

# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

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## 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.

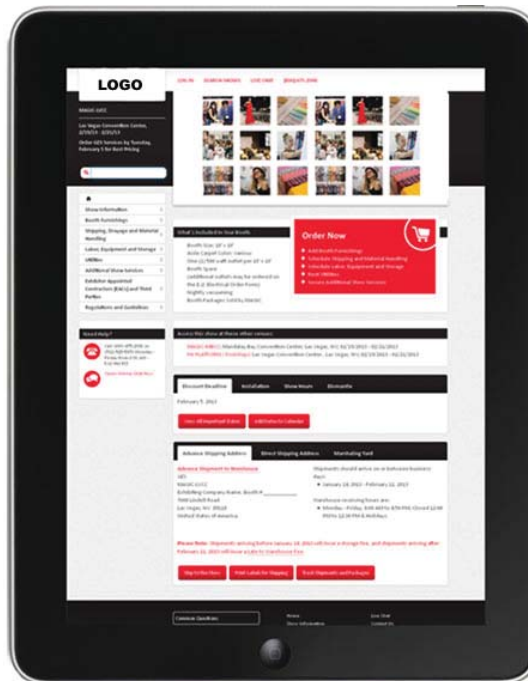
Exhibitors can:

- 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/071600538/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



## Official INDIANAPOLIS Service Contractors

**Official Service Contractor**  
**Global Experience Specialists, Inc. (GES)**  
7000 Lindell Road; Las Vegas, NV 89118-4702  
PH: 800-475-2098 (INTL PH: 702-515-5970)  
Online: [ges.com/chat](http://ges.com/chat)

Display Labor, Furnishings & Carpet, Booth Cleaning, Material Handling, Shipping, Rental Exhibits

### **AUDIO VISUAL / COMPUTER RENTAL**

#### **PSAV**

925 Freeport Pkwy, Ste. 100  
Coppell, TX 75019  
PH: 800-966-4498  
Email: [jevans@psav.com](mailto:jevans@psav.com)  
Online: [psav.com](http://psav.com)

### **BOOTH CATERING**

**CENTERPLATE - Indiana Convention Center**  
100 South Capitol Avenue, Suite 300  
Indianapolis, IN 46225  
PH: 317-262-3500  
Fax: 317-634-0541

### **ELECTRICAL, TELEPHONES, CABLE TV**

#### **Indianapolis Convention Center**

Utility Department  
PH: 317-262-3467  
Email: [utilities@icclos.com](mailto:utilities@icclos.com)  
Online: [icclos.com](http://icclos.com)

### **FLORAL**

#### **Floral Exhibits, Ltd.**

2555 S Leavitt St  
Chicago, IL 60608  
PH: 773-277-1888  
FAX: 773-277-1919  
Online: [floralexhibits.com](http://floralexhibits.com)

### **GAS, WATER/DRAIN, COMPRESSED AIR**

#### **Indianapolis Convention Center**

Utility Department  
PH: 317-262-3467  
Email: [utilities@icclos.com](mailto:utilities@icclos.com)  
Online: [icclos.com](http://icclos.com)

### **HOTEL RESERVATIONS**

#### **onPeak – GES Global Network**

350 N. Clark St, Suite 200  
Chicago, IL 60654  
PH: 866-575-4156  
Intl PH: 312-527-7300  
Online: [onpeak.com/nsc](http://onpeak.com/nsc)

### **INSURANCE – Exhibitor Liability**

#### **Rain Protection.net**

New York  
PH: 800-528-7975  
FAX: 800-913-2711  
Online: [rainprotection.net](http://rainprotection.net)

### **LEAD RETRIEVAL / LIST RENTAL**

#### **CompuSystems, Inc.**

2651 Warrenville Rd, Suite 400  
Downers Grove, IL 60515  
PH: 866-600-5323  
Intl PH: 708-786-5565  
FAX: 708-344-4444  
Online: [compusystems.com/order](http://compusystems.com/order)

### **PHOTOGRAPHY**

#### **ICDA – The International Center for Documentary Arts**

PH: 312-213-1628  
Email: [mbuxbaum@documentaryarts.com](mailto:mbuxbaum@documentaryarts.com)

### **INTERNET**

#### **SmartCity Networks**

5795 W. Badura Ave, Suite 110  
Las Vegas, NV 89118  
PH: 888-446-6911  
FAX: 702-943-6001  
Online: [see form](#)

### **TRAVEL DISCOUNTS**

#### **United Airlines (Valid to IND)**

September 17– October 2, 2017  
Z + Agreement codes: **ZY2G696930**  
**United.com**

#### **Hertz Car Rental**

Convention Number (CV): **CV04JF0008**  
**Hertz.com**

### **SHUTTLE ASSISTANCE for off-site functions:**

**The Convention Store @ 1-800-285-0001**

#### **Beware of Fraudulent Companies!**

Please be aware of companies offering services and who misrepresent themselves as an official Show contractor. Should you choose to enter into a business relationship with a company other than one listed above, NSC cannot vouch for their legitimacy or endorse their services.

# Show Information

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## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071600538/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

Backwall Drape: Black/White/White/Black  
Sidewall Drape: Black  
Facility Carpeted: No  
Floor Covering Mandatory: Yes  
Aisle Carpet Color: Red  
\*\*\*Sunday, 9/24/2017, 1st Night of Vacuuming compliments of NSC

## Discount Deadline Date

Friday, September 8 GES orders must be received with payment by this date.

## Exhibitor Move In

Friday, September 22 8:00 AM - 4:30 PM  
Saturday, September 23 8:00 AM - 4:30 PM  
Sunday, September 24 8:00 AM - 4:30 PM

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

## Show Hours

Monday, September 25 9:30 AM - 4:00 PM  
Tuesday, September 26 9:30 AM - 4:00 PM  
Wednesday, September 27 9:30 AM - 1:00 PM

## Exhibitor Move Out

Wednesday, September 27 1:00 PM - 7:00 PM  
Thursday, September 28 8:00 AM - 4:30 PM

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

## Empty Container Return

Wednesday, September 27 2:00 PM Start time for Empty Container Return.

## Carrier Check-in Post-Show

Thursday, September 28 12:00 PM Carriers post-show must be checked-in by this time.

## Facility Clear

Thursday, September 28 4:30 PM All exhibitor materials must be removed.

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

Advance Shipments to Warehouse:

c/o GES  
2017 NSC Congress & Expo  
(Your Company Name & Booth Number)  
YRC  
4430 Stout Field North Drive  
Indianapolis, IN 46241  
USA

Shipments should arrive on or between:

August 7 - September 15, 2017  
Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM  
The GES Warehouse will be closed September, 4th in observance of Labor Day.

Direct Shipments to Show Site:

c/o GES  
2017 NSC Congress & Expo  
(Your Company Name & Booth Number)  
Indiana Convention Center  
100 S Capitol Ave  
Indianapolis, IN 46225-1002  
USA

Shipments should arrive on:

September 22, 2017, 8:00 AM - 4:30 PM  
September 23, 2017, 8:00 AM - 4:30 PM  
September 24, 2017, 8:00 AM - 4:30 PM

Marshaling Yard Site Address:

2017 NSC Congress & Expo  
(Your Company Name & Booth Number)  
602 Ray Street  
Indianapolis, IN 46225  
USA

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# General Information

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## What is an Official Service Provider?

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

## GES Show Services

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

## 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/071600538/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



**GES National Servicenter®** provides consistency and continuity of customer service for exhibitors at shows:

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/071600538/contactus/esm>

**GES Servicenter®** 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.

# Stop. Think. Safety.

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

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

## Safety Guidelines:

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

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

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



# Tips for New Exhibitors

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## First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of September 8, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/071600538/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/071600538/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/071600538/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

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

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

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## 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.

## Keeping Up Appearances

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

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

## It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/071600538/carpet/esm>

## What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

- See Labor Information form for rules specific to the show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material costs.
- Pre-order labor to save.

Labor Services: <http://e.ges.com/071600538/LaborandEquipment/esm>



## EXHIBITOR NEWS SERVICES

### Exhibitor Onsite News Services

The NSC Newsroom provides credentialed members of the media access to information from exhibiting organizations and their representations. We encourage exhibitors to drop off media kits, news releases and media announcements for display starting on Sunday, September 24 at 2:00 p.m. The NSC Newsroom will be located in Room 143 of the Indiana Convention Center.

Exhibitors are responsible for shipping their media kits to the show and dropping them off in the newsroom (*20 kits to start*). Exhibitors should return periodically to restock their kits. Please make sure to return at the end of the show to claim any remaining stock.

Media kits should be well marked with organization name, booth number and contact information.

**NSC Communications reserves the right to approve media materials for display or distribution.**

NSC is not responsible for media kits remaining at the end of the show.

### How to Schedule a News Conference

As a service to exhibitors, space is available for news conferences within the NSC Newsroom.

To schedule a news conference, please contact the NSC Communications Department at (630) 775-2307 or [media@nsc.org](mailto:media@nsc.org).

News conferences will be booked on a first-come, first-served basis. Space in the NSC Newsroom is provided free of charge. However, exhibitors are responsible for all A/V costs incurred and food and beverage charges. NSC reserves the right to reschedule news conferences as needed.

### Onsite Newsroom Hours

The NSC Newsroom is located in Room 143 of the Indiana Convention Center.

Sunday, September 24	2:00 p.m. – 4:00 p.m.
Monday, September 25	8:00 a.m. – 4:00 p.m.
Tuesday, September 26	8:00 a.m. – 4:00 p.m.
Wednesday, September 27	8:00 a.m. – 12:00 p.m.

## 1. Eligibility of Exhibitors

Eligibility is limited to companies that supply products and/or services specifically related to the safety, health and environmental industries. The Exhibitor agrees not to display products or literature it does not regularly sell or distribute, except as may be necessary to illustrate the applications of the products. The National Safety Council reserves the right to deny participation to any company whose business is determined, at the National Safety Council's sole discretion, to be inappropriate for the exhibition.

## 2. Space Assignment

General booth sales will begin on November 18, 2016. Contracts are assigned booth space on a first-come, first-served basis. The National Safety Council will attempt to honor an Exhibitor's request for booth space and his/her desires; however, the National Safety Council reserves the right to assign an Exhibitor to the best space available should his/her choices be unavailable.

## 3. Payment Information

A 50% deposit (100% for International companies) is required along with the signed contract. All balances are due in full by April 21, 2017. If full payment is not received by April 21, 2017 and a credit card is on file, the remaining balance will be charged at that time. All booths not paid in full by April 21, 2017 will be released.

All contracts received after April 21, 2017 must include 100% payment to secure booth space. Contracts will not be accepted without full payment. International companies must provide 100% payment along with their contract. Contracts will not be accepted without full payment. Credit cards are accepted for payment. Credit card information will be processed upon receipt. Checks must be made out to the National Safety Council and payable through a U.S. bank. Final payment is due within 30 days of invoice date OR April 21, 2017 whichever comes sooner. Exhibitors will be invoiced by March 17, 2017. If the National Safety Council does not receive the balance by April 21, 2017, or if the Exhibitor has delinquent accounts with the National Safety Council, the Council reserves the right to cancel this contract and release the booth space for resale purposes.

All previously paid monies will be forfeited. Contracts received from companies that have any outstanding balances due to the Council will not be processed without full payment of delinquent accounts.

## 4. Space Size

Minimum booth space size is 10' x 10' or 100 square feet (inline). Peninsula booth space consists of four 10' x 10' booth spaces in a 20' x 20' configuration with inline booths adjacent. Split Island booth space consists of four 10' x 10' booth spaces in a 20' x 20' configuration with another 20' x 20' split island adjacent. Island booth space is subject to a minimum purchase of six 10' x 10' booth spaces in a 20' x 30' configuration. All definitions will appear in the 2017 Display Rules and Regulations.

## 5. Standard Booth Equipment

Inline booth space rental includes an 8' high draped backwall with 36" high draped side rails, a 7" x 44" ID sign with company name and booth number. Peninsula booth space rental includes 8' high draped backwall for only the center 10' and a booth ID sign. All booth space rental includes booth vacuuming on Sunday night. However all visqueen must be removed.

## 6. Expo Floor Plan

The Council reserves the right to rearrange the Expo Floor at any time. The Council also reserves the right to relocate Exhibitors should it become necessary for causes beyond the Council's control or advisable in the best judgment of the Council.

## 7. Display Regulations

**Inline:** Inline booths are most commonly 10' wide and 10' deep. No exhibit display products or signage may exceed 8' in overall height. The maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section.

When three or more inline booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth. A Corner inline booth is exposed to an aisle on one side. The same rules for Inlines apply to Corner inline booths.

No hanging signs allowed.

**Peninsula:** Peninsula booths are most commonly 20' wide by 20' deep. Display, sidewalls and backwall will be permitted up to a maximum height of 16'; except in the 5' section on each side of the backwall, which has a 4' maximum height for equipment, product, display material, signs, sidewall and backwall. No signage is permitted on the backside of the backwall. Backwall must be finished.

Hanging signs from the ceiling are permitted in Peninsula booths and must be installed and dismantled by the Rigging Crew. The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign. Hanging signs and graphics should be placed a minimum of 5' from adjacent booths.

**Split Island:** A Split Island booth, 20' wide by 20' deep, is a booth that shares a common backwall with another booth, 20' wide by 20' deep. Exhibit fixtures, components and signage will be permitted up to a maximum height of 16', without any backwall line-of-sight restrictions. Backwalls must be finished.

Hanging signs from the ceiling are permitted and must be installed and dismantled by the Rigging Crew. The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.

Hanging signs and graphics should be placed a minimum of 5' from adjacent booths.

**Island:** An Island booth, defined as 20' wide x 30' deep or larger, is exposed to aisles on all four sides of the booth with no adjacent neighbors.

Exhibit fixtures, components and signage will be permitted up to a maximum height of 20'.

Hanging signs from the ceiling are permitted and must be installed and dismantled by the Rigging Crew. The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.

## 8. Cancellation of Expo

In the event any part of the Exhibit Hall is destroyed or damaged so as to prevent the Council from permitting an Exhibitor to occupy the assigned booth space during any part of or for the whole Expo period, or in the event occupation of assigned booth space during any part of or for the whole Expo period is prevented by strikes, Acts of God, national emergency or other causes beyond the control of the Council, this agreement shall terminate and the said Exhibitor shall and does hereby waive any claim for damages or compensation against the Council, its officers, directors, agents or employees, except the prorata return of the booth space rental paid after deduction of actual expenses incurred by the Council in connection with the Expo. There shall be no further liability on the part of either part.

## 9. Cancellations/Reductions

All cancellations or reductions of space must be submitted in writing to the National Safety Council on your company letterhead and are considered final. Notifications received by April 7, 2017, will be entitled

to a refund minus a 25% fee of the unused booth space. Notifications received after April 7, 2017, will not be entitled to any refund and the Exhibitor shall remain liable for the total amount of the unused booth space. Booths will be reassigned. Exhibitor may be required to move locations if they request a reduction in space. Exhibitors who cancel their booth space or fail to occupy their assigned booth space by 4:30 p.m. on Sunday, September 24, 2017, will not be eligible to access the 2017 NSC Congress & Expo Attendee List, entitled to any badges, or hold meeting space, regardless of whether full payment has been made. Monies cannot be carried over to the following year. Any cancellation without payment is liable for a 25% fee of unused booth space.

## 10. Policy on Selling

In order to stimulate interest in the safety, health and environmental industries, Exhibitors shall be permitted to take orders for the sale of their products or services at the Expo provided that the products/services are substantially related to the safety, health and environmental industries. The Exhibitor shall be solely responsible for any federal, state, or local taxes required to be collected or withheld if product is sold in Indianapolis, IN. NOTE: In case of questions, contact the Indiana Department of Revenue for further information.

## 11. Subletting

The space applied for is to be used solely for the Exhibitor whose name appears on the contract. Only the Exhibitor name which appears upon the face of this contract may be used to identify the leased booth space at the Expo and in all official Exhibitor listings. The Exhibitor may not assign, sublet or sublicense any part of the booth space. In the case of exhibiting companies that are affiliates and wish to share leased booth space, separate contracts must be submitted by each company, along with a letter explaining the relationship. Each request will be reviewed individually by the Council. The Council, its representatives, committees, agents and members shall not be liable for any damage arising in any manner, directly or indirectly, from such rejection.

## 12. Age Requirement

No one under the age of 16 will be permitted on the Expo Floor at any time regardless of affiliation or circumstances. Proof of age is required.

## 13. Meetings/Functions

In the interest of the success of the entire NSC Congress & Expo, the Exhibitor agrees not to extend invitations, hold meetings or otherwise encourage absence of attendees or exhibitors from the Expo Floor during the official Expo hours.

## 14. Liability and Indemnification

Exhibitor shall be fully responsible for and hereby releases the Council from any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person, or any loss of or damage to property where such injury, loss, or damage is incident to, arises from, or is in any way connected with Exhibitor's participation in the Expo. The Exhibitor shall protect, indemnify, hold harmless and defend the Council, its officers, directors, agents and employees against all claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation arising in any manner, directly or indirectly, from Exhibitor's participation in the Expo; provided that the foregoing indemnification shall not apply to injury, loss or damage caused by or resulting from the sole negligence of the Council, its officers, directors, agents or employees. It is the Exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state and local laws and City of Indianapolis, IN, ordinances for any activities conducted in association with or as part of the Expo.

## 15. Insurance

Each exhibitor is required to carry insurance, for its own protection and entirely at its expense, a minimum of \$1 million single limit bodily injury and broad from property damage coverage, naming the National Safety Council and Capital Improvement Board of Managers of Marion County, Indiana, the Marion County Convention and Recreational Facilities Authority, The Indiana Stadium and Convention Building Authority, and its officers, Board members, agents and employees as additional insured's. Any policy providing such insurance must contain an express waiver by the exhibitor's insurance company of any right of subrogation as to any claims against the Council, its officers, directors, agents or employees. Neither the Council, Capital Improvement Board of Managers of Marion County, Indiana, and its officers, Board, agents and employees will insure exhibitor's property or assume responsibility or liability for any theft, damage or loss by any cause of property of the exhibitor, its agents or employees, nor for any injury that may occur to the exhibitor, its agents or employees.

## 16. Venue and Jurisdiction for Disputes

This Application shall be deemed to be executed in DuPage County, Illinois. This Application, and all matters arising out of or relating to the Application and/or any resulting contract, including compliance with the Rules & Regulations (except as expressly otherwise provided, such as Rules 5i, 10, 12, and 13 regarding compliance with the laws of the convention center locale) shall be governed by the laws of the State of Illinois (without regard to any applicable conflicts of law rules) and the federal laws of the United States. With respect to this Application & Contract, and all matters arising out of or relating to this Application & Contract, applicant consents to exclusive jurisdiction and venue in the state courts sitting in DuPage County, Illinois, and/or the federal courts for the Northern District of Illinois and hereby agrees that no action arising out of or relating to this Application and/or any resulting contract shall be filed in any court other than the Circuit Court of the Eighteenth Judicial Circuit, DuPage County, Illinois, or the United States District Court for the Northern District of Illinois. Applicant hereby irrevocably waives, to the fullest extent permitted by applicable law, any objection which it may now or hereafter have to the laying of venue of any such proceeding brought in such a court and any claim that any such proceeding brought in such a court has been brought in an inconvenient forum.

## 17. 2017 Exhibitor Rules & Regulations

The Exhibitor understands and accepts that the 2017 Terms & Conditions, Rules & Regulations and Guidelines are integral and binding parts of this contract. In addition, the Exhibitor also agrees to abide by the operational policies of the Indianapolis Convention Center.

## 18. Authority of Show Management

The Council shall have full power in the matter of interpretation, amendment and enforcement of all said Rules & Regulations. The Council's interpretation and decision are final. Any amendments to the contract with the Exhibitor must be done so in writing and signed by both parties to be binding. The National Safety Council is entitled to attorneys' fees and costs incurred from enforcing this contract.

\* Please note times subject to change

**1. Expo Dates and Hours\***

**Monday, September 25** 9:30 a.m. - 4:00 p.m..  
**Tuesday, September 26** 9:30 a.m. - 4:00 p.m..  
**Wednesday, September 27** 9:30 a.m. - 1:00 p.m.

Exhibit personnel will be allowed on the Expo Floor at 8:00 a.m.

**2. Installation of Exhibits/Move-In\***

**Friday, September 22** 8:00 a.m. - 4:30 p.m.  
**Saturday, September 23** 8:00 a.m. - 4:30 p.m..  
**Sunday, September 24** 8:00 a.m. - 4:30 p.m.

**No one under the age of 16 will be allowed on the floor during move-in or move-out.**

Exhibitors and their approved contractors will be allowed on the Expo Floor during the above noted times. Electrical power and work level lighting will be on during setup hours. Air conditioning/heating will not be on during setup hours. Labor can be ordered on-site, although it is strongly suggested that this, along with furniture, carpet, etc., be ordered in advance to save time and money. Written requests to work hours other than those listed above must be received by the Council no later than September 8, 2017.

**3. Dismantling of Exhibits/Move-Out\***

**Wednesday, September 27** 1:00 p.m. - 7:00 p.m.  
**Thursday, September 28** 8:00 a.m. - 4:30 p.m.

**NOTE:** Crate return can take up to 8 hours. Each Exhibitor must make arrangements for removal of its material from the Convention Center in accordance with move-out procedures outlined in the Exhibitor Manual. Exhibitors that tear down before 1:00 p.m. on Wednesday, September 27, will be fined \$500.00 per 10' x 10' booth space. The fine must be paid before an application for space at the 2018 NSC Congress & Expo will be accepted. All exhibit material must be packed and ready for shipment on September 28. The Exhibitor must directly arrange for material pickup with its carrier. All carriers must arrive at the Center no later than 12:00 p.m., Thursday, September 28.

**Any material not called for at said time and date will be shipped, at the Exhibitor's expense, by the best available carrier to the Exhibitor's address on file.**

**4. Design of Exhibits**

- a. **Exhibitors are required to provide professional-looking floor covering (carpet or mats) over the entire booth, and are responsible for the safe installation and maintenance of this floor covering throughout the Expo.**
- b. All efforts to design the booth must be done in such a way as to not violate the rights of other Exhibitors and visitors.
- c. Professionally drawn diagrams of any new booth construction must be submitted to the Council for review prior to actual construction to ensure that all guidelines have been met. Additional approval by the Convention Center is also recommended. All bunting, draperies or other fabrics must be fireproofed before entering into the decoration of any exhibit. Paper decorations are not permitted.
- d. If, upon inspection at Expo site, exposed crates, cartons, electrical wires, floor covering, etc., are found to detract from the appearance of the booth or overall safety of the Expo, the Council reserves the right to drap off, cover or remove the offending item(s). The Exhibitor shall pay all expenses that the Council may thereby incur.
- e. Adjoining aisles must remain clear to ensure proper traffic flow.

**5. Operation of Exhibits**

- a. Booths must be open to all registrants and manned during all Expo hours. Exhibitors may not limit admission to any special group or class.
- b. All contests, promotions, demonstrations and literature distribution must be confined to the Exhibitor's contracted booth space.
- c. Exhibits should include descriptive and educational brochures. Demonstrations are to be straightforward, professional and non-combative in nature. **Booth space must be planned to allow an adequate viewing area so aisle traffic is not obstructed.** Equipment for demonstrations must not pose a safety hazard. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the Expo. Demonstrations, lectures or presentations must be conducted by full-time employees of the exhibiting company.
- d. It is the responsibility of the Exhibitor to receive prior approval from Show Management for any product demonstration or presentation that is not within standard industry procedures and/or may be questionable in nature.
- e. Audiovisual devices/effects and demonstrations will be permitted only in those locations and at such sound intensity as, in the opinion of Show Management, does not interfere with the activities of neighboring Exhibitors. Plans to use such devices or demonstrations must be presented to Show Management for approval by September 8, 2017.
- f. Spotlights and floodlights must be located in such a way as not to distract or annoy others. Flashing, revolving or rotating lights must be within the prescribed ceiling height of the booth space, and may only be turned on while being demonstrated.
- g. No helium balloons may be used as booth decoration or inflated to distribute to booth visitors.
- h. The Council reserves the right to discontinue objectionable presentations that violate laws or rights of other Exhibitors and that may disrupt the Expo until such time as a mutually agreeable presentation may be developed. The Exhibitor waives any rights or claims of damages arising out of enforcement of this rule.
- i. The Indianapolis Fire Department prohibits the storage of any material behind an exhibit and limits booth storage to only a one-day supply of promotional material. Boxes needed for repacking must be stickered as "Empty" and placed in aisles for storage during setup. All other cartons must be discarded. This is strictly enforced.

**6. Program Listing**

Only the Company name that appears on the Company Profile form will be used to identify booth space. Company and product information provided as part of the Company Profile will be included in the Congress & Expo website and Final Show Program. **Exhibitor information is listed in alphabetical order by company name in the NSC Congress & Expo Final Program.** Products or services displayed by the Exhibitor may not be used in conjunction with or in place of the Exhibitor's legal company name. Product information can be outlined in the listing area provided for this information. Neither the Council, nor the Editor, nor Show Management, can be held responsible for errors or omissions that occur in the course of collection and/or printing of this information.

**7. Sponsorships**

A sponsorship program has been developed to help companies gain additional exposure at the Expo. These diverse and high-profile sponsorship opportunities are limited. Whenever possible, multiple sponsorships will be available for a given item. Exhibiting companies will be allowed to purchase multiple sponsorships.

**8. Handout/Novelty Item and Food Distribution**

Small token gifts that are worn, displayed and/or carried in the pocket such as pens, pencils, luggage tags, or pocket calendars may be distributed from the booth without prior approval from Show Management. It is the responsibility of the Exhibitor to receive prior approval from Show Management for any handout that may be questionable in nature. Distribution of refreshments or any other products for consumption is prohibited without the prior approval of Show Management and the Indiana Convention Center. No food or beverages will be permitted on the premises unless purchased through the Center's exclusive contractor.

**9. Mechanical Recording**

Exhibitor shall not photograph or video an exhibit or product of another exhibition unless such photography or videography is approved in writing by the other exhibitor or Show Management.

**10. Compliance with Laws**

Exhibitors shall comply with all laws and ordinances of the United States, the State of Indiana and the City of Indianapolis plus, whenever applicable, all rules and regulations of the local police and fire department along with policies and criteria established by the Indiana Convention Center.

**11. Contractor Service**

In June 2017, the Council will send a link to the online Exhibitor Manual to the company contact noted on the Exhibit Space Application & Contract. The Council will designate suppliers to provide various services to the Exhibitor. Such suppliers can provide all show services other than supervision, services provided by the general contractor, and the exclusive services of the Convention Center.

**12. Union Information**

To assist you in planning, union labor will be required for certain aspects of your exhibit handling.

**Material Handling/Freight**

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

Exhibitors may hand carry their own materials in/out of the exhibit facility without the use of flat trucks, dollies, motorized equipment, etc.

**Teamster and Stagehands**

Members of this union claim jurisdiction over all set up and dismantling of exhibits, including signs and laying of carpet. This does not apply to unpacking and placement of your merchandise. The exhibitor may use their own full time employees, as long as they do not employ the use of power tools.

Members of these unions claim jurisdiction on the operation of material handling equipment, including unloading and reloading, and handling of empty containers. Exhibitors may bring their freight in through the front doors or through the loading area, provided that they do not use motorized carts.

**13. No Smoking Policy**

NSC Congress & Expo is a non-smoking event. Smoking is prohibited in the Convention Center.

**14. Press Conferences**

Press conferences by Exhibitors on the Expo Floor during Expo hours are prohibited. All press conferences must be coordinated with the Council's Communications Department.

**15. Hotel Guidelines**

- a. Suites are available at many of the Congress hotels. In keeping with the character of the Expo as a working convention, and so as not to interfere with attendance, **Exhibitors may not provide group entertainment in suites or other facilities during Expo Hours.** Only firms exhibiting in 2017 are entitled to suites in the Congress hotels. All requests must be processed through the exclusive housing provider, onPeak; Exhibitors are not permitted to contact Congress Hotels directly.
- b. Advertising in the hotels is not allowed unless written permission is granted by Show Management.

### 16. Meetings and Other Group Functions

- a. Only firms exhibiting in 2017 and using NSC's housing service are entitled to meeting space in the Congress hotels.
- b. Meeting space for events (meetings, receptions, etc.) is available at many Congress hotels during non-Expo hours only. A space request form will be sent under separate cover for exhibitors to request meeting space at a hotel. We encourage you to secure space before late June 2017 to help ensure availability as it is first-come.

### 17. Endorsements

The Council does not approve, endorse or recommend the use of any specific commercial products or services. The Exhibitor may not, therefore, state or imply either verbally, or in printed literature, that his product or service is approved, endorsed or recommended by the Council.

### 18. Enforcement of Rules and Regulations

- a. Violations of the 2017 Terms & Conditions, Display Regulations and/or Rules & Regulations may result in the reduction of seniority rights (i.e. loss of priority points, rank) for space selection at the 2018 NSC Congress & Expo.
- b. In addition, violations of these Terms & Conditions and/or Rules & Regulations by the Exhibitor, its employees or agents shall, at the sole option of the Council, entitle the Council to apply a penalty fine or terminate the Exhibitor's right to occupy space at the 2017 NSC Congress & Expo. In the case of such termination, the Council may retain all monies paid or due by the Exhibitor. Upon evidence of violation, the Council may terminate the Contract, re-enter and take possession of the space, and may remove all persons and goods at the Exhibitor's risk. The Exhibitor shall pay all expenses and damages the Council may thereby incur.

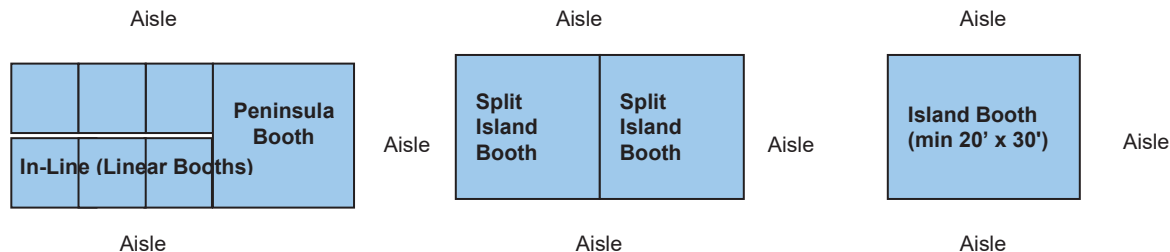
### 19. General Information

All matters not covered by these Rules & Regulations are subject to the decision of the Council. These Rules & Regulations may be amended at any time by the Council and all amendments that may be made shall be equally binding on all parties affected by them as are the original Rules & Regulations. All portions of this contract are self-sustaining and capable of separate enforcement. In the event of any amendment or additions to these Rules & Regulations, written notice will be given by the Council to such Exhibitors as may be affected by them. The abbreviation "the Council" used in the Rules & Regulations shall mean National Safety Council, a federally chartered, nonprofit corporation, and, as the context may require, its directors, managers, officers, agents, or employees duly acting for the Council in the management of the NSC Congress & Expo.

# Display Regulations + Union Labor

Please review the following specifications to ensure that your booth meets with the NSC Display Regulations. **All booths, regardless of size, are required to follow these guidelines as no variances will be granted.** Failure to comply may result in loss of priority points, rank for space selection in the 2018 NSC Congress & Expo. For questions, please contact Nancy Gavin at [nancy.gavin@nsc.org](mailto:nancy.gavin@nsc.org).

## Booth Configurations



## General Exhibit Specifications - ALL BOOTH TYPES

### Aisles = Demonstrations / Models / Mascots

All aisles must be clear of exhibits, demonstrations and models/mascots. All such activity must be confined within the exhibitor's booth so as not to interfere with any aisle traffic. Use of aisles or common space is NOT permitted. When planning your demonstrations, you must accommodate viewers within your booth or around the perimeter of your booth. You may not block access to other exhibitor's booths or show aisles. Models & mascots attire must be professional and they must remain in your contracted booth space; they are not permitted to walk the show floor as a billboard advertising your company or product.

### Carpet / Floor Covering

Flooring in your exhibit space is mandatory but not provided with your exhibit space purchase unless you have purchased the NSC booth package. If you don't have your own booth flooring, you can rent carpet from GES. Refer to the Exhibitor Manual for information. **The floor must be completely covered at the exhibitor's expense no later than Sunday of move-in; concrete floor may not be exposed,**

### Material Distribution / Pass Outs

Material distribution/ pass outs by Exhibitors, their agents, or hired personnel must be confined to the contracted booth space. Exhibitor pass outs in aisles or public areas in and around the Convention Center is NOT permitted.

### Sound Level / Music Licensing

All sound amplification devices and other sound-producing equipment and activities shall be limited to reasonable volume levels which shall not project beyond the boundaries of Exhibitor's booth space or otherwise interfere with the Exhibition or other exhibitors' activities. If your company plans to play music in your booth, either live or recorded, during the Expo, or at any special event during the Congress, you must notify BMI and ASCAP and complete their appropriate licensing forms. Violations of the copyright law can be severe and expensive. Contact them direct: **ASCAP - [www.ascap.com](http://www.ascap.com)**  
**BMI - [www.bmi.com](http://www.bmi.com)**

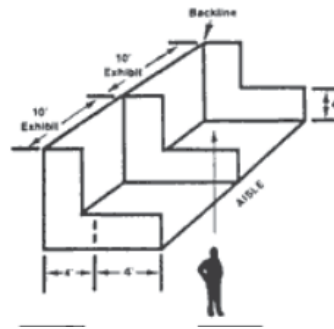
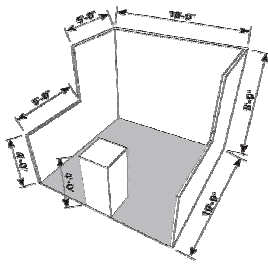
### Unfinished Walls

To maintain a professional appearance of the exhibit hall, booths must have back sides of displays covered when visible from another exhibitor's booth or an aisle (example: panels on the back side of a pop-up structure in an island booth to cover the frame.)

### Utilities

Utility connections (electrical or internet wires, etc.) must be secured/ taped down/ ramped to maintain a high level of safety and professional appearance.

## In-Line (Linear) Booth



**Definition:** Linear or In-Line Booths have only one side exposed to an aisle and have at least one adjacent neighbor on either side of the booth.

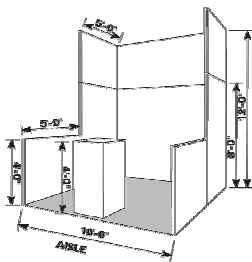
**Booth Equipment:** Standard 10'x 10' In-Line Booths will be set with 8' high back drape, 3' high side drape and booth ID sign.

Booths are most commonly 10' wide and 10' deep. No exhibit display, signage, or product may exceed 8' in overall height. The maximum height of 8' is only permitted in the back 5' section and a maximum height of 4' is permitted on the front 5' section. Please reference the above diagram for allowable configuration.

When three or more In-Line Booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth. Corner Booth is an In-Line Booth exposed to aisles on two sides. The same rules for In-Lines apply for Corner Booths.

**Hanging Signs:** Hanging from the ceiling is not permitted in an In-Line (Linear) Booth.

## Perimeter In-Line (Linear) Booth



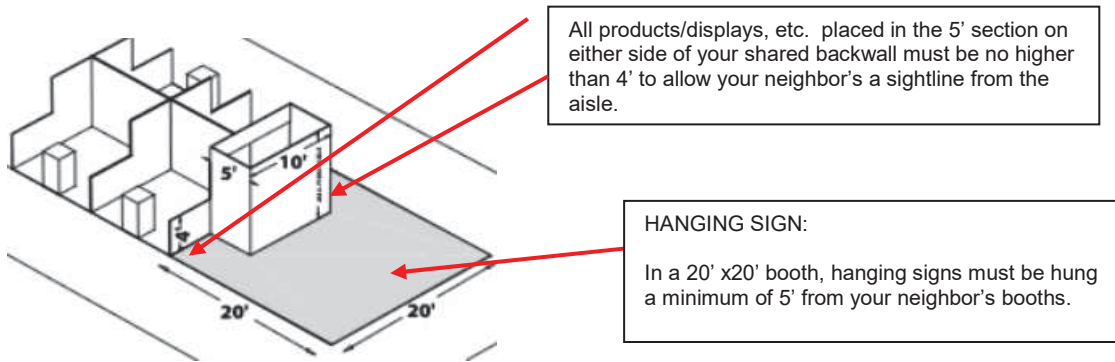
**Definition:** A Perimeter Booth is an In-Line Booth that is the outermost aisle of booths that do not back up to another exhibit.

All guidelines for In-Line (Linear) Booths apply to Perimeter Booths except that the maximum backwall height allowed in the back 5' section of the booth is 12'. Please reference the above diagram for allowable configuration.

**Hanging Signs:** Hanging from the ceiling is not permitted in a Perimeter Booth.



## Peninsula Booth



**Definition:** A Peninsula Booth is a booth exposed to aisles on three sides and backs up to In-Line (Linear) booths.

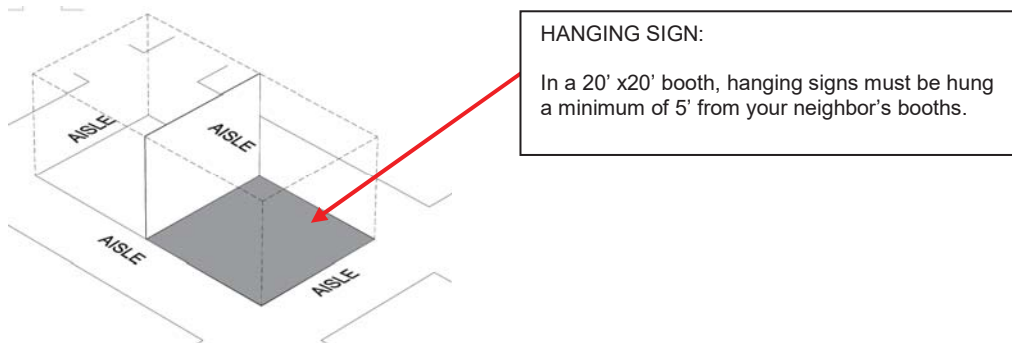
Peninsula booths are most commonly 20' wide by 20' deep or larger. Exhibit fixtures, components and signage built from the ground up will be permitted up to a maximum height of 16'; except in the 5' section on each side of the backwall which has a 4' maximum height for equipment, product, display material, signs, sidewall and backwall. No signage is permitted on the backside of the backwall facing your neighbors. Please reference the above diagram for allowable configuration.

**Hanging Signs:** Hanging signs from the ceiling are permitted in Peninsula Booths and must be installed and dismantled by the Rigging Crew. **The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.**

Hanging Signs must be placed a minimum of 5' from adjacent booths. The entire sign must hang over your contracted booth space.

*The 20' maximum height limitation has been set to avoid competition between exhibitor's for visibility and will fit into most convention centers*

## Split Island Booth



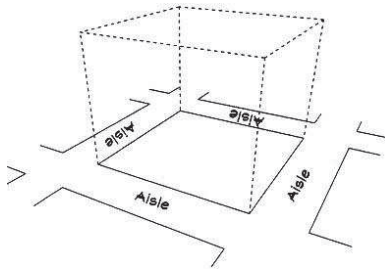
**Definition:** A Split Island Booth, 20' wide by 20' deep, is a Peninsula Booth which shares a common backwall with another Peninsula Booth, 20' wide by 20' deep. Exhibit fixtures, components and signage built from the ground up will be permitted at a maximum height of 16', without any backwall line of sight restrictions. No signage is permitted on the backside of the backwall facing your neighbors. Backwalls must be finished or draped at the exhibitor's expense.

**Hanging Signs:** Hanging signs from the ceiling are permitted in Split Island Booths that are 400 square feet and must be installed and dismantled by the Rigging Crew. **The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.**

Hanging Signs must be placed a minimum of 5' from adjacent booths. The entire sign must hang over your contracted booth space.

*The 20' maximum height limitation has been set to avoid competition between exhibitor's for visibility and will fit into most convention centers*

## Island Booth – new maximum height restriction



All exhibit fixtures, components and signage will be permitted at a 20' maximum height measuring from the ground to the top of the fixture /component/ sign. All items must be placed within your contracted booth space.

**Definition:** An Island Booth, defined as 20' wide x 30' deep or larger, is exposed to aisles on all four sides of the booth with no adjacent neighbors.

**NEW!!!!** Exhibit fixtures, components, and signage built from the ground up along with your product will be permitted at a maximum height of 20'.

**Hanging Signs:** Hanging signs from the ceiling are permitted in Island Booths that are 600 square feet or larger and must be installed and dismantled by the Rigging Crew. **The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.** The entire sign must hang over your contracted booth space.

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## Canopies, Ceilings and Multi-level Exhibit Booths

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional. Canopies for In-Line (Linear) or Perimeter Booths should comply with line of sight requirements (see In-Line (Linear) Booth).

The base of the Canopy should not be lower than 7' from the floor within 5' of any aisle. Canopy supports should be no wider than 3". This applies to any booth configuration that has a sightline restriction, such as an In-Line (Linear) Booth.

Booth space with contiguous covered space may require battery operated smoke detectors. Booths that are more than one story require Fire Marshal approval at least 60 days prior to installation. Booths that fall in this category may be required to provide sprinklers in the covered space. To avoid additional costs (i.e. design cost or tear down of an unapproved structure) please obtain written approval before beginning production on construction of multi-story or covered exhibits. **Please refer to the Indianapolis Convention Center policies and procedures for all requirements.**

## Indianapolis Show Site Work Rules

### **Union Information**

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### **Material Handling / Freight**

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

Exhibitors may **hand carry** their own materials in/out of the exhibit facility without the use of flat trucks, dollies, motorized equipment, etc.

### **Teamster and Stagehands**

Members of this union claim jurisdiction over all set up and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. The exhibitor may use their own full time employees, as long as they do not employ the use of power tools.

Members of these unions claim jurisdiction on the operation of material handling equipment, including unloading and reloading, and handling of empty containers. Exhibitors may bring their freight in through the front doors or through the loading area, provided that they do not use motorized carts.

# Show Site Work Rules

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

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## Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

## Work Zone

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

## Always Honest Hotline

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

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# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
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.

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## VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified 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).

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## IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

## X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer 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>.

# Fire Regulations

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

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All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter (1/4) of the tank capacity or five (5) gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

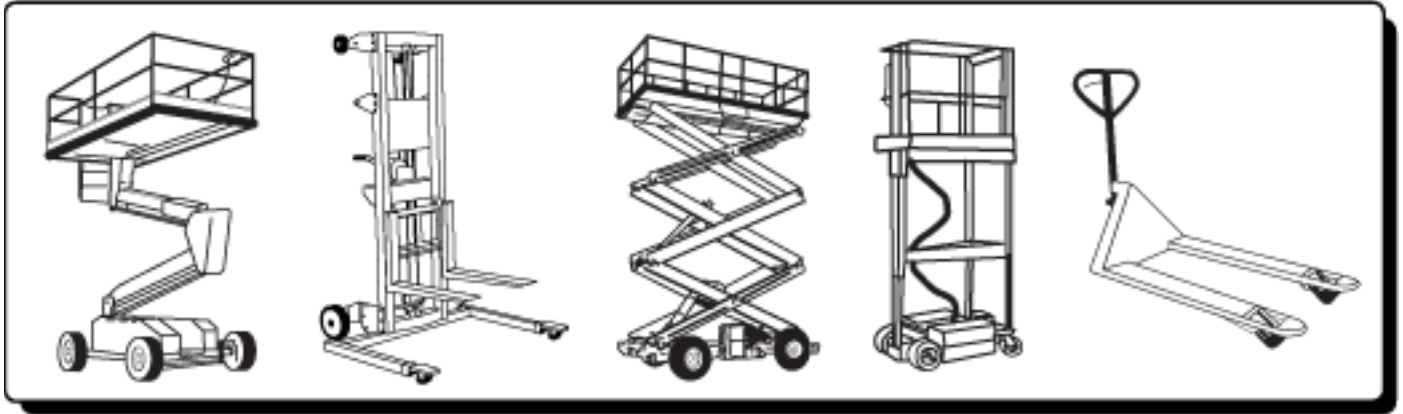
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# Operation of All Mechanical Lifts

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

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## Attention all exhibitors:

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

## Work Zone



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

Thank you for your complete cooperation.



# GES Payment Policy

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

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## Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

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

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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# 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.

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Form Deadline Date:  
 September 8, 2017

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country		Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite		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/071600538/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:	Global Experience Specialists, Inc. (GES)	If requested, following is the physical address for routing identifiers:
c/o Bank of America	Account #: 7188101819	Bank of America, Wire Transfer-Customer Services
901 Main Street, TX1-492-07-14	Wire ABA Routing #: 026009593	2000 Clayton Road, Concord, CA 94520 USA
Dallas, TX 75202-3714 USA	ACH ABA Routing #: 071000039	
Telephone # 702-263-2795 or 702-914-5112	SWIFT Address: BOFAUS3N	
	CHIPS Address: 0959	

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"/> VISA <input type="checkbox"/> American Express
		<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card

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

**Please Sign**  \_\_\_\_\_  
 Cardholder Signature

\_\_\_\_\_  
 Cardholder Name - Please Print      Date

Check Number	MM/DD/YY
<b>Total Check Payment</b>	Check Dated
\$	
<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

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# Domestic Third Party Billing Request

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

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Form Deadline Date:  
September 8, 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     Exhibit Systems     GES Logistics     I & D Labor     Forklift Labor     Material Handling  
 Rental Carpet     Rental Furniture     Signs  
 Other (Please Specify) \_\_\_\_\_

## Step 3. Provide the Third Party contact information

Third Party Company Name \_\_\_\_\_

Third Party Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip/Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact's Email Address \_\_\_\_\_

## Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip/Country \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

MasterCard     Corporate Card  
 VISA     Personal Card  
 American Express

**Please Sign**

X \_\_\_\_\_  
Third Party Cardholder's Signature

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

\_\_\_\_\_  
Third Party Cardholder's Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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

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# International Third Party Billing Request

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

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Indiana Convention Center  
September 25 - 27, 2017

Form Deadline Date:  
September 8, 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

MM/YY
-------

- 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  Exhibit Systems  GES Logistics  I & D Labor  Forklift Labor  Material Handling  
 Rental Carpet  Rental Furniture  Signs  
 Other (Please Specify) \_\_\_\_\_

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

## Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM/YY
-------

- 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

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# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
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/071600538/logistics\\_Quote](https://e.ges.com/071600538/logistics_Quote)

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## 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<sup>®</sup> 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<sup>®</sup>. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

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## Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

## Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

## Work Zone






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



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/071600538/logistics\\_quote](https://e.ges.com/071600538/logistics_quote)

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



# Material Handling/Drayage Order Form

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

2017 NSC Congress & Expo  
 Indiana Convention Center  
 September 25 - 27, 2017

Discount Deadline Date:  
 September 8, 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. The advance receiving warehouse cannot receive uncrated shipments.
- Drivers with outbound shipments must check in at the exhibit site and the exhibitor must turn in the bill of lading by 12:00 PM to guarantee same day loading.

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

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

GES is unable to receive flatbed shipments or any single piece weighing over 5,000 pounds at the Advance Warehouse.

	Crated	Special Handling
Straight Time In / Straight Time Out	\$79.50 cwt	\$99.38 cwt
Straight Time In / Overtime Out	\$109.00 cwt	\$136.25 cwt
Overtime In / Overtime Out	\$134.50 cwt	\$168.13 cwt

#### Advance Shipments to Warehouse Dates:

**Mon, Aug 7, 2017:** Advance shipments may begin arriving at warehouse.  
**Fri, Sep 15, 2017:** Last day for shipments to arrive at warehouse.  
**The GES Warehouse will be closed September, 4th in observance of Labor Day.**

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$77.50 cwt	\$96.88 cwt	\$116.25 cwt
Straight Time In / Overtime Out	\$102.00 cwt	\$127.50 cwt	\$153.00 cwt
Overtime In / Overtime Out	\$125.50 cwt	\$156.88 cwt	\$188.25 cwt

#### Direct Shipments to Show site Dates:

**Fri, Sep 22, 2017:** Direct shipments may begin arriving at exhibit site after 8:00 AM.  
**Sun, Sep 24, 2017:** Last day for shipments to arrive at exhibit site by 4:30 PM.

## 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 \$51.75. Each additional package will be charged \$22.40.

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# Material Handling/Drayage Order Form

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

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

## Step 2. Estimate Order

### Small Packages

1 1st Small Package Shipment x \$51.75 = \_\_\_\_\_ Total  
# of additional packages (each) x \$22.40 = \_\_\_\_\_ 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.

GES is unable to receive flatbed shipments or any single piece weighing over 5,000 pounds at the Advance Warehouse.

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ 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:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \_\_\_\_\_ per cwt will apply before published timeline.

#### Special Handling/Mixed Shipments:

A 25% surcharge will apply to items requiring special handling or mixed shipments.

#### Uncrated Shipments:

A 50% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

#### Measure of Damage:

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

#### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM and Holidays.

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# What is "Special" Handling?

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

## Special Handling Includes:

### Ground Loading

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

### Side Door Loading

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

### Constricted Space Loading

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

### Designated Piece Loading

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

### Stacked, Cubed-out, or Loose Shipments

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

### Multiple Shipments

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

### Mixed Shipments

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

### Improper Delivery Receipts

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

### Uncrated Shipments

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

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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

<b>A</b>	<b>RUSH!</b> EXHIBITION FREIGHT
----------	------------------------------------

FROM:

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**2017 NSC Congress & Expo**

Name of Exhibition

071600538

BOOTH NUMBER

C/O **GES**  
**YRC**

**4430 Stout Field North Drive  
Indianapolis, IN 46241 USA**

**Shipment Should Arrive on or Between:  
Monday, Aug 7, 2017 - Friday, Sep 15, 2017**

The GES Warehouse will be closed September, 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 \_\_\_\_\_



<b>A</b>	<b>RUSH!</b> EXHIBITION FREIGHT
----------	------------------------------------

FROM:

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**2017 NSC Congress & Expo**

Name of Exhibition

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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

**2017 NSC Congress & Expo**

Name of Exhibition

071600538

BOOTH NUMBER

**C/O GES**

**Indiana Convention Center  
100 S Capitol Ave  
Indianapolis, IN 46225-1002 USA**

**Shipment Should Arrive on or Between:**

**Friday, Sep 22, 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

**2017 NSC Congress & Expo**

Name of Exhibition

071600538

BOOTH NUMBER

**C/O GES**

**Indiana Convention Center  
100 S Capitol Ave  
Indianapolis, IN 46225-1002 USA**

**Shipment Should Arrive on or Between:**

**Friday, Sep 22, 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Form Deadline Date:  
September 8, 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 8, 2017.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/071600538/prePrint/esm>

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

Company/Consignee	Attention			
100 S Capitol Ave	Indianapolis	IN	46225-1002	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 Servicenter®. 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

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# Freight Service Questionnaire

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Form Deadline Date:  
September 8, 2017

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



## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/071600538/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

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

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3 List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_ lbs.

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

\_\_\_\_\_ lbs.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### Direct Shipments Only

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

\_\_\_\_\_  
\_\_\_\_\_

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

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# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
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 service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

## Marshaling Yard Site Address:

602 Ray Street  
Indianapolis, IN 46225  
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 will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- 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 Indiana Convention Center 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 Indiana Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- 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/071600538/contactus/esm>

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# Cartload 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Form Deadline Date:  
September 8, 2017

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

## Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van




SUV



Small Pickup

### Important Reminders

-  **Reminder**
- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

### Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the Marshaling Yard and watch for the Cartload Service signs.
- Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

### Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time , Dock to Booth	50.25	1	\$
200506	Cartload Service, Straight Time , Booth to Dock	50.25	1	\$
200506	Cartload Service, Over Time, Dock to Booth	50.25	1	\$
200506	Cartload Service, Over Time, Booth to Dock	50.25	1	\$

**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**

092517 071600538

R-14 04/19/17



# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Form Deadline Date:  
September 8, 2017

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



## Easy Ordering Tips:

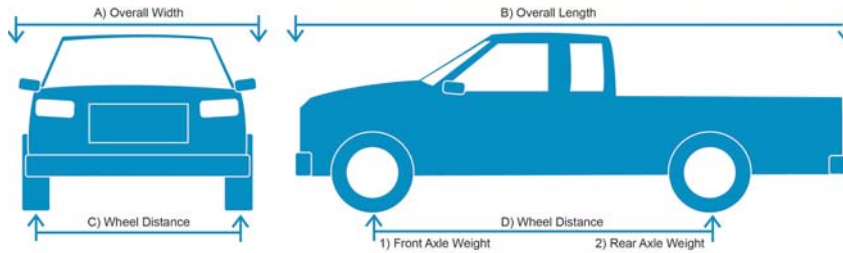
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment 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 a quarter (1/4) 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	335.75		\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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092517

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# Carpet


## Standard

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

Includes:

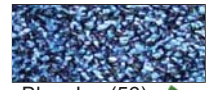
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



Blue (42)



Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




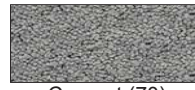
Red (49)

## Plush

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

Includes:

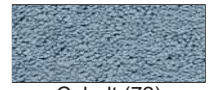
- Plush 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



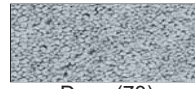
Cement (70)



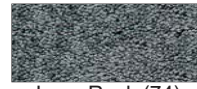
Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



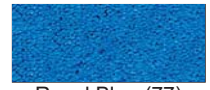
Navy (75)



Onyx (76)



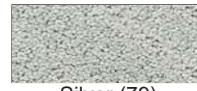
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

## Ultra Plush

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

Includes:

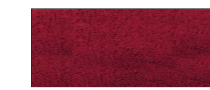
- Ultra Plush 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



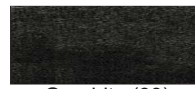
Bisque (81)



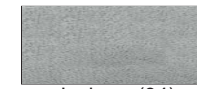
Black (41)



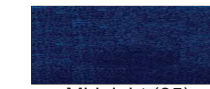
Cabernet (82)



Graphite (83)



Iceberg (84)



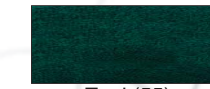
Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

# Carpet Order Form

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Discount Deadline Date:  
September 8, 2017

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

## Carpet

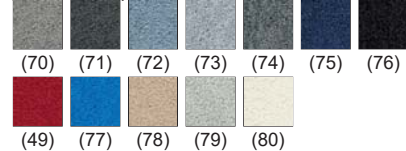
### Standard Color Options

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



### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut Standard Carpet 10'x10'		145.00	188.00		7.0	\$
5002	Pre-Cut Standard Carpet 10'x20'		260.00	338.00		7.0	\$
5003	Pre-Cut Standard Carpet 10'x30'		515.50	773.00		7.0	\$

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		2.81	3.60		7.0	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		4.28	6.45		7.0	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		5.15	7.80		7.0	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	0.83	1.07		7.0	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	0.62	0.94		7.0	\$

### Electrical or Utilities Under Carpet?

Yes  No

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of original price after installation.

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# Carpet Package Order Form

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Discount Deadline Date:  
September 8, 2017

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



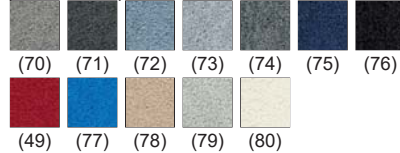
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 13 oz. Padding, Visqueen and 3 Day(s) Cleaning.

## Carpet Packages

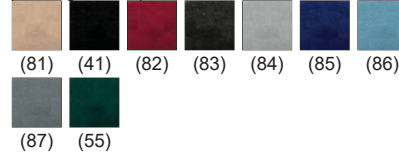
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
400021	Carpet Package, Per Sq.Ft.		4.44	6.01		7.0	\$
400022	Plush Carpet Package, Per Sq.Ft.		5.76	8.58		7.0	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		6.54	9.79		7.0	\$

### Electrical or Utilities Under Carpet?

Yes  No



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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# Furniture and Accessories

## Chairs



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



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



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



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

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2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Discount Deadline Date:  
September 8, 2017

Company Name

Email

Phone Number

Booth Number



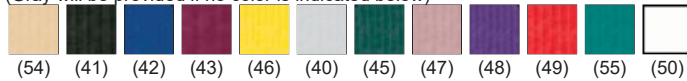
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/071600538/furnishings/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	62.75	87.00		7.0	\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	93.25	139.75		7.0	\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	39.50	55.00		7.0	\$
300053	Stool, Contemporary, 17"W 18"D 48"H	71.50	100.00		7.0	\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300057	Table, Rectangle, 24"x36"x30" High	95.00	142.25		7.0	\$
300056	Table, Square, 24"x24"x30" High	76.25	114.00		7.0	\$
300059	Table, Starbase, 30" Diameter x 40" High	220.50	330.75		7.0	\$
300058	Table, Starbase, 40" Diameter x 30" High	220.50	330.75		7.0	\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		117.25	176.25		7.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		118.75	166.25		7.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		118.75	166.00		7.0	\$
3007	Table, Skirt 4th Side		37.75	56.75		7.0	\$

Select size: 6' Table \_\_\_\_\_ 8' Table \_\_\_\_\_

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	34.00	51.25		7.0	\$
300600	Table 6', Unskirted, 24" x 30" High	42.25	60.00		7.0	\$
300800	Table 8', Unskirted, 24" x 30" High	47.00	71.00		7.0	\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		148.75	223.25		7.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		151.75	211.00		7.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		162.75	226.00		7.0	\$
3017	Counter, Skirt 4th Side		46.25	69.75		7.0	\$

Select size: 6' Counter \_\_\_\_\_ 8' Counter \_\_\_\_\_

Form Continues on Next Page



# Furniture and Accessories Order Form

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Discount Deadline Date:  
September 8, 2017

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

## Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	44.50	66.75		7.0	\$
301600	Counter 6', Unskirted, 24" x 42" High	57.00	85.50		7.0	\$
301800	Counter 8', Unskirted, 24" x 42" High	69.75	104.50		7.0	\$

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	54.00	81.00		7.0	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	37.75	56.75		7.0	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	69.75	104.50		7.0	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	54.00	81.00		7.0	\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		15.95	23.95		7.0	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		19.20	28.75		7.0	\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300076	Display Case 4', Quarter View	552.50	828.75		7.0	\$
300088	Display Case 7', Vertical	575.00	575.00		7.0	\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	4.61	6.90		7.0	\$
300123	Aisle Stanchion, without Chain	46.25	69.75		7.0	\$
300103	Aluminum Easel	61.75	93.00		7.0	\$
300111	Bag Stand	85.50	128.50		7.0	\$
300102	Coat Rack	85.50	128.50		7.0	\$
300104	Garment Rack	85.50	128.50		7.0	\$
300106	Literature Rack	119.50	179.25		7.0	\$
300201	Pegboard, White, 4'x8'	148.75	223.25		7.0	\$

↳ Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

305182	Refrigerator, White, 20"L 22"D 33"H	266.00	346.00		7.0	\$
300015	Rod, 6' to 10' Telescopic	23.50	35.25		7.0	\$
300131	Security Cage, Large, without Lock	473.75	710.50		7.0	\$
300132	Security Cage, Small, without Lock	315.50	473.00		7.0	\$
300120	Sign Holder, Bell Base	77.75	116.75		7.0	\$
300108	Sign Holder, Chrome, 22"x28"	77.75	116.75		7.0	\$
300211	Tackboard, 4'x8'	157.00	235.50		7.0	\$

↳ Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300112	Ticket Tumbler, Small, Table Top	133.50	199.75		7.0	\$
300113	Wastebasket	14.00	19.00		7.0	\$
300118	Waterfall Stand	85.50	128.50		7.0	\$

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# Furniture and Accessories Order Form

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Discount Deadline Date:  
September 8, 2017

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

## Electrical Outlets Not Included

Need power for that lamp, display case, or refrigerator 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**

X

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

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

Date \_\_\_\_\_

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

**Total Payment Enclosed**

\$

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

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# Furniture Package Order Form

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Discount Deadline Date:  
September 8, 2017

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



## Easy Ordering Tips:

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

## Furniture Package

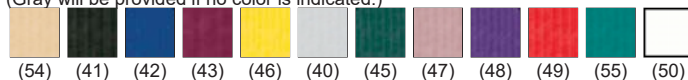


### Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4906	Furniture Package 1		<b>190.58</b>	265.73		7.0	\$
↳ Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							

### Skirt Color Options

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



### Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
490012	Furniture Package 2	<b>436.95</b>	627.98		7.0	\$
↳ Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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# 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

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# 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

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# Specialty Furniture

## Seating - Barstools



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



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



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



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



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



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



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

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# 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

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# 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

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# 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\"/>

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# 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

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# Specialty Furniture

## Lamps



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



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

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# Specialty Furniture Order Form

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Discount Deadline Date:  
September 8, 2017

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note, you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price, please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/071600538/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	719.00	999.00		7.0	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	777.75	1,081.50		7.0	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	786.00	1,091.75		7.0	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,297.75	1,802.50		7.0	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,493.50	2,070.25		7.0	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,493.50	2,070.25		7.0	\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,977.50	2,750.00		7.0	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,936.50	2,688.25		7.0	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	933.25	1,297.75		7.0	\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	881.75	1,225.75		7.0	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	948.75	1,318.50		7.0	\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	1,184.50	1,648.00		7.0	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	881.75	1,225.75		7.0	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	807.50	1,122.75		7.0	\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	735.50	1,022.75		7.0	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,071.25	1,493.50		7.0	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,122.75	1,555.25		7.0	\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	487.25	677.75		7.0	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	630.25	876.50		7.0	\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	733.25	1,018.75		7.0	\$
305269	Chair, Tangiers, 34"L 37"D 36"H	568.50	790.00		7.0	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	514.00	714.75		7.0	\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	611.75	850.75		7.0	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	623.25	866.25		7.0	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	955.75	1,328.75		7.0	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	955.75	1,328.75		7.0	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 8, 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	406.75	565.50		7.0	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	157.50	219.50		7.0	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	157.50	219.50		7.0	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	200.75	279.25		7.0	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	183.25	254.50		7.0	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	122.50	170.00		7.0	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	200.75	279.25		7.0	\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	284.25	394.50		7.0	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	659.25	916.75		7.0	\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	449.00	624.25		7.0	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	679.75	945.50		7.0	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	252.25	351.25		7.0	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	419.25	583.00		7.0	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	183.25	254.50		7.0	\$
305442	Laguna Chair, 18"L 19"D 34"H	317.25	440.75		7.0	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	243.00	337.75		7.0	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	243.00	337.75		7.0	\$
305441	Zenith Chair, 19"L 22"D 32"H	308.00	427.50		7.0	\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	525.25	730.25		7.0	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	525.25	730.25		7.0	\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	542.75	755.00		7.0	\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	542.75	755.00		7.0	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	336.75	467.50		7.0	\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	307.00	426.50		7.0	\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	307.00	426.50		7.0	\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	165.75	230.75		7.0	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	180.25	250.25		7.0	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	165.75	230.75		7.0	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	165.75	230.75		7.0	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	165.75	230.75		7.0	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	165.75	230.75		7.0	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	165.75	230.75		7.0	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	165.75	230.75		7.0	\$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	198.75	276.00		7.0	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	440.75	612.75		7.0	\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	553.00	769.50		7.0	\$

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Discount Deadline Date:  
September 8, 2017

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

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	504.75	701.50		7.0	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	359.50	499.50		7.0	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	698.25	971.25		7.0	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	519.00	721.00		7.0	\$

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	376.00	523.25		7.0	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	376.00	523.25		7.0	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	376.00	523.25		7.0	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	376.00	523.25		7.0	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	239.00	332.75		7.0	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	239.00	332.75		7.0	\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	281.25	390.25		7.0	\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	284.25	394.50		7.0	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	176.25	244.00		7.0	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	176.25	244.00		7.0	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	176.25	244.00		7.0	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	176.25	244.00		7.0	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	395.50	550.00		7.0	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	395.50	550.00		7.0	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	225.50	314.25		7.0	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	532.50	739.50		7.0	\$
305207	Barstool, Zoocy Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	482.00	669.50		7.0	\$
305259	Christopher Barstool, 19"L 15"D 41"H	376.00	523.25		7.0	\$
305440	Zenith Barstool, 19"L 20"D 44"H	418.25	582.00		7.0	\$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	501.50	697.25		7.0	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	376.00	523.25		7.0	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,411.00	1,957.00		7.0	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	585.00	813.75		7.0	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	406.75	565.50		7.0	\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	306.00	425.50		7.0	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	354.25	492.25		7.0	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	406.75	565.50		7.0	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	482.00	669.50		7.0	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	306.00	425.50		7.0	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	354.25	492.25		7.0	\$
305157	Table, Cafe, Maple/Hydraulic Chomr Base, 30" Round 29"H	406.75	565.50		7.0	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	482.00	669.50		7.0	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	306.00	425.50		7.0	\$

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# Specialty Furniture Order Form

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

Discount Deadline Date:  
September 8, 2017

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

## Tables - Cafe

305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	<b>299.75</b>	417.25		7.0	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	<b>379.00</b>	526.25		7.0	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	<b>354.25</b>	492.25		7.0	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	<b>482.00</b>	669.50		7.0	\$

## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	<b>497.50</b>	691.25		7.0	\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	<b>1,854.00</b>	2,575.00		7.0	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	<b>580.00</b>	806.50		7.0	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	<b>416.00</b>	578.75		7.0	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	<b>316.25</b>	439.75		7.0	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	<b>389.25</b>	541.75		7.0	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	<b>416.00</b>	578.75		7.0	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	<b>489.25</b>	679.75		7.0	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	<b>316.25</b>	439.75		7.0	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	<b>389.25</b>	541.75		7.0	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	<b>416.00</b>	578.75		7.0	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	<b>489.25</b>	679.75		7.0	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	<b>316.25</b>	439.75		7.0	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	<b>328.50</b>	456.25		7.0	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	<b>403.75</b>	561.25		7.0	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	<b>389.25</b>	541.75		7.0	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	<b>389.25</b>	540.75		7.0	\$

## Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	<b>529.50</b>	735.50		7.0	\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	<b>1,015.50</b>	1,411.00		7.0	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	<b>402.75</b>	560.25		7.0	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	<b>580.00</b>	806.50		7.0	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	<b>580.00</b>	806.50		7.0	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	<b>332.75</b>	462.50		7.0	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	<b>330.75</b>	459.50		7.0	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	<b>384.25</b>	533.50		7.0	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	<b>432.50</b>	601.50		7.0	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	<b>432.50</b>	601.50		7.0	\$

## Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	<b>503.75</b>	700.50		7.0	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	<b>357.50</b>	497.50		7.0	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	<b>461.50</b>	641.75		7.0	\$
305273	Table, Aura, White Metal, 15" Round 22"H	<b>220.50</b>	307.00		7.0	\$

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# Specialty Furniture Order Form

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

Discount Deadline Date:  
September 8, 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	210.00	292.50		7.0	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	301.75	419.25		7.0	\$
305211	Table, End, Oliver, 22" Round 22"H	288.50	400.75		7.0	\$
305046	Table, End, Silverado, 24" Round 22"H	361.50	502.75		7.0	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	319.25	444.00		7.0	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	319.25	444.00		7.0	\$
305276	Table, Mosaic, Set of 3	409.00	568.50		7.0	\$
305275	Table, Timber, Wood, 16" Round 17"H	259.50	360.50		7.0	\$

Tables - Conference						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,112.50	1,545.00		7.0	\$
305400	5' Madison Table, 60"L 48"D 29"H	756.00	1,050.50		7.0	\$
305401	8' Madison Table, 96"L 60"D 29"H	918.75	1,277.25		7.0	\$
305410	Madison Conference Table, 42"RND 29"H	685.00	952.75		7.0	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	122.50	170.00		7.0	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	369.75	514.00		7.0	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	594.25	826.00		7.0	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	389.25	540.75		7.0	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	594.25	826.00		7.0	\$
305027	Table, Conf., Graphite, 42" Round 29"H	489.25	679.75		7.0	\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	658.25	914.75		7.0	\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	807.50	1,122.75		7.0	\$
305177	Table, Conf., Manhattan, 42" Round 29"H	445.00	619.00		7.0	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	544.75	758.00		7.0	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	440.75	612.75		7.0	\$

Tables - Martini Bar						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	4,243.50	5,902.00		7.0	\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,617.00	2,245.50		7.0	\$

Product Display						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305053	Etagere, Black, 30"L 16"D 70"H	426.50	593.25		7.0	\$
305052	Etagere, Pewter, 30"L 16"D 70"H	426.50	593.25		7.0	\$
305415	Madison Bookcase, 36"L 12"D 72"H	537.75	747.75		7.0	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	735.50	1,021.75		7.0	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	881.75	1,225.75		7.0	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	735.50	1,021.75		7.0	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	881.75	1,225.75		7.0	\$

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	520.25	723.00		7.0	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 8, 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	918.75	1,277.25		7.0	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	830.25	1,153.50		7.0	\$

Lamps						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	393.50	547.00		7.0	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	291.50	404.75		7.0	\$

## 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.

**Reminder**

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

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

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# Convenience Package Order Form

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Discount Deadline Date:  
September 8, 2017

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/071600538/packages/esm>



Stool Package A



Chair Package A

## Standard Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	<b>360.00</b>	523.75		7.0	\$
↳	Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404311	Stool Package A	<b>377.50</b>	549.75		7.0	\$
↳	Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.					

## Standard Skirted Furniture Package

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		<b>258.25</b>	359.25		7.0	\$
↳	Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						
4146	Stool Package B		<b>308.75</b>	430.00		7.0	\$
↳	Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.						

## Skirt Color Options

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



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Form Continues on Next Page



# Convenience Package Order Form

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

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

## Specialty Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404504	Bar Package	2,408.00	3,345.50		7.0	\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.					
404506	Premium Stool Package	894.00	1,244.25		7.0	\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".					

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

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

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

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

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

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

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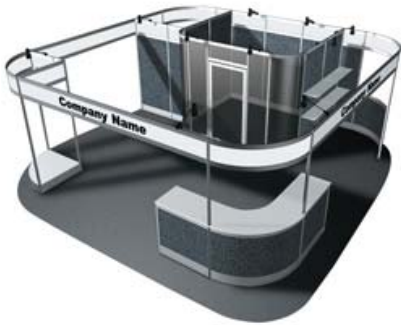


# Standard Exhibit Systems

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

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National 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

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\"/>



600102 - Exhibit, Counter, 2M x 1/2M x 40\"/>



600221 - Exhibit, Light Box, Large 37\"/>



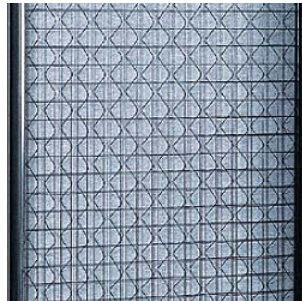
600222 - Exhibit, Light Box, Medium 37\"/>



600223 - Exhibit, Light Box, Small 37\"/>



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10\"/>

## Trim and Panel Choices

### Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

### Trim Color



Black (41)

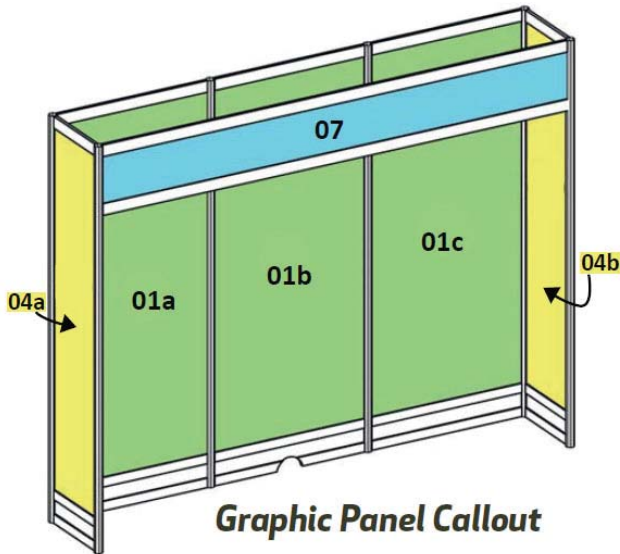


Silver (79)

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

# Standard Exhibits Graphics

## Exhibit #2, 10 x 10 (600002)



- 01 608301 38 1/8" wide x 86 1/4" tall  
 Discount Price - \$414.75 /Regular Price - \$623.00  
 Produced on 3/16" Thick White Foamcore
- 04 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$207.00 /Regular Price - \$310.25  
 Produced on 3/16" Thick White Foamcore
- 07 608307 117" wide x 12" tall  
 Discount Price - \$177.50 /Regular Price - \$266.00  
 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/071600538/exhibit2/esm>

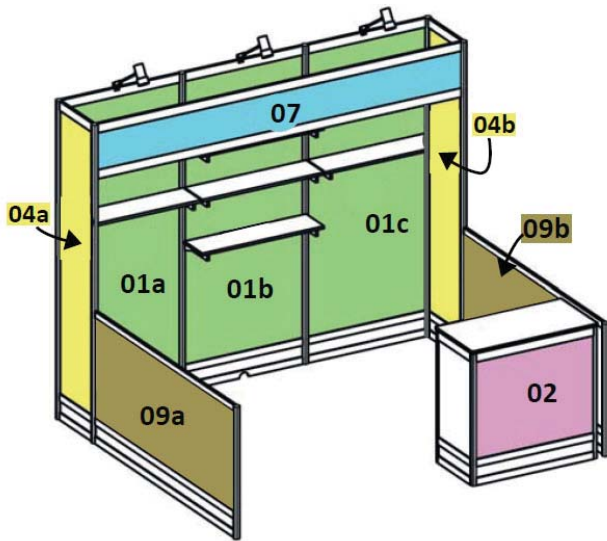


**Booth Rendering**

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 - \$414.75 /Regular Price - \$623.00  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$207.00 /Regular Price - \$310.25  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$177.50 /Regular Price - \$266.00  
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
 Discount Price - \$145.75 /Regular Price - \$218.50  
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
 Discount Price - \$294.50 /Regular Price - \$442.50  
 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/071600538/exhibit3/esm>



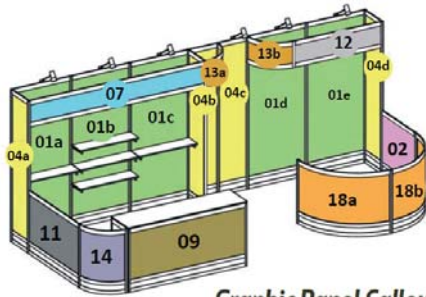
**Booth Rendering**

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 - \$91.00 /Regular Price - \$136.25  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$45.25 /Regular Price - \$68.00  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$231.25 /Regular Price - \$347.25  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$294.50 /Regular Price - \$442.50  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$113.00 /Regular Price - \$170.00  
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$414.75 /Regular Price - \$623.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$207.00 /Regular Price - \$310.25  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$87.25 /Regular Price - \$130.75  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$145.75 /Regular Price - \$218.50  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$177.50 /Regular Price - \$266.00  
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.

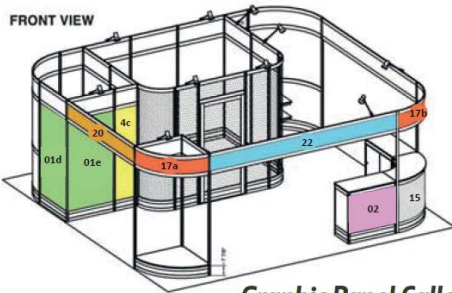
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/071600538/exhibit4/esm>

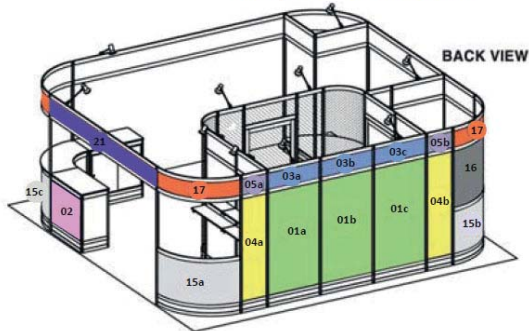
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

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



**Graphic Panel Callout**



- 21** 608321 136 9/16" wide x 12" tall  
 Discount Price - \$136.25 /Regular Price - \$204.75  
 Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall  
 Discount Price - \$146.75 /Regular Price - \$220.75  
 Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall  
 Discount Price - \$170.00 /Regular Price - \$255.50  
 Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall  
 Discount Price - \$145.75 /Regular Price - \$218.50  
 Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall  
 Discount Price - \$57.75 /Regular Price - \$86.75  
 Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall  
 Discount Price - \$45.25 /Regular Price - \$68.00  
 Produced on 3/16" Thick White Foamcore

- 01** 608301 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$414.75 /Regular Price - \$623.00  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$207.00 /Regular Price - \$310.25  
 Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall  
 Discount Price - \$277.50 /Regular Price - \$417.00  
 Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall  
 Discount Price - \$231.25 /Regular Price - \$347.25  
 Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall  
 Discount Price - \$235.25 /Regular Price - \$353.50  
 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/071600538/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.

2017 NSC Congress & Expo  
 Indiana Convention Center  
 September 25 - 27, 2017

Discount Deadline Date:  
 September 8, 2017

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



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

**13 oz. Carpet Color Options**  
 (Gray will be provided if no color is indicated below)

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

C Color Codes are Coated Panels  
 F Color Codes are Fabric

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

## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,670.75	2,506.00		7.0	\$
↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	3,151.00	4,727.00		7.0	\$
↳ 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	6,928.50	10,393.00		7.0	\$
↳ 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	10,301.50	15,452.50		7.0	\$
↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	545.25	817.25		7.0	\$
600110	Exhibit, Armlight Black	80.75	121.25		7.0	\$
600103	Exhibit, Counter, 1M Curved	752.25	1,128.50		7.0	\$
↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	380.25	570.25		7.0	\$
↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	521.00	781.50		7.0	\$
↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	692.25	1,038.25		7.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	546.50	820.00		7.0	\$
600223	Exhibit, Light Box, Small 37"x28"	337.25	506.25		7.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	476.75	715.00		7.0	\$
600291	Exhibit, Panel, Wirewall, 1M	465.75	698.75		7.0	\$

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# Exhibit Systems Order Form

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

Discount Deadline Date:  
September 8, 2017

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

### Accessories

600243	Exhibit, Shelf, 1M x 10" Deep	63.50	95.25		7.0	\$
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### Electrical or Utilities Under Carpet?

Yes  No

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

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

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# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
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

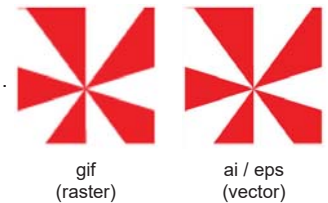
Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 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/071600538/signs>

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# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
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.

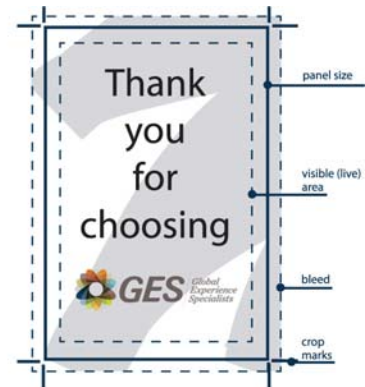


figure a.

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# 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.

2017 NSC Congress & Expo  
 Indiana Convention Center  
 September 25 - 27, 2017

Discount Deadline Date:  
 September 8, 2017

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

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/071600538/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	<b>249.25</b>	373.75		7.0	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	<b>193.25</b>	290.50		7.0	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	<b>203.75</b>	306.25		7.0	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	<b>369.50</b>	554.50		7.0	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	<b>226.75</b>	341.00		7.0	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	<b>482.50</b>	724.25		7.0	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	<b>340.00</b>	509.75		7.0	\$
601099	Printed Cardboard Base for Freestanding Boards	<b>22.25</b>	33.25		7.0	\$

**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** \$

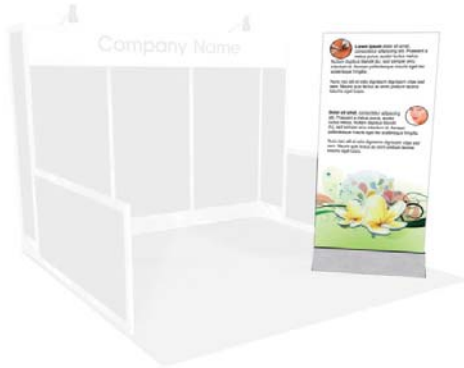
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# Standard Graphics

## 38" Ad Board

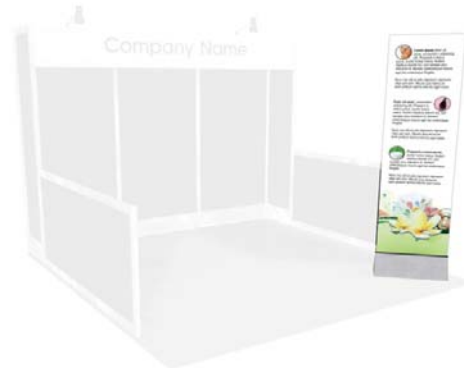


600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*



# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Discount Deadline Date:  
September 8, 2017

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



Tips

## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday and Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	79.50	99.00	118.50			\$
705000	Install & Dismantle, ST Move Out	79.50	99.00	118.50			\$
705000	Install & Dismantle, OT Move In	118.50	148.00	178.00			\$
705000	Install & Dismantle, OT Move Out	118.50	148.00	178.00			\$
705000	Install & Dismantle, DT Move In	157.25	196.75	235.75			\$
705000	Install & Dismantle, DT Move Out	157.25	196.75	235.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600538/labor/esm>

## Step 2. Please Indicate Service



Help

**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/071600538/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.

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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

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half 1/2 hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (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**

\$

092517 071600538

L-1 090617



# Forklift Order Form

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

2017 NSC Congress & Expo  
 Indiana Convention Center  
 September 25 - 27, 2017

Discount Deadline Date:  
 September 8, 2017

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



## Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday and Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	117.00	146.00	175.50			\$
705200	5,000#, ST Move Out	117.00	146.00	175.50			\$
705200	5,000#, OT Move In	264.75	331.00	397.00			\$
705200	5,000#, OT Move Out	264.75	331.00	397.00			\$
705200	5,000#, DT Move In	340.50	425.50	511.00			\$
705200	5,000#, DT Move Out	340.50	425.50	511.00			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	78.75	98.50	118.50			\$
705030	Freight, ST Move Out	78.75	98.50	118.50			\$
705030	Freight, OT Move In	118.50	148.00	178.00			\$
705030	Freight, OT Move Out	118.50	148.00	178.00			\$
705030	Freight, DT Move In	157.25	196.75	235.75			\$
705030	Freight, DT Move Out	157.25	196.75	235.75			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/071600538/labor/esm>

## Step 2. Labor Information



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

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

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

Additional labor will be assigned if necessary.



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

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

### Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

#### Move In

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

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

#### Move Out

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

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

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

**Please Sign**

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

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

\_\_\_\_\_  
Date

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

**Total Payment Enclosed**

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

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# 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.

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Please complete and return the Hanging Sign Labor Order Form by September 8, 2017.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

## 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.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) 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.

## Non-Electrical Truss Information:

GES is responsible for assembly, installation, and removal of all non- electrical trusses.

If you wish your representative to be present during the assembly, installation, and removal of your non- electrical truss, please check the appropriate box on the Hanging Sign Labor Order Form (H-2).

- All trusses must be designed to comply with Show Organizer rules and regulations and facility limitations.
- All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.

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# 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.

2017 NSC Congress & Expo  
 Indiana Convention Center  
 September 25 - 27, 2017

Discount Deadline Date:  
 September 8, 2017

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



## Easy Ordering Tips:

- GES is responsible for assembly, installation, and removal of all HANGING SIGNS.
- A crew will be assigned consisting of a lift with two decorators. At GES discretion, a third decorator may be required for safety reasons.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday and Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

### Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift, ST Move In	451.00	563.75	676.50			\$
705300	High Lift, ST Move Out	451.00	563.75	676.50			\$
705300	High Lift, OT Move In	563.75	704.75	846.00			\$
705300	High Lift, OT Move Out	563.75	704.75	846.00			\$
705300	High Lift, DT Move In	676.50	846.00	1,014.75			\$
705300	High Lift, DT Move Out	676.50	846.00	1,014.75			\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	79.50	99.00	118.50			\$
705020	Sign Assembly, OT Move In Only	118.50	148.00	178.00			\$
705020	Sign Assembly, DT Move In Only	157.25	196.75	235.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600538/labor/esm>



**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.

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H-2 091117



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 8, 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

How many signs will be hung in your booth?  
\_\_\_\_\_

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

### Type of Sign

- Banner                       Structural Signage  
 Systems                       Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

**(Not provided by GES. These services must be ordered through the electrical service provider)**

Is your sign electrical?  
 Yes                       No

### Shape of Sign

- Square                       Rectangle  
 Triangle                       Circle  
 Serpentine                       Other \_\_\_\_\_

### 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 must assemble your sign prior to hanging. See Hanging Sign Labor Rate and Information.

### Hoists

**(Not provided by GES. These services must be ordered through the facility)**

Are hoists required?  
 Yes                       No  
if yes, how many? \_\_\_\_\_  
 Exhibitor Owned                       GES Rental

### Supervision

Do you want to supervise the hanging of your sign?  
 Yes                       No  
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.

Your Hanging Sign received in the advance warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.

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

Discount Deadline Date:  
September 8, 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

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

### Move In

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

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

### Move Out

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

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

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

**Please Sign**

X

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

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

Date \_\_\_\_\_

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

**Total Payment Enclosed**

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

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# Booth Layout - Hanging Signs

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Form Deadline Date:  
September 8, 2017

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



## Form Tips:

- Use bold lines to indicate the outline of 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

Front of Booth

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

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H-3 102615

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

2017 NSC Congress & Expo

Name of Exhibition

0710600538

Booth Number

C/O GES  
YRC

4430 Stout Field North Drive  
Indianapolis, IN 46241 USA

**Shipment Should Arrive on or Between:**  
**Monday, Aug 21, 2017 - Tuesday, Sep 19, 2017**

The GES Warehouse will be closed September, 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:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

2017 NSC Congress & Expo

Name of Exhibition

0710600538

Booth Number

C/O GES  
YRC

4430 Stout Field North Drive  
Indianapolis, IN 46241 USA

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



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.

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Discount Deadline Date:  
September 8, 2017

Company Name	Email	Phone Number	Booth Number
***NSC will be providing the 1st night of vacuuming***			



## 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

### Vacuuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500600	Duration of Show (per sq. ft. per day)	0.43	0.67		3	\$
500602	Per Day (per sq. ft. per day)	0.55	0.82			\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.72	1.08		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.94	1.41			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	125.50	188.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	157.00	235.50			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	188.50	283.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	220.50	330.75			\$

## 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%**.

071600538  
092517  
J-1 063017



# 2017 Electrical Service Order

Order Online at <http://www.icclos.com>

Utility Department  
317-262-3467  
utilities@icclos.com

**PAYMENT MUST ACCOMPANY ORDER**

*Please TYPE or PRINT legibly*

ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies. **Note: All booth power is connected from the floor.**

120 volts	Qty	Advance	Standard	TOTAL
5 amp (550 watts)		\$ 92.00	\$ 131.00	\$
10 amp (1100 watts)		\$ 119.00	\$ 168.00	\$
15 amp (1650 watts)		\$ 146.00	\$207.00	\$
20 amp (2200 watts)		\$159.00	\$225.00	\$
If 24 hr service, is required - Add 50% to original connection chg	5A	\$ 46.00	\$ 65.50	\$
	10A	\$ 59.50	\$ 84.00	\$
	15A	\$ 73.00	\$ 103.50	\$
	20A	\$ 78.00	\$ 112.50	\$

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Booth/Room# \_\_\_\_\_

Exhibitor Firm Name \_\_\_\_\_

Exhibitor Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Province \_\_\_\_\_

State, ZIP, Country \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # \_\_\_\_\_

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# \_\_\_\_\_

**I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.**

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ Security code (\_\_\_\_ \_\_)  
(Must be valid one month after event)

\_\_\_\_\_  
AUTHORIZED BY (PRINTED NAME)

\_\_\_\_\_  
AUTHORIZED BY (SIGNATURE)

**IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE**

Prices effective 1/1/17 – subject to change without notice.

**Labor Charge for Requested Placement**  
Location of ANY electrical (per hour) \$ **91.00** \$

\*\*NOTE: For requested placement – attach diagram with location measurements and direction orientation.

SPECIAL ELECTRICAL SERVICE includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

208 VOLTS / SINGLE PHASE				
Per Single Connection	Qty	Advance	Standard	TOTAL
20 amp		\$288.00	\$460.00	\$
30 amp		\$350.00	\$559.00	\$
40 amp		\$399.00	\$638.00	\$
60 amp		\$530.00	\$848.00	\$
100 amp		\$800.00	\$1280.00	\$
200 amp		\$1513.00	\$2421.00	\$

208 VOLTS / 3 PHASE				
Qty	Advance	Standard	TOTAL	
20 amp	\$357.00	\$571.00	\$	
30 amp	\$450.00	\$719.00	\$	
40 amp	\$545.00	\$872.00	\$	
60 amp	\$722.00	\$1155.00	\$	
100 amp	\$1144.00	\$1830.00	\$	
200 amp	\$2000.00	\$3200.00	\$	

Standard USA voltages are available (call 317-262-3467 for pricing)  
208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase

	\$	\$	\$
	\$	\$	\$

All other voltages are special order and require 30 day notice prior to show setup

**RENTAL ITEMS**

Includes 7% IN Sales Tax	Qty	Advance	Standard	TOTAL
Quad Box (4 outlets)		\$ 24.92	\$ 41.50	\$
Extension Cord		\$ 24.92	\$ 41.50	\$
3/250 Watt Floodlight Stanchion (electric included)		\$ 141.10	\$199.23	\$
<b>TOTAL ELECTRIC ORDER (U.S. FUNDS)</b>				<b>\$</b>

**NO REFUNDS AFTER INSTALLATION OF SERVICE.**

**CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.**

**PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE**

## ICCLOS ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **REQUESTED PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. **Note: All booth power is connected from the floor.** Payment IN FULL must be received for such services prior to installation.
5. **ALL ELECTRICAL CONNECTIONS,** installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center/Stadium. **“House electricians” may at any time check voltage and amperage at any booth.** Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **EXHIBITORS’** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a “house electrician” make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCLOS can install as part of the initial installation. When approved by a “house electrician,” normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a “house electrician” has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without “house electrician,” however, all service connections and overload protection to such equipment must be made by a “house electrician” only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium’s property and shall be removed ONLY by the Center/Stadium at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours..
20. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
21. **MISCELLANEOUS MATERIALS,** if required, will be billed at time of service at cost plus 15% plus 7% Indiana Sales tax.
22. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
23. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
24. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
25. **REFUNDS:** After installation — NO REFUND.
26. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than \$15.00 must be made in writing.
27. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
28. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.

Booth/Room #: \_\_\_\_\_ Event Name: \_\_\_\_\_

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

**IMPORTANT!!** Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

**X** = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft



## EXHIBIT SPECIAL LIGHTING ORDER FORM

Return to: INDIANA CONVENTION CENTER & LUCAS OIL STADIUM  
ATTN: EVENT COORDINATION DEPARTMENT  
100 South Capitol Avenue Indianapolis, IN 46225  
(317) 262-3400 Fax (317) 262-3685

The ICCLOS can provide special lighting for exhibit booths in a limited amount. **IT IS CRUCIAL THAT YOU CONTACT YOUR EVENT COORDINATOR AT 317.262.3400 BEFORE YOU PLACE THE ORDER.** Upon permission from the Event Coordinator, complete this form and return to the address noted above **NO LESS THAN 14 WORKING DAYS PRIOR TO INSTALLATION DATE.** Special exhibit booth lighting is provided on a first-come, first-served basis. **(Please print or type)**

Date: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

PAYMENT INFORMATION:  AMX  Discover  MasterCard  Visa

Acct. # \_\_\_\_\_ Authorization Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

I authorize post-show billing on a time and materials basis.

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

Will your booth have a sign/banner to hang from the ceiling? Yes  No

Has an order for a sign/banner been placed with us? Yes  No

Installation Date & Time: \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_ ON-SITE CONTACT CELL PHONE #: \_\_\_\_\_

Special requests / instructions: \_\_\_\_\_

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### EXHIBIT SPECIAL LIGHTING REGULATIONS:

1. Order form must be accompanied by a blue print of booth, indicating area(s) to light.
2. To secure client satisfaction, a designated person, with the ability to make decisions for the booth, must be present during installation/light focus.
3. All lights must be installed/focused and removed by ICCLOS personnel.
4. Upon receipt of order form and blue print by the Event Coordination Department, order is reviewed based on the location of booth in the exhibit hall. The Event Coordinator will confirm only then whether your request is possible.
5. Charges to the client will include labor to install, focus and dismantle lights, rental charge of lift needed and labor to turn lights on/off on show days. The ICCLOS is not responsible for any lights that may burn out during show days. If possible, lights may be replaced after show hours. The cost to replace lights is the responsibility of the client. Possibility depends on availability of labor, location of booth, and aisle carpet.



# 2017 Telephone Service Order

Order Online at <http://www.icclos.com>

Utility Department  
317-262-3467  
utilities@icclos.com

**Please TYPE or PRINT legibly**

**PAYMENT MUST ACCOMPANY ORDER**

INDIANA CONVENTION CENTER AND LUCAS OIL STADIUM SERVICES				
SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL	QTY
DIGITAL Telephone <sup>1</sup> VOIP Service with Unlimited Local Calling	\$271.00	\$376.00	\$	
ANALOG Service with Unlimited Local Calling(CREDIT CARD MACHINE, FAX, modem)	\$271.00	\$376.00	\$	
Unlimited Domestic Long Distance per Phone	\$50.00	\$50.00	\$	
Dry Pair <sup>2</sup>	\$271.00	\$376.00	\$	
Additional Services: (ISDN,T1 Extension, Dark Fiber)	Call for Quote		\$	
<b>TOTAL (U.S. FUNDS)</b>			\$	

<sup>1</sup> No charge or deposit is required for the basic phone set. If the phone set is not returned to the Utility Department at the close of the show, a fee of \$250.00 will be billed.

<sup>2</sup> Dry pairs may require additional time and material charges.

**DIALING "9" IS REQUIRED TO GET AN OUTSIDE LINE**

**NO REFUNDS AFTER INSTALLATION OF SERVICE**

**Cancellations must be received prior to set-up of event in order to receive refund.**

**PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.**

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Booth/ Room# \_\_\_\_\_

Exhibitor Firm Name \_\_\_\_\_

Exhibitor Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/ Province \_\_\_\_\_

State, ZIP, Country \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE - NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check# \_\_\_\_\_

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# \_\_\_\_\_

**I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.**

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ Security code (\_\_\_\_) (Must be valid one month after event)

\_\_\_\_\_  
AUTHORIZED BY (PRINTED NAME)

\_\_\_\_\_  
AUTHORIZED BY (SIGNATURE)

Prices effective 1/1/17 – subject to change without notice.

**INTERNET ACCESS:** Provided by an exclusive contracted provider to the Indiana Convention Center and Lucas Oil Stadium. Please see [www.icclos.com](http://www.icclos.com) for additional information.



## **TELEPHONE RULES AND REGULATIONS**

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rates. All order forms must be completed in full – incomplete order forms could result in delayed processing and possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by ICCLOS and DO NOT include connecting equipment to provided services. Special placement, connecting of equipment, relocation of service will result in additional charges. Payment **IN FULL** must be rendered for such services before the close of business the day service is connected.
4. **ALL EQUIPMENT** must conform to all federal, state and local state fire and safety codes.
5. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all connections, equipment and facilities, which any customer uses while in the Center/Stadium.
6. **UNDER NO CIRCUMSTANCES** shall utilities be shared between Exhibitors.
7. **ALL MATERIAL AND EQUIPMENT** furnished by ICCLOS for this service order shall remain ICCLOS's property and shall not be removed from the Center/Stadium at the close of the show.
8. **UNLESS OTHERWISE DIRECTED**, ICCLOS electricians/telecom personnel are authorized to cut floor coverings to permit installation of service.
9. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
10. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
11. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by Show Management.
12. **ANY SPECIAL EQUIPMENT** that must be utilized in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
13. **MISCELLANEOUS MATERIALS** purchased in order to complete an assembly, will be charged on site at cost plus 15% plus 7% Indiana Sales Tax.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **CLAIMS** for lost service, no service, or damages will NOT be considered unless filed by Exhibitor prior to close of show.
16. **CANCELLATION** must be received prior to set-up of event in order to receive refund.
17. **REFUNDS** will not be considered after installation of service.
18. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail or refunded on the credit card used. Claims for refunds for less than \$15.00 must be made in writing to the ICCLOS Accounting Department.
19. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a \$30.00 service charge for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check.
20. **FINAL CHARGES (INVOICES) AND REFUNDS FOR OVER PAYMENT** will not be available until 30 days after the of the event. Credit card receipts or confirmations of orders can be faxed after processing.



# FLOOR PLAN – TELEPHONE LINES

Booth/Room #: \_\_\_\_\_ Event Name: \_\_\_\_\_

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

**IMPORTANT!!** Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

**X** = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



# 2017 Cable Television Service Order

Order Online at <http://www.icclos.com>

Utility Department  
317-262-3467  
utilities@icclos.com

**PAYMENT MUST ACCOMPANY ORDER**

**BASIC CABLE TELEVISION SERVICE / LOCAL HD PROGRAMMING** charges include the cost of a single cable connection and a temporary line to your booth. All facility equipment and cables must remain at the close of the event or the Exhibitor will be billed for their replacement. To receive HD programming, you, the Exhibitor, must provide your own HD receiver capable of receiving Off-Air programming (an RF cable connection).

QTY	ADVANCE RATE	STANDARD RATE	TOTAL
	\$ 300.00	\$ 426.00	\$

ORDERS RECEIVED LESS THAN TEN (10) DAYS PRIOR TO CONNECTION WILL NOT BE CONSIDERED.

**SPECIAL CABLE TELEVISION SERVICE**

Special Cable service and/or placement requires additional labor of \$91.00/hr.	TOTAL
	\$
<b>SERVICE TOTAL (U.S. FUNDS)</b>	\$

**SPECIAL INSTRUCTIONS:**

Service installed to the rear center of the booth. If other than a standard booth, please attach a drawing.

\_\_\_ Island Booth    \_\_\_ Standard Booth    \_\_\_ Two Story Booth

*Please TYPE or PRINT legibly*

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Booth/Room# \_\_\_\_\_

Exhibitor Firm Name \_\_\_\_\_

Exhibitor Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Province \_\_\_\_\_

State, ZIP, Country \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE - NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # \_\_\_\_\_  
Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.  
PO# \_\_\_\_\_

**I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.**

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_ / \_\_\_ Security code (\_\_\_\_)  
(Must be valid one month after event)

\_\_\_\_\_  
AUTHORIZED BY (PRINTED NAME)

\_\_\_\_\_  
AUTHORIZED BY (SIGNATURE)

**IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE**

Prices effective 1/1/17

**NO REFUNDS AFTER INSTALLATION OF SERVICE.**  
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

**PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.**

## ICCLOS POLICIES & CONDITIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.** Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance Orders will receive priority service.
2. **UNDER NO CIRCUMSTANCES** will there be sharing of services between exhibitors.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes. ICCLOS reserves the right to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
5. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of exhibitor material are subject to removal or relocation in the event ICCLOS staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
6. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
7. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
8. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of the first event day.
9. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the exhibitor and will remain the property of ICCLOS.
10. **REQUESTS for "Special Service"** (see form) must be received by the ICCLOS 30 days prior to scheduled exhibitor arrival and move-in.
11. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
12. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
13. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by exhibitor **PRIOR** to close of event.
14. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
15. **REFUNDS:** **NO REFUNDS** after installation of service.
16. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
17. **NON-SUFFICIENT FUND CHECKS (NSF):** service charge of \$30.00 on NSF checks. **NO** checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
18. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.

# 2017 Gas / Water / Drain / Compressed Air Service Order

Order Online at <http://www.icclos.com>

Utility Department  
317-262-3467  
utilities@icclos.com

**PAYMENT MUST ACCOMPANY ORDER**

<b>NATURAL GAS</b> with a rating of 900 BTU per cubic ft. at 6" water gauge pressure. One piece of equipment constitutes one hook-up. Manifolds will be charged as multiple hook-ups. Normal service is scheduled show hours.				
CONNECTIONS	QTY	Advance	Standard	TOTAL
First – up to 1/2" Max.		\$ 282.00	\$ 451.00	\$
Each add'l conn.		\$ 193.00	\$ 309.00	\$
<b>COMPRESSED AIR</b> 95-100 lbs. PSI 650 Free Air CFM at compressor outlet				
First – Up to 1/2" Max.		\$ 252.00	\$ 353.00	\$
Each add'l conn.		\$ 176.00	\$ 246.00	\$
<b>WATER</b> (continuous) Outlet 1/2". Minimum pressure 45 PSI – maximum pressure 60 PSI				
First Connection		\$ 259.00	\$ 363.00	\$
Each add'l conn.		\$ 163.00	\$ 228.00	\$
<b>DRAINAGE</b>				
First Connection		\$ 168.00	\$ 269.00	\$
Each add'l conn.		\$ 96.00	\$ 154.00	\$
<b>UTILITY SERVICE SUB-TOTAL</b>				\$
<b>RENTAL ITEMS</b> (includes 7% Indiana Sales Tax)				
Water Heater (electrical hook-up must be ordered with water heater)		\$ 88.81	\$ 175.48	\$
Sink (sink hook-up must be ordered with water connection and drain connection)		\$ 43.99	\$ 61.60	\$
<b>**Repairs, non-standard hook-ups, and/or special placement requires additional charge (1 hour minimum).</b>				
<b>Labor Charge for Requested Placement Location of ANY Connection (per hour)</b>			\$91.00	\$
**NOTE: For requested placement – attach diagram with location measurements and direction orientation.				
<b>One time water tank or other fill-up occasions – contact the Utility Department for pricing (317) 262-3467.</b>				
_____ gallons of water \$ _____				
<b>TOTAL SERVICE ORDER (U.S. DOLLARS)</b>				\$ _____

Please TYPE or PRINT legibly

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Booth/Room# \_\_\_\_\_

Exhibitor Firm Name \_\_\_\_\_

Exhibitor Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Province \_\_\_\_\_

State, ZIP, Country \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # \_\_\_\_\_

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# \_\_\_\_\_

**I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.**

Credit Card # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ SECURITY CODE (\_\_\_\_)

(MUST BE VALID ONE MONTH AFTER EVENT)

\_\_\_\_\_  
AUTHORIZED BY (PRINTED NAME)

\_\_\_\_\_  
AUTHORIZED BY (SIGNATURE)

**IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE**  
Prices effective 1/1/17 – subject to change without notice.

**NO REFUNDS AFTER INSTALLATION OF SERVICE.**  
Cancellations must be received prior to set-up of event to receive refund.

**PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.**

## UTILITY RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of the event day.
4. **ALL EQUIPMENT MUST CONFORM** to all federal, state and local state fire and safety codes.
5. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
6. **ICCLOS RESERVES THE RIGHT TO INSPECT** and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
7. **ALL EQUIPMENT** using water must have inlet and outlet properly tagged.
8. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house plumber" make utility connections to any building equipment.
9. **The ICCLOS WILL NOT BE RESPONSIBLE** for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
10. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a "house plumber," however, all service connections to such equipment must be made by a "house plumber" only.
11. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
12. **UNLESS OTHERWISE DIRECTED**, ICCLOS plumbers are authorized to cut floor coverings to permit installation of service.
13. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Utility Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
14. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
15. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
16. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order forms must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation.
17. **ANY SPECIAL EQUIPMENT OR MATERIALS** that must be purchased in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
18. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
19. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
20. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **prior** to close of event.
21. **CANCELLATION:** Cancellations must be received prior to set-up of event to receive refund.
22. **REFUNDS:** After installation — NO REFUNDS.
23. **REFUNDS OR CREDITS** in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail. Claims for refunds for less than \$15.00 must be made in writing.
24. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
25. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.

# 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.

2017 NSC Congress & Expo  
 Indiana Convention Center  
 September 25 - 27, 2017

Form Deadline Date:  
 August 23, 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.

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# Agreement and Rules and Regulations between GES and EAC

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

2017 NSC Congress & Expo  
Indiana Convention Center  
September 25 - 27, 2017

Form Deadline Date:  
August 23, 2017

Company Name	Email	Phone Number	Booth Number
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## 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), National Safety Council Congress and Expo (Show Management), 2017 NSC Congress & Expo (Show) and Indiana Convention Center (Facility) 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.

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# Agreement and Rules and Regulations between GES and EAC

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

2017 NSC Congress & Expo  
 Indiana Convention Center  
 September 25 - 27, 2017

Form Deadline Date:  
 August 23, 2017

Company Name	Email	Phone Number	Booth Number
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## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter 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

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**ACORD** 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY) 01/01/17

**PRODUCER**  
**ABC Insurance Agency** Fax: (212) 555-6100  
 1234 Broker Lane  
 New York, NY 10895  
 Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

**INSURED** 2.  
**Big Boom Company, Inc.**  
 1234 Corporate Lane  
 New York, NY 10895  
 Attn: Joe Smith  
 Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**  
 INSURER B: **Aetna Casualty & Surety Company**  
 INSURER C: **Travelers Insurance Company**  
 INSURER D: **Royal Insurance Company**  
 INSURER E:

3. **COVERAGES**  
 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
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/17	01/01/18	EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire) \$ 50,000
					MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$1,000,000
					GENERAL AGGRREGATE \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/17	01/01/18	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident)
					BODILY INJURY \$ (Per person)
					BODILY INJURY \$ (Per accident)
					PROPERTY DAMAGE \$ (Per accident)
					AUTO ONLY-EA ACCIDENT
					OTHER THAN AUTO ONLY: \$ \$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/17	01/01/18	EACH OCCURRENCE \$1,000,000
					AGGREGATE \$1,000,000
					\$
					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/17	01/01/18	X WC STATU-ORY LIMITS OTHER
					E.L. EACH ACCIDENT \$1,000,000
					E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate

5. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 Global Experience Specialists, Inc. (GES) (Official Service Provider), National Safety Council Congress and Expo (Show Management), Indiana Convention Center (Facility), and 2017 NSC Congress & Expo (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 Indianapolis.

**CERTIFICATE HOLDER** X **ADDITIONAL INSURED; INSURER LETTER:** X **CANCELLATION**

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 *John Smith* 10.

- 1. Producer:** Insurance Agent / Broker who issues certificate.
- 2. Name of Insured:** Must be the legal name of contracting party.
- 3. Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
- 4. Form of Coverage:** Must be "occurrence" form of coverage.
- 5. Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), National Safety Council Congress and Expo (Show Management), 2017 NSC Congress & Expo (Show) and Indiana Convention Center (Facility) 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.

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Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1st Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=014](http://orders.smartcitynetworks.com/tc.aspx?center=014)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
--	---

<b>Dedicated Wired Internet Routers Allowed</b> Connection speeds of 3Mbps and up <b>Required for:</b> <ul style="list-style-type: none"> <li>Web Casting</li> <li>HD Streaming</li> <li>Routers(wired or wireless)</li> </ul> <b>Includes 5 Static Public IP Addresses</b>	<b>Premium Wired Internet No wired or wireless routers</b> Shared Connection speeds up to 10Mbps <b>Recommended for:</b> <ul style="list-style-type: none"> <li>Wired Cyber Cafe</li> <li>Social Media Feeds</li> <li>Multi Media Downloads</li> </ul> <b>Includes 1 Static Private IP Address</b>	<b>Basic Wired Internet No wired or wireless routers</b> Shared Connection speeds up to 1.54Mbps <b>Recommended for:</b> <ul style="list-style-type: none"> <li>Email</li> <li>Surfing the Internet</li> </ul> <b>Supports 1 device only</b>
---	--	--

**Wireless services are NOT included on this form please contact us for specific rates**

**ORDER ONLINE: [orders.smartcitynetworks.com/Ordering.aspx](http://orders.smartcitynetworks.com/Ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Shared Internet Services Routers Prohibited	QTY	Incentive	Base	Total
a. Premium Internet Service		\$1,095	\$1,395	
b. Additional Devices for Premium Service		\$150	\$185	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	
d. Basic Internet Service		\$695	\$895	
2. Dedicated Internet Services Routers Supported				
a. Dedicated 3Mbps		\$3,495	\$4,370	
b. Dedicated 6Mbps		\$5,900	\$7,375	
c. Dedicated 10Mbps		\$7,850	\$9,810	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	
<b>Higher Bandwidth Services Available Please call (888) 446-6911 for quote.</b>				
3. Internet Equipment & Labor				
a. Switch Rental – up to 24 ports		\$185	\$225	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	
4. Special Quote Attachment A or Statement of Work (if applicable)				
5. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)				
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>				
		<b>SUBTOTAL</b>		
<b>Send Completed Orders with Payment and Floor Plan To:</b> SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>		<b>ESTIMATED 10% TAX / FEES</b>		
		<b>GRAND TOTAL</b>		
<b>Effective January 1, 2017 December 31, 2017</b>		<b>Customer No: 2017 - 014 -</b>		

**INTERNET – NETWORK SERVICE CONTRACT**

# Network Security Declaration

Center: Indiana CC + Lucas Oil Stdm (014) - IN

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2017 - 014 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

## Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\*

\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\*

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



# Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN  
 Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2017 - 014 -

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



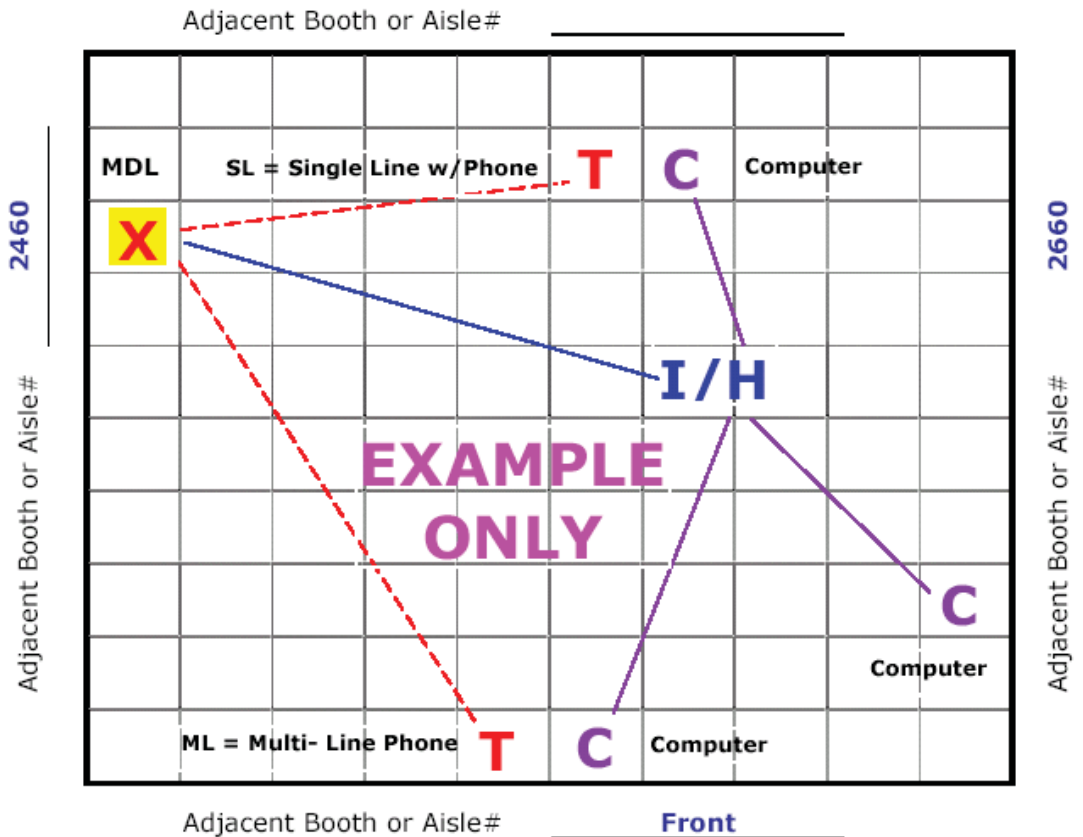
# Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2017 - 014 - XXX - XXXX

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



# The smart way to collect leads



App works with all iPhone, iPad and Android devices with this year's and the previous year's operating system.

## CompuLEAD App

Download the app and activate it via a unique activation code on your own smart device

- Transfer activations between your staff's devices
- Custom qualifiers and survey questions
- Edit lead information and add notes
- Scan badges on and off the show floor even when cellular/Wi-Fi connection is lost
- Send your own marketing materials to your leads from the app
- Get personal in-booth training *Additional charges apply*
- Wireless printer *Additional charges apply*



CompuLEAD Tablet



Wireless Printer

## CompuLEAD Tablet

A rental LG tablet equipped with the CompuLEAD app

- Custom qualifiers and survey questions
- Edit lead information and add notes
- Scan badges on and off the show floor even when cellular/Wi-Fi connection is lost
- In-booth delivery, setup and training *Additional charges apply*
- Wireless printer *Additional charges apply*



Program runs in iOS & Android Smartphones and Tablets

## atEvent—Sync your leads to Marketing Automation and CRM systems

The atEvent event lead capture solution gives you the tools and insights you need to maximize sales conversions from events.

- Get event leads transferred into your Marketing Automation and CRM systems automatically
- Drive prospect nurturing and near real-time follow-up of sales-ready leads
- NO MORE SPREADSHEETS
- Add Scan badges and business cards
- Capture topics of interests and qualified follow up actions



[compusystems.com/order](http://compusystems.com/order)

Fax: +1 708.344.4444 • Inside the U.S. (Toll-free): 866.600.LEAD (5323)

Outside the U.S.: +1 708.786.5565

2017 National Safety Council Congress & Expo • September 25-27, 2017

Indiana Convention Center • Indianapolis, IN



CompuSystems

**Packages**

	7/27/17 EARLY BIRD	8/11/17 ADVANCE	STANDARD	QTY	TOTAL
<b>CompuLEAD App 3 User Activation</b> (115) • Custom qualifiers and surveys • 15 pieces of literature (15 PDFs, up to 5 MB each) • 5 links to videos	\$505	\$530	\$555	_____	\$ _____
+ Additional User Activations (173B)	\$130	\$130	\$130	_____	\$ _____
<b>CompuLEAD Tablet</b> (114) • Custom qualifiers and surveys • Wireless printer* • Delivery, setup and in-booth training • 15 pieces of literature (15 PDFs, up to 5 MB each) • 5 links to videos	\$760	\$825	\$920	_____	\$ _____
<b>atEvent</b> • Capture detailed prospect information • Marketing automation (Eloqua, Marketo, Hubspot, Pardot) or CRM (Salesforce.com) integration • Event intelligence and sales insights • Unlimited users	\$895	\$945	\$995	_____	\$ _____

**A-la-Carte**

<b>CompuLEAD App 3 User Activation</b> (173A) + Additional User Activations (173B)	\$380	\$405	\$435	_____	\$ _____
<b>CompuLEAD Tablet</b> (174A)	\$380	\$405	\$435	_____	\$ _____

**Add-ons**

<b>Wireless Printer For App</b> (287A) – Only pairs to 1 device/app at a time	+\$110	+\$125	+\$145	_____	\$ _____
<b>Wireless Printer For Tablet</b> (187A) – Only pairs to 1 device/app at a time	+\$110	+\$125	+\$145	_____	\$ _____
<b>Setup and In-Booth Training For App</b> (108)	+\$110	+\$125	+\$145	<input type="checkbox"/>	\$ _____
<b>Delivery, Setup and In-Booth Training For Tablet</b> (08)	+\$110	+\$125	+\$145	<input type="checkbox"/>	\$ _____

**Payment**

Contact Name/Title		Company Name		Booth # (Required)	
Address					
City		State	Zip Code	Country	
Phone		Onsite Cell		Fax	
Email		Alternate Email (to receive leads post-show)			
<p>Credit card deposit required for all rentals. Order will appear as LEAD RETRIEVAL on credit card statement. By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed below.</p> <p><input type="checkbox"/> Visa   <input type="checkbox"/> MC   <input type="checkbox"/> Amex</p>					
Card Number			Expiration Date		
Cardholder Name			Cardholder Signature		

**Subtotal** \$ \_\_\_\_\_  
 Processing Fee \$ \_\_\_\_\_ 15.00  
**TOTAL** \$ \_\_\_\_\_

**All applicable taxes will be added**  
**All prices in U.S. dollars.**  
**All orders subject to a \$100 cancellation fee**  
**No refunds after 8/25/17**  
**No refunds on the CompuLEAD App**

**Order**  
[compusystems.com/order](http://compusystems.com/order)

**For assistance**  
 Inside the U.S. (Toll-free): 866.600.LEAD (5323)  
 Outside the U.S.: +1 708.786.5565

TERMS AND CONDITIONS. By completing this Lead Retrieval Order you agree to be held liable for the safekeeping and return of the CompuLEAD unit and its accessories. If the unit or Bluetooth printer is not returned, returned damaged or stolen, a replacement fee of \$500 per item will be charged to the credit card used when placing the order. If the power cord is not returned, a \$100 replacement fee will be charged. If the Portable Android Charger w/ Cord is not returned, a \$50 replacement fee will be charged. If the unit is not returned within one hour after the show floor closes, a \$100 late fee will be charged. CompuSystems is not liable in the event of any hardware or software malfunction, service interruption or loss of saved leads.





# Drive Traffic to Your Booth

2017 National Safety Council Congress & Expo • September 25–27, 2017

Maximize traffic to your booth with TrafficMax attendee list marketing services. This user-friendly, online attendee list rental and marketing system will help you reach qualified buyers for your products and services. It's never been easier or more cost effective to market your presence at the show and also help ensure a return on your exhibiting investment.

## TrafficMax Attendee List Marketing Service

### Attendee List Rental

Mine the attendee data to create a targeted list for marketing purposes. List is provided in either a csv or tab delimited format. All pricing and list counts are calculated prior to finalizing your order, and what's included on the list is displayed on the ordering site.

### Broadcast Email

Create and send a broadcast email to the list you select right through TrafficMax. This flexible system supports HTML and plain text email messages and even includes a tracking report for HTML emails.

**Please note: you will not receive a copy of the attendee list.**

	List Rental			
	MINIMUM ORDER	COST PER RECORD	SETUP FEE	ADDITIONAL COST PER RECORD
Attendee List Rental	\$300	\$0.12	–	–
Broadcast Email	\$300	\$0.12	\$75	\$0.12

### Order

1. Log on to [compusystems.com/order](http://compusystems.com/order)
2. Select TrafficMax, then select from the available options.

The site will display exactly what's included on the list. To get a list count, visit the website and select from the available criteria to target the list. The site will then display a list count and total cost prior to placing the order.

**Questions?** Contact a TrafficMax Specialist at +1 708.786.5565.





WELCOME TO THE INDIANA CONVENTION CENTER  
**& LUCAS OIL STADIUM**

## CENTERPLATE BOOTH CATERING ORDER FORM

**Phone: (317) 262-3500 Fax: (317) 634-0541**

Show Name: \_\_\_\_\_

Show Date: \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Delivery Date(s): \_\_\_\_\_

Delivery Time(s): \_\_\_\_\_

Once complete, fax this order form to 317.634.0541. A Sales Representative will contact you to confirm and prepare a contract agreement.

**Pre-payment is required for all services.**

Orders must be placed two weeks in advance of event date.

A house charge of 21% and 9% sales tax will be added to all food and beverage items.

*All items are served with disposable cups, plates, napkins and utensils where appropriate*

PAYMENT: CREDIT CARD # \_\_\_\_\_  
Visa, MasterCard, American Express or Discover

EXPIRATION DATE: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



QTY	COFFEE SERVICE	PRICE	QTY	COLD HORS D'OEUVRES	PRICE
	Freshly Brewed Hubbard & Cravens Coffee	\$54.00++/gal		International Cheese Display (serves 50)	\$325.00++/platter
	Freshly Brewed Hubbard & Cravens Decaf Coffee	\$54.00++/gal		Vegetable Crudité Display (serves 50)	\$250.00++/platter
	Freshly Brewed Coffee	\$48.00++/gal		Fresh Fruit Display (serves 50)	\$250.00++/platter
	Freshly Brewed Decaffeinated Coffee	\$48.00++/gal		BLT Cone (100 pieces)	\$325.00++/platter
	Hot Tea	\$48.00++/gal		Jumbo Shrimp Cocktail (100 each)	\$400.00++/order
	Keurig Single Cup Brewing Machine	\$65.00/day		Antipasto Skewer(100 pieces each)	\$375.00++/order
	Keurig Pods (Regular, Decaf, Hazelnut, Tea) 24 Pod minimum first order, 12 Pod Refill	\$1.75++/each		Fig & Blue Cheese Flatbread (100 pieces each)	\$295.00++/order
QTY	COLD BEVERAGES	PRICE	QTY	HOT HORS D'OEUVRES	PRICE
	Canned Soft Drinks	\$3.00++/ ea		Crispy Chicken Strips (100 pieces)	\$250.00++order
	Bottled Water	\$3.25++ /ea		Mac & Cheese Bites (100 pieces)	\$275.00++/order
	Bottled Juice	\$3.50++/ ea		Smoked Chicken Quesadilla (100 pieces)	\$350.00++/order
	Iced Tea or Lemonade	\$34.00 ++/gal		Southwestern Spring Roll (100 pieces)	\$300.00++/order
	Assorted VitaminWater	\$5.75++/ ea		Mini Cheeseburger Bites (100 pieces)	\$425.00++/order
QTY	BREAKFAST BAKERY	PRICE	QTY	DESSERTS	PRICE
	Assorted Bagels (per dozen)	\$35.00++/doz		Fresh Baked Cookies (per dozen)	\$32.00 ++dozen
	Assorted Muffins (per dozen)	\$35.00++/doz		Chocolate Fudge Brownies (per dozen)	\$33.00+++dozen
	Assorted Danish (per dozen)	\$30.00++/doz		Butterscotch Blondie's (per dozen)	\$34.00++dozen
	Breakfast Breads (per loaf)	\$34.00++/doz		Lemon Bars (per dozen)	\$43.00++dozen
QTY	SANDWICHES	PRICE	QTY	SNACK ITEMS	PRICE
	<b>Classic Circle City Boxed Lunch</b> Includes sandwich, chips, fruit, cookie & water	\$18.25++/ ea		Roasted Gourmet Cocktail Nuts (pound)	\$24.00++/pound
	<b>Gourmet Wrap Box Lunch</b> Includes sandwich wrap, chips, fruit, cookie & water	\$22.00++/ea		Tortilla Chips w/Salsa	\$3.75++/person
	<b>Gourmet Salad Box Lunch</b> Cobb Salad or Grilled Chicken Caesar Salad with chips, fruit, cookie and water	\$23.00++/ea		Pita Chips with Red Pepper Hummus	\$3.25++/person
	Whole Fresh Fruit (each)	\$2.25 ++/ea		Snack Mix-Traditional or Spicy (per pound)	\$17.25++/pound
	<b>BAR SERVICE (State Law Requires a Centerplate Bartender-included if \$350 minimum is met or \$120.00 for 3 hours)</b>	PRICE	QTY	<b>EQUIPMENT RENTAL (does not include electrical hookup)</b>	PRICE
	Hosted Deluxe/Premium Mixed Drinks	\$6.75/\$7.50++/drink		Water Cooler	\$55.00/day
	Hosted Deluxe Wine/Premium Wine	\$6.25/\$6.75++/drink		Water Jug (5 gallon)	\$55.00++/each
	Hosted Domestic Bottle Beer/Imported Beer	\$5.25/\$5.50++/drink		Freshly Popped PopCorn (per 4 hours)	\$340.00++
	Domestic & Import Keg Beer (for most types)	\$400.00/\$500++/keg		Includes Attendant, 1 case popcorn & machine (additional charged ala carte)	
	ICE by the pound (25 pound minimum)	\$1.00+/pound		Attendant for Machine (4 hour minimum)	\$120.00/4 hrs

## Order Online

<https://psav.boomerecommerce.com>

Place your order before **September 13th**, for 20% off

### Products in our Online Store

23"-90" Monitors (wall-mount and floor stand installation available), SMART monitors, Touchscreen monitors, PC laptops, MacBook Pro, Mac Mini, iMac, 27" all-in-one touchscreens, iPad, Microsoft Surface, Wired Microphones, Wireless Microphones, Input Boxes, Audio Mixers, Personal Speakers

## Need help? Contact Us



### Online Ordering

Product recommendations, order status and questions about billing. View products in link above.

**Jake Evans**

exhibits@psav.com

800.966.4498



### Large-scale Custom Exhibits

LED Panels, Interactive Video Walls, Projection Mapping, Rigging, Custom Audio and Lighting packages.

**Heather Deja**

hdeja@psav.com

214.210.8012



### NOTE:

PSAV is proud to be the only official audiovisual provider for the National Safety Council Congress & Expo

**AMAZING  
THINGS HAPPEN  
ONCE ALL THE  
PIECES COME  
TOGETHER.**

Your exhibit is a critical piece towards reaching your company's marketing goals. While the structure represents your brand, it's the audiovisual elements that deliver the dynamic separation between you and the competition. By integrating your exhibit with our technologies, we'll deliver a sensory-rich environment that engages and leaves a lasting impression.

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

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117 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

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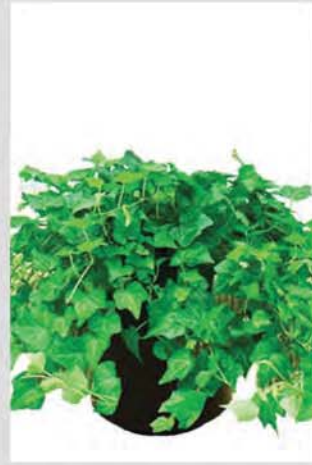
F



*Small Fern*



*Large Fern*



*Ivy (Hanging Plant)*



*Pothos (Hanging Plant)*



*Potted Mums*



*Potted Azaleas*



*Potted Begonias*



*Bromiliads*

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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

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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

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121 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



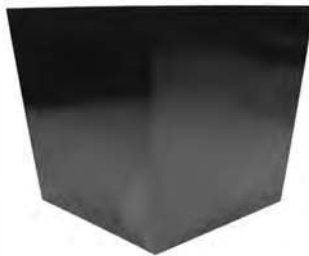
20"x20"x37" Tall White Modern Planter

\$250



48"x18"x24" Large Rectangular Planter

\$275



36"x36" Large Square Planter

\$145



20"x20" White Cube

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National Safety Council  
Congress & Expo

September 25-27, 2017

Indiana Convention Center  
Indianapolis, IN



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nsc2017

Contact us for  
complimentary  
pre-show design  
consultation.

Custom Plants and  
Planters Available  
- Please Call for  
Quote

All prices include delivery, instal-  
lation, 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		\$37.00	
	Hanging Plants		\$37.00	
	2' Plants		\$39.50	
	3' Plants		\$44.50	
	4' Plants		\$54.50	
	5' Plants		\$64.50	
	6'-7' Plants		\$74.50	
	8'-9' Plants		\$125.00	

BLOOMING PLANTS & ACCESSORIES		
Potted Mums (Yellow, White, & Lavender)		\$25.00
Potted Azaleas (Red, Pink, & White)		\$37.00
Bromeliads		\$37.00
Bubble Bowls (Great for business cards & promotional items!)		\$37.00

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")		\$120.00
Custom Arrangement (please ask for quote)		

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



Onsite Mobile contact:  
 Michael Buxbaum  
 312-213-1628

## The International Center for Documentary Arts

### Booth Photography/Video Order Form

Complete, save and email to mbuxbaum@documentaryarts.com

**(\*required fields)**

Your Name\*  
 Your email address\*  
 Organization\*  
 Address\*  
 City, State\*  
 Zip code\*

**Your Information**


Event name\*  
 Your booth number(s)\*  
 Your booth name(s)\*  
 Booth contacts

2017 NSC Congress & Expo

Enter Quantity	Service Choices	Rate	Total
<input type="text" value="0"/>	After hours photos of your empty booth - includes 3 views per booth, digital images, unlimited use rights	\$250	\$0
<input type="text" value="0"/>	After hours photos of your empty booth - includes 10 views per booth, digital images, unlimited use rights	\$375	\$0
<input type="text" value="0"/>	Select candid, interactive coverage of your booth - approximately 30 images**	\$375	\$0
<input type="text" value="0"/>	Video b-roll - up to 5 minutes of candid b-roll activity from various views ** Other custom packages available upon request)	\$495	\$0
<input type="text" value="1"/>	Processing and digital delivery of images via Dropbox (required)	\$30	\$30
<b>Total all services*</b>			<b>\$30</b>

\*\* Specific coverage times subject to availability

\*\*\*Online print orders:

4x6 = \$6.95; 5x7 = \$7.95; 8x10 = \$11.95; 8x12 = \$14.95;  
 11x14 = \$25.95; 16x20 = \$35.95; 20x30 = \$49.95 - -  
 plus tax, shipping and handling - larger prints rates and media available upon request

\* NOTE: we will email you a link to prepay your order with credit via secure site



## National Safety Council CONGRESS & EXPO

Congress: **September 23-29**  
Expo: **September 25-27**

**INDIANAPOLIS  
2017**

### **Exhibitor Liability Insurance Program**

As a standard requirement for all exhibitors, it is necessary to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$1,000,000 aggregate.

This insurance must be in force during the lease dates of the event, September 22- 29, 2017, naming the National Safety Council (1121 Spring Lake Dr. Itasca, IL 60143) as the certificate holder. National Safety Council and the Indiana Convention Center shall be named as additional insured.

If you already have compliant coverage, please forward your proof of insurance to [nancy.gavin@nsc.org](mailto:nancy.gavin@nsc.org).

### **Purchase Your Liability Insurance Now**

Simply purchase your Exhibitor Insurance, which is already pre-filled with all of the proper show information, directly online by using a credit card.

Click the Link Below to Purchase Your Insurance for just \$84

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=5dcafdc3cf3b>

### **NON USA EXHIBITORS - Address and Phone Number instructions:**

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 100 S Capitol Ave, Indianapolis, IN 46225

Phone Number - (800) 528-7975

### **This program is valuable for:**

- \*Exhibitors who do not have any insurance.
- \*International Exhibitors whose liability insurance will not cover them at a U.S Show.
- \*Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- \*Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- \*Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

### **We also offer affordable short term Equipment/Merchandise/Display Insurance**

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

*Please complete and return the Enrollment Form below:*

[Click Here for the Instant Equipment Insurance Enrollment Form](#)