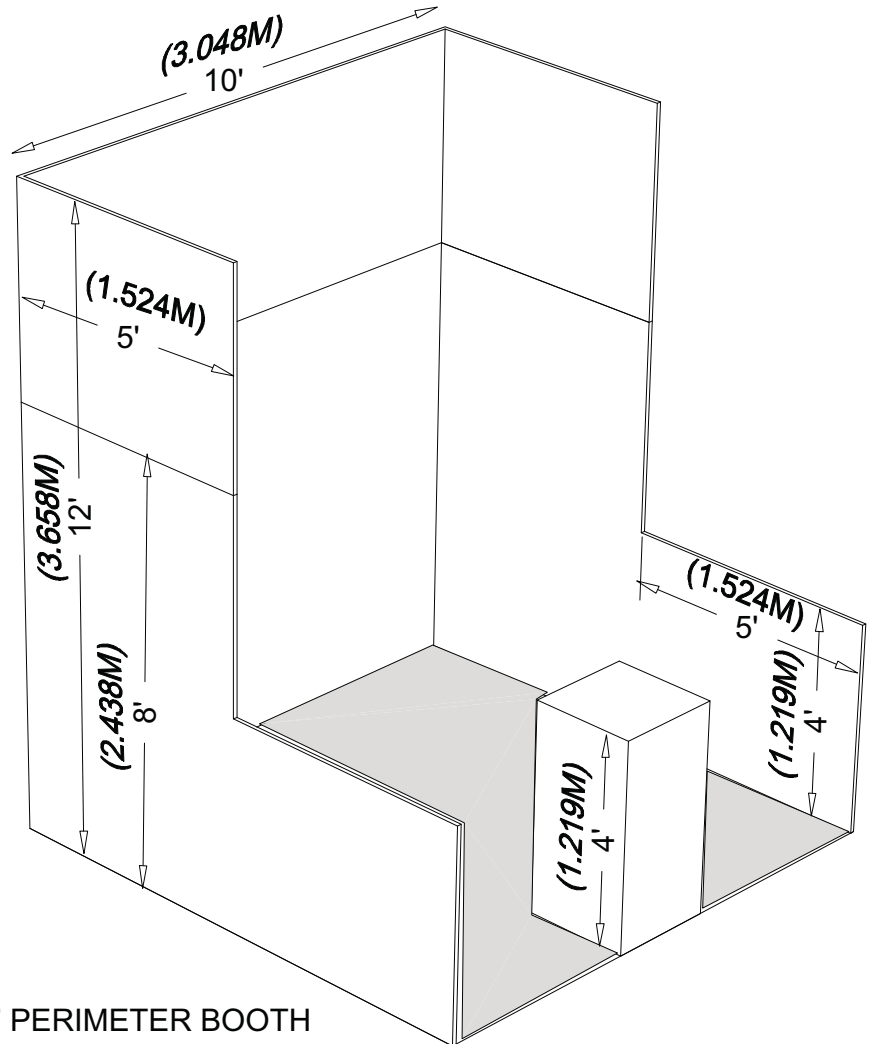
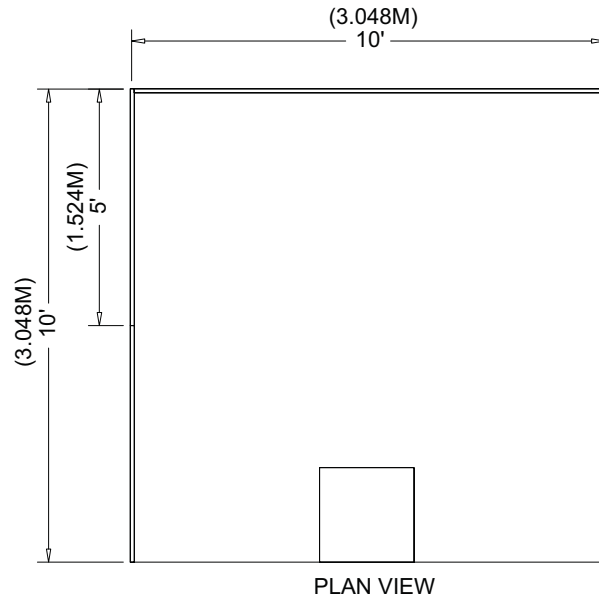
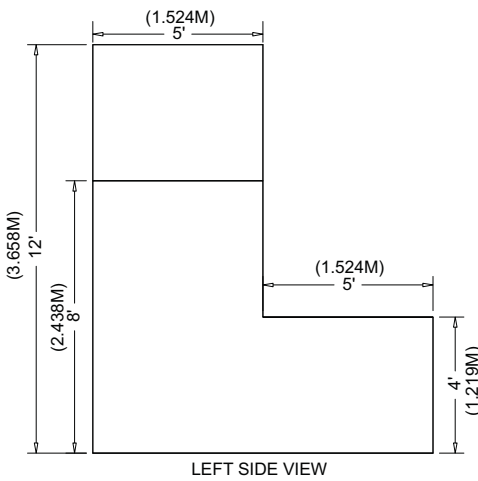
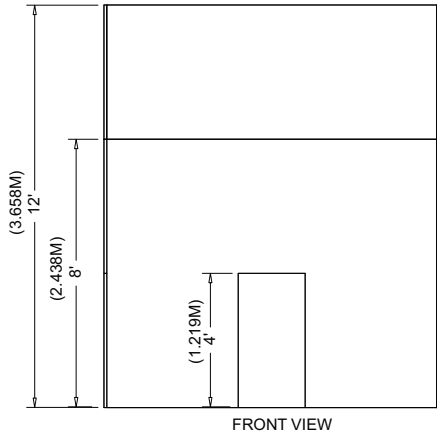
FRONT VIEW

# Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

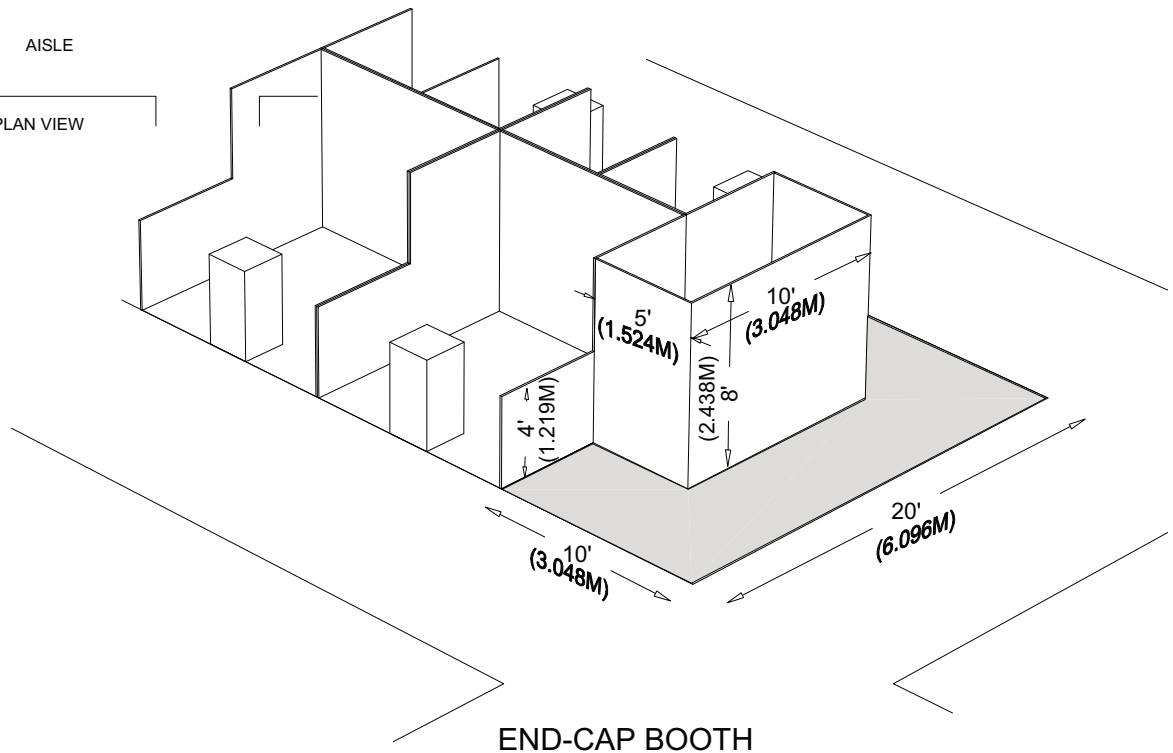
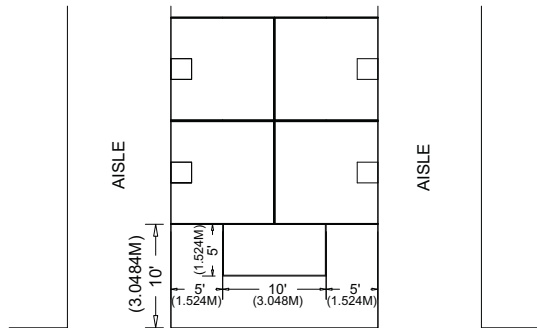
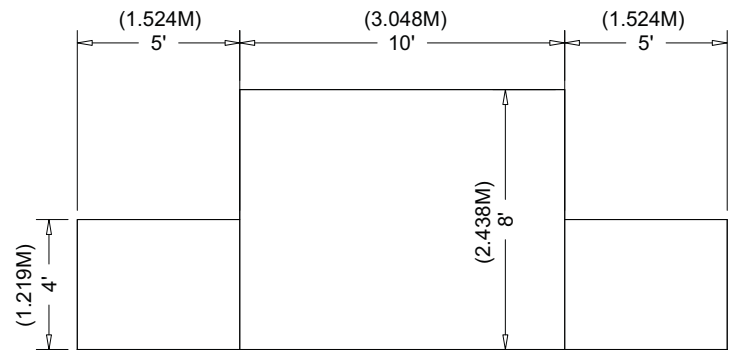
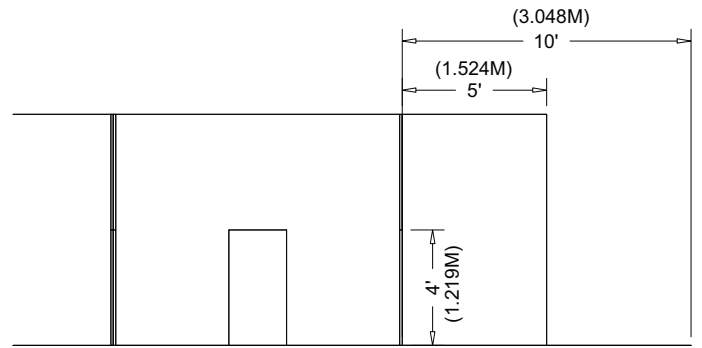


# End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

## Dimensions

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.

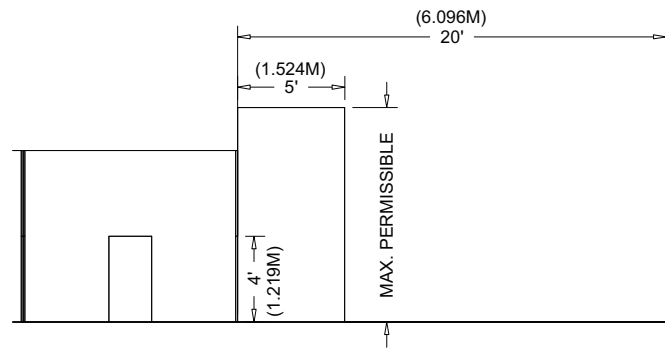
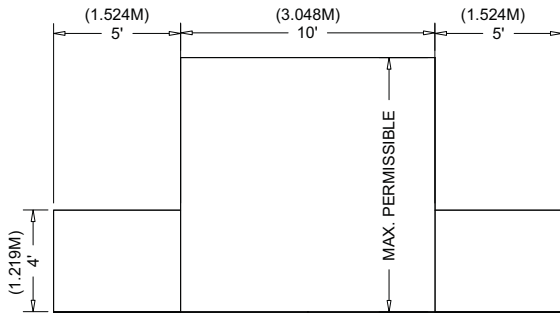
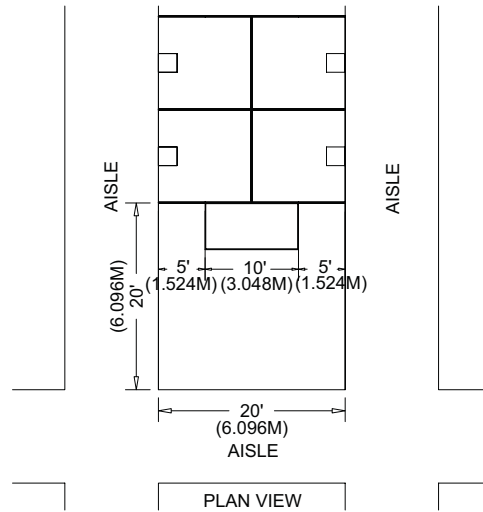


# Peninsula Booth

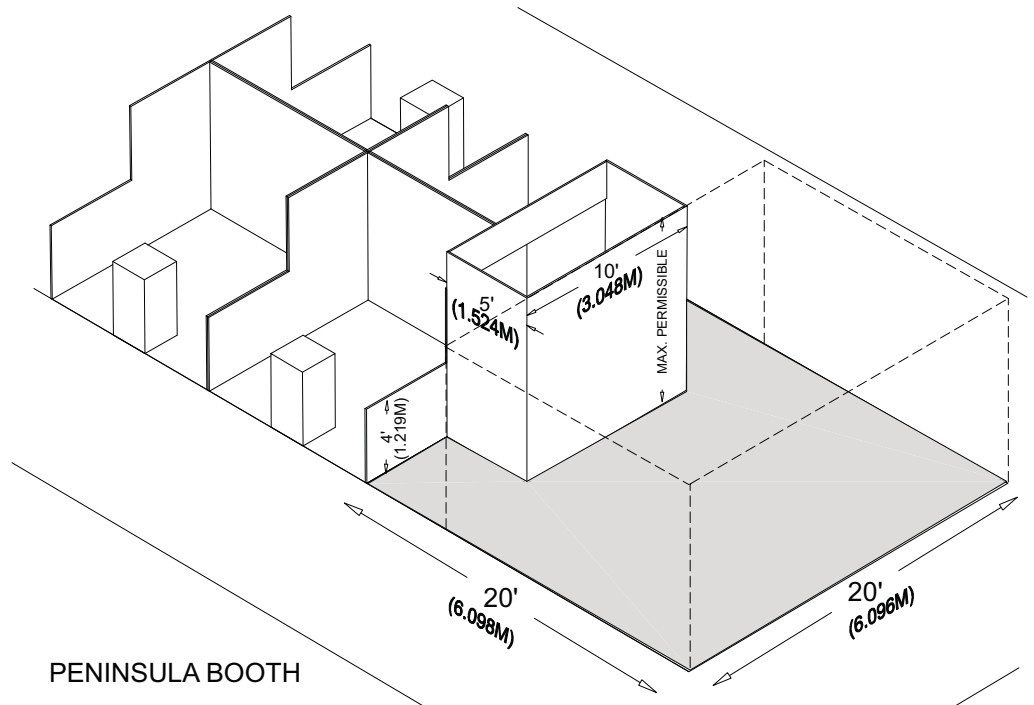
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

## Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

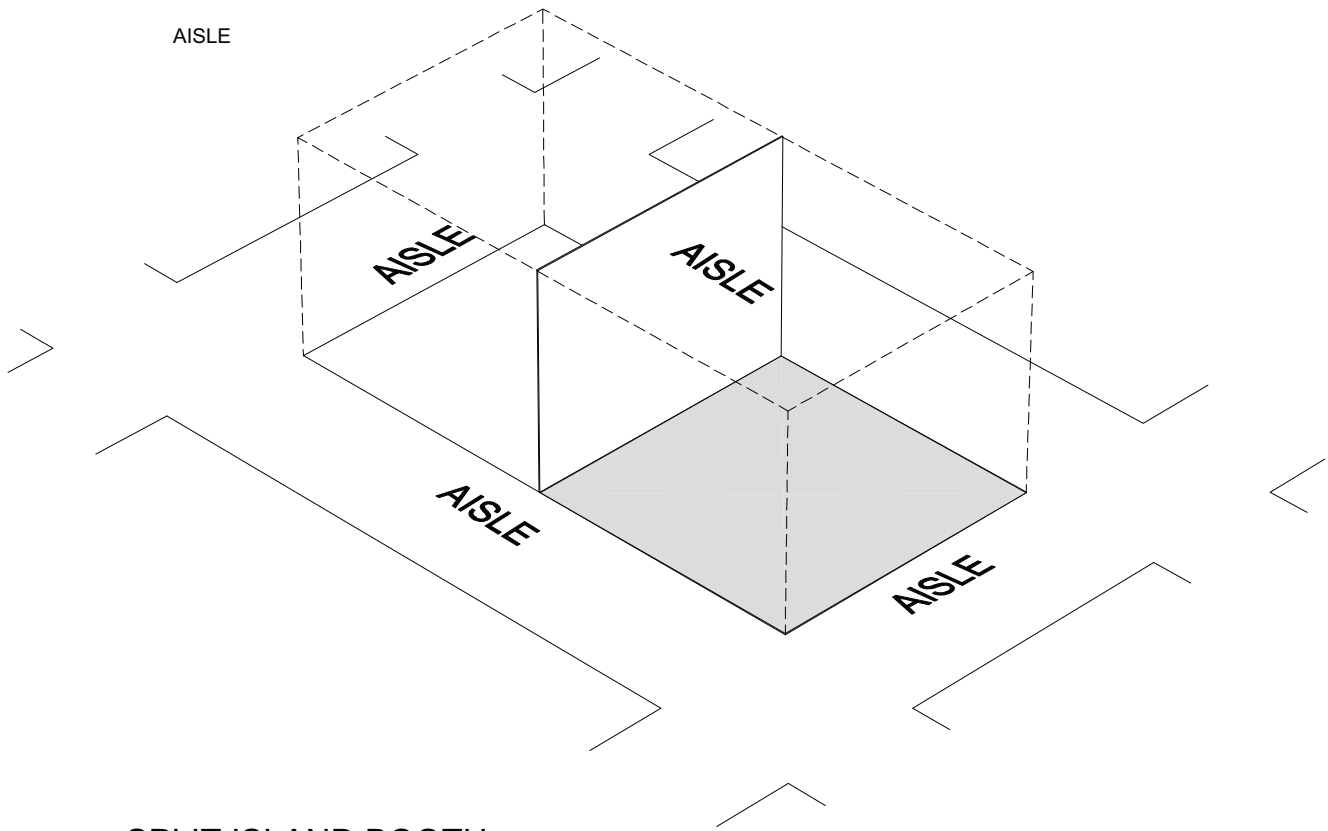
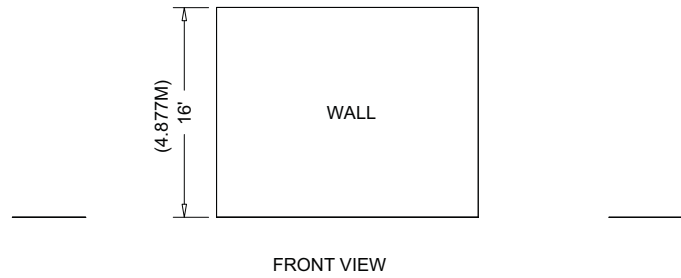
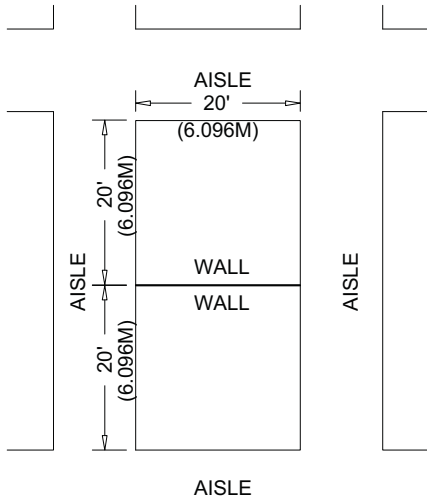
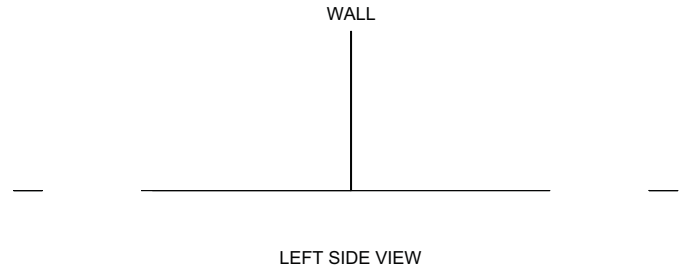


FRONT VIEW



# Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

# Island Booth

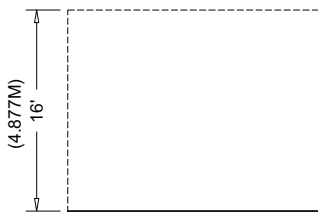
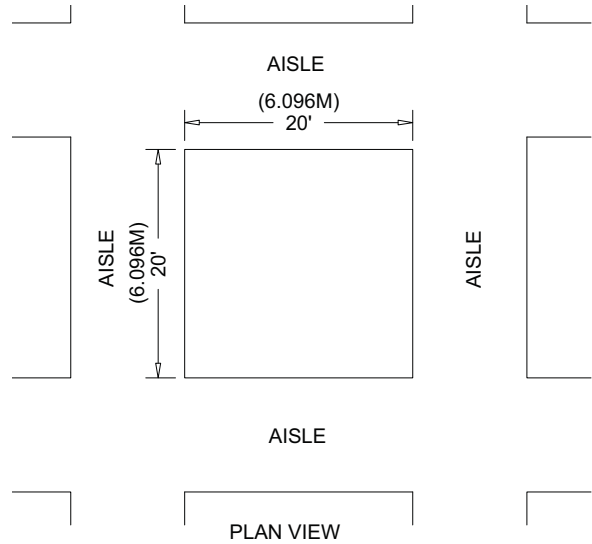
An Island Booth is any size booth exposed to aisles on all four sides.

## Dimensions

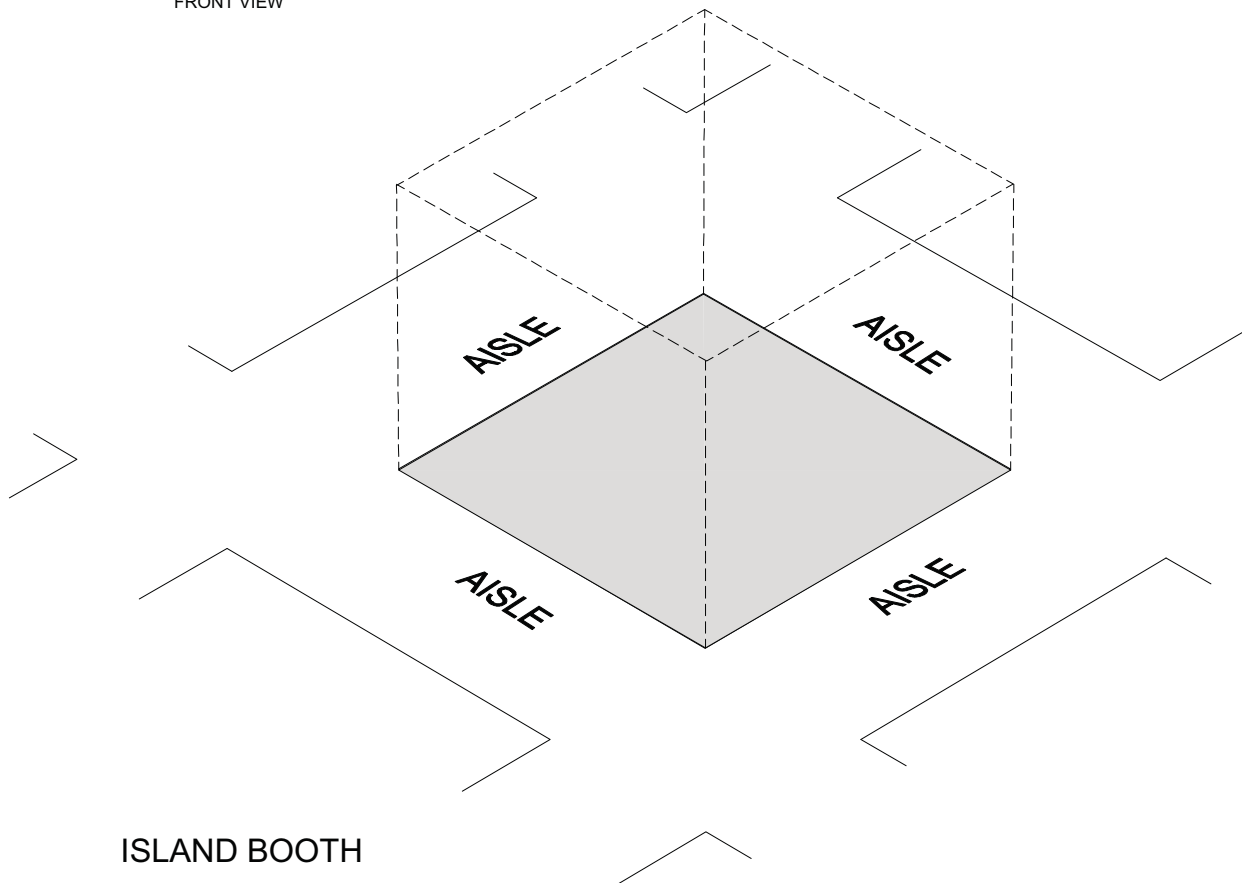
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

## Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW

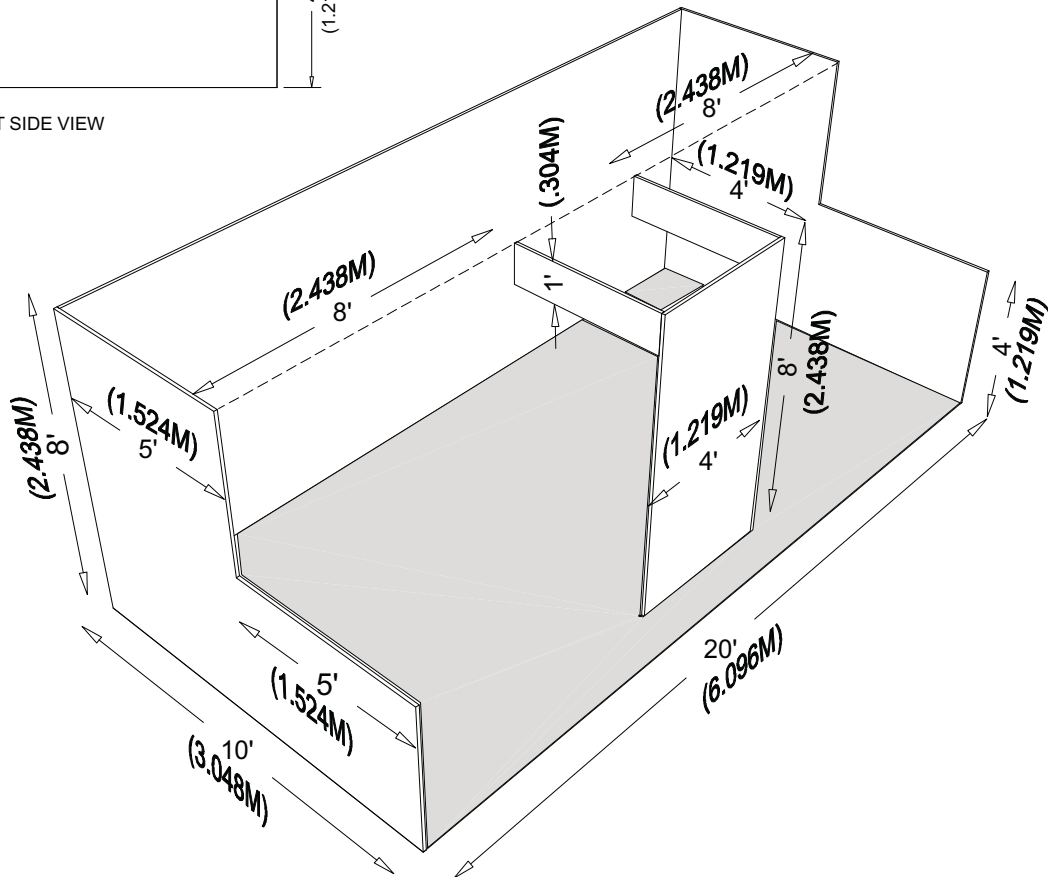
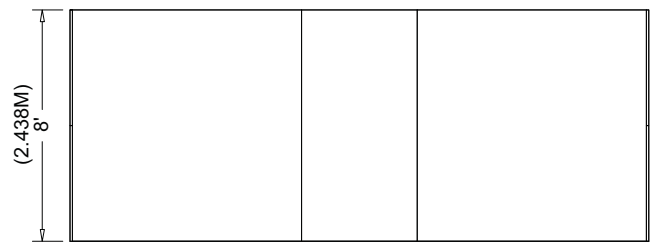
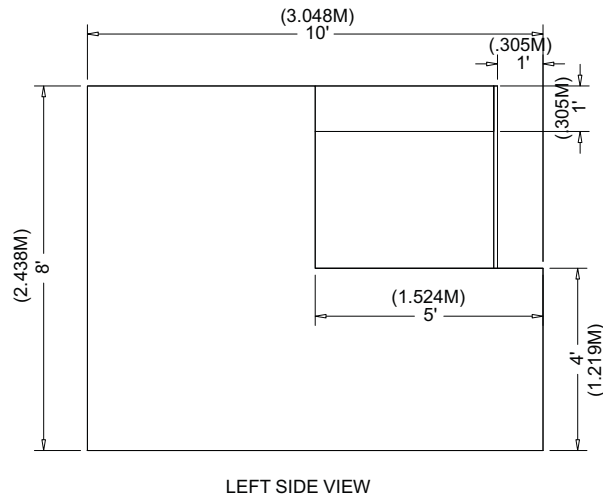
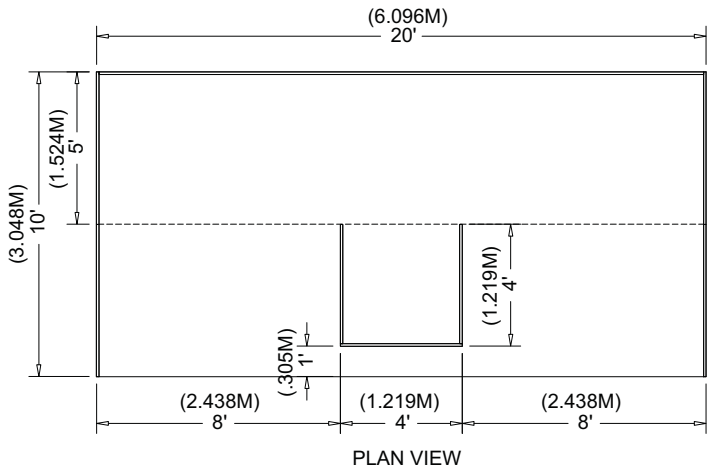


# Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



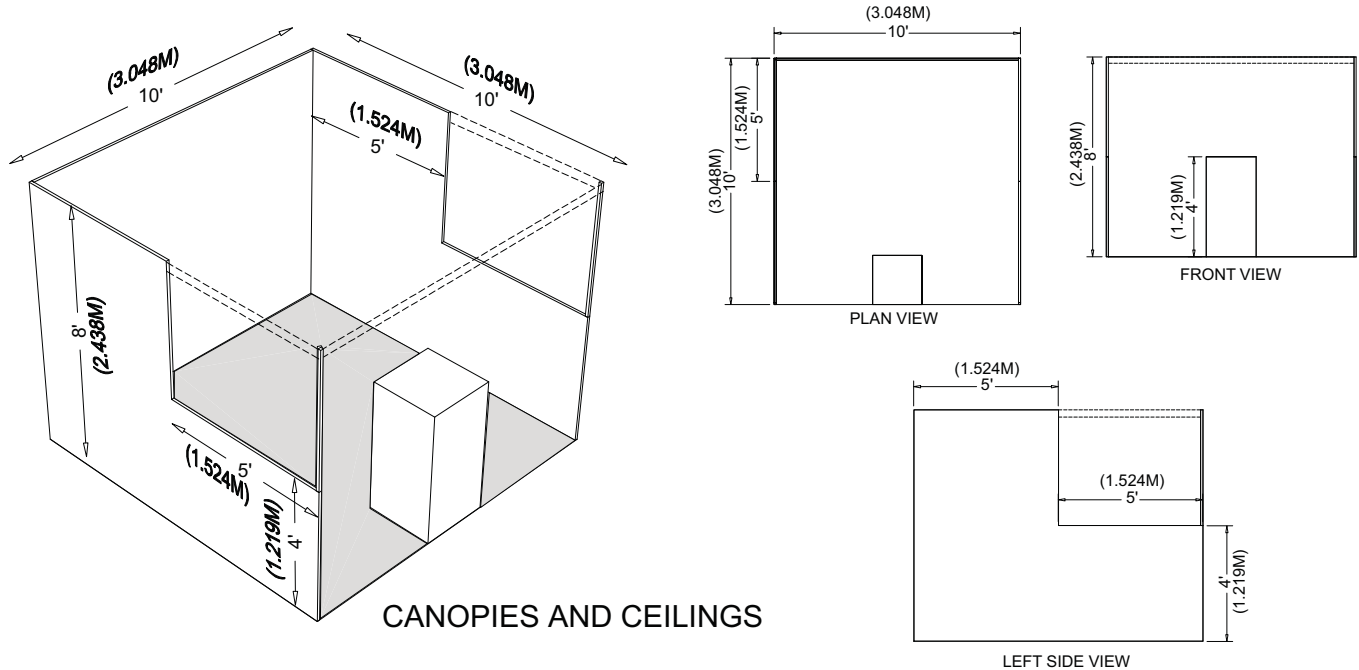
10' X 20' EXTENDED HEADER BOOTH

## Other Important Considerations

### Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



### Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management's discretion. Drawings should be available for inspection.

### Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

### Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

# Issues Common To All Booth Types

## Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

## Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## Issues Common To All Booth Types *(continued)*

### Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

### Lighting

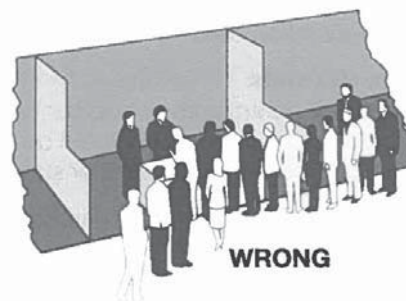
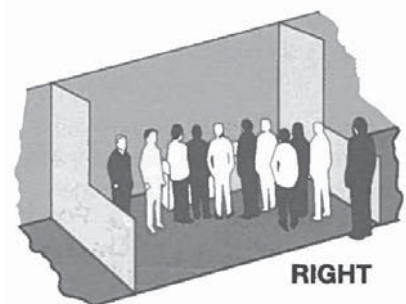
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



## Issues Common To All Booth Types *(continued)*

### **Sound/Music**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

### **Vehicles**

**Vehicles:** Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

## Advisory Notes To Exhibition Organizers

**End-cap Booths:** End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

**Fire Equipment:** Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

**Hanging Signs:** Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

**Hardwall Booths:** Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

**Full Cubic Content in Linear Space:** It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

**Cubic Content Definition:** Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition’s Exhibits Advisory Board or perhaps conduct a focus group of the exhibition’s or event’s exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

## Advisory Notes To Exhibition Organizers *(continued)*

**Perimeter Openings:** Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

**Pipe and Drape:** These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

**Product Height:** Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

**Height Variances:** Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

**Environmental Responsibility:** Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



**12700 Park Central Drive, Suite 308**  
**Dallas, TX 75251-1500**  
**USA**

**[www.iaee.com](http://www.iaee.com)**