

# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

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# National Funeral Directors Association Information





## Dear NFDA Exhibitors:

**Thank you for exhibiting!** We're excited to see you at the 2019 NFDA International Convention & Expo in Chicago, IL, October 27-30, 2019.

Make the most of your Convention investment! Visit the online [Exhibitor Service Center](#) to learn all about pre- and post-show advertising, sponsorship information and other promotional opportunities (some of which are free!).

### Your NFDA booth fee includes:

- Free Expo registrations to invite your customers
- GES exhibitor training sessions
- Pre-Convention registration and post-Convention attendee mailing lists
- Use of the official NFDA event icon in your marketing materials and website
- Listing on [NFDA Expo Online](#) with a hyperlink to your website
- Basic listing in the online [NFDA Supplier Directory](#)
- Press releases posted in the [NFDA Supplier News Section](#)
- Entry into the NFDA Innovation Awards, online entry required (**Deadline June 30**)
- Listing in August Expo Sneak Peek issue of *The Director* (**Deadline June 5**)
- Listing in the October Convention issue of *The Director* (**Deadline August 5**)
- Listing in the Convention Program & Planner (**Deadline August 5**)
- Access to media opportunities
- 8' back drape and 3' side drape and 6" x 48" ID sign with exhibitor name
- Three staff registrations per 100 square feet of booth space (10'x10' booths = 3 exhibitor registrations), includes admission into all workshops and non-ticketed events, including the Welcome Party. *CE not included.*

### Your booth fee does not include:

*(Pricing/ordering information for these items is available in the Exhibitor Services Manual):*

- Carpet (carpet or other floor covering over the full booth area is required)
- Furniture or decorations
- Shipping costs
- Labor costs and material handling
- Electrical equipment
- Phone or internet hookup
- AV/computer rental
- Additional sign hanging

### Convention Staff

If you have additional questions about booth fee inclusions, please contact GES (800-842-6309 Selection 1, Extension 4271 or 702-515-5970) or NFDA (800-228-6332 or +1-262-789-1880).

NFDA's dedicated Business Development team is here to answer your questions about exhibiting, advertising and sponsorship!

**Karen Wicker** Business Dev. Coordinator/Expo Manager, ext. 1563 [kwicker@nfda.org](mailto:kwicker@nfda.org)  
**Anthony Kaniuk** Senior Business Development Executive, ext. 1550 [akaniuk@nfda.org](mailto:akaniuk@nfda.org)  
**Lorri Wagner** Business Development Account Executive, ext. 1546 [lwagner@nfda.org](mailto:lwagner@nfda.org)

## 2019 NFDA Int'l Convention & Expo

Chicago, IL

### **Policy: Affiliate & Exhibitor Functions Involving Convention Attendees**

Affiliates and exhibitors are not permitted to hold any function which involves convention attendees, including, but not limited to: meetings, seminars, food & beverage events, receptions, facility tours/open houses, etc. during the following days/times when official NFDA convention functions are occurring:

Sat, Oct. 26 8am – 5pm

Sun, Oct. 27 8am – 8:30pm

Mon, Oct. 28 7:30am – 5pm

Tue, Oct. 29 7:30am – 5pm

Wed, Oct. 30 8am – 9pm

There are no restrictions as to when affiliates and exhibitors may hold a function that does not include convention attendees, ie: business meeting involving organizational staff, sales staff, etc.

# Booth Representatives Badge Form

2019 NFDA International Convention & Expo

October 27-30 – McCormick Place, Chicago, Illinois

**Return Form by:  
October 4**

**Fax:** Attn: Deb Zauner  
+1-262-782-7092

**Email:** dzauner@nfda.org

**Mail:** Deb Zauner - Expo Badges  
NFDA  
13625 Bishop's Dr.  
Brookfield, WI 53005-6607

Exhibiting Company (To be listed on badges)

Booth #

**Please print clearly or type your booth representative names in alphabetical order by last name.**

*Three complimentary badges per 100 square feet included. If more than seven badges are needed, send additional form.*

*Exhibitor badges allow entrance to workshops and general sessions; **not valid for CE credits.***

Representative Name (please print)

Funeral director?

Is exhibiting company the  
primary employer?

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

I verify that these representatives are employees of our company. I have reviewed the exhibitor registration rules (see next page) and understand that any misrepresentation will result in cancellation of badges and loss of priority space consideration for 2020.

Signature

Date

**Please Note:** Pick up your badges and event tickets at the NFDA Exhibitor Registration Desk.

Additional Badges	Price	Qty	Total
Additional or Post-Deadline Badge	\$ 70		
		<b>Total Payment:</b>	
<p><b>If you are a licensed funeral director requiring CE, please call us at 800.228.6332 for full registration.</b></p> <p><b>For event details, workshops and tour registration, visit <a href="http://nfda.org/chicago2019">nfda.org/chicago2019</a>.</b></p>			

**Call 800.228.6332 for  
tickets to these events!**

**Tuesday:**  
Funeral Directors Under 40

**Wednesday:**  
General Session Lunch  
An Evening Under the Sea

## Method of Payment

☐ **Check** (U.S. dollars drawn on U.S. bank) payable to NFDA; send to NFDA, 13625 Bishop's Drive, Brookfield, WI 53005-6607

☐ **Credit Card** Fax to +1.262.789.6977 or call Deb Zauner at 800.228.6332 or +1.262.789.1880

☐ American Express

☐ MasterCard

☐ Visa

☐ Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name (print) \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

# Booth Representatives Badge Form

2019 NFDA International Convention & Expo  
October 27-30 – McCormick Place, Chicago, Illinois

## Exhibitor Registration Rules

- Representatives of exhibitors shall only be admitted to the Expo Hall if they are displaying registration badges. Registration badges are available to owners, executives, employees and bona fide representatives of exhibitors. Each exhibit representative must have his or her own badge. Maximum number of complimentary badges per exhibitor is three badges per 100 square feet of booth space. Badge requests that exceed the maximum will be assessed a \$70 fee per booth representative over the maximum.
- No representative may loan or trade his or her registration badge to any other person for any reason. Persons guilty of the practice of loaning or trading badges will be penalized by having their registration and badge canceled and all privileges terminated. In addition, NFDA shall collect the applicable registration fee from any unregistered individual who makes use of the registrant's badge. If that fee is not collected from the individual, the firm whose representative loaned the identification badge will be invoiced for the amount of the registration fee applicable to the user of the badge.
- NFDA reserves the right to cancel any exhibitor's contract or revoke the registration and badge of any representative or exhibitor who violates the rules and regulations of the expo.
- Temporary badges are required for those personnel assisting with installation and dismantling during Expo set-up and tear-down hours only and are available at the Exhibitor Registration Desk during set-up and tear-down.
- SUITCASING/UNAUTHORIZED SOLICITATION POLICY:** Please note that while all meeting registrants are invited to the NFDA International Convention & Expo, any registrant who is observed soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied including denial of participation at future NFDA events. Please report any violations you may observe to NFDA staff. NFDA recognizes that "suitcasing" may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; restaurant, club, or any other public place of assembly. For the purposes of this policy, "suitcasing" violations may occur at venues other than the exhibition floor. NFDA must be informed of any hospitality suites, or other venues used for commercial activity in advance of its show, and expressed consent must be received prior to the event.
- A photo I.D. and your (exhibiting) company business card are required to pick up badges onsite.**

## What's included with Booth Representative Badge registration?

- Entrance to workshops, general sessions, Expo floor, welcome party. **Not valid for continuing education (CE) credit.**

## Optional Events

- Be sure to register for all events each registrant is attending.
- Your registration badge and event ticket (pick up at NFDA Exhibitor Registration Desk) will be required for admittance into the Welcome Party Sunday evening.
- If the Tuesday Funeral Directors Under 40, Wednesday lunch and/or An Evening Under the Sea tickets are purchased, you will need to pick them up at the NFDA Exhibitor Registration Desk.

## Policies

Please review booth cancellation policy for badge refund. Cancellation for special events must be received in writing and faxed or postmarked on or before October 4, 2019 to receive a full refund. Telephone requests must be followed up in writing.

**NFDA Cancellation Policy:** NFDA reserves the right to cancel the Convention due to circumstances beyond its control. Should circumstances arise that result in the postponement of the Convention, registrants will have the option to either receive a full refund or transfer the registration fee to the same program at a future date. NFDA's liability for any cancellation is limited to a refund of the registration fee and shall not extend to any other claims, including, but not limited to: travel expenses, cancellation fees, lost wages, inconvenience and other related costs.

**Replacement (Lost) Badges:** NFDA Convention badges must be worn. If you lose or forget your badge, a replacement badge can be purchased for a \$70 USD fee at the NFDA Registration Desk. If you find a badge, please return it to the NFDA Registration Desk. Your NFDA International Convention & Expo badge is required at all NFDA events.

**Photography Policy:** By registering for this event, you consent that photos and videos of you at the event may be published in print or posted online in online photo albums, on photo/video sharing sites such as YouTube, on social media sites such as Facebook, Twitter, and Google +, and in other web-based media at the sole discretion of NFDA.

**Americans with Disabilities Act (ADA):** NFDA only uses facilities that are in compliance with the ADA. If you require special assistance while attending the Convention, please visit the NFDA Registration Desk.

Required only for first-time advertisers:

**Advertising Company** (printed in Ad Index) \_\_\_\_\_ **Contact** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**Additional Ad Index Information:** (check one) ☐ Phone ☐ Website **Product/Service Category** \_\_\_\_\_

**Billing Agency/Company** (if different) \_\_\_\_\_

**Contact** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Fax** \_\_\_\_\_

## Dates of Insertion (Please check desired months and indicate year)

☐ January \_\_\_\_\_ ☐ April \_\_\_\_\_ ☐ July \_\_\_\_\_ ☐ October \_\_\_\_\_

☐ February \_\_\_\_\_ ☐ May \_\_\_\_\_ ☐ August \_\_\_\_\_ ☐ November \_\_\_\_\_

☐ March \_\_\_\_\_ ☐ June \_\_\_\_\_ ☐ September \_\_\_\_\_ ☐ December \_\_\_\_\_

☐ NFDA Resource Catalog ☐ NFDA International Convention & Expo Registration Brochure

## Color

☐ 4-color

☐ Black/White

## Advertisement Size

☐ Full page 7-1/4" x 9-7/8"

☐ 2/3 vertical 4-3/4" x 9-7/8"

☐ 2/3 horizontal 7-1/4" x 6"

☐ 1/2 island 4-3/4" x 7-1/4"

☐ 1/2 horizontal 7-1/4" x 4-7/8"

☐ 1/2 vertical 3-1/2" x 9-7/8"

☐ 1/3 square 4-3/4" x 4-7/8"

☐ 1/3 vertical 2-1/4" x 9-7/8"

☐ 1/3 horizontal 7-1/4" x 3-1/4"

☐ 1/4 horizontal 7-1/4" x 2-1/4"

☐ 1/4 vertical 3-1/2" x 4-7/8"

☐ 1/4 square 4-3/4" x 3-3/4"

☐ 1/6 vertical 2-1/4" x 4-7/8"

☐ 1/6 horizontal 4-3/4" x 2-1/2"

**Special instructions** \_\_\_\_\_

**Rate** Per Insertion (see Editorial Calendar/Ad Rates and Dimensions) \$ \_\_\_\_\_

**Payment Options** A prepayment is required for the first two insertions from all first-time display advertisers and should be included with the insertion order by the space reservation deadline of each issue. An approved credit application is required for invoicing future ads.

☐ Check (enclosed) ☐ Check (by space closing) ☐ Invoice advertiser ☐ Invoice ad agency

☐ MasterCard ☐ VISA ☐ American Express ☐ Discover

**Account number** \_\_\_\_\_ **Expiration date** \_\_\_\_\_

**Name on card** \_\_\_\_\_ **Authorized signature** \_\_\_\_\_

**Cancellations must be received in writing on or before the space reservation deadline.**

**No cancellations or alterations of space will be accepted after the space deadline.**

Fax signed insertion order: 262.789.6977 OR Email: advertising@nfda.org

Questions? Contact Anthony Kaniuk at akaniuk@nfda.org or 262.814.1550 or Lorri Wagner at lwagner@nfda.org or 262.814.1546.

**The Director Advertising Specifications****Special Position**

Positions specified by advertiser or agency cannot be guaranteed, but when available, earned rate plus 10 percent.

**Closing Dates for Space Reservation**

The 5th day of the second month preceding month of publication. Example: Space reservation deadline for the March issue is January 5. If the 5th falls on a weekend, the next business day becomes the materials deadline. No cancellations or alterations of space will be accepted after space closing deadline.

**Materials Deadlines**

The 12th day of the second month preceding month of publication. Example: Materials deadline for the March issue is January 12. If the 12th falls on a weekend, the next business day becomes the materials deadline. Ad materials must be received by materials deadline or the publisher reserves the right to repeat the most recent ad run or charge for space reserved if ad materials or copy changes are not received by the materials deadline.

**Materials Requirements**

Printed offset, perfect bound.

Trim size: 8-1/4" x 10-7/8"

Bleed size: 8-1/2" x 11-1/8"

Two-page spread:

Trim size: 16-1/2" x 10-7/8"

Bleed size: 16-3/4" x 11-1/8"

- Allow 1/8" bleed on the head, foot and face. Keep all copy and live matter a minimum of 1/2" away from gutter and final trim. Bleed allowed on the following ad sizes: full page, 2/3 vertical, 2/3 horizontal, 1/2 vertical, 1/2 horizontal, 1/3 vertical, 1/3 horizontal.
- Fractional (non-full page) ads should include a frame/border surrounding the ad at the correct specified ad dimensions.
- Materials not submitted according to publisher's specifications or dimensions will be altered to fit the publisher's requirements at advertiser's expense. Additional preparation work and production charges are non-commissionable and will be billed back to the advertiser at a minimum charge of \$50.
- Digital files should be accompanied with all printer and screen fonts and any attached graphic files. Also include information about the software, version and platform used. Macintosh platform preferred.
- Documents and ads created in programs other than the following are not accepted:
  - o Mac Photoshop PDF, TIFF or EPS file; 300 dpi minimum.
  - o Mac Illustrator EPS file – convert all fonts to outlines. (Include all printer and screen fonts if you do not create outlines for type.)
  - o Mac InDesign document – include all printer and screen fonts. Send all graphic images as Photoshop or Illustrator files (see instructions above).
  - o Convert all QuarkXPress documents to Adobe Acrobat PDF CS2. QuarkXPress documents will not be accepted.

**Payment Terms and Policies****Contracts and General Conditions**

Contracts and/or insertion orders must be signed and returned to NFDA by the space closing deadline. Publisher reserves the right to refuse any advertisement for any reason at any time without liability, even though previously acknowledged and accepted. Publisher reserves the right to place the word "Advertisement" on ad copy that could, in the publisher's opinion, be construed as editorial copy. Publisher's liability for any error will not exceed the charge for the advertisement in question. Ad materials will only be kept on file for a 12-month period. Any ad materials not run within a 12-month period will be destroyed if specific ad is not requested in writing to be returned to the advertiser or agency.

**Commissions**

Recognized agencies receive the standard 15 percent commission. Additional preparation work and production charges are not commissionable.

**Terms**

A prepayment is required of all first-time display advertisers for the first two insertions and is to be included with the contract and/or insertion order by the space closing deadline. Subsequent insertions will be invoiced with an approved credit application. All invoices are payable within 30 days of their issue. A cash discount of 2 percent is available on all invoices paid within 10 days. A finance charge of 1.5 percent per month will be charged on balances over 30 days. Past-due accounts over 30 days are subject to loss of frequency rate and will be adjusted to the single-issue cost; agencies are subject to loss of commission. Both the agency and advertiser are jointly liable for all charges.

**Frequency Rate/Short Rates**

Frequency rates are based on a minimum of one advertisement per issue run within a 12-month period from starting issue date. Advertising ordered at a frequency discount rate and not earned will be billed at the correct frequency earned rate.

**Cancellations**

Cancellations must be received on or before the space closing deadline. No cancellations or alterations of space will be accepted after the space closing date. The publisher reserves the right to repeat the most recent ad run or charge for space reserved if ad materials or copy changes are not received by the materials deadline.

**Contact Information and Mailing Instructions**

Please direct all questions, advertising contracts, insertion orders, payments and materials to the NFDA Business Development team at [advertising@nfda.org](mailto:advertising@nfda.org).

**Advertising Company** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Email \_\_\_\_\_ Position/Title \_\_\_\_\_

**Billing Agency/Company** (if different) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Email \_\_\_\_\_ Position/Title \_\_\_\_\_

## Email Advertising

- ☐ 1 Email - \$250
- ☐ 3 Emails - \$600
- ☐ 6 Emails - \$900
- ☐ 12 Emails - \$1,800

## Website Advertising

- ☐ 1 Month - \$500
- ☐ 3 Consecutive Months - \$1,250
- ☐ 6 Consecutive Months - \$2,000
- ☐ 12 Consecutive Months - \$3,500

## Video Advertising

- ☐ 15 Seconds - \$850/month
- ☐ 30 Seconds - \$1,350/month

## Total Due

Email Ad \$ \_\_\_\_\_ + Website Ad \$ \_\_\_\_\_ + Video Ad \$ \_\_\_\_\_ = **Total \$** \_\_\_\_\_

## Method of Payment

- ☐ Check (U.S. dollars drawn on U.S. bank) payable to NFDA
- ☐ Credit Card Fax to 262.782.6977 or call Business Development at 800.228.6332
- ☐ MasterCard ☐ VISA ☐ American Express ☐ Discover

Card Number \_\_\_\_\_ Expiration date \_\_\_\_\_

Name on card \_\_\_\_\_ Authorized signature \_\_\_\_\_

- ☐ Invoice

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

## Agreement Submission

**Mail** this signed agreement with payment to:  
NFDA Business Development Department – Digital Advertising  
13625 Bishops Dr., Brookfield, WI 53005

**Fax** this signed agreement to +1.262.789.6977  
**Email** this signed agreement to bizex@nfda.org

For Office Use Only	CRM ID	\$	Director	Invoice Date	Paid Date
	Logo	Assigned by:			





## 2019 NFDA Exhibit Hall Rules and Regulations

In order to ensure exhibitors and attendees have the best possible experience at the NFDA International Convention & Expo, please review and adhere to the convention center guidelines. Please keep in mind that there are approximately 400 exhibitors in the hall and respect the rights of other exhibitors. Here are some Expo reminders:

- **Decibel Levels:** Noise must be kept at a respectful level so as to not disrupt neighboring exhibitors. It is NFDA's sole discretion as to what may be considered disruptive.
- **New Displays:** Concept and design should be shared with NFDA. No two-story displays will be allowed without NFDA's consent.
- **Keep Literature Inside Booth:** See NFDA Expo Contract, section 8, subheading (c): "Samples, catalogs, pamphlets, souvenirs, publications, etc. of a dignified character may be distributed by an exhibitor *only* from its own exhibit space and *may not* be distributed in any manner or during any other event or gathering sponsored by NFDA."
- **Display Height:** In-line booths cannot have displays that exceed the 8-foot back drape. Island booths may not exceed 16 feet in height without the prior consent of NFDA.
- **Island Booths Signs and Structure:** Signs cannot hang lower than 16 feet from floor. Booth structure may not exceed 16 feet in height.
- **Tearing Down:** Exhibitors must not begin booth teardown until the show officially closes on Wednesday, October 30th, at 12:00 Noon.
- **Adjacent Exhibitors:** In-line exhibitors may not obstruct the line of vision of neighboring exhibitors with any part of their display. Officially, this is any display that extends more than three feet from the back of the booth as measured on the sides of the booth. In addition, only island booths are allowed to have signs hanging from the ceiling.
- **Aisle Space:** Aisle space is to be kept open *at all times* and may not be used by exhibitors as booth space or "overflow." *Exhibitors must use the confines of their booth space only.*
- **Exhibitor Representatives & Badges:** Exhibitors may obtain badges only for those individuals who are *employed* by that exhibiting company. Exhibitors are allowed three badges per 10' x 10' space or three per 100 square feet of exhibit space. *No one will be admitted into the hall during setup or teardown without an exhibitor badge. No individuals under 18 years of age are allowed on the floor during setup or teardown. No exceptions.*
- **Booth Floor Covering** – Carpet or floor covering (carpet squares, vinyl flooring, etc.) is required in all booths. *All exposed floor space must be covered.* Booths that are not covered by **2 p.m. Sunday the 27th**, will be carpeted per the NFDA exhibit contract at the exhibitor's expense.
- **Complaints** – If an exhibitor has any type of complaint regarding products, services, booth appearance, claims, actions or omissions of another exhibitor at the NFDA Expo, the exhibitor shall direct all such complaints to the NFDA Expo Manager, not to the exhibitor that is the target of the complaint. NFDA staff will promptly address the complaint.
- Lastly, per the NFDA Expo Contract for Exhibit Space, section 8, subheading (k): "NFDA reserves the right, in its sole discretion, to restrict exhibits which are operated in an objectionable manner, and to prohibit and require the removal of any exhibit which may detract from the general character of the exposition. This right of restriction and removal includes person, things, conduct, printed matter, music, sounds or anything of a character which may be, in the sole discretion of NFDA, objectionable or detrimental to the exposition as a whole or in violation of these rules and regulations." Any questions about exhibit plans should be directed to NFDA in advance of the show.

***Thank you for your consideration and adherence to these rules and regulations.***



# Application/Contract for Exhibit Space

2019 NFDA International Convention &amp; Expo

October 27-30, 2019 – McCormick Place Convention Center, Chicago, IL

The undersigned (hereafter called the "exhibitor") applies for exhibit space in the NFDA Expo, October 27-30, 2019. Our company listing with the following wording on our standard 7"x44" booth sign, for NFDA Expo Online and in official NFDA Convention & Expo materials shall be as listed here:

**Sponsoring Company** (for printed materials, online listings, etc.) Must be provided with full payment by 8/1/19 for inclusion in printed materials.

Company \_\_\_\_\_ ☐ **First-time exhibitor**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Contact (to be published) \_\_\_\_\_ Position/Title \_\_\_\_\_

**Internal Contact** (not published by NFDA) Receives all show information, including booth assignment and upcoming deadlines.

Contact \_\_\_\_\_ Email \_\_\_\_\_

Add'l Contact (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

## Booth Size and Cost (minimum booth size 10'x10')

Booth Type: ☐ Corner \$31/sq. ft. ☐ Non-corner \$28/sq. ft.

**\*Island booths 600 square feet or more.** ☐ Island\* \$26/sq. ft

Booth Size: \_\_\_\_\_ feet X \_\_\_\_\_ feet = \_\_\_\_\_ sq. ft.

Total Rate: \_\_\_\_\_ sq. ft. X Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Preferred Booth Choice 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_

## Early-bird Discount – Save \$300 per 100 square feet!

**Valid on contracts submitted on or before February 28, 2019**

50% payment due to NFDA no later than February 28, 2019, and balance paid no later than April 30, 2019. Space not paid in full by April 30, 2019, will be subject to cancellation, forfeiture of all payments and/or increased rates.

Total \$ \_\_\_\_\_ – Early-bird discount \$ \_\_\_\_\_ = Adjusted total \$ \_\_\_\_\_

☐ I authorize NFDA to charge the first installment for the booth space on February 28, 2019, and the FINAL installment on April 30, 2019.

## Method of Payment

☐ Check (U.S. dollars drawn on a U.S. Bank) \$ \_\_\_\_\_ (Total)

☐ American Express ☐ Discover ☐ MasterCard ☐ VISA

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

• **Full payment due with contract for space reserved after April 30, 2019**

## Read Contract Terms on Reverse Side and Approve

All space shall be paid for at the appropriate rate as indicated and in accordance with the payment schedule indicated above. The contract terms printed on the reverse side and the Rules and Regulations within the Exhibitor Service Manual shall constitute part of this contract and the exhibitor agrees to abide and conform hereto. By signature below, the individual signing this contract represents that he/she is duly authorized to execute this binding contract on behalf of named exhibitor. This contract shall not be binding unless and until it is accepted and approved in writing by NFDA's duly authorized signature affixed below and full payment is received by NFDA.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## To Reserve Your Booth

**Fax** this signed application/contract to +1.262.789.6977

**Email** this signed application/contract to kwicker@nfda.org

For Office Use Only	EXPOCAD	MKTG List	BX Listing	CRM ID	
	Director	Confirmation	Badges	Invoice Date	Invoice Date
	\$	Size	C1 C2 NC ISL NP SP		
	Booth #	Assigned by:		P1	P2

### Rules & Regulations for NFDA International Convention & Expo

It is understood and agreed that NFDA may revoke this contract at any time if it determines, in its sole discretion, that the products and services we intend to exhibit are not suitable or appropriate. In such case, NFDA shall refund to us all sums paid hereunder, which shall be in full liquidation of all loss or damages suffered by us.

We understand that if we cancel this contract and notify NFDA of the cancellation in writing before February 28, 2019, 100% of the payments received by NFDA will be returned. If we cancel on or after February 28, 2019, and before April 30, 2019, 50% of the payments received by NFDA will be returned. If we cancel after April 30, 2019, no refund shall be returned to us by NFDA. No refunds will be issued on contracts received by NFDA on or after April 30, 2019. We understand our labor, electrical, carpet, furniture and other requirements are not included in the exhibit rental fee.

We understand that we are entitled to 3 badges per 100 sq. ft. (10'x10') of booth space for employees of exhibitor. All rules and regulations of the exposition have been read, and are accepted by us and made a part of this contract and we agree to comply with them. We also agree to abide by any future rules and regulations which NFDA adopts. Exhibitors are obligated to exhibit for all hours of the exposition. **No early breakdown of exhibit is allowed.**

**1. SPONSOR.** The National Funeral Directors Association (NFDA) is the sponsor of the exposition. NFDA shall be represented by the Expo Manager and the NFDA CEO. They are the only agents authorized to bind NFDA with regard to this exposition.

**2. LOCATION.** The 2019 NFDA Expo will be held in the McCormick Place Convention Center, Chicago, IL. The exposition diagram shows exhibit spaces available within the Center and their respective prices.

**3. INSTALLATION AND DISMANTLING.** All exhibit areas will be available at 8:00 A.M. on Friday, October 25, 2019. All exhibits will be arranged and completed by 5:00 p.m. on Sunday, October 27. No exhibits shall be dismantled or any packing done before the final closing hour of the exposition. Packing cases or material will not be allowed on the exhibit floor before that hour. All exhibits must be removed from the Center by 11:59 p.m. Wednesday, October 30. NFDA reserves the right to alter the exposition hours.

**4. LABOR.** Orders for all services including unpacking, repacking, setting up exhibits, electrical work, carpenters, labor (skilled and common), furniture rental, decorating, sign painting, floor coverings, photographs, flowers, should be promptly submitted to the Service Contractor on order forms provided by service contractor. If required by rules and regulations of the Center, exhibitors shall employ designated labor contractors in the installation and dismantling of their exhibits. All labor rates and overtime requirements are subject to modification. Exhibitors will pay for the charges made by the labor contractor, including overtime or double time, if work for such exhibitors is performed when such rates are applicable. Bills rendered exhibitors during the exposition must be checked and approved for payment before the time for dismantling terminates.

**5. ASSIGNMENT OF EXHIBIT SPACE.** The space selection process will begin after the 2018 Expo. Appointments will be scheduled based on priority points. The remaining will be available on a first-come, first-served basis. In cases where exhibitors have like histories, date of receipt of contract shall be considered. Notwithstanding the above, the space assignments made by NFDA are within its sole and absolute discretion. **NFDA reserves the right to change such assignments at any time prior to or during the exhibition.** Any space not claimed and occupied before noon on the first day of the exhibition may be re-assigned or re-rented without refund of rental paid, the amount of advance rental being agreed to as liquidated damages. It is agreed that if NFDA moves an exhibitor to a different space from that originally assigned, and the rental of the new space is less than the original space, credit will be given accordingly to the exhibitor.

**6. ARRANGEMENT OF EXHIBITS.** The following rules will govern the set-up of booths and the arrangement of exhibits: (a) The standard booth equipment furnished by NFDA will consist of (i) an eight (8) foot high back wall with aluminum uprights and stock stanchion, (ii) division rails three (3) feet high, and (iii) one (1) sign of standard length and width (7" x 44") with two (2) lines of lettering giving exhibitor's name and booth number. Exhibitors desiring to use additional signage must obtain written approval of the NFDA Expo Manager. (b) No fabricated exhibitor construction for inline booths walls shall exceed eight (8) feet in background height or three (3) feet in divisional rail height except as otherwise specifically provided herein. (c) In island spaces with aisles on all four (4) sides, overhead panels or "bridge type" construction may be permitted to a maximum height of sixteen (16) feet along the center of the space or along the aisle lines. Exhibitors selecting this type of space will be permitted to use more completely the cubic content of the booth. In peninsula spaces surrounded by aisles on only three (3) sides, the background must be on the side that is not an aisle. The background at this point is to be eight (8) feet high. (d) Exhibitors who are assigned more than one (1) space and whose spaces are adjacent to each other shall treat these spaces as if they are one (1) single space with no intervening merchandise or counters so that a person may move throughout the entire booth without resorting to the aisles. No construction will be allowed on the sides of any booth which would obstruct the view of adjacent booths. (e) Counters may be erected along the sides or across the rear of a space, thus preserving the "open booth" appearance. When counters, exhibits or other material are installed at the front of the space, they must be recessed six (6) inches from the aisle line. (f) All exhibits, and the operation of all machinery and equipment, and the use of all electrically wired display material within the exhibits, must be in strict compliance with all applicable fire, utility, building codes and regulations, city, state and federal law, these rules and regulations, and the rules and regulations of the Center. Any exhibitor supplying decorations, fabrics, signs, hangings, etc., must ensure that they are fireproofed in such manner as to pass the strand test for stage material as required by local fire ordinances. The exhibitor agrees to accept full responsibility for all such compliance. (g) Exhibitor shall comply with all regulations relating to the Americans with Disabilities Act (ADA) in the design of, and access to

booths and exhibits. NFDA shall have full discretion and authority in the placement, arrangement and appearance of all exhibits. NFDA may require the rearrangement, redressing or redecorating of any item or of any exhibit, and no liability shall attach to NFDA for costs that may incur thereby by the exhibitor. NFDA may, in its sole discretion, make such requirements at any time as it deems necessary or expedient as to uniformity in signs, colors, displays, or any other materials. Exhibitors shall only display those items which they manufacture or deal with in the regular course of their business. NFDA reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor or its representatives, with or without cause. If cause is not given, liability shall not exceed the amount of the exhibitor's rental fee unearned at the time of rejection. If any exhibitor or exhibitor is ejected for violation of any of the applicable rules or for any other cause, no return of the rental fee shall be made.

**7. ANCILLARY SERVICES.** The following services are available in accordance with the terms and conditions set forth below: (a) Security: NFDA will hire independent security services for the Center, but will have no liability to exhibitors, their employees, representatives, or agents as a result of any act or omission of the security service. (b) Cleaning: NFDA shall provide cleaning of the aisles of the Center during the exhibition. It shall be the obligation of the individual exhibitors to maintain their own exhibit space. (c) Storage: The drayage contractor or Center will provide storage space for all crates and boxes. Storage may be arranged for at the Service Desk, which will provide tags to be used by exhibitors to identify pieces to be placed in storage for the duration of the exposition, and returned to exhibitors' spaces after final closing. The tags are to be filled in with the space number of the exhibitor, and are to be attached to each piece being stored. NFDA has no responsibility or liability arising out of the storage of boxes, crates or other items by the exhibitor with the Center. To comply with fire regulations, wrapping materials such as paper, excelsior, etc., must be completely enclosed within packing boxes. Small boxes and articles should be nested in larger ones to reduce the number of pieces to be stored and eliminate the likelihood of small pieces being lost. No boards or skids will be accepted for storage unless securely tied into bundles and tagged. Materials not complying with these requirements will be considered refuse and disposed of by the cleaners. (d) Shipping: Upon request, complete instructions covering shipment will be supplied by the General Service Contractor. There are adequate loading docks to handle exhibitor's freight. Freight must be unloaded on the receiving dock and then transported into the building. The use of any truck or motor vehicle in the building by any exhibitor will be at the exhibitor's risk. (e) Music: NFDA will have a music license from BMI, ASCAP, and SESAC permitting the use of the musical compositions listed by these three organizations. Exhibitors may play only canned or non-live musical compositions that are licensed by BMI, ASCAP or SESAC. Live music may only be utilized by Exhibitors upon prior written permission of NFDA. (f) Lighting and Electrical: NFDA shall provide for general illumination of the exhibit hall from regulating lighting fixtures already in the hall. Standard one hundred twenty (120) volt current is available. Upon request by the exhibitor, two hundred eight (208) volt single phase and three (3) phase alternating current will be made available to the exhibitor. (g) Telephone: Private telephone service is available in booths to those exhibitors ordering in advance. (h) Movies: Exhibitors who intend to show movies in their booths shall obtain from the NFDA Expo Manager complete instructions governing the showing of such movies. Union operators may be required for projection machines and automatic projectors. Exhibitors utilizing projectors shall comply with all applicable rules.

**8. RESTRICTIONS.** The following restrictions will apply to all exhibitors unless modified in writing by the NFDA Expo Manager. (a) Any plan to induce visitors to the booth of any exhibitor by what may be considered a lottery is prohibited. An opinion as to what constitutes a lottery, prepared by NFDA General Counsel, can be obtained by addressing a request to the NFDA office in Brookfield, WI. The opinion of the NFDA General Counsel shall be binding upon all exhibitors. (b) No exhibitor may allow any article to be brought into or act done on the premises which will violate or increase the premium on the policies of insurance held by the Center, nor permit anything to be done by its employees or agents by which the premises shall be in any manner marred or defaced. No signs or other attachments shall be affixed, screwed, nailed or otherwise attached to the walls, floors, ceiling, doors or other fixtures of the Center in such a manner as to deface, mar, alter or damage same. Exhibitors shall compensate NFDA and the Center, as their interest may appear, for any damage resulting from the acts or omissions by an exhibitor, its employees, representatives or agents. (c) Samples, catalogs, pamphlets, souvenirs, publications, etc. of a dignified character may be distributed by an exhibitor only from its own exhibit space and may not be distributed in any manner or during any other event or gathering sponsored by NFDA. (d) Exhibits shall be arranged so that instructions, demonstrations and entertaining of visitors can be done within the confines of the exhibitor's space and not in the aisles. (e) Exhibitors shall be responsible for maintaining booth noise so as not to interfere with the normal display and conversation of other exhibitors and attendees. NFDA reserves the right to restrict exhibits which because of noise, method of operation, or any other reason, become objectionable or disruptive. As a guide, exhibitors should refrain from employing any sound system, amplifier, loud speaker, singers, music, recordings, or other action or device which produces or generates noise in excess of 80 decibels (dB) as measured at the boundaries of the booth. The NFDA Expo Manager shall have full discretion and authority in restricting and/or eliminating methods of attracting attention which he deems, in his sole discretion, distracting, objectionable or which detract from the general character of the exposition. (f) The exhibitor agrees not to extend group invitations, call meetings, or otherwise encourage absence of groups of exhibitors and/or NFDA members from the exhibit hall and NFDA convention during the hours of said exhibition and convention activities. Exhibitor agrees not to hold any special functions during the period of the NFDA convention without prior approval of NFDA. (g) No subletting or assignment of exhibit space, in whole or in part, will be permitted. Each exhibitor represented in the Center must enter into a separate exhibit rental contract with NFDA. Any exhibitor subletting or assigning exhibit space will risk cancellation of its rental contract and forfeiture of all rental payments. (h) No spotlights, strobe lights or floodlights will be permitted to be installed without the consent of the NFDA Expo Manager. The demonstration of motor-operated equipment is permitted on special arrangement with the NFDA Expo Manager.

Demonstration or operation of an apparatus of any kind that is noisy or distracting is not permitted. (i) No flammable fluids, substances or materials of any nature, including decorative materials, as defined by the fire regulations, may be used in any booth. (j) No distribution of food shall be permitted if it results in an offensive, unsatisfactory and/or unclean condition of exhibits or floor space. No on-site preparation of food is permitted. NFDA reserves the right to prohibit all distributions of food if so required by the Center. (k) NFDA reserves the right, in its sole discretion, to restrict exhibits which are operated in an objectionable manner, and to prohibit and require the removal of any exhibit which may detract from the general character form of the exposition. This right of restriction and removal includes person, things, conduct, printed matter, music, sounds, or anything of a character which may be, in the sole discretion of NFDA, objectionable or detrimental to the exposition as a whole or in violation of these rules and regulations.

**9. ADMITTANCE.** Representatives of exhibitors shall only be admitted to the exhibit hall if they are displaying registration badges. Registration badges are available to owners, executives, employees of exhibitors. Each representative must have his or her own exhibit badge. NFDA reserves the right to limit the number of exhibitors represented at any one time representing any one exhibitor. No representative may loan or trade his or her registration badge to any other person for any reason. Names for badges should be submitted to NFDA by September 27, 2019. NFDA reserves the right to cancel any exhibitor's contract or revoke the registration and badge of any representative or exhibitor who violates the rules and regulations of the exhibit. NFDA shall collect the applicable registration fee from any unregistered individual who makes use of a registrant's badge. In the event that the misused badge belongs to that of an exhibitor or his representative, if the fee is not collectable from the individual, the firm whose representative loaned the identification badge will be responsible for the amount of that registration fee.

**10. LIMITATION OF LIABILITY** NFDA shall not be liable for any damage to or loss of exhibitor's property, nor for injury or death of exhibitor or its employees, representatives, or agents, nor for any damage of any nature to exhibitor's business, nor for the failure to hold the exposition as scheduled, unless such damage, loss, injury, death or failure to hold the exhibit is the direct and proximate result of the intentional or grossly negligent act of NFDA. Moreover, in the event of any such intentional or grossly negligent act of NFDA, NFDA's liability to exhibitor, if any, shall in no event exceed the total amount paid to NFDA hereunder by exhibitor. If any such refund is sought by exhibitor due to a failure to hold the exhibit for the entire scheduled time period because of an intentional or grossly negligent act of NFDA, the refund of the rental payment shall be pro-rated to compensate exhibitor only that period of time the exhibit was not open as scheduled. Exhibitor specifically acknowledges and agrees to this limitation of NFDA's liability hereunder. Exhibitor hereby agrees to indemnify, hold harmless and defend NFDA from and against any and all liability, responsibility, loss, damage, costs or expense of any kind whatsoever, including but not limited to attorney fees, which NFDA may incur, suffer or be required to pay as a result of or arising directly or indirectly from any intentional or negligent act or omission by exhibitor or any of its employees, representatives or agents. Neither NFDA nor the owners of the exhibit hall shall be responsible for any damage done to any exhibits, crates or boxes due to the packing, storing, uncrating or unpacking thereof, and all such services are rendered and accepted upon this condition and understanding. A representative of the exhibitor must conduct or supervise the packing and unpacking of each exhibit. NFDA will carry public liability insurance solely for the protection of NFDA and the Center. Such public liability insurance shall not cover the exhibitors, their property, employees, representatives or agents.

**11. INSURANCE:** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold harmless NFDA, 2019 NFDA International Convention & Expo, its employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. In addition, Exhibitor acknowledges that NFDA and the 2019 NFDA International Convention & Expo do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Convention Center, its owners or managers that result from any act or omission of Exhibitor. Exhibitor shall, at its own expense, secure and maintain the insurance listed below during the full term of the contract, including move-in and move-out. Required coverage: a) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit liability for bodily injury, and b) Worker's Compensation Insurance.

**12. SUITCASING/UNAUTHORIZED SOLICITATION POLICY.** Please note that while all meeting registrants are invited to the 2019 NFDA International Convention & Expo, any registrant who is observed soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied including denial of participation at future NFDA events.

Please report any violations you may observe to NFDA staff. NFDA recognizes that "suitcasing" may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; restaurant, club, or any other public place of assembly. For the purposes of this policy, "suitcasing" violations may occur at venues other than the exhibition floor. NFDA must be informed of any hospitality suites, or other venues used for commercial activity in advance of its show, and expressed consent must be received prior to the event.

**13. PHOTOGRAPHY** Exhibiting, registration and attendance at, or participation in, NFDA's meetings and other activities constitutes an agreement by the registrant to NFDA & The Center's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audio tapes of such events and activities.

## Sponsorship Agreement Form

2019 NFDA International Convention &amp; Expo

October 27-30, 2019 – McCormick Place Convention Center, Chicago, IL

**Sponsoring Company** \_\_\_\_\_

Address (may be published in promo materials) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Contact (may be published in promo materials) \_\_\_\_\_ Position/Title \_\_\_\_\_

### Sponsorship Level

Select your sponsorship level.

- |  |          |                                 |          |
|--|----------|---------------------------------|----------|
| <input type="checkbox"/> Black Diamond | \$50,000 | <input type="checkbox"/> Gold   | \$20,000 |
| <input type="checkbox"/> Platinum      | \$40,000 | <input type="checkbox"/> Silver | \$10,000 |
| <input type="checkbox"/> Titanium      | \$30,000 | <input type="checkbox"/> Bronze | \$5,000  |

### Selected Sponsorship Opportunities

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

**Total Due:** \$ \_\_\_\_\_

### Method of Payment

☐ Credit Card Fax to 262.789.6977 or call Business Development at 800.228.6332

☐ American Express    ☐ MasterCard    ☐ VISA    ☐ Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

☐ Invoice

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

☐ Check (U.S. dollars drawn on U.S. bank) payable to NFDA

*Our organization acknowledges that NFDA retains the sole right to select the presenter(s) and direct all aspects of any event.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Agreement Submission

**Mail** this signed agreement with payment to:  
NFDA Business Development Department – Sponsorship  
13625 Bishop's Dr., Brookfield, WI 53005

**Fax** this signed agreement to +1.262.789.6977  
**Email** this signed agreement to [advertising@nfda.org](mailto:advertising@nfda.org)

# Non-exhibiting Supplier Application & Registration Form

2019 NFDA International Convention &amp; Expo

October 27-30 – McCormick Place, Chicago, Illinois

Registrant Name \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

Add'l Registrant \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

Company \_\_\_\_\_ Primary product/service \_\_\_\_\_

Address \_\_\_\_\_

City/State/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Registration Fees (per person)	On or before Sept. 20	After Sept. 20	Quantity	Subtotal
<b>Full Convention – Non-Exhibiting Supplier</b>	\$ 870	\$ 970		
<b>Expo Only – Valid all three days</b>	\$ 310	\$ 325		
<b>Optional Ticketed Events</b>				
Tuesday: Funeral Directors Under 40	\$ 60	\$ 70		
Wednesday: General Session Lunch	\$ 30	\$ 40		
Wednesday: An Evening Under the Sea	\$ 100	\$ 110		
<b>Please Note:</b> Pick up your badges and event tickets at the NFDA Exhibitor Registration Desk.			<b>Total Payment (USD) \$</b>	

## Expo Hours

**Monday, October 28**  
12-5 p.m.

**Tuesday, October 29**  
12-5 p.m.

**Wednesday, October 30**  
9 a.m.-12 p.m.

## Method of Payment

- ☐ **Check** (U.S. dollars drawn on U.S. bank) payable to NFDA; send to National Funeral Directors Association, 13625 Bishop's Drive, Brookfield, WI 53005-6607
- ☐ **Credit Card** Fax to 262.789.6977 or call Deb Zauner at 800.228.6332 or +1.262.789.1880
- ☐ American Express    ☐ MasterCard    ☐ Visa    ☐ Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name (print) \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

## NFDA Suitcasing/Unauthorized Solicitation Policy – please read and sign

Please note that while all meeting registrants are invited to the NFDA International Convention & Expo, any registrant who is observed soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately, forfeiting their badge. Additional penalties may be applied including denial of participation at future NFDA events.

Please report any violations you may observe to NFDA staff. NFDA recognizes that "suitcasing" may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, restaurant, club, or any other public place of assembly. For the purposes of this policy, "suitcasing" violations may occur at venues other than the exhibition floor. NFDA must be informed of any hospitality suites, or other venues used for commercial activity in advance of the show, and expressed consent must be received prior to the event.

*I understand the Suitcasing/Unauthorized Solicitation Policy and agree to abide by the rules expressed therein:*

Registrant 1 Signature \_\_\_\_\_

Registrant 2 Signature \_\_\_\_\_

Date \_\_\_\_\_

## Filling Out the Form

- Print Clearly, only 2 registrants per form
- Provide email address for each person (used for confirmation)
- Provide cell phone (used for onsite updates)
- Select your registration fee – write amount in Total column
- One Day Only – be sure to select day(s) for each registrant

## Ways to Register

- **Fax form to: +1.262.789.6977**
  - **Mail form to:** NFDA, 13625 Bishop's Dr., Brookfield, WI 53005-6607
- If you do not receive an email confirmation within two weeks of submitting your registration, call NFDA at 800.228.6332 or +1.262.789.1880*
- **Questions?** Contact Business Development at 800.228.6332

**Registration and Optional Events Cancellation Policy:** Cancellations for the 2019 NFDA International Convention & Expo registration and/or special events must be received in writing and faxed or postmarked on or before September 20, 2019 to receive a full refund. Cancellations received after September 20, 2019 and before October 25, 2019 will be refunded the registration fee minus a \$50 cancellation fee; special event fees/tickets will not be refunded. Cancellations received on or after October 25, 2019 and no-shows will not receive a refund. Telephone requests must be followed up in writing.

NFDA reserves the right to cancel the Convention due to circumstances beyond its control. Should circumstances arise that result in the postponement of the Convention, registrants will have the option to either receive a full refund or transfer the registration fee to the same program at a future date. NFDA's liability for any cancellation is limited to a refund of the registration fee and shall not extend to any other claims including, but not limited to: travel expenses, cancellation fees, lost wages, inconvenience and other related costs.

Office Use Only

Approved By \_\_\_\_\_

Date \_\_\_\_\_



**2019 NFDA  
International Convention & Expo  
Chicago, IL  
October 27-30  
Affiliate/Exhibitor Meeting Space Request**

---

Dear Colleague,

The NFDA Meetings Department is ready to help you secure meeting space in Chicago, IL.

If you require meeting space at McCormick Place Convention Center Sunday, October 27 – Wednesday, October 30, 2019 review the document [Policy: Affiliate & Exhibitor Functions Involving Convention Attendees](#) for guidelines. Email any questions or complete and email the document [Affiliate/Exhibitor Meeting Space Request Form](#) to me at [dlarsen@nfda.org](mailto:dlarsen@nfda.org). Meeting space is assigned on a first come, first served basis and is based upon NFDA approval.

Limited complimentary meeting space is available. After that McCormick Place Convention Center may offer space with a rental cost. You are responsible for all charges related to your meeting.

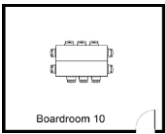
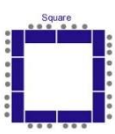
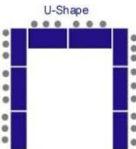
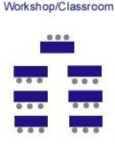
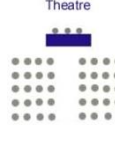
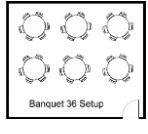
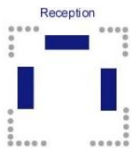
Email confirmation will be sent to the contact noted on the Meeting Space Request Form within one week of receipt by NFDA. All approved requests will be forwarded to McCormick Place Convention Center, at which time they will contact you to begin planning your event and establish payment.

Thank you for your support and see you in Chicago.

David Larsen  
Director Convention, Meetings and Events  
NFDA  
13625 Bishop's Drive  
Brookfield, WI 53005  
800-228-6332  
[dlarsen@nfda.org](mailto:dlarsen@nfda.org)  
[www.nfda.org](http://www.nfda.org)

## 2019 NFDA International Convention & Expo Affiliate/Exhibitor Meeting Space Request Form

**Meeting space is assigned on a first come, first served basis.**

Contact Name				Title			
Company Name							
Mailing Address							
Phone				Fax			
Email							
Event Name							
Event Day/Date	<input type="checkbox"/> Sunday, Oct. 27	<input type="checkbox"/> Monday, Oct. 28	<input type="checkbox"/> Tuesday, Oct. 29	<input type="checkbox"/> Other			
Event Start/End Time							
Type of Event	<input type="checkbox"/> Business Mtg. <input type="checkbox"/> Reception		<input type="checkbox"/> Other:				
Speaker/Topic	Name:				Topic:		
On-site Contact	Name:				Cell #		
	Arrival Date:		Arrival Time:		Departure Date:		Departure Time:
Room Set Up: <i>Check set-up types</i>	<input type="checkbox"/> Conference:	<input type="checkbox"/> Hollow Sq.	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Classroom	<input type="checkbox"/> Theatre	<input type="checkbox"/> Rounds	<input type="checkbox"/> Reception
							
	Stage <input type="checkbox"/> Yes <input type="checkbox"/> No	Stage Size	Podium <input type="checkbox"/> Table Top <input type="checkbox"/> None <input type="checkbox"/> Standing	Other			
Estimated # of Attendees			Who are the attendees?				
Meeting Requirements <i>✓All that apply</i>	<input type="checkbox"/> Audio Visual <input type="checkbox"/> Internet <input type="checkbox"/> Food & Beverage			<input type="checkbox"/> Other			
Special Instructions							

Email this form to the NFDA Meetings Department: David Larsen, [dlarsen@nfda.org](mailto:dlarsen@nfda.org)

### Meeting Related Charges:

All charges are the responsibility of the requesting company or organization including, but not limited to, room rental, room set changes, food and beverage, delivery, set-up, audio visual, internet, electric services, and other meeting related charges.

Please sign to acknowledge that you have read and understand the above statement.

Signature		Date:	
-----------	--	-------	--

<b>For Administrative Use:</b>	
NFDA <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____
Name _____	Signature _____
Comments	





Your connection to members of the **world's leading  
and largest** funeral service organization



[suppliers.nfda.org](https://suppliers.nfda.org)

**2019**  
**Media  
Kit**

# Meet your marketing **mix masters!**

No two businesses are alike, so why should their marketing strategies be? Our dedicated business development team is available for consultation about your unique needs and can customize a comprehensive media plan that will help you achieve your business goals and objectives.

With a wide range of print and digital opportunities available, we're sure you'll discover a successful blend of media that brings you the best return on your investment.

## Your Partners at NFDA



### **Anthony Kaniuk**

Senior Business  
Development Executive  
akaniuk@nfda.org  
262.814.1550

Since 2014, Anthony has worked with businesses near and far to develop the right packages of NFDA advertising and sponsorship offerings that help them best reach their target audience.

Prior to joining NFDA, Anthony worked for Kates-Boylston Publications as associate publisher of *American Funeral Director* and *American Cemetery & Cremation* magazines and *Funeral Service Insider* newsletter for 14 years. He is also past president of the International Memorialization Supply Association, where he played a pivotal role in securing a new executive director and assisted in the development of many new benefits for members.



### **Lorri Wagner**

Account Executive  
Business Development  
lwagner@nfda.org  
262.814.1546

When Lorri joined NFDA in 2014, she brought a wide range of experience that enables her to establish inclusive sales and marketing plans for NFDA's valued partners.

Lorri's multifaceted career includes employment in the travel industry, running a home business and working as a regional sales representative for Innovative Signs. Lorri also served as national retail manager for Penzeys Spices, where she helped launch new stores across the country.



# Reach the top decision-makers in funeral service when you advertise with NFDA!

## NFDA Members...

### ...are in charge!



**11%**

CEO,  
President

**3%**

Vice  
President

**66%**

Owner,  
Principal  
Partner



**4%**

Employee

**16%**

Manager

NFDA is the world's leading funeral service association, serving more than 20,000 individual members that represent more than 10,000 funeral homes in the United States and internationally. Our members are the decision-makers you want to connect with!

### ...also own or offer:



Crematory

**100%**



Rental/Ceremonial Caskets for  
Cremation With Viewing

**86%**



Preneed Insurance

**78%**



Headstones, Markers, Monuments

**75%**



Aftercare

**67%**



Green Funeral Services/Burials

**51%**



Flower Shop

**51%**



Cemetery Without Cremation Services

**41%**



Cemetery With Cremation Services

**35%**



Estate/End-of-Life Planning Services

**34%**



Pet Care Services

**27%**

### ...have life experience!

#### Average Age

26-39	<b>13%</b>	55-64	<b>31%</b>
40-54	<b>35%</b>	65+	<b>20%</b>

Based on most recent NFDA Member General Price List Study

**2019** Media  
Kit

3

# THE DIRECTOR

Official Publication of NFDA



More than 15,000 funeral professionals around the world count on their monthly issue of *The Director* to keep up on the latest trends and important information they need to be successful in today's funeral service profession.

## Our readers take action!

**62%** Visited company's website to learn more

**29%** Saved ad for future reference

**44%** Contacted company about a product

**21%** Shared with a colleague

**38%** Purchased advertised product

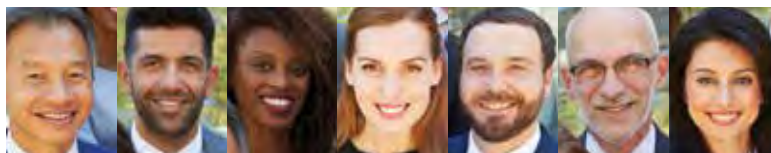
Based on most recent NFDA Funeral Service Publication Study



"With the rate of change in our industry, it's great to have a trusted resource like *The Director* for the latest information on market trends, product innovations and success stories from fellow funeral professionals."

**Troy Turner**  
Batesville Senior Vice  
President of Sales and  
Marketing

# 2019 Editorial Calendar



## January

### **2020 Vision – What Is Your Plan?**

Space Reservation: 11/5/18  
Ad Materials Due: 11/12/18  
Editorial Materials Due: 11/20/18

## February

### **The Alternatives**

Space Reservation: 12/5/18  
Ad Materials Due: 12/12/18  
Editorial Materials Due: 12/20/18

## March

### **Marketing & The Community Plus: Embracing Technology**

Space Reservation: 1/5/19  
Ad Materials Due: 1/12/19  
Editorial Materials Due: 1/20/19

## April

### **Non-Religious Services**

Space Reservation: 2/5/19  
Ad Materials Due: 2/12/19  
Editorial Materials Due: 2/20/19

## May

### **Financial Literacy Plus: Keeping the Art in Preparation Arts**

Space Reservation: 3/5/19  
Ad Materials Due: 3/12/19  
Editorial Materials Due: 3/20/19

## June

### **Mortuary Science Education Plus: Your Social Media Footprint**

Space Reservation: 4/5/19  
Ad Materials Due: 4/12/19  
Editorial Materials Due: 4/20/19

## July

### **Advocacy — Legislation & Compliance**

Space Reservation: 5/5/19  
Ad Materials Due: 5/12/19  
Editorial Materials Due: 5/20/19

## August

### **Cremation A-Z Plus: NFDA Expo Preview**

Space Reservation: 6/5/19  
Ad Materials Due: 6/12/19  
Editorial Materials Due: 6/20/19

## September

### **The Consumer's Voice Sneak Peek: NFDA's Convention Workshop & Speaker Preview**

Space Reservation: 7/5/19  
Ad Materials Due: 7/12/19  
Editorial Materials Due: 7/20/19

## October

### **The NFDA Convention Issue Plus: The Idea Bank**

Space Reservation: 8/5/19  
Ad Materials Due: 8/12/19  
Editorial Materials Due: 8/20/19

## November

### **Developing Your Strategic Plan Plus: Prearranging and Preneed**

Space Reservation: 9/5/19  
Ad Materials Due: 9/12/19  
Editorial Materials Due: 9/20/19

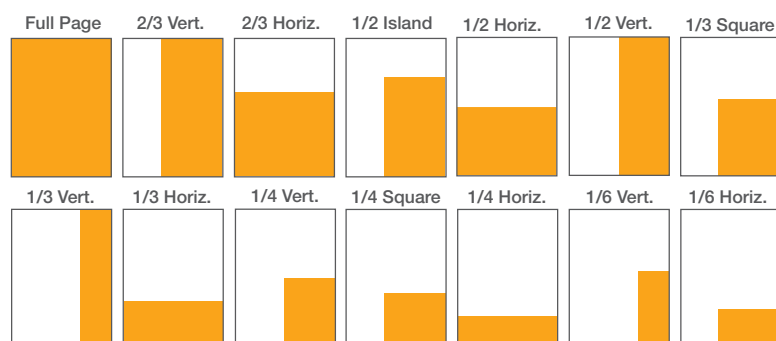
## December

### **2019 NFDA International Convention & Expo Recap**

Space Reservation: 10/5/19  
Ad Materials Due: 10/12/19  
Editorial Materials Due: 10/20/19

# Ad Dimensions

## Ad Placement



## 2019 Ad Rates

**Cover Rates** (includes 4-color process)

	1X	3X	6X	12X
Cover 2	3,220	3,065	2,920	2,780
Cover 3	3,100	2,950	2,810	2,675
Cover 4	3,600	3,425	3,260	3,100

**4-Color Rates** (includes black-and-white space rates)

	1X	3X	6X	12X	24X
1 page	2,610	2,530	2,460	2,390	2,320
2/3 page	1,925	1,865	1,810	1,755	1,705
1/2 page	1,445	1,400	1,355	1,315	1,275
1/3 page	975	945	915	885	860
1/4 page	800	775	750	730	710
1/6 page	580	560	545	525	510

**Black-and-White Rates**

	1X	3X	6X	12X	24X
1 page	1,610	1,530	1,460	1,390	1,320
2/3 page	1,260	1,200	1,145	1,090	1,040
1/2 page	945	900	855	815	775
1/3 page	645	615	585	555	530
1/4 page	550	525	500	480	460
1/6 page	420	400	385	365	350

## Full-page Ad Dimensions

**Live area:** 7-1/4" x 9-7/8" Keep all copy and live matter a minimum of 1/2" from the gutter and final trim

**Trim size:** 8-1/4" x 10-7/8"

**Bleed size:** 8-1/2" x 11-1/8" Allow 1/8" bleed on the head, foot and face

Press-quality, high-resolution PDF required with all fonts embedded, layers flattened, minimum 300 dpi. **Send to** [artwork@nfda.org](mailto:artwork@nfda.org)

## Ad Dimensions

(For bleed information, please see Advertising Specifications on reverse of Insertion Order.)

### Wide x High

1 page	7-1/4" x 9-7/8"
2/3 V	4-3/4" x 9-7/8"
2/3 H	7-1/4" x 6"
1/2 Isl.	4-3/4" x 7-1/4"
1/2 V	3-1/2" x 9-7/8"
1/2 H	7-1/4" x 4-7/8"
1/3 Sq.	4-3/4" x 4-7/8"
1/3 V	2-1/4" x 9-7/8"
1/3 H	7-1/4" x 3-1/4"
1/4 Sq.	4-3/4" x 3-3/4"
1/4 V	3-1/2" x 4-7/8"
1/4 H	7-1/4" x 2-1/4"
1/6 V	2-1/4" x 4-7/8"
1/6 H	4-3/4" x 2-1/2"

Required only for first-time advertisers:

**Advertising Company** (printed in Ad Index) \_\_\_\_\_ **Contact** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**Additional Ad Index Information:** (check one) ☐ Phone ☐ Website **Product/Service Category** \_\_\_\_\_

**Billing Agency/Company** (if different) \_\_\_\_\_

**Contact** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Fax** \_\_\_\_\_

## Dates of Insertion (Please check desired months and indicate year)

☐ January \_\_\_\_\_ ☐ April \_\_\_\_\_ ☐ July \_\_\_\_\_ ☐ October \_\_\_\_\_

☐ February \_\_\_\_\_ ☐ May \_\_\_\_\_ ☐ August \_\_\_\_\_ ☐ November \_\_\_\_\_

☐ March \_\_\_\_\_ ☐ June \_\_\_\_\_ ☐ September \_\_\_\_\_ ☐ December \_\_\_\_\_

☐ NFDA Resource Catalog ☐ NFDA International Convention & Expo Registration Brochure

## Color

☐ 4-color

☐ Black/White

## Advertisement Size

☐ Full page 7-1/4" x 9-7/8"

☐ 2/3 vertical 4-3/4" x 9-7/8"

☐ 2/3 horizontal 7-1/4" x 6"

☐ 1/2 island 4-3/4" x 7-1/4"

☐ 1/2 horizontal 7-1/4" x 4-7/8"

☐ 1/2 vertical 3-1/2" x 9-7/8"

☐ 1/3 square 4-3/4" x 4-7/8"

☐ 1/3 vertical 2-1/4" x 9-7/8"

☐ 1/3 horizontal 7-1/4" x 3-1/4"

☐ 1/4 horizontal 7-1/4" x 2-1/4"

☐ 1/4 vertical 3-1/2" x 4-7/8"

☐ 1/4 square 4-3/4" x 3-3/4"

☐ 1/6 vertical 2-1/4" x 4-7/8"

☐ 1/6 horizontal 4-3/4" x 2-1/2"

**Special instructions** \_\_\_\_\_

**Rate** Per Insertion (see Editorial Calendar/Ad Rates and Dimensions) \$ \_\_\_\_\_

**Payment Options** A prepayment is required for the first two insertions from all first-time display advertisers and should be included with the insertion order by the space reservation deadline of each issue. An approved credit application is required for invoicing future ads.

☐ Check (enclosed) ☐ Check (by space closing) ☐ Invoice advertiser ☐ Invoice ad agency

☐ MasterCard ☐ VISA ☐ American Express ☐ Discover

**Account number** \_\_\_\_\_ **Expiration date** \_\_\_\_\_

**Name on card** \_\_\_\_\_ **Authorized signature** \_\_\_\_\_

**Cancellations must be received in writing on or before the space reservation deadline.**

**No cancellations or alterations of space will be accepted after the space deadline.**

Fax signed insertion order: 262.789.6977 OR Email: advertising@nfda.org  
Questions? Contact Anthony Kaniuk at akaniuk@nfda.org or 262.814.1550 or Lorri Wagner at lwagner@nfda.org or 262.814.1546.

**The Director Advertising Specifications****Special Position**

Positions specified by advertiser or agency cannot be guaranteed, but when available, earned rate plus 10 percent.

**Closing Dates for Space Reservation**

The 5th day of the second month preceding month of publication. Example: Space reservation deadline for the March issue is January 5. If the 5th falls on a weekend, the next business day becomes the materials deadline. No cancellations or alterations of space will be accepted after space closing deadline.

**Materials Deadlines**

The 12th day of the second month preceding month of publication. Example: Materials deadline for the March issue is January 12. If the 12th falls on a weekend, the next business day becomes the materials deadline. Ad materials must be received by materials deadline or the publisher reserves the right to repeat the most recent ad run or charge for space reserved if ad materials or copy changes are not received by the materials deadline.

**Materials Requirements**

Printed offset, perfect bound.

Trim size: 8-1/4" x 10-7/8"

Bleed size: 8-1/2" x 11-1/8"

Two-page spread:

Trim size: 16-1/2" x 10-7/8"

Bleed size: 16-3/4" x 11-1/8"

- Allow 1/8" bleed on the head, foot and face. Keep all copy and live matter a minimum of 1/2" away from gutter and final trim. Bleed allowed on the following ad sizes: full page, 2/3 vertical, 2/3 horizontal, 1/2 vertical, 1/2 horizontal, 1/3 vertical, 1/3 horizontal.
- Fractional (non-full page) ads should include a frame/border surrounding the ad at the correct specified ad dimensions.
- Materials not submitted according to publisher's specifications or dimensions will be altered to fit the publisher's requirements at advertiser's expense. Additional preparation work and production charges are non-commissionable and will be billed back to the advertiser at a minimum charge of \$50.
- Digital files should be accompanied with all printer and screen fonts and any attached graphic files. Also include information about the software, version and platform used. Macintosh platform preferred.
- Documents and ads created in programs other than the following are not accepted:
  - o Mac Photoshop PDF, TIFF or EPS file; 300 dpi minimum.
  - o Mac Illustrator EPS file – convert all fonts to outlines. (Include all printer and screen fonts if you do not create outlines for type.)
  - o Mac InDesign document – include all printer and screen fonts. Send all graphic images as Photoshop or Illustrator files (see instructions above).
  - o Convert all QuarkXPress documents to Adobe Acrobat PDF CS2. QuarkXPress documents will not be accepted.

**Payment Terms and Policies****Contracts and General Conditions**

Contracts and/or insertion orders must be signed and returned to NFDA by the space closing deadline. Publisher reserves the right to refuse any advertisement for any reason at any time without liability, even though previously acknowledged and accepted. Publisher reserves the right to place the word "Advertisement" on ad copy that could, in the publisher's opinion, be construed as editorial copy. Publisher's liability for any error will not exceed the charge for the advertisement in question. Ad materials will only be kept on file for a 12-month period. Any ad materials not run within a 12-month period will be destroyed if specific ad is not requested in writing to be returned to the advertiser or agency.

**Commissions**

Recognized agencies receive the standard 15 percent commission. Additional preparation work and production charges are not commissionable.

**Terms**

A prepayment is required of all first-time display advertisers for the first two insertions and is to be included with the contract and/or insertion order by the space closing deadline. Subsequent insertions will be invoiced with an approved credit application. All invoices are payable within 30 days of their issue. A cash discount of 2 percent is available on all invoices paid within 10 days. A finance charge of 1.5 percent per month will be charged on balances over 30 days. Past-due accounts over 30 days are subject to loss of frequency rate and will be adjusted to the single-issue cost; agencies are subject to loss of commission. Both the agency and advertiser are jointly liable for all charges.

**Frequency Rate/Short Rates**

Frequency rates are based on a minimum of one advertisement per issue run within a 12-month period from starting issue date. Advertising ordered at a frequency discount rate and not earned will be billed at the correct frequency earned rate.

**Cancellations**

Cancellations must be received on or before the space closing deadline. No cancellations or alterations of space will be accepted after the space closing date. The publisher reserves the right to repeat the most recent ad run or charge for space reserved if ad materials or copy changes are not received by the materials deadline.

**Contact Information and Mailing Instructions**

Please direct all questions, advertising contracts, insertion orders, payments and materials to the NFDA Business Development team at [advertising@nfda.org](mailto:advertising@nfda.org).

# Looking for something different?



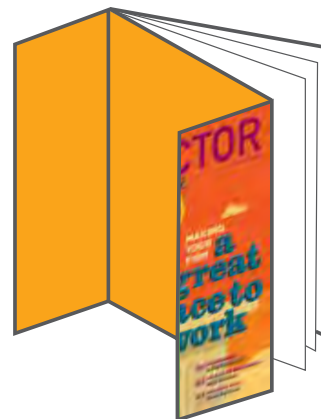
## Polybag Ride-along

Enjoy discounted rates when you include your marketing piece with others packaged in a clear plastic polybag.



## Polybag Exclusive

All the great benefits of the ride-along polybag opportunity, with the addition of being a stand-alone inclusion.



## French Gate Cover

The cover of *The Director* will open to reveal your full-page ad.



## Dot Whack

Stick your message right on the cover or in a targeted area of the magazine with a custom-printed sticker.



## Belly Band

Be the first thing readers see when they pick up *The Director*! And they're sure to notice your message on the front and back of the band as they remove it to open the magazine.

Highly visible specialty options make a big impact and can be more affordable than you think! Consider these unique and interesting ways to include your message with an upcoming issue of *The Director*.

Call us at **800.228.6332**  
or **+1.262.789.1880**  
for details and pricing!

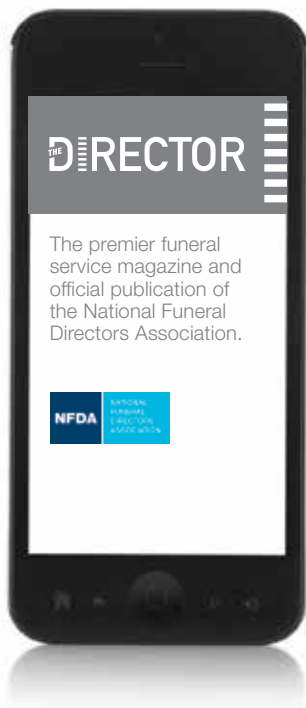


# THE DIRECTOR

## Digital Edition

**One amazing magazine, two great new ways to connect with readers!**

NFDA members can access *The Director* from anywhere – anytime they want!



**The Director is always just a tap away with the new mobile app!**

- The entire publication at your fingertips
- Interactive content and bonus material
- Immediate notification of new issues
- Valuable members-only benefit

Available in







## It's a great read from your home or office, too!

The upgraded desktop version is better than ever!

- The entire publication with the click of a mouse
- Easy to navigate table of contents
- Choose your reading view preference

A limited number of ad placements are available in these new formats!

**Call for details.**

# Boost visibility with digital advertising opportunities!

The sky's the limit...



...when your skyscraper ad is included in the rotation! Maximize your brand exposure wherever visitors decide to land at [nfda.org](http://nfda.org).

**New!** Sidebar video ad \$1,350/month

**Contact us** to learn about pre/post roll advertising in NFDA videos!

People visit [nfda.org](http://nfda.org)!

	Page Views	Visits	Unique Visitors
Monthly Average	<b>112,645</b>	<b>41,811</b>	<b>25,546</b>
Annual Total	<b>1,351,744</b>	<b>501,726</b>	<b>306,550</b>

September 1, 2017 – September 1, 2018

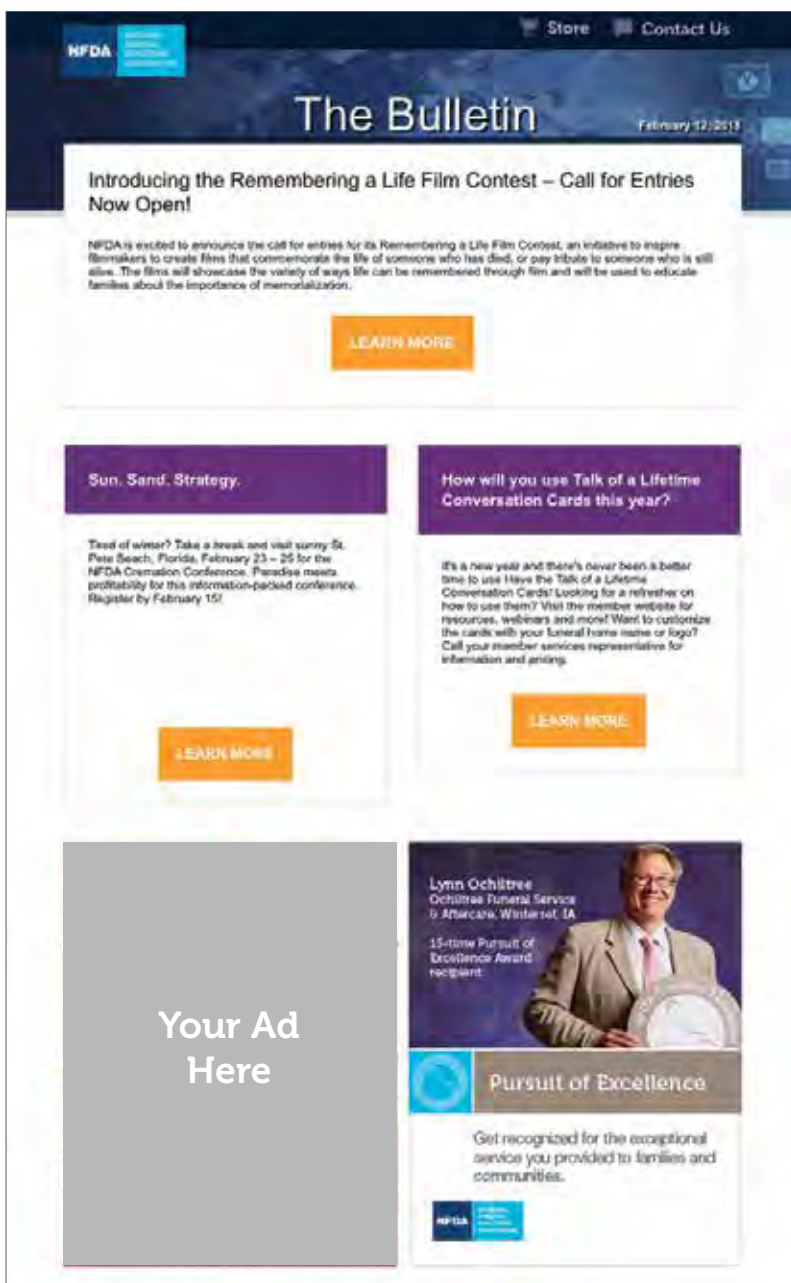


## 2019 Website Ad Rates

1 Month	\$500
3 Months	\$1,250
6 Months	\$2,000
12 Months	\$3,500

## Your web ads will be seen!

- Ads appear on **>90% of pages sitewide**
- **Heavily trafficked** pages
- **10-second** display rotation



## Read it and "reap"...

...the rewards of advertising in NFDA's blast email communications. Choose to be part of a variety of education, event and membership messages throughout the year.

**30.3%** Average Open Rate

**5%** Average Click-Through Rate



## 2019 Email Ad Rates

1 Email	\$250
3 Emails	\$600
6 Emails	\$900
12 Emails	\$1,800

## Web/Email Ad Specs

- 275 pixels wide x 350 pixels high
- JPEG or PNG file type
- Max file size 450 KB

Website and Email artwork is due one week prior the ad's run date.

# Reach Funeral Service Leaders in New Settings!



## Cremation Conference

February 22-24, 2019  
St. Pete Beach, FL



## Business Conference

February 24-26, 2019  
St. Pete Beach, FL



## Advocacy Summit

April 3-5, 2019  
Washington, D.C.



## Professional Women's Conference

April 12-14, 2019  
Annapolis, MD



## Embalming and Restorative Arts Seminar

May 16-17, 2019  
Pittsburgh, PA



## Leadership Conference

July 13-16, 2019  
San Diego, CA

**Make a strong and lasting impression** on the members of the leading and largest funeral service association in the world while showing your support for the profession by sponsoring NFDA's educational conferences and events throughout the year.

Whether you're interested in sponsoring social events, branded items or meals (or perhaps you have a completely outside-the-box idea in mind), **we're committed to working with you to maximize your brand exposure.**



# 2019 Prospectus



## Your guide to brand visibility at the world's largest funeral service event.

If your business would benefit from being a part of the world's largest gathering of funeral service professionals, then now is the time to secure your booth at the NFDA International Convention & Expo!

And if you really want to stand out from the crowd, we'll work with you to craft a custom blend of sponsorship and advertising to help you meet your goals.

Learn more –  
get the 2019 Prospectus at [suppliers.nfda.org](http://suppliers.nfda.org).



"The NFDA International Convention & Expo is organized and well-run. No other venue puts us in front of funeral home owners and decision makers as well as this one."

**Whitney L. Feagin**  
Sales & Marketing Support Specialist  
Atlantic Coast Life Insurance



NFDA Headquarters | Brookfield, WI

## About Us

-  World's largest funeral service association
-  More than 20,000 members in 49 countries
-  Trusted leader and beacon for ethics
-  Largest global network of funeral service professionals
-  Strongest advocate for the profession
-  Best-in-class education
-  Easy-to-use business management tools and resources

## Our Mission

The National Funeral Directors Association is the worldwide source of expertise and professional resources for all facets of funeral service. Through education, information and advocacy, NFDA is dedicated to supporting members in their mission to provide families with meaningful end-of-life services at the highest levels of excellence and integrity.



Each year, the NFDA International Convention & Expo draws thousands of attendees from around the globe to experience the world's largest funeral service expo, best-in-class continuing education and premier social and networking opportunities that help funeral directors achieve more in their businesses, communities and lives.

Learn how you can get involved!

Visit [suppliers.nfda.org](https://suppliers.nfda.org) or ask about the 2019 Prospectus.



Your guide to brand visibility at the  
**world's largest** funeral service event



[suppliers.nfda.org](https://suppliers.nfda.org)

# 2019

## Prospectus

# Your Partners at NFDA

If your business would benefit from being a part of the world's largest gathering of funeral service professionals, then now is the time to secure your booth at the NFDA International Convention & Expo! And if you really want to stand out from the crowd, we'll work with you to craft a custom blend of sponsorship and advertising that complements your brand and helps you meet your goals.

**Our dedicated business development team is here to help you every step of the way!**



**Karen Wicker**  
Expo Manager  
kwicker@nfda.org  
262.814.1563

Karen has lived and breathed all things Expo Hall since she joined NFDA in 2013. From assisting you with booth selection to answering your questions during the big event, if you have questions about exhibiting, she's got the answer for you.

Karen's extensive background in administration, human resources and recruiting with a variety of organizations, including the United States Department of Justice, has prepared her to navigate a range of situations to find the best outcomes for her clients.



**Anthony Kaniuk**  
Senior Business  
Development Executive  
akaniuk@nfda.org  
262.814.1550

Since 2014, Anthony has worked with businesses near and far to develop the right packages of NFDA advertising and sponsorship offerings that help them best reach their target audience.

Prior to joining NFDA, Anthony worked for Kates-Boylston Publications as associate publisher of American Funeral Director and American Cemetery & Cremation magazines and Funeral Service Insider newsletter for 14 years. He is also past president of the International Memorialization Supply Association, where he played a pivotal role in securing a new executive director and assisted in the development of many new benefits for members.



**Lorri Wagner**  
Account Executive  
Business Development  
lwagner@nfda.org  
262.814.1546

When Lorri joined NFDA in 2014, she brought a wide range of experience that enables her to establish inclusive sales and marketing plans for NFDA's valued partners.

Lorri's multifaceted career includes employment in the travel industry, running a home business and working as a regional sales representative for Innovative Signs. Lorri also served as national retail manager for Penzeys Spices, where she helped launch new stores across the country.



# Exhibiting puts you **face-to-face with the top decision-makers** in funeral service!

## Convention attendees...

### ...are in charge!



**78%**  
Owner/  
Manager



**15%**  
Employee



**4%**  
Student



**4%**  
Other

### ...are ready to buy!

**59%** On the  
Expo Floor



**56%** 1-3 Months  
Following



**16%** 4-12 Months  
Following



**21%** Undecided



### ...come to see you!

**86%**  
New Products/  
Services

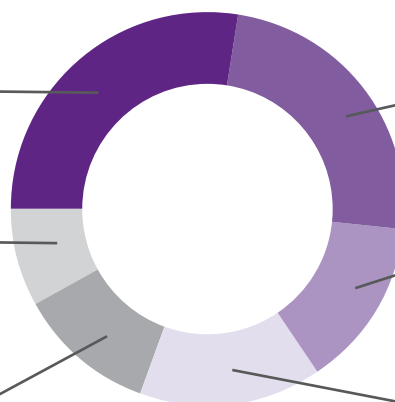
**25%**  
Convention  
Discounts

**35%**  
Making a  
Purchase

**76%**  
New Ideas to  
Serve Families

**43%**  
Visiting Past  
Exhibitors

**47%**  
Comparing  
Products/Services



# What's in it **for you?**

No other expo draws as many funeral service decision-makers to one place as the NFDA International Convention & Expo – and you can be a part of it! And, to sweeten the deal, you'll receive more free resources and promotion for your exhibiting dollars than with any other funeral service show.

## Your NFDA booth fee includes:

- 8-foot back drape and 3-foot side drape
- Three booth representative badges per 100 square feet of booth space (10x10 booth = 3 badges)
- Pre- and post-Convention attendee mailing lists
- Complimentary Expo-only registrations for your customers (valid all 3 days!)
- Use of the official NFDA Convention & Expo icon in your marketing materials and on your website
- A variety of web banners to promote your participation
- Listing in the online NFDA Expo floor plan, with link to your website
- Free basic listing in NFDA's online Supplier Directory
- Listing in The Director magazine:
  - August Expo Sneak Peek issue (deadline: June 5)
  - October Convention issue (deadline: August 5)
- Listing in the onsite NFDA Convention Program & Planner (deadline: August 5)
- Listing in the NFDA Convention app
- Access to media opportunities
- Press releases posted on NFDA website
- Workshops and General Sessions (CE not included)
- NFDA Welcome Party

## And you can save \$\$ with early-bird pricing!

### Booth fees **by** February 28, 2019

- Corner 10x10 booths: \$28 per square foot
- Non-corner 10x10 booths: \$25 per square foot
- Island booths 600 square feet or more: \$23 per square foot

### Booth fees **after** February 28, 2019

- Corner 10x10 booths: \$31 per square foot
- Non-corner 10x10 booths: \$28 per square foot
- Island booths 600 square feet or more: \$26 per square foot

## 2019 Expo Schedule

McCormick Place  
Chicago, Illinois

Achieve more with dedicated Expo hours!

### Move-in

Friday, October 25	8 a.m. Move-in begins
Sunday, October 27	4 p.m. Move-in ends

### Expo Hours

Monday, October 28	12-5 p.m.
Tuesday, October 29	12-5 p.m.
Wednesday, October 30	9 a.m.-12 p.m.

### Move-out

Wednesday, October 30	12 p.m. Move-out begins
Wednesday, October 30	11:59 p.m. Move-out ends

2019 Expo Floor Plan  
[nfda.org/chicago2019](http://nfda.org/chicago2019)

# Application/Contract for Exhibit Space

2019 NFDA International Convention &amp; Expo

October 27-30, 2019 – McCormick Place Convention Center, Chicago, IL

The undersigned (hereafter called the "exhibitor") applies for exhibit space in the NFDA Expo, October 27-30, 2019. Our company listing with the following wording on our standard 7"x44" booth sign, for NFDA Expo Online and in official NFDA Convention & Expo materials shall be as listed here:

**Sponsoring Company** (for printed materials, online listings, etc.) Must be provided with full payment by 8/1/19 for inclusion in printed materials.

Company \_\_\_\_\_ ☐ **First-time exhibitor**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Contact (to be published) \_\_\_\_\_ Position/Title \_\_\_\_\_

**Internal Contact** (not published by NFDA) Receives all show information, including booth assignment and upcoming deadlines.

Contact \_\_\_\_\_ Email \_\_\_\_\_

Add'l Contact (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

## Booth Size and Cost (minimum booth size 10'x10')

Booth Type: ☐ Corner \$31/sq. ft. ☐ Non-corner \$28/sq. ft.

**\*Island booths 600 square feet or more.** ☐ Island\* \$26/sq. ft

Booth Size: \_\_\_\_\_ feet X \_\_\_\_\_ feet = \_\_\_\_\_ sq. ft.

Total Rate: \_\_\_\_\_ sq. ft. X Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Preferred Booth Choice 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_

## Early-bird Discount – Save \$300 per 100 square feet!

**Valid on contracts submitted on or before February 28, 2019**

50% payment due to NFDA no later than February 28, 2019, and balance paid no later than April 30, 2019. Space not paid in full by April 30, 2019, will be subject to cancellation, forfeiture of all payments and/or increased rates.

Total \$ \_\_\_\_\_ – Early-bird discount \$ \_\_\_\_\_ = Adjusted total \$ \_\_\_\_\_

☐ I authorize NFDA to charge the first installment for the booth space on February 28, 2019, and the FINAL installment on April 30, 2019.

## Method of Payment

☐ Check (U.S. dollars drawn on a U.S. Bank) \$ \_\_\_\_\_ (Total)

☐ American Express ☐ Discover ☐ MasterCard ☐ VISA

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

• **Full payment due with contract for space reserved after April 30, 2019**

## Read Contract Terms on Reverse Side and Approve

All space shall be paid for at the appropriate rate as indicated and in accordance with the payment schedule indicated above. The contract terms printed on the reverse side and the Rules and Regulations within the Exhibitor Service Manual shall constitute part of this contract and the exhibitor agrees to abide and conform hereto. By signature below, the individual signing this contract represents that he/she is duly authorized to execute this binding contract on behalf of named exhibitor. This contract shall not be binding unless and until it is accepted and approved in writing by NFDA's duly authorized signature affixed below and full payment is received by NFDA.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## To Reserve Your Booth

**Fax** this signed application/contract to +1.262.789.6977

**Email** this signed application/contract to [kwicker@nfda.org](mailto:kwicker@nfda.org)

For Office Use Only	EXPOCAD	MKTG List	BX Listing	CRM ID	
	Director	Confirmation	Badges	Invoice Date	Invoice Date
	\$	Size	C1 C2 NC ISL NP SP		
	Booth #	Assigned by:		P1	P2

### Rules & Regulations for NFDA International Convention & Expo

It is understood and agreed that NFDA may revoke this contract at any time if it determines, in its sole discretion, that the products and services we intend to exhibit are not suitable or appropriate. In such case, NFDA shall refund to us all sums paid hereunder, which shall be in full liquidation of all loss or damages suffered by us.

We understand that if we cancel this contract and notify NFDA of the cancellation in writing before February 28, 2019, 100% of the payments received by NFDA will be returned. If we cancel on or after February 28, 2019, and before April 30, 2019, 50% of the payments received by NFDA will be returned. If we cancel after April 30, 2019, no refund shall be returned to us by NFDA. No refunds will be issued on contracts received by NFDA on or after April 30, 2019. We understand our labor, electrical, carpet, furniture and other requirements are not included in the exhibit rental fee.

We understand that we are entitled to 3 badges per 100 sq. ft. (10'x10') of booth space for employees of exhibitor. All rules and regulations of the exposition have been read, and are accepted by us and made a part of this contract and we agree to comply with them. We also agree to abide by any future rules and regulations which NFDA adopts. Exhibitors are obligated to exhibit for all hours of the exposition. **No early breakdown of exhibit is allowed.**

**1. SPONSOR.** The National Funeral Directors Association (NFDA) is the sponsor of the exposition. NFDA shall be represented by the Expo Manager and the NFDA CEO. They are the only agents authorized to bind NFDA with regard to this exposition.

**2. LOCATION.** The 2019 NFDA Expo will be held in the McCormick Place Convention Center, Chicago, IL. The exposition diagram shows exhibit spaces available within the Center and their respective prices.

**3. INSTALLATION AND DISMANTLING.** All exhibit areas will be available at 8:00 A.M. on Friday, October 25, 2019. All exhibits will be arranged and completed by 5:00 p.m. on Sunday, October 27. No exhibits shall be dismantled or any packing done before the final closing hour of the exposition. Packing cases or material will not be allowed on the exhibit floor before that hour. All exhibits must be removed from the Center by 11:59 p.m. Wednesday, October 30. NFDA reserves the right to alter the exposition hours.

**4. LABOR.** Orders for all services including unpacking, repacking, setting up exhibits, electrical work, carpenters, labor (skilled and common), furniture rental, decorating, sign painting, floor coverings, photographs, flowers, should be promptly submitted to the Service Contractor on order forms provided by service contractor. If required by rules and regulations of the Center, exhibitors shall employ designated labor contractors in the installation and dismantling of their exhibits. All labor rates and overtime requirements are subject to modification. Exhibitors will pay for the charges made by the labor contractor, including overtime or double time, if work for such exhibitors is performed when such rates are applicable. Bills rendered exhibitors during the exposition must be checked and approved for payment before the time for dismantling terminates.

**5. ASSIGNMENT OF EXHIBIT SPACE.** The space selection process will begin after the 2018 Expo. Appointments will be scheduled based on priority points. The remaining will be available on a first-come, first-served basis. In cases where exhibitors have like histories, date of receipt of contract shall be considered. Notwithstanding the above, the space assignments made by NFDA are within its sole and absolute discretion. **NFDA reserves the right to change such assignments at any time prior to or during the exhibition.** Any space not claimed and occupied before noon on the first day of the exhibition may be re-assigned or re-rented without refund of rental paid, the amount of advance rental being agreed to as liquidated damages. It is agreed that if NFDA moves an exhibitor to a different space from that originally assigned, and the rental of the new space is less than the original space, credit will be given accordingly to the exhibitor.

**6. ARRANGEMENT OF EXHIBITS.** The following rules will govern the set-up of booths and the arrangement of exhibits: (a) The standard booth equipment furnished by NFDA will consist of (i) an eight (8) foot high back wall with aluminum uprights and stock stanchion, (ii) division rails three (3) feet high, and (iii) one (1) sign of standard length and width (7" x 44") with two (2) lines of lettering giving exhibitor's name and booth number. Exhibitors desiring to use additional signage must obtain written approval of the NFDA Expo Manager. (b) No fabricated exhibitor construction for inline booths walls shall exceed eight (8) feet in background height or three (3) feet in divisional rail height except as otherwise specifically provided herein. (c) In island spaces with aisles on all four (4) sides, overhead panels or "bridge type" construction may be permitted to a maximum height of sixteen (16) feet along the center of the space or along the aisle lines. Exhibitors selecting this type of space will be permitted to use more completely the cubic content of the booth. In peninsula spaces surrounded by aisles on only three (3) sides, the background must be on the side that is not an aisle. The background at this point is to be eight (8) feet high. (d) Exhibitors who are assigned more than one (1) space and whose spaces are adjacent to each other shall treat these spaces as if they are one (1) single space with no intervening merchandise or counters so that a person may move throughout the entire booth without resorting to the aisles. No construction will be allowed on the sides of any booth which would obstruct the view of adjacent booths. (e) Counters may be erected along the sides or across the rear of a space, thus preserving the "open booth" appearance. When counters, exhibits or other material are installed at the front of the space, they must be recessed six (6) inches from the aisle line. (f) All exhibits, and the operation of all machinery and equipment, and the use of all electrically wired display material within the exhibits, must be in strict compliance with all applicable fire, utility, building codes and regulations, city, state and federal law, these rules and regulations, and the rules and regulations of the Center. Any exhibitor supplying decorations, fabrics, signs, hangings, etc., must ensure that they are fireproofed in such manner as to pass the strand test for stage material as required by local fire ordinances. The exhibitor agrees to accept full responsibility for all such compliance. (g) Exhibitor shall comply with all regulations relating to the Americans with Disabilities Act (ADA) in the design of, and access to

booths and exhibits. NFDA shall have full discretion and authority in the placement, arrangement and appearance of all exhibits. NFDA may require the rearrangement, redressing or redecoration of any item or of any exhibit, and no liability shall attach to NFDA for costs that may incur thereby by the exhibitor. NFDA may, in its sole discretion, make such requirements at any time as it deems necessary or expedient as to uniformity in signs, colors, displays, or any other materials. Exhibitors shall only display those items which they manufacture or deal with in the regular course of their business. NFDA reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor or its representatives, with or without cause. If cause is not given, liability shall not exceed the amount of the exhibitor's rental fee unearned at the time of ejection. If any exhibitor or exhibitor is ejected for violation of any of the applicable rules or for any other cause, no return of the rental fee shall be made.

**7. ANCILLARY SERVICES.** The following services are available in accordance with the terms and conditions set forth below: (a) Security: NFDA will hire independent security services for the Center, but will have no liability to exhibitors, their employees, representatives, or agents as a result of any act or omission of the security service. (b) Cleaning: NFDA shall provide cleaning of the aisles of the Center during the exhibition. It shall be the obligation of the individual exhibitors to maintain their own exhibit space. (c) Storage: The drayage contractor or Center will provide storage space for all crates and boxes. Storage may be arranged for at the Service Desk, which will provide tags to be used by exhibitors to identify pieces to be placed in storage for the duration of the exposition, and returned to exhibitors' spaces after final closing. The tags are to be filled in with the space number of the exhibitor, and are to be attached to each piece being stored. NFDA has no responsibility or liability arising out of the storage of boxes, crates or other items by the exhibitor with the Center. To comply with fire regulations, wrapping materials such as paper, excelsior, etc., must be completely enclosed within packing boxes. Small boxes and articles should be nested in larger ones to reduce the number of pieces to be stored and eliminate the likelihood of small pieces being lost. No boards or skids will be accepted for storage unless securely tied into bundles and tagged. Materials not complying with these requirements will be considered refuse and disposed of by the cleaners. (d) Shipping: Upon request, complete instructions covering shipment will be supplied by the General Service Contractor. There are adequate loading docks to handle exhibitor's freight. Freight must be unloaded on the receiving dock and then transported into the building. The use of any truck or motor vehicle in the building by any exhibitor will be at the exhibitor's risk. (e) Music: NFDA will have a music license from BMI, ASCAP, and SESAC permitting the use of the musical compositions listed by these three organizations. Exhibitors may play only canned or non-live musical compositions that are licensed by BMI, ASCAP or SESAC. Live music may only be utilized by Exhibitors upon prior written permission of NFDA. (f) Lighting and Electrical: NFDA shall provide for general illumination of the exhibit hall from regulating lighting fixtures already in the hall. Standard one hundred twenty (120) volt current is available. Upon request by the exhibitor, two hundred eight (208) volt single phase and three (3) phase alternating current will be made available to the exhibitor. (g) Telephone: Private telephone service is available in booths to those exhibitors ordering in advance. (h) Movies: Exhibitors who intend to show movies in their booths shall obtain from the NFDA Expo Manager complete instructions governing the showing of such movies. Union operators may be required for projection machines and automatic projectors. Exhibitors utilizing projectors shall comply with all applicable rules.

**8. RESTRICTIONS.** The following restrictions will apply to all exhibitors unless modified in writing by the NFDA Expo Manager: (a) Any plan to induce visitors to the booth of any exhibitor by what may be considered a lottery is prohibited. An opinion as to what constitutes a lottery, prepared by NFDA General Counsel, can be obtained by addressing a request to the NFDA office in Brookfield, WI. The opinion of the NFDA General Counsel shall be binding upon all exhibitors. (b) No exhibitor may allow any article to be brought into or act done on the premises which will violate or increase the premium on the policies of insurance held by the Center, nor permit anything to be done by its employees or agents by which the premises shall be in any manner marred or defaced. No signs or other attachments shall be affixed, screwed, nailed or otherwise attached to the walls, floors, ceiling, doors or other fixtures of the Center in such a manner as to deface, mar, alter or damage same. Exhibitors shall compensate NFDA and the Center, as their interest may appear, for any damage resulting from the acts or omissions by an exhibitor, its employees, representatives or agents. (c) Samples, catalogs, pamphlets, souvenirs, publications, etc. of a dignified character may be distributed by an exhibitor only from its own exhibit space and may not be distributed in any manner or during any other event or gathering sponsored by NFDA. (d) Exhibits shall be arranged so that instructions, demonstrations and entertaining of visitors can be done within the confines of the exhibitor's space and not in the aisles. (e) Exhibitors shall be responsible for maintaining booth noise so as not to interfere with the normal display and conversation of other exhibitors and attendees. NFDA reserves the right to restrict exhibits which because of noise, method of operation, or any other reason, become objectionable or disruptive. As a guide, exhibitors should refrain from employing any sound system, amplifier, loud speaker, singers, music, recordings, or other action or device which produces or generates noise in excess of 80 decibels (dB) as measured at the boundaries of the booth. The NFDA Expo Manager shall have full discretion and authority in restricting and/or eliminating methods of attracting attention which he deems, in his sole discretion, distracting, objectionable or which detract from the general character of the exposition. (f) The exhibitor agrees not to extend group invitations, call meetings, or otherwise encourage absence of groups of exhibitors and/or NFDA members from the exhibit hall and NFDA convention during the hours of said exhibition and convention activities. Exhibitor agrees not to hold any special functions during the period of the NFDA convention without prior approval of NFDA. (g) No subletting or assignment of exhibit space, in whole or in part, will be permitted. Each exhibitor represented in the Center must enter into a separate exhibit rental contract with NFDA. Any exhibitor subletting or assigning exhibit space will risk cancellation of its rental contract and forfeiture of all rental payments. (h) No spotlights, strobe lights or floodlights will be permitted to be installed without the consent of the NFDA Expo Manager. The demonstration of motor-operated equipment is permitted on special arrangement with the NFDA Expo Manager.

Demonstration or operation of an apparatus of any kind that is noisy or distracting is not permitted. (i) No flammable fluids, substances or materials of any nature, including decorative materials, as defined by the fire regulations, may be used in any booth. (j) No distribution of food shall be permitted if it results in an offensive, unsatisfactory and/or unclean condition of exhibits or floor space. No on-site preparation of food is permitted. NFDA reserves the right to prohibit all distributions of food if so required by the Center. (k) NFDA reserves the right, in its sole discretion, to restrict exhibits which are operated in an objectionable manner, and to prohibit and require the removal of any exhibit which may detract from the general character form of the exposition. This right of restriction and removal includes person, things, conduct, printed matter, music, sounds, or anything of a character which may be, in the sole discretion of NFDA, objectionable or detrimental to the exposition as a whole or in violation of these rules and regulations.

**9. ADMITTANCE.** Representatives of exhibitors shall only be admitted to the exhibit hall if they are displaying registration badges. Registration badges are available to owners, executives, employees of exhibitors. Each representative must have his or her own exhibit badge. NFDA reserves the right to limit the number of exhibitors represented at any one time representing any one exhibitor. No representative may loan or trade his or her registration badge to any other person for any reason. Names for badges should be submitted to NFDA by September 27, 2019. NFDA reserves the right to cancel any exhibitor's contract or revoke the registration and badge of any representative or exhibitor who violates the rules and regulations of the exhibit. NFDA shall collect the applicable registration fee from any unregistered individual who makes use of a registrant's badge. In the event that the misused badge belongs to that of an exhibitor or his representative, if the fee is not collectable from the individual, the firm whose representative loaned the identification badge will be responsible for the amount of that registration fee.

**10. LIMITATION OF LIABILITY** NFDA shall not be liable for any damage to or loss of exhibitor's property, nor for injury or death of exhibitor or its employees, representatives, or agents, nor for any damage of any nature to exhibitor's business, nor for the failure to hold the exposition as scheduled, unless such damage, loss, injury, death or failure to hold the exhibit is the direct and proximate result of the intentional or grossly negligent act of NFDA. Moreover, in the event of any such intentional or grossly negligent act of NFDA, NFDA's liability to exhibitor, if any, shall in no event exceed the total amount paid to NFDA hereunder by exhibitor. If any such refund is sought by exhibitor due to a failure to hold the exhibit for the entire scheduled time period because of an intentional or grossly negligent act of NFDA, the refund of the rental payment shall be pro-rated to compensate exhibitor only that period of time the exhibit was not open as scheduled. Exhibitor specifically acknowledges and agrees to this limitation of NFDA's liability hereunder. Exhibitor hereby agrees to indemnify, hold harmless and defend NFDA from and against any and all liability, responsibility, loss, damage, costs or expense of any kind whatsoever, including but not limited to attorney fees, which NFDA may incur, suffer or be required to pay as a result of or arising directly or indirectly from any intentional or negligent act or omission by exhibitor or any of its employees, representatives or agents. Neither NFDA nor the owners of the exhibit hall shall be responsible for any damage done to any exhibits, crates or boxes due to the packing, storing, uncrating or unpacking thereof, and all such services are rendered and accepted upon this condition and understanding. A representative of the exhibitor must conduct or supervise the packing and unpacking of each exhibit. NFDA will carry public liability insurance solely for the protection of NFDA and the Center. Such public liability insurance shall not cover the exhibitors, their property, employees, representatives or agents.

**11. INSURANCE:** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold harmless NFDA, 2019 NFDA International Convention & Expo, its employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. In addition, Exhibitor acknowledges that NFDA and the 2019 NFDA International Convention & Expo do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Convention Center, its owners or managers that result from any act or omission of Exhibitor. Exhibitor shall, at its own expense, secure and maintain the insurance listed below during the full term of the contract, including move-in and move-out. Required coverage: a) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit liability for bodily injury, and b) Worker's Compensation Insurance.

**12. SUITCASING/UNAUTHORIZED SOLICITATION POLICY.** Please note that while all meeting registrants are invited to the 2019 NFDA International Convention & Expo, any registrant who is observed soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied including denial of participation at future NFDA events.

Please report any violations you may observe to NFDA staff. NFDA recognizes that "suitcasing" may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; restaurant, club, or any other public place of assembly. For the purposes of this policy, "suitcasing" violations may occur at venues other than the exhibition floor. NFDA must be informed of any hospitality suites, or other venues used for commercial activity in advance of its show, and expressed consent must be received prior to the event.

### 13. PHOTOGRAPHY

Exhibiting, registration and attendance at, or participation in, NFDA's meetings and other activities constitutes an agreement by the registrant to NFDA & The Center's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audio tapes of such events and activities.

# Stand apart **with sponsorship!**

Grab the attention of attendees before and after they visit your booth! From social events and education to branded items or even something a little outside-the-box, we've got options to maximize your visibility within budget. And if you have a great idea to try, we're all ears!

## We'll sweeten the pot with some great core benefits:



### Print

- **Logo in** the sponsor section of *The Director* magazine (August, September, October and December issues)
- **Sponsor profile in** *The Director* magazine (September and October issues)
- **Logo and sponsor profile in** onsite *NFDA Convention Program & Planner*



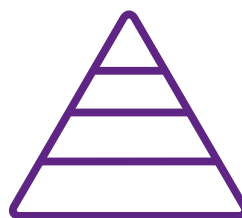
### Onsite

- **Signage** (banners, digital, etc.) as appropriate, **based on sponsorship opportunity**



### Digital

- **Logo** (linked to sponsor landing page) on **Convention Sponsors tab of website**
- **Recognition with profile in** Sponsor section of **NFDA Convention app**



### Gold, Titanium, Platinum, and Black Diamond levels also enjoy:

- **Verbal recognition** during Monday's **Opening General Session**
- **Recognition through NFDA social media outlets** (as deemed appropriate by NFDA)

# You asked and **we have delivered!**

The NFDA Convention sponsorship structure lets you choose your benefits! It's never been easier to extend your reach beyond the Expo Hall.

## Choose your investment...

### Black Diamond

\$50,000  
375 points

### Platinum

\$40,000  
300 points

### Titanium

\$30,000  
225 points

### Gold

\$20,000  
150 points

### Silver

\$10,000  
75 points

### Bronze

\$5,000  
35 points

## Create your own add-on benefits package!

Redeem your sponsorship points for additional benefits that best meet your business goals!

Points	Value	Benefit
5	\$75-\$125	Ticket to one social event
5	\$250	One ad in the NFDA Bulletin (excludes October) – Limit 4
20	\$1,000	Carpet Logo
25	\$1,000	Ad in the Convention Program & Planner
25	\$1,250	Banner ad on nfda.org for 3 months
30	\$1,500	Registration Bag Insert – Supplier provided
30	\$1,500	Beacon notification in Expo Hall
30	\$1,500	Full NFDA membership list for one-time mailing
35	\$1,275	1/2 page ad in <i>The Director</i> (excludes October) – Limit 1
45	\$2,500	Microphone announcement on the Expo floor
45	\$2,500	Push notification through NFDA Convention app
45	\$2,500	Brief survey through NFDA Convention app
45	\$2,500	Enhanced social media exposure through NFDA channels
60	\$2,320	One full-page ad in <i>The Director</i> (excludes October) – Limit 1
60	\$3,000	Registration bag insert – Printed by NFDA
70	\$3,900	White Paper/Infographic visible to NFDA members
75	\$4,000	NFDA member focus group – Limit 1
85	\$4,200	Polybag insert with <i>The Director</i>
120	\$4,640	Two-page advertorial spread (excludes October)



# Sponsorship Agreement Form

2019 NFDA International Convention &amp; Expo

October 27-30, 2019 – McCormick Place Convention Center, Chicago, IL

**Sponsoring Company** \_\_\_\_\_

Address (may be published in promo materials) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Contact (may be published in promo materials) \_\_\_\_\_ Position/Title \_\_\_\_\_

## Sponsorship Level

Select your sponsorship level.

- |  |          |                                 |          |
|--|----------|---------------------------------|----------|
| <input type="checkbox"/> Black Diamond | \$50,000 | <input type="checkbox"/> Gold   | \$20,000 |
| <input type="checkbox"/> Platinum      | \$40,000 | <input type="checkbox"/> Silver | \$10,000 |
| <input type="checkbox"/> Titanium      | \$30,000 | <input type="checkbox"/> Bronze | \$5,000  |

## Selected Sponsorship Opportunities

\_\_\_\_\_

\_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_

## Method of Payment

☐ Credit Card Fax to 262.789.6977 or call Business Development at 800.228.6332

☐ American Express    ☐ MasterCard    ☐ VISA    ☐ Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

☐ Invoice

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

☐ Check (U.S. dollars drawn on U.S. bank) payable to NFDA

*Our organization acknowledges that NFDA retains the sole right to select the presenter(s) and direct all aspects of any event.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Agreement Submission

**Mail** this signed agreement with payment to:  
NFDA Business Development Department – Sponsorship  
13625 Bishop's Dr., Brookfield, WI 53005

**Fax** this signed agreement to +1.262.789.6977  
**Email** this signed agreement to [advertising@nfda.org](mailto:advertising@nfda.org)



# Whet **your appetite...**

Here's just a **sampling** of the many fabulous opportunities that await!



## Massage Station

Invite attendees into your booth for a bit of relaxation or we can arrange a location in one of the on-floor attendee lounges, complete with signage.

**Bronze Sponsorship**  
35 points  
\$5,000



## In-booth Wine/ Cheese Tasting

Uncork some new business – and raise a glass with existing clients – with this attention-grabbing sponsorship! We'll get a dedicated attendant set up right in your booth with a sampling of cheese and fine red and white wines!

**Bronze Sponsorship**  
35 points  
\$6,000



## Rise and Shine Coffee Cart

Really popular with attendees! Invigorate early-risers with the eye-opening taste of coffee first thing in the morning. Not only will your sponsored coffee cart be parked in a highly visible area near Registration or workshop rooms, but attendees will also have your brand in hand with special branded cups!

**Bronze Sponsorship**  
35 points  
\$6,500



## Hotel Key Cards

Put your brand in the hands of attendees – literally! – when you take advantage of this unique opportunity. Your four-color, custom image will be printed on the front of the key cards for all rooms (at nine or more hotels!) booked within the NFDA International Convention & Expo official housing room blocks.

**Silver Sponsorship** 75 points - \$12,000



## NFDA International Convention & Expo Mobile App

The NFDA Convention App puts your brand right into the hands of decision makers! The app is free to download and compatible with iOS and Android phones and tablets. Smartphone users will rely on the app for information about workshops, speakers, Expo listings, the downtown area, activities and more!

### Silver Sponsorship

75 points  
\$15,000



## NFDA Social Media Lounge

Convention attendees gather in this fun lounge to connect and recharge, network with others, tweet and post about their great convention experience, take a fun photo with friends and more!

### Gold Sponsorship

150 points  
\$20,000



## Registration Bags

The ultimate walking billboard! Every attendee receives a bag at registration and will carry your brand all over McCormick Place and throughout the town!

### Gold Sponsorship

150 points  
\$20,000



## Ready to dig in?

Visit [nfda.sponsorship.ges.com](http://nfda.sponsorship.ges.com)



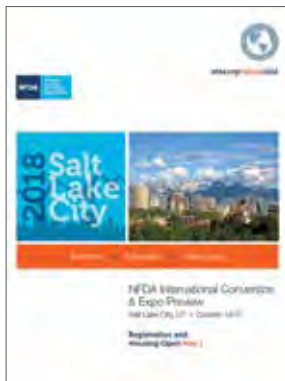
## Welcome Reception

Be part of the best attended social event at Convention! Attendees look forward all year to gathering at a local hot spot to reunite with old friends and make new ones. In addition to on-site signage, we'll work with you to ensure that your brand is prominently displayed in unique ways throughout the venue.

**Platinum Sponsorship** 300 points - \$40,000

# To the Expo... and beyond!

NFDA offers so many ways for you to get the word out about your company and what you stand for – before, during and after the big event! Make the most of your Convention investment with these special opportunities.



## NFDA International Convention & Expo Preview Brochure

The first glimpse of the big event is included in all NFDA new-member packets, with NFDA Store orders and other mailings and is distributed at state conventions from March through June.

Exclusive – back cover.  
Ad materials due January 4, 2019.



## NFDA International Convention & Expo Registration Brochure

Poly-bagged with the June issue of *The Director*, circulated with all NFDA new-member packets and at state conventions from June through October, this anticipated brochure dishes the details. Secure your ad space early – this will sell out!

Limited – full page ad.  
Ad materials due April 1, 2019 (no foolin'!).



## NFDA Convention Program & Planner

Distributed to every attendee onsite, this 8.5"x6.5" spiral-bound "notebook" is the comprehensive guide to all things Convention & Expo, including navigation through McCormick Place, daily workshop and activity line-ups, schedules, exhibitor information and much, much more. Take advantage of premier ad placement in this must-have resource!

### Choose From:

- Inside covers – 2 opportunities
- Laminated tabs – 10 opportunities
- Full-page ad – 20 opportunities

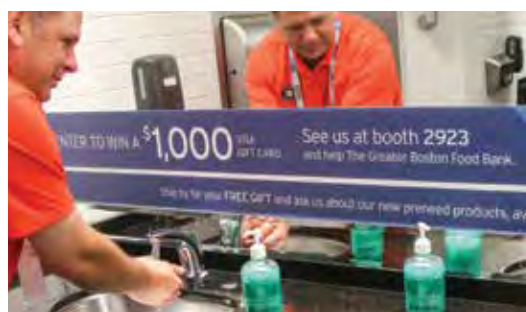
**Don't delay – ad space will sell out! Ad materials due August 12.**



## The Director Magazine

If you only run three ads this year, be sure they are in the Convention-related issues of *The Director*: August – NFDA Expo Preview, October – Comprehensive Convention Preview and December – Convention Recap. Reinforce your presence in the Expo hall!

Review the 2019 Media Kit for details.



## Convention Center Graphics

Take advantage of exclusive, high-impact visual opportunities outside the Expo hall! Ask us about targeted placements throughout McCormick Place, such as stair and elevator door wraps, large window clings in high-traffic areas and more. Visibility doesn't get better than this!

Materials due September 6.



"The NFDA International Convention & Expo is organized and well-run. No other venue puts us in front of funeral home owners and decision makers as well as this one."

**Whitney L. Feagin**  
Sales & Marketing Support Specialist  
Atlantic Coast Life Insurance



# To the Expo... and beyond!



## NFDA Members' Choice Award – Free!

Formerly known as the NFDA Innovation Award, this achievement recognizes the best new product or service selected by NFDA member votes. **Entry opens May 1.**



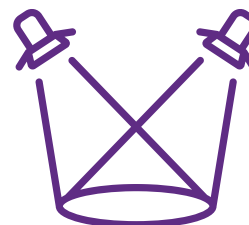
## Marketing Materials – Free!

Free marketing materials are available to help you promote your participation in the NFDA International Convention & Expo. **Visit suppliers.** [nfda.org](http://nfda.org)



## NFDA Expo Ambassador Program

Increase booth traffic and you could earn some free, onsite promotion! Send the Free Expo-only Registration Form to clients and prospects so they can see you at the Expo! The exhibitors with the most attendees will be named 2019 NFDA Expo Ambassadors.



## NFDA Exhibitor Highlights – FREE!

If you're unveiling a new product or service, offering a unique prize or hosting someone special at your booth, NFDA wants to know! We'll feature your news prior to Convention and at the Expo.



## Most Memorable New Booth Award – Free!

Welcome to the NFDA International Convention & Expo! If you're a first-time exhibitor, you are automatically in the running to receive recognition from attendees when they vote for their favorite new booth.



## NFDA Expo Preview Display – \$100

Located in a high-traffic area outside the Expo hall, the Expo Preview Display case is sneak peek of the hottest items in this year's Expo, complete with your info and booth number. **Space is limited.**

# Additional Promotional Opportunities Agreement Form

2019 NFDA International Convention &amp; Expo

October 27-30, 2019 – McCormick Place Convention Center, Chicago, IL

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

Internal Contact \_\_\_\_\_ Email \_\_\_\_\_

## Select Your 2019 Promotional Opportunities:

### ☐ Exhibitor Highlights – Free!

**Due: 8/19/19**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Giveaway             | <input type="checkbox"/> Raffle/prize drawing | <input type="checkbox"/> Product launch        |
| <input type="checkbox"/> Product/service demo | <input type="checkbox"/> Celebrity appearance | <input type="checkbox"/> Special food in booth |
| <input type="checkbox"/> Other _____          |   |  |

Submit a description with applicable high-resolution images to bizex@nfda.org for possible inclusion in *The Director* and other promotions.

### ☐ NFDA Expo Preview Display – \$100

**Due: 9/30/19**

Product Name \_\_\_\_\_

Product Size (inches) \_\_\_\_\_ (H) x \_\_\_\_\_ (W) x \_\_\_\_\_ (L) Weight \_\_\_\_\_ lbs

Please initial to acknowledge the following:

- \_\_\_\_\_ Space is limited and assigned on a first-come, first-served basis.
- \_\_\_\_\_ My item may not exceed 12" wide x 12" long x 12" high.
- \_\_\_\_\_ I will provide NFDA with a product name and description (300 character max) with product image for planning purposes by September 20, 2019.
- \_\_\_\_\_ I am responsible for shipping my product using a label provided by NFDA to the McCormick Place Convention Center to arrive on Thursday, October 24, 2019.
- \_\_\_\_\_ NFDA will arrange products at its discretion. Changes to the product or display will not be allowed onsite.
- \_\_\_\_\_ NFDA and its show vendors are not responsible for lost, stolen or broken items.

**Total Due = \$** \_\_\_\_\_

### Method of Payment

☐ Check (U.S. dollars drawn on U.S. bank) payable to NFDA

☐ Credit Card

☐ American Express    ☐ MasterCard    ☐ VISA    ☐ Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

*Our organization acknowledges that NFDA retains the sole right to select the presenter(s) and direct all aspects of any event.*

Signature \_\_\_\_\_

### Agreement Submission


**Mail** this signed agreement with payment to:  
NFDA Business Development Department – 2019 Promo Opps  
13625 Bishop's Dr., Brookfield, WI 53005

**Fax** this signed agreement to +1.262.789.6977  
**Email** this signed agreement to bizex@nfda.org



NFDA Headquarters | Brookfield, WI

## About Us

-  World's largest funeral service association
-  More than 20,000 members in 49 countries
-  Trusted leader and beacon for ethics
-  Largest global network of funeral service professionals
-  Strongest advocate for the profession
-  Best-in-class education
-  Easy-to-use business management tools and resources

## Our Mission

The National Funeral Directors Association is the worldwide source of expertise and professional resources for all facets of funeral service. Through education, information and advocacy, NFDA is dedicated to supporting members in their mission to provide families with meaningful end-of-life services at the highest levels of excellence and integrity.



Each year, the NFDA International Convention & Expo draws thousands of attendees from around the globe to experience the world's largest funeral service expo, best-in-class continuing education and premier social and networking opportunities that help funeral directors achieve more in their businesses, communities and lives.



## Free Expo-only Pass Registration Form

2019 NFDA International Convention & Expo  
October 27-30 – McCormick Convention Center, Chicago, IL, USA

Courtesy of NFDA and **[ENTER YOUR COMPANY NAME & BOOTH NUMBER]**

Form must be submitted to NFDA by **Friday, September 20, 2019.**

***Forms will not be accepted onsite.***

### Please note:

- Form **must** be completed by and is only valid for:
  - Funeral directors
  - Crematory operators
  - Cemetery owners
  - And their staff
- The email you provide on this form:
  - Must be your unique email and only used once
  - Will be the email used at the self-printing registration kiosk onsite

### How to redeem this free offer:

1. Complete with your contact information below (one person per form).
2. Fax to NFDA at 262.789.6977 or email to [nfda@nfda.org](mailto:nfda@nfda.org) by **Friday, September 20, 2019.**
3. Pick up your badge at the **self-printing kiosk** at the 2019 NFDA International Convention & Expo in Chicago.

Registrant Name \_\_\_\_\_

Funeral Home \_\_\_\_\_

Funeral Home Address \_\_\_\_\_

City/State/Postal Code/Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ ☐ Opt-out from vendor emails

NFDA ID# \_\_\_\_\_ License/State # \_\_\_\_\_

Academy # \_\_\_\_\_ License/State # \_\_\_\_\_

**Free Expo-only Registrations do not include continuing education (CE) credit.  
For CE, please call 800.228.6332.**

## 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.

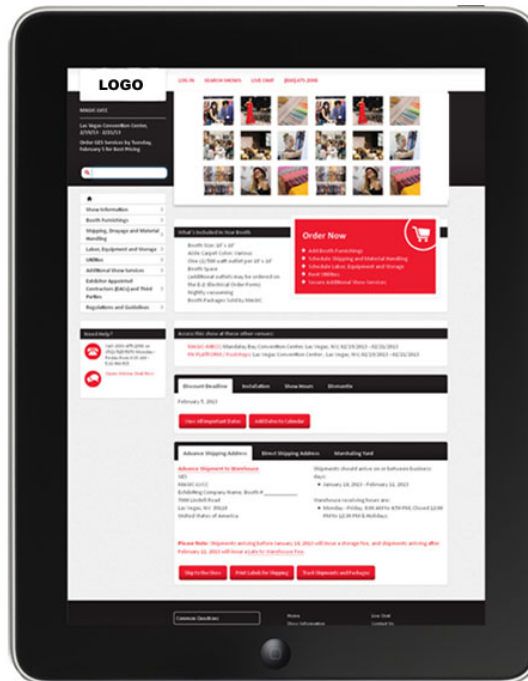
Exhibitors can:

- 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/071600735/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



# Show Information

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## Questions?



Contact

- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071600735/contactus/esm>

## Official Service Provider

GES Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970  
7000 Lindell Road  
Las Vegas, NV 89118-4702

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

## Show Information

Booth Size: 10' x 10'  
Backwall Drape: Blue  
Sidewall Drape: Blue  
Facility Carpeted: No  
Aisle Carpet Color: Gray

\*\*\*Flooring Mandatory\*\*\*

\*\*\* NOTE: Discount Deadline has changed to October 8, 2019\*\*\*

## Discount Deadline Date

Tuesday, October 8 GES orders must be received with payment by this date.

## Exhibitor Move In

Friday,	October 25	12:00 PM - 4:00 PM
Saturday,	October 26	8:00 AM - 4:00 PM
Sunday,	October 27	8:00 AM - 4:00 PM

## Show Hours

Monday,	October 28	12:00 PM - 5:00 PM
Tuesday,	October 29	12:00 PM - 5:00 PM
Wednesday,	October 30	9:00 AM - 12:00 PM

## Exhibitor Move Out

Wednesday,	October 30	12:00 PM - 8:00 PM	In the event move out is during overtime, all applicable surcharges will apply. Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
Thursday,	October 31	8:00 AM - 12:00 PM	

## Carrier Check-in Post-Show

Thursday, October 31 8:00 AM Carriers post-show must be checked-in by this time.

## Facility Clear

Thursday, October 31 12:00 PM All exhibitor materials must be removed.

Chat with us <http://www.ges.com/chat>



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

**Advance Shipments to Warehouse:**

c/o GES  
 NFDA International Convention & Expo  
 (Your Company Name & Booth Number)  
 4108 W. 52nd Place  
 Chicago, IL 60632  
 USA

**Shipments should arrive on or between:**

September 20 - October 18, 2019  
 Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM  
 Drivers must check in by 2:00 PM to be guaranteed same day unloading.

**Direct Shipments to Show Site:**

c/o GES  
 NFDA International Convention & Expo  
 (Your Company Name & Booth Number)  
 McCormick Place Convention Center  
 2301 South Lake Shore Drive  
 Chicago, IL 60616-1490  
 USA

**Shipments should arrive on:**

October 25, 2019, 8:00 AM - 2:30 PM  
 October 26, 2019, 8:00 AM - 2:30 PM  
 October 27, 2019, 8:00 AM - 2:30 PM

**Marshaling Yard Site Address:**

NFDA International Convention & Expo  
 (Your Company Name & Booth Number)  
 2900 South Moe Drive  
 Chicago, IL 60616  
 USA

100919 071600735

G-1 071019

Chat with us <http://www.ges.com/chat>



# General Information

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## 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
- Electrical Services
- Plumbing Services

## Work Zone



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

## How Can I Order My Show Services?



**Expresso** is GES' planning, ordering and management system. Order everything you need for your tradeshow exhibits, view account order history, download the show schedule and more.

- Go to <https://e.ges.com/071600735/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098
- International phone: (702) 515-5970
- Contact us online: <https://e.ges.com/071600735/contactus/esm>

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

## Exhibitor Services

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

Chat with us <http://www.ges.com/chat>



# Tips for New Exhibitors

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## 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 **October 8, 2019** for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/071600735/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/071600735/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/071600735/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:

GES  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

## Bank ACH/wire transfer payment information

Beneficiary:	GES	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	Account #: 7188101819	
901 Main Street,	Wire ABA Routing #: 026009593	
TX1-492-07-14	ACH ABA Routing #: 071000039	
Dallas, TX 75202-3714 USA	SWIFT Address: BOFAUS3N	
Telephone # (702) 263-2795 or (702) 914-5112	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

Chat with us <http://www.ges.com/chat>





## No Tipping

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 prohibited.

## 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 four (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/071600735/carpet/esm>

## Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/071600735/electrical>



**Reminder**

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

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/071600735/LaborandEquipment/esm>

Chat with us <http://www.ges.com/chat>



# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
October 8, 2019

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.  
**Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/071600735/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 (800) 443-4113 to report fraudulent or unethical behavior.

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	GES Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

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

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

Cardholder Name - Please Print	
Billing Address	
City	State
Zip/Country	
Account Number	Expiration Date
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
<input type="checkbox"/> American Express	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.	
<b>Please Sign</b>	X
Cardholder Signature	
Cardholder Name - Please Print	Date
Check Number	Check Dated
<b>Total Check Payment</b>	\$
<b>Total Credit Card Payment</b>	\$

## Review and Return

Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Overnight Carrier Delivery: GES Bank of America Lockbox Services - 540 W. Madison, 4th Floor, Chicago, IL 60661

Chat with us <http://www.ges.com/chat>



# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
October 8, 2019

Company Name Email Phone Number Booth Number

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Please  
Sign

X

Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print

Date

## Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

☐ Booth Cleaning

☐ Electrical Outlets

☐ Electrical Labor

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Forklift Labor

☐ Material Handling

☐ Plumbing

☐ Rental 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

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

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.

Chat with us <http://www.ges.com/chat>



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

Form Deadline Date:  
October 8, 2019

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

Exhibiting Company Name

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

☐ Corporate Card  
☐ Personal Card

Date \_\_\_\_\_

☐ Corporate Card  
☐ Personal Card

Date \_\_\_\_\_



# Carpet

## Standard

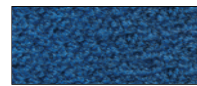
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

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



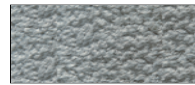
Black (41)



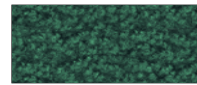
Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



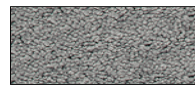
Red (49)

## 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:

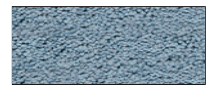
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



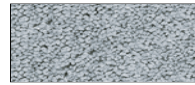
Cement (70)



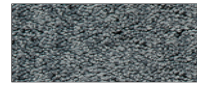
Charcoal (71)



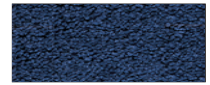
Cobalt (72)



Dove (73)



Lava Rock (74)



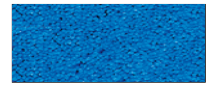
Navy (75)



Onyx (76)



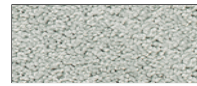
Red (49)



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



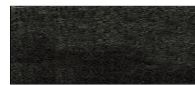
Bisque (81)



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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Tips

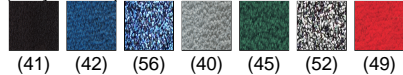
## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Due to dye lot differences and unsightly seams, please do not order multiple Pre-Cut pieces for a single booth.
- 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

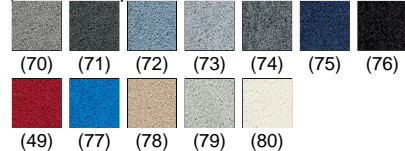
### Standard Color Options

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



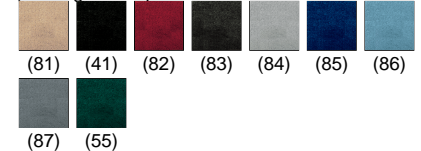
### Plush Color Options

(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	On or Before 10/8/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
5001	Pre-Cut Standard Carpet 10'x10'		206.25	226.31	286.47		9.0	\$
5002	Pre-Cut Standard Carpet 10'x20'		412.25	452.32	572.56		9.0	\$
5003	Pre-Cut Standard Carpet 10'x30'		595.25	653.13	826.75		9.0	\$

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

Item Code	Description	Color Code	On or Before 10/8/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		4.01	4.40	5.57		9.0	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		4.72	5.17	6.55		9.0	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		5.75	6.31	7.99		9.0	\$
Item Code	Description		On or Before 10/8/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.73	1.90	2.40		9.0	\$
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		3.50	3.84	4.86		9.0	\$
Item Code	Description		On or Before 10/8/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.		1.38	1.51	1.92		10.25	\$

### Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

\*If yes, please order labor on Electrical Floorwork Labor Order Form.

## Total and Sign:

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.

Chat with us <http://www.ges.com/chat>





# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

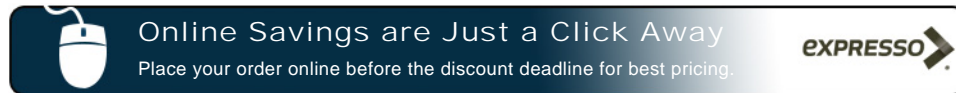
Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



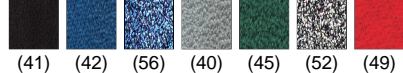
## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some 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: 1/2in. Thick Padding, Visqueen and Cleaning.

## Carpet Packages

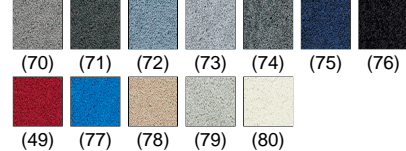
### Standard Color Options

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



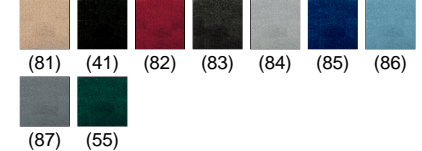
### Plush Color Options

(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	On or Before 10/8/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		6.70	6.50	8.26		9.0	\$
400022	Plush Carpet Package, Per Sq.Ft.		7.30	8.00	10.13		9.0	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		8.20	9.05	11.43		9.0	\$

### Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

\*If yes, please order labor on Electrical Floorwork Labor Order Form.



- 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:

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



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

## Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

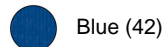
## Table Skirt Colors



Beige (54)



Black (41)



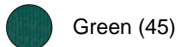
Blue (42)



Gold (46)



Gray (40)



Green (45)



Red (49)



White (50)

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

# Furniture and Accessories

## Display Furniture



Full View



Half View



Quarter View



Vertical

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

# Furniture and Accessories Order Form

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

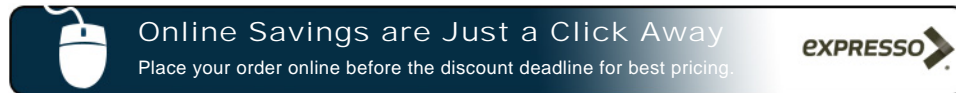
Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/071600735/BoothFurnishingsRental/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300050	Chair, Plastic Contour, Black	78.75	86.43	109.40		9.0	\$
300052	Padded Chair	124.75	136.87	173.25		9.0	\$
300053	Padded Stool	106.75	117.11	148.25		9.0	\$

### Tables

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300059	Table, Starbase, 30" Diameter x 40" High	336.00	369.00	467.00		9.0	\$
300058	Table, Starbase, 40" Diameter x 30" High	336.00	369.00	467.00		9.0	\$

### Skirted Tables

Item Code	Description	Color Code	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		156.25	171.43	217.00		9.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		197.25	216.42	273.95		9.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		223.00	244.68	309.72		9.0	\$
3007	Table, Skirt 4th Side		53.75	89.97	74.65		9.0	\$

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

### Unskirted Tables

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	96.50	105.75	134.00		9.0	\$
300600	Table 6', Unskirted, 24" x 30" High	146.25	160.45	203.10		9.0	\$
300800	Table 8', Unskirted, 24" x 30" High	198.75	218.00	276.00		9.0	\$

### Skirted Counters

Item Code	Description	Color Code	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		184.00	201.93	255.60		9.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		198.75	218.05	276.00		9.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		236.25	259.20	328.10		9.0	\$
3017	Counter, Skirt 4th Side		53.75	58.97	74.65		9.0	\$

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

Form Continues on Next Page



# Furniture and Accessories Order Form

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

Discount Deadline Date:  
October 8, 2019

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

## Unskirted Counter

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	146.75	161.00	203.80		9.0	\$
301600	Counter 6', Unskirted, 24" x 42" High	180.75	198.29	251.00		9.0	\$
301800	Counter 8', Unskirted, 24" x 42" High	206.75	226.85	287.15		9.0	\$

## Risers

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	87.50	95.50	121.00		9.0	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	60.50	66.25	84.00		9.0	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	111.00	122.50	155.00		9.0	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	87.50	95.50	121.00		9.0	\$

## Custom Booth Drape

Item Code	Description	Color Code	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		25.00	27.25	34.50		9.0	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		34.00	37.50	47.50		9.0	\$

## Display Furniture

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300073	Display Case 4', Corner View	888.00	971.50	1,230.00		9.0	\$
300074	Display Case 4', Full View	866.00	947.75	1,200.00		9.0	\$
300075	Display Case 4', Half View	866.00	947.75	1,200.00		9.0	\$
300076	Display Case 4', Quarter View	866.00	947.75	1,200.00		9.0	\$
300078	Display Case 5', Full View	888.00	971.50	1,230.00		9.0	\$
300079	Display Case 5', Half View	888.00	971.50	1,230.00		9.0	\$
300080	Display Case 5', Quarter View	888.00	971.50	1,230.00		9.0	\$
300082	Display Case 6', Full View	911.00	1,003.25	1,270.00		9.0	\$
300083	Display Case 6', Half View	911.00	1,003.25	1,270.00		9.0	\$
300084	Display Case 6', Quarter View	911.00	1,003.25	1,270.00		9.0	\$
300088	Display Case 7', Vertical	1,190.00	1,311.25	1,660.00		9.0	\$

## Accessories

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	7.75	8.30	10.50		9.0	\$
300127	Aisle Stanchion, Tensa	107.00	117.00	148.00		9.0	\$
300123	Aisle Stanchion, without Chain	73.50	80.50	102.00		9.0	\$
300103	Aluminum Easel	99.50	109.00	138.00		9.0	\$
300111	Bag Stand	137.00	150.75	191.00		9.0	\$
300102	Coat Rack	137.00	150.75	191.00		9.0	\$
300104	Garment Rack	175.00	192.75	244.00		9.0	\$
300106	Literature Rack	254.00	278.75	353.00		9.0	\$
300201	Pegboard, White, 4'x8'	293.00	323.00	409.00		9.0	\$



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

300120	Sign Holder, Bell Base	124.00	136.75	173.00		9.0	\$
300108	Sign Holder, Chrome, 22"x28"	137.00	150.75	191.00		9.0	\$

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# Furniture and Accessories Order Form

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

Discount Deadline Date:  
October 8, 2019

Company Name	Email	Phone Number	Booth Number
300211	Tackboard	278.00	305.75
Select alignment: Horizontal _____ Vertical _____			
300112	Ticket Tumbler, Small, Table Top	213.00	233.75
300113	Wastebasket	30.50	33.50
300118	Waterfall Stand	137.00	150.75

## Electrical Outlets Not Included

Need power for that display case in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: <http://e.ges.com/071600735/electrical/esm>



Reminder

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

## Total and Sign:

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.

100919 071600735

A-1 021819



# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

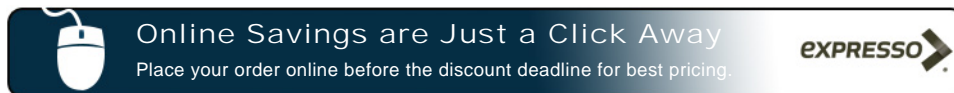
Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



Tips

## Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

## Furniture Package

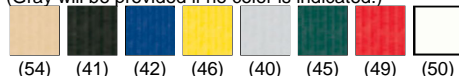


### Furniture Package 1

Item Code	Description	Color Code	On or Before 10/8/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4906	Furniture Package 1		424.00	466.00	590.00		9.0	\$
Includes 10% Off: (2) Black 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	On or Before 10/8/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
490012	Furniture Package 2	911.00	1,003.25	1,270.00		9.0	\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.							

## Total and Sign:

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.

Chat with us <http://www.ges.com/chat>



# Specialty Furniture

## Seating - Sofas and Loveseats



305226 - Baja Loveseat, 61"L 30.5"D 28"H



305224 - Baja Sofa, 86"L 28"D 30"H



305180 - Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H



305049 - Hopi Loveseat, Gray Linen, 48"L 25"D 34"H



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



305104 - Munich Armless Loveseat, 45"L 27"D 28.5"H



305106 - Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"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



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



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

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# Specialty Furniture



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



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



305240 - Tangiers Loveseat, 57.5"L 37"D 37"H

## Seating - Club Chairs



305225 - Baja Chair, 36"L 30.5"D 28"H



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



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



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



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



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



305102 - Munich Corner Chair, 26"L 27"D 28.5"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



305216 - Wentworth Chair

## Seating - Chairs



305098 - Blade Chair, Red



305100 - Blade Chair, Sky Blue



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/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 21"D 33"H



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



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305178 - Fairfax Arm Chair, White Vinyl/Brushed Metal, 27"L 26"D 30"H



305047 - Hopi Chair, Gray Linen, 21"L 25"D 34"H



305442 - Laguna Chair, 18"L 19"D 34"H



305076 - Lucent Chair, 19.5"L x 19.75"D x 32.5"H

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# Specialty Furniture



305420 - Malba Chair, Gray, 20\"D 32\"H



305421 - Malba Chair, Green, 20\"L 20\"D 32\"H



305456 - Marina Chair, Black Vinyl



305457 - Marina Chair, Brown Fabric



305455 - Marina Chair, Ocean Blue Fabric



305458 - Marina Chair, Red Fabric



305459 - Marina Chair, White Vinyl



305103 - Munich Armless Chair, 22.5\"L 27\"D 28.5\"H



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

## Seating - Ottomans



305057 - Beverly Bench Ottoman, Black Vinyl, 60\"D 18\"H



305058 - Beverly Bench Ottoman, Brown Fabric, 60\"L 20\"D 18\"H



305059 - Beverly Bench Ottoman, Gray Fabric, 60\"L 20\"D 18\"H



305060 - Beverly Bench Ottoman, Linene Fabric, 60\"L 20\"D 18\"H



305061 - Beverly Bench Ottoman, Ocean Blue Fabric, 60\"L 20\"D 18\"H



305063 - Beverly Bench Ottoman, Red Fabric, 60\"L 20\"D 18\"H



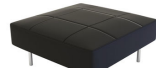
305064 - Beverly Bench Ottoman, White Vinyl, 60\"L 20\"D 18\"H



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



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



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



305086 - Ottoman, Half Bench, White Vinyl, 39\"L 22\"D 18\"H



305360 - Ottoman, Marche Swivel, Blue Fabric, 17\"L 17\"D 18\"H



305352 - Ottoman, Marche Swivel, Gray Fabric, 17\"L 17\"D 18\"H



305353 - Ottoman, Marche Swivel, Linen Fabric, 17\"L 17\"D 18\"H



305358 - Ottoman, Marche Swivel, Meadow Green, 17\"L 17\"D 18\"H



305361 - Ottoman, Marche Swivel, Orange Fabric, 17\"L 17\"D 18\"H



305359 - Ottoman, Marche Swivel, Pear Yellow Fabric, 17\"L 17\"D 18\"H



305357 - Ottoman, Marche Swivel, Plum Fabric, 17\"L 17\"D 18\"H



305354 - Ottoman, Marche Swivel, Raspberry Fabric, 17\"L 17\"D 18\"H



305355 - Ottoman, Marche Swivel, Red Fabric, 17\"L 17\"D 18\"H



305356 - Ottoman, Marche Swivel, Rose Quartz Fabric, 17\"L 17\"D 18\"H



305351 - Ottoman, Marche Swivel, White Vinyl, 17\"L 17\"D 18\"H



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

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# Specialty Furniture



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



305248 - Ottoman, Vibe Cube, Orange, 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



305325 - Chair, Executive, Black, 25"L 24"D 48"H



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



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



305215 - Task Stool

## 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



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



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, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H

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# Specialty Furniture



305114 - Blade Barstool, Red



305115 - Blade Barstool, Sky Blue



305259 - Christopher Barstool, 19\"/>



305443 - Laguna Barstool, Maple, Chrome, 18\"/>



305075 - Lucent Barstool, 22\"/>



305440 - Zenith Barstool, 19\"/>



305208 - Zoey Barstool, Black, 15\"/>

## Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Brushed Red



Brushed Blue

## Tables - Cafe



305154 - 30\"/>



305158 - 30\"/>



305446 - 30\"/>



305449 - 30\"/>



305406 - 30\"/>



305084 - Café Table w/ Standard Black Base, 30\"/>



305428 - Café Table/Black Base, Liquid Steel Blue, 30\"/>



305429 - Madison Cafe Table/Hydraulic Base, 30\"/>



305085 - Round Café Table w/ Hydraulic Base, 30\"/>



305153 - Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30\"/>



305167 - Table, Cafe, Graphite/Black, 36\"/>



305156 - Table, Cafe, Graphite/Hydraulic Chrome Base, 30\"/>



305159 - Table, Cafe, Graphite/Hydraulic Chrome Base, 36\"/>



305165 - Table, Cafe, Maple/Black, 30\"/>



305168 - Table, Cafe, Maple/Black, 36\"/>



305157 - Table, Cafe, Maple/Hydraulic Chrome Base, 30\"/>



305160 - Table, Cafe, Maple/Hydraulic Chrome Base, 36\"/>



305161 - Table, Cafe, Red/Black, 30\"/>



305282 - Table, Cafe, Silver Texture/Black Base, 30\"/>



305299 - Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30\"/>



305283 - Table, Cafe, White Laminate/Black Base, 36\"/>



305301 - Table, Cafe, White Laminate/Hydraulic Chrome Base, 36\"/>



305140 - Ventura Communal Café Table w/ Grommet Holes, Maple, 72.25\"/>



305141 - Ventura Communal Café Table w/ Grommet Holes, White, 72.25\"/>

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# Specialty Furniture



- |  |  |   |   |  |
|--|--|---|---|--|
| 305135 -<br>Ventura<br>Communal Café<br>Table, Black,<br>72.25"L 26.25"D<br>30"H | 305138 -<br>Ventura<br>Communal Café<br>Table, Maple,<br>72.25"L 26.25"D<br>30"H | 305017 -<br>Ventura<br>Communal Café<br>Table, Powered,<br>Black, 72.25"L<br>26.25"D 30"H | 305015 -<br>Ventura<br>Communal Café<br>Table, Powered,<br>White, 72.25"L<br>26.25"D 30"H | 305144 -<br>Ventura<br>Communal Café<br>Table, White,<br>72.25"L 26.25"D<br>30"H |
|--|--|---|---|--|

## Tables - Bar



- |   |   |  |   |   |  |  |
|---|---|--|---|---|--|--|
| 305447 - 30"<br>Round Bar Table<br>w/ Hydraulic<br>Base, Blue | 305450 - 30"<br>Round Bar Table<br>w/ Hydraulic<br>Base, Wood | 305445 - 30"<br>Round Bar Table<br>w/ Standard<br>Black Base, Blue | 305448 - 30"<br>Round Bar Table<br>w/ Standard<br>Black Base,<br>Wood | 305315 - 30"<br>Round Madison<br>Bar Table w/<br>Hydraulic Base,<br>Gray Acajou | 305083 - Bar<br>Table w/<br>Hydraulic Base,<br>30"RND 45"H | 305082 - Bar<br>Table w/<br>Standard Black<br>Base, 30"RND<br>42"H |
|---|---|--|---|---|--|--|



- |  |   |  |   |   |  |  |
|--|---|--|---|---|--|--|
| 305405 -<br>Madison Bar<br>Table/Black<br>Base, 30"RND<br>42"H | 305162 -<br>Rustique Square<br>Metal Bar Table,<br>23.75"L 23.75"D<br>41.25"H | 305139 - Table,<br>Bar, Brushed<br>Red/Hydraulic<br>Chrome Base,<br>30" Round 45"H | 305133 - Table,<br>Bar, Graphite/<br>Black, 30" Round<br>42"H | 305136 - Table,<br>Bar, Graphite/<br>Black, 36" Round<br>42"H | 305142 - Table,<br>Bar, Graphite/<br>Hydraulic<br>Chrome Base,<br>30" Round 45"H | 305145 - Table,<br>Bar, Graphite/<br>Hydraulic<br>Chrome Base,<br>36" Round 45"H |
|--|---|--|---|---|--|--|



- |  |  |   |   |  |  |  |
|--|--|---|---|--|--|--|
| 305134 - Table,<br>Bar, Maple/Black,<br>30" Round 42"H | 305137 - Table,<br>Bar, Maple/Black,<br>36" Round 42"H | 305143 - Table,<br>Bar, Maple/<br>Hydraulic<br>Chrome Base,<br>30" Round 45"H | 305146 - Table,<br>Bar, Maple/<br>Hydraulic<br>Chrome Base,<br>36" Round 45"H | 305130 - Table,<br>Bar, Red/Black,<br>30" Round 42"H | 305286 - Table,<br>Bar, Silver<br>Textured Grain/<br>Black Base, 30"<br>Round 42"H | 305302 - Table,<br>Bar, Silver<br>Textured Grain/<br>Hydraulic<br>Chrome Base,<br>30" Round 45"H |
|--|--|---|---|--|--|--|



- |  |   |   |   |  |  |  |
|--|---|---|---|--|--|--|
| 305287 - Table,<br>Bar, White<br>Laminate/Black<br>Base, 36" Round<br>42"H | 305303 - Table,<br>Bar, White<br>Laminate/<br>Hydraulic<br>Chrome Base,<br>36" Round 45"H | 305030 - Ventura<br>Communal Bar<br>Table w/<br>Grommet Holes,<br>Maple Top,<br>72.25"L 26.25"D<br>42"H | 305032 - Ventura<br>Communal Bar<br>Table w/<br>Grommet Holes,<br>White Top,<br>72.25"L 26.25"D<br>42"H | 305031 - Ventura<br>Communal Bar<br>Table, Black Top,<br>72.25"L 26.25"D<br>42"H | 305033 - Ventura<br>Communal Bar<br>Table, Maple<br>Top, 72.25"L<br>26.25"D 42"H | 305034 - Ventura<br>Communal Bar<br>Table, White<br>Top, 72.25"L<br>26.25"D 42"H |
|--|---|---|---|--|--|--|

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# Specialty Furniture



305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H

305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H

## Tables - Cocktail



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



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



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



305113 - Regis Table/Bench, 47"L 15.5"D 16"H



305171 - Sydney Cocktail Table, Blue



305116 - Sydney Cocktail Table, Wood



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

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# Specialty Furniture

## Tables - End Tables



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



305432 - Alondra End Table, Wood, Chrome, 20"L 20"D 21"H



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



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



305051 - Sydney End Table, Blue



305054 - Sydney End Table, Wood



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



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

## Conference Tables



305402 - 10' Madison Table, 120"L 48"D 29"H



305400 - 5' Madison Table, 60"L 48"D 29"H



305401 - 8' Madison Table, 96"L 60"D 29"H



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H

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# Specialty Furniture



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H

## Tables - Martini Bar



305121 - Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H



305123 - Midtown Bar, Unlighted, 60"L x 18"D x 42"H

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# Specialty Furniture



305124 - Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H



305125 - Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H

## Product Display



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



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 36"H



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



305298 - Pedestal, Powered Locking, White, 24"L 24"D 36"H



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



305045 - Posh Shelving, 36"L 18"D 72"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



305129 - Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H

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# Specialty Furniture



305128 - Tech Desk, Powered  
w/ 3 Drawer File Cabinet, Black  
Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered,  
Black Metal, 60"L 30"D 30"H



305382 - Wireless Charging  
Table, Powered

## 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

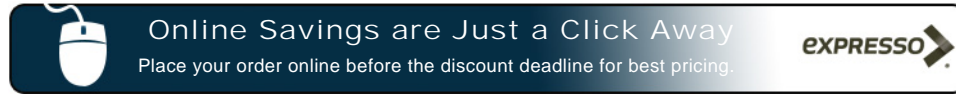
Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/071600735/BoothFurnishingsRental/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	821.00	900.50	1,140.00		9.0	\$
305224	Baja Sofa, 86"L 28"D 30"H	971.00	1,066.25	1,350.00		9.0	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	784.00	861.00	1,090.00		9.0	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	306.00	335.75	425.00		9.0	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	695.00	761.50	964.00		9.0	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	784.00	861.00	1,090.00		9.0	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	821.00	900.50	1,140.00		9.0	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	728.00	797.75	1,010.00		9.0	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,870.00	2,045.75	2,590.00		9.0	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,180.00	1,295.50	1,640.00		9.0	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,450.00	1,595.50	2,020.00		9.0	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,450.00	1,595.50	2,020.00		9.0	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,870.00	2,045.75	2,590.00		9.0	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	859.00	940.00	1,190.00		9.0	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	971.00	1,066.25	1,350.00		9.0	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	877.00	963.75	1,220.00		9.0	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	877.00	963.75	1,220.00		9.0	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	728.00	797.75	1,010.00		9.0	\$

### Seating - Club Chairs

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305225	Baja Chair, 36"L 30.5"D 28"H	672.00	737.00	933.00		9.0	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	635.00	696.75	882.00		9.0	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	963.00	1,058.50	1,340.00		9.0	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	963.00	1,058.50	1,340.00		9.0	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	672.00	737.00	933.00		9.0	\$

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## Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	575.00	631.00	799.00		9.0	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	490.00	536.25	679.00		9.0	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	579.00	635.00	804.00		9.0	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	575.00	631.00	799.00		9.0	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	963.00	1,058.50	1,340.00		9.0	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	963.00	1,058.50	1,340.00		9.0	\$
305216	Wentworth Chair	441.00	483.50	612.00		9.0	\$

## Seating - Chairs

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305098	Blade Chair, Red	149.00	163.50	207.00		9.0	\$
305100	Blade Chair, Sky Blue	149.00	163.50	207.00		9.0	\$
305152	Chair, Altura, Guest, 25"L 20"D 34"H	362.00	397.25	503.00		9.0	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	149.00	163.50	207.00		9.0	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	179.00	196.75	249.00		9.0	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	179.00	196.75	249.00		9.0	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	115.00	126.50	160.00		9.0	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	519.00	569.50	721.00		9.0	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	179.00	196.75	249.00		9.0	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	441.00	483.50	612.00		9.0	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	579.00	635.00	804.00		9.0	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	231.00	253.50	321.00		9.0	\$
305442	Laguna Chair, 18"L 19"D 34"H	243.00	266.25	337.00		9.0	\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	243.00	266.25	337.00		9.0	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	149.00	163.50	207.00		9.0	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	149.00	163.50	207.00		9.0	\$
305456	Marina Chair, Black Vinyl	243.00	266.25	337.00		9.0	\$
305457	Marina Chair, Brown Fabric	243.00	266.25	337.00		9.0	\$
305455	Marina Chair, Ocean Blue Fabric	243.00	266.25	337.00		9.0	\$
305458	Marina Chair, Red Fabric	243.00	266.25	337.00		9.0	\$
305459	Marina Chair, White Vinyl	243.00	266.25	337.00		9.0	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	575.00	631.00	799.00		9.0	\$
305441	Zenith Chair, 19"L 22"D 32"H	243.00	266.25	337.00		9.0	\$

## Seating - Ottomans

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	519.00	569.50	721.00		9.0	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	519.00	569.50	721.00		9.0	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	519.00	569.50	721.00		9.0	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	519.00	569.50	721.00		9.0	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	519.00	569.50	721.00		9.0	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	519.00	569.50	721.00		9.0	\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	519.00	569.50	721.00		9.0	\$

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## Seating - Ottomans

305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	519.00	569.50	721.00		9.0	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	519.00	569.50	721.00		9.0	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	329.00	360.25	456.00		9.0	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	329.00	360.25	456.00		9.0	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	373.00	410.00	519.00		9.0	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305361	Ottoman, Marche Swivel, Orange Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	224.00	245.75	311.00		9.0	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	280.00	307.25	389.00		9.0	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	157.00	172.25	218.00		9.0	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	157.00	172.25	218.00		9.0	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	157.00	172.25	218.00		9.0	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	157.00	172.25	218.00		9.0	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	157.00	172.25	218.00		9.0	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	157.00	172.25	218.00		9.0	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	157.00	172.25	218.00		9.0	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	157.00	172.25	218.00		9.0	\$

## Seating - Office and Utility Seating

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305325	Chair, Executive, Black, 25"L 24"D 48"H	485.00	532.50	674.00		9.0	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	485.00	532.50	674.00		9.0	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	366.00	401.25	508.00		9.0	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	429.00	470.75	596.00		9.0	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	429.00	470.75	596.00		9.0	\$
305215	Task Stool	183.00	200.75	254.00		9.0	\$

## Seating - Barstools

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	372.00	407.50	516.00		9.0	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	372.00	407.50	516.00		9.0	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	372.00	407.50	516.00		9.0	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	372.00	407.50	516.00		9.0	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	243.00	266.25	337.00		9.0	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	243.00	266.25	337.00		9.0	\$

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## Seating - Barstools

305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	201.00	221.25	280.00		9.0	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	201.00	221.25	280.00		9.0	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	201.00	221.25	280.00		9.0	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	201.00	221.25	280.00		9.0	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	362.00	397.25	503.00		9.0	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	243.00	266.25	337.00		9.0	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34" - 44"H	478.00	524.50	664.00		9.0	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	448.00	491.25	622.00		9.0	\$
305114	Blade Barstool, Red	201.00	221.25	280.00		9.0	\$
305115	Blade Barstool, Sky Blue	201.00	221.25	280.00		9.0	\$
305259	Christopher Barstool, 19"L 15"D 41"H	372.00	407.50	516.00		9.0	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	299.00	327.75	415.00		9.0	\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	372.00	407.50	516.00		9.0	\$
305440	Zenith Barstool, 19"L 20"D 44"H	372.00	407.50	516.00		9.0	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	448.00	491.25	622.00		9.0	\$

## Tables - Cafe

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305154	30" Round Café Table w/ Hydraulic Base, Blue	373.00	410.00	519.00		9.0	\$
305158	30" Round Café Table w/ Hydraulic Base, Wood	373.00	410.00	519.00		9.0	\$
305446	30" Round Café Table w/ Standard Black Base, Blue	325.00	356.25	451.00		9.0	\$
305449	30" Round Café Table w/ Standard Black Base, Wood	325.00	356.25	451.00		9.0	\$
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	325.00	356.25	451.00		9.0	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	325.00	356.25	451.00		9.0	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	394.00	432.75	548.00		9.0	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	373.00	410.00	519.00		9.0	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	373.00	410.00	519.00		9.0	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	373.00	410.00	519.00		9.0	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	343.00	376.75	477.00		9.0	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	373.00	410.00	519.00		9.0	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	433.00	475.50	602.00		9.0	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	325.00	356.25	451.00		9.0	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	343.00	376.75	477.00		9.0	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	373.00	410.00	519.00		9.0	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	433.00	475.50	602.00		9.0	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	325.00	356.25	451.00		9.0	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	325.00	356.25	451.00		9.0	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	373.00	410.00	519.00		9.0	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	343.00	376.75	477.00		9.0	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	433.00	475.50	602.00		9.0	\$
305140	Ventura Communal Café Table w/ Grommet Holes, Maple, 72.25"	679.00	744.75	943.00		9.0	\$
305141	Ventura Communal Café Table w/ Grommet Holes, White, 72.25"	679.00	744.75	943.00		9.0	\$

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## Tables - Cafe

305135	Ventura Communal Café Table, Black, 72.25"L 26.25"D 30"H	679.00	744.75	943.00		9.0	\$
305138	Ventura Communal Café Table, Maple, 72.25"L 26.25"D 30"H	679.00	744.75	943.00		9.0	\$
305017	Ventura Communal Café Table, Powered, Black, 72.25"L 26.25"D	972.00	1,066.25	1,350.00		9.0	\$
305015	Ventura Communal Café Table, Powered, White, 72.25"L 26.25"D	972.00	1,066.25	1,350.00		9.0	\$
305144	Ventura Communal Café Table, White, 72.25"L 26.25"D 30"H	679.00	744.75	943.00		9.0	\$

## Tables - Bar

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305447	30" Round Bar Table w/ Hydraulic Base, Blue	373.00	410.00	519.00		9.0	\$
305450	30" Round Bar Table w/ Hydraulic Base, Wood	373.00	410.00	519.00		9.0	\$
305445	30" Round Bar Table w/ Standard Black Base, Blue	325.00	356.25	451.00		9.0	\$
305448	30" Round Bar Table w/ Standard Black Base, Wood	325.00	356.25	451.00		9.0	\$
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	373.00	410.00	519.00		9.0	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	373.00	410.00	519.00		9.0	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	325.00	356.25	451.00		9.0	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	325.00	356.25	451.00		9.0	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	373.00	410.00	519.00		9.0	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	373.00	410.00	519.00		9.0	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	325.00	356.25	451.00		9.0	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	343.00	376.75	477.00		9.0	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	373.00	410.00	519.00		9.0	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	433.00	475.50	602.00		9.0	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	325.00	356.25	451.00		9.0	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	343.00	376.75	477.00		9.0	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	373.00	410.00	519.00		9.0	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	433.00	475.50	602.00		9.0	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	325.00	356.25	451.00		9.0	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	325.00	356.25	451.00		9.0	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	373.00	410.00	519.00		9.0	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	343.00	376.75	477.00		9.0	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	433.00	475.50	602.00		9.0	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,050.00	1,145.25	1,450.00		9.0	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,050.00	1,145.25	1,450.00		9.0	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,050.00	1,145.25	1,450.00		9.0	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,050.00	1,145.25	1,450.00		9.0	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,050.00	1,145.25	1,450.00		9.0	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,400.00	1,532.50	1,940.00		9.0	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,400.00	1,532.50	1,940.00		9.0	\$

## Tables - Cocktail

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	411.00	450.25	570.00		9.0	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	411.00	450.25	570.00		9.0	\$

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## Tables - Cocktail

305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	385.00	421.75	534.00		9.0	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	429.00	470.75	596.00		9.0	\$
305171	Sydney Cocktail Table, Blue	385.00	421.75	534.00		9.0	\$
305116	Sydney Cocktail Table, Wood	385.00	421.75	534.00		9.0	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	523.00	573.50	726.00		9.0	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	523.00	573.50	726.00		9.0	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	385.00	421.75	534.00		9.0	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	299.00	327.75	415.00		9.0	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	385.00	421.75	534.00		9.0	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	385.00	421.75	534.00		9.0	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	385.00	421.75	534.00		9.0	\$

## Tables - End Tables

Item Code	Description	On or Before 10/8/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305431	Alondra End Table, Glass, 20"L 20"D 20"H	336.00	369.00	467.00		9.0	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	336.00	369.00	467.00		9.0	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	313.00	344.50	436.00		9.0	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	392.00	429.75	544.00		9.0	\$
305051	Sydney End Table, Blue	313.00	344.50	436.00		9.0	\$
305054	Sydney End Table, Wood	313.00	344.50	436.00		9.0	\$
305273	Table, Aura, White Metal, 15" Round 22"H	205.00	225.00	285.00		9.0	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	205.00	225.00	285.00		9.0	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	313.00	344.50	436.00		9.0	\$
305211	Table, End, Oliver, 22" Round 22"H	257.00	282.75	358.00		9.0	\$
305046	Table, End, Silverado, 24" Round 22"H	313.00	344.50	436.00		9.0	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	313.00	344.50	436.00		9.0	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	313.00	344.50	436.00		9.0	\$
305275	Table, Timber, Wood, 16" Round 17"H	257.00	282.75	358.00		9.0	\$

## Tables - Conference

Item Code	Description	On or Before 10/8/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305402	10' Madison Table, 120"L 48"D 29"H	877.00	963.75	1,220.00		9.0	\$
305400	5' Madison Table, 60"L 48"D 29"H	612.00	671.50	850.00		9.0	\$
305401	8' Madison Table, 96"L 60"D 29"H	821.00	900.50	1,140.00		9.0	\$
305001	Atomic Table, 36"RND 30"H	403.00	442.25	560.00		9.0	\$
305002	Atomic Table, 42"RND 30"H	403.00	442.25	560.00		9.0	\$
305410	Madison Conference Table, 42"RND 29"H	541.00	594.00	752.00		9.0	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	127.00	139.00	176.00		9.0	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	351.00	384.75	487.00		9.0	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	541.00	594.00	752.00		9.0	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	351.00	384.75	487.00		9.0	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	541.00	594.00	752.00		9.0	\$
305027	Table, Conf., Graphite, 42" Round 29"H	448.00	491.25	622.00		9.0	\$

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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:  
October 8, 2019

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

## Tables - Conference

305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	541.00	594.00	752.00		9.0	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	448.00	491.25	622.00		9.0	\$

## Tables - Martini Bar

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	1,728.00	1,895.75	2,400.00		9.0	\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	1,440.00	1,579.75	2,000.00		9.0	\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,160.00	2,369.75	3,000.00		9.0	\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	1,872.00	2,053.75	2,600.00		9.0	\$

## Product Display

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	493.00	540.25	684.00		9.0	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	721.00	790.00	1,000.00		9.0	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	866.00	947.75	1,200.00		9.0	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	721.00	790.00	1,000.00		9.0	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	866.00	947.75	1,200.00		9.0	\$
305045	Posh Shelving, 36"L 18"D 72"H	493.00	540.25	684.00		9.0	\$

## Office and Utility Furniture

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	537.00	590.00	747.00		9.0	\$
305416	Madison Credenza, 60"L 20"D 29"H	635.00	696.75	882.00		9.0	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	635.00	696.75	882.00		9.0	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	201.00	221.25	280.00		9.0	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	691.00	757.50	959.00		9.0	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	653.00	716.50	907.00		9.0	\$
305382	Wireless Charging Table, Powered	653.00	716.50	907.00		9.0	\$

## Lamps

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	355.00	389.50	493.00		9.0	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	261.00	286.75	363.00		9.0	\$

## Electrical Outlets Not Included

Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

## Total and Sign:

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.



# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

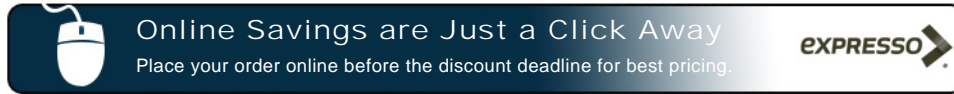
Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/071600735/packages/esm>



Chair Package A



Stool Package A



Premium Stool Package

## Standard Furniture Package

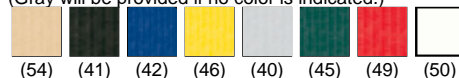
Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	702.50	771.50	976.50		9.0	\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404323	Display Case Package A	1,783.00	1,959.75	2,481.00		9.0	\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.						
404324	Display Case Package B	1,583.00	1,741.25	2,204.00		9.0	\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.						
404311	Stool Package A	902.50	990.00	1,253.50		9.0	\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

## Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		616.50	677.00	857.00		9.0	\$
	Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		868.50	952.00	1,205.50		9.0	\$
	Includes: (2) Padded 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	On or Before 10/8/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404506	Premium Stool Package	859.00	942.50	1,193.00		9.0	\$
↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".							

## Total and Sign:

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

## 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"H



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



600221 - Exhibit, Light Box, Large 37"x85"



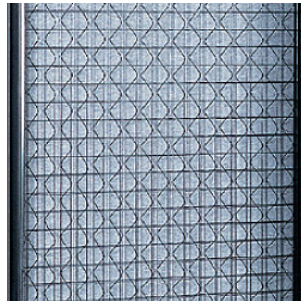
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



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



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

## Trim and Panel Choices

### Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

### Trim Color



Black (41)



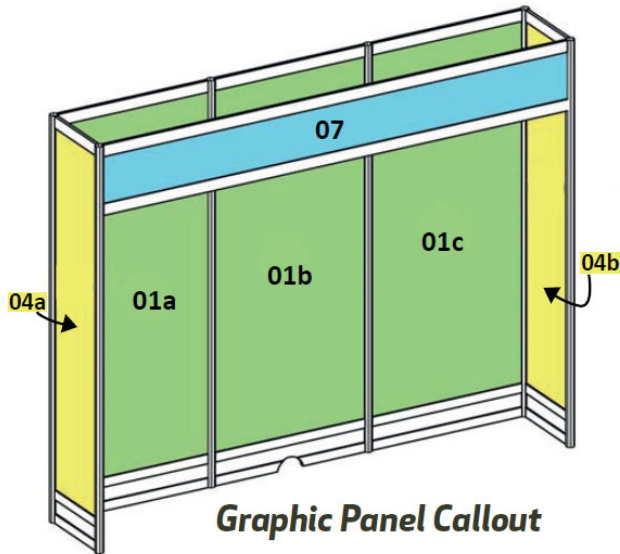
Silver (79)

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



# Standard Exhibits Graphics

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



- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$581.00 /Regular Price - \$807.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$292.00 /Regular Price - \$407.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$248.00 /Regular Price - \$344.00  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by October 8, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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 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/071600735/exhibit2/esm>



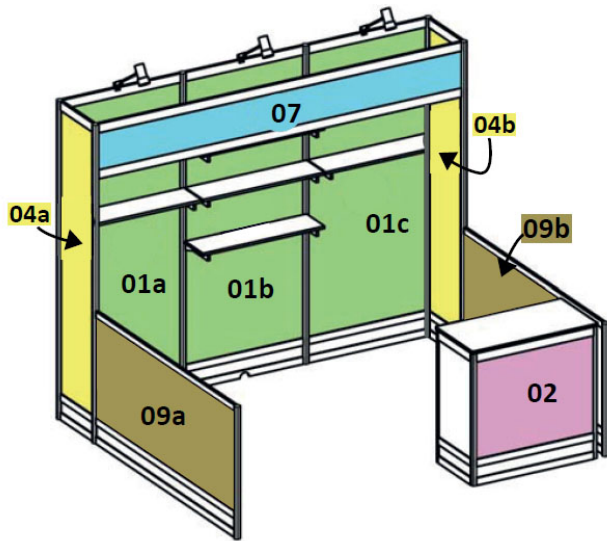
## Booth Rendering

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 - \$581.00 /Regular Price - \$807.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$292.00 /Regular Price - \$407.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$248.00 /Regular Price - \$344.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$204.00 /Regular Price - \$284.00  
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Online Discount - \$413.00 /Regular Price - \$574.00  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by October 8, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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 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/071600735/exhibit3/esm>

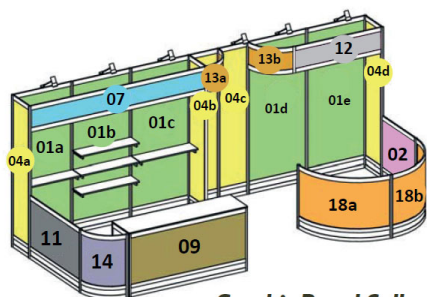


**Booth Rendering**

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 - \$127.00 /Regular Price - \$176.00  
Produced on 3/16" Thick White Foamcore

**13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$63.50 /Regular Price - \$88.50  
Produced on 1/8" Thick White Foamacell

**18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$325.00 /Regular Price - \$451.00  
Produced on 1/8" Thick White Foamacell

**09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$413.00 /Regular Price - \$574.00  
Produced on 3/16" Thick White Foamcore

**14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$159.00 /Regular Price - \$220.00  
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by October 8, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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 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/071600735/exhibit4/esm>

**01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$581.00 /Regular Price - \$807.00  
Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$292.00 /Regular Price - \$407.00  
Produced on 3/16" Thick White Foamcore

**11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$123.00 /Regular Price - \$171.00  
Produced on 3/16" Thick White Foamcore

**02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$204.00 /Regular Price - \$284.00  
Produced on 3/16" Thick White Foamcore

**07** 608307 117" wide x 12" tall  
Discount Price - \$248.00 /Regular Price - \$344.00  
Produced on 3/16" Thick White Foamcore



**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.

# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

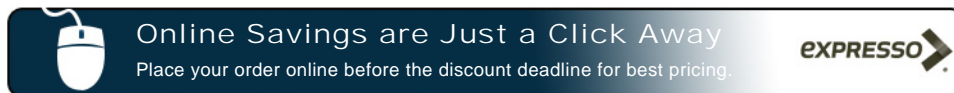
Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number

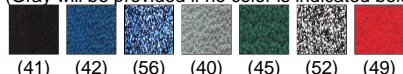


## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

### 13 oz. Carpet Color Options

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



### Exhibit Panel Color Options

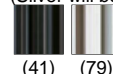
(Gray Fabric Panel will be provided if no color is indicated below)



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	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	2,680.00	2,938.50	3,720.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	5,040.00	5,529.25	7,000.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### 10x20 Exhibits

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	11,110.00	12,196.00	15,440.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### Accessories

Item Code	Description	On or Before 10/8/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	873.00	955.75	1,210.00		9.0	\$
600110	Exhibit, Armlight Black	130.00	142.25	180.00		9.0	\$
600103	Exhibit, Counter, 1M Curved	1,210.00	1,335.00	1,690.00		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	543.25	596.00	754.50		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	744.50	816.85	1,034.00		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	1,110.00	1,224.25	1,550.00		9.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	880.00	963.75	1,220.00		9.0	\$
600223	Exhibit, Light Box, Small 37"x28"	541.00	594.00	752.00		9.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	761.00	837.25	1,060.00		9.0	\$
600291	Exhibit, Panel, Wirewall, 1M	746.00	821.50	1,040.00		9.0	\$
600243	Exhibit, Shelf, 1M x 10" Deep	102.00	112.25	142.00		9.0	\$
600262	Tackboard, Gem, 4' X 8'	873.00	955.75	1,210.00		9.0	\$

Chat with us <http://www.ges.com/chat>



# 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:  
October 8, 2019

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

## Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

\*If yes, please order labor on Electrical Floorwork Labor Order Form.

## Total and Sign:

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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D-1 011019

Chat with us <http://www.ges.com/chat>



## NFDA International Convention & Expo

McCormick Place Convention Center

October 28 - 30, 2019

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.



- 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.

## Graphics

- 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.
- 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.

## Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

## Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



## Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred\* AI/EPS (vector)

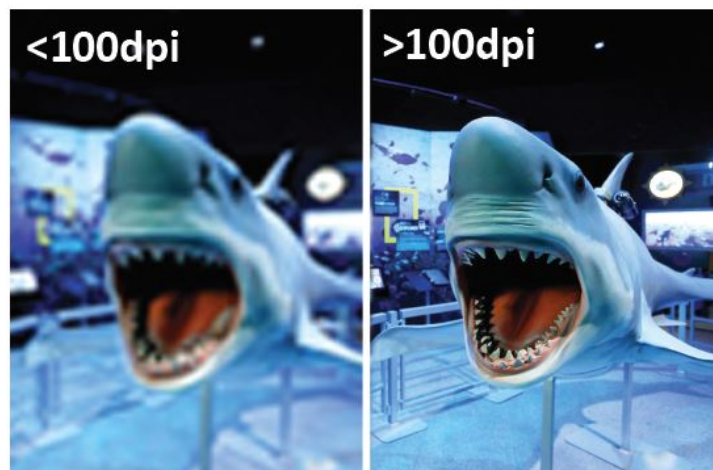


GIF, TIFF, JPEG (raster)



## Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should 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. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/071600735/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number  
(e.g. ABC Company\_SHOW\_Booth 1234.zip)

Chat with us <http://www.ges.com/chat>





**NFDA International Convention & Expo**  
McCormick Place Convention Center  
October 28 - 30, 2019

## Text

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.

### Editable Text



### Outlined Text - preferred\*

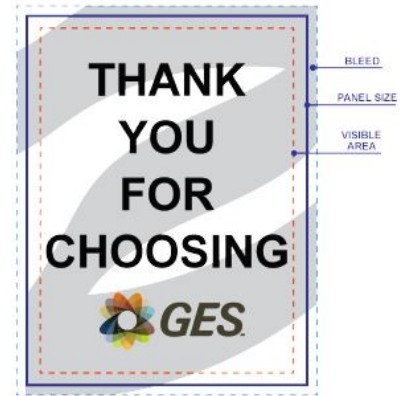


## Final Print package should contain:

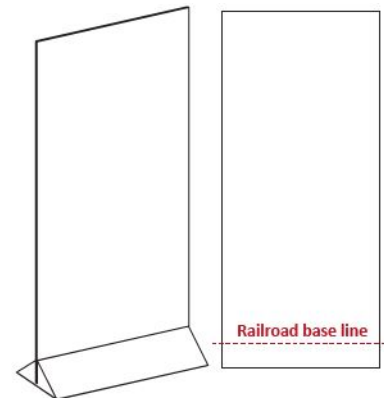
- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

## Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.





# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

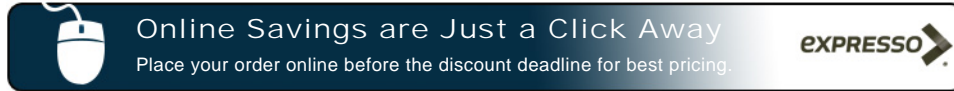
Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



Order graphics and **upload artwork files** directly online: <https://e.ges.com/071600735/signs/esm>

## Graphics and Signage

Item Code	Description	On or Before 10/8/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	349.00	384.00	486.00		10.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	270.00	296.25	375.00		10.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	286.00	314.50	398.00		10.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	515.00	566.25	717.00		10.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	317.00	349.25	442.00		10.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	675.00	741.75	939.00		10.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	478.00	525.25	665.00		10.25	\$
601099	Printed Cardboard Base for Freestanding Boards	31.00	34.25	43.50		10.25	\$

## Total and Sign:

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

\$

100919 071600735

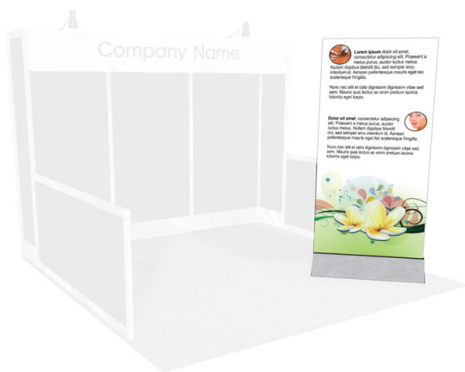
I-1 102617

Chat with us <http://www.ges.com/chat>



# Standard Graphics

## 38" Ad Board

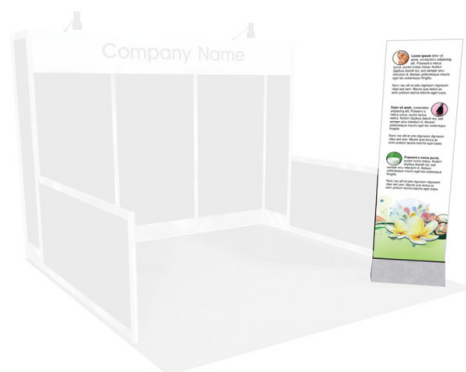


600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

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

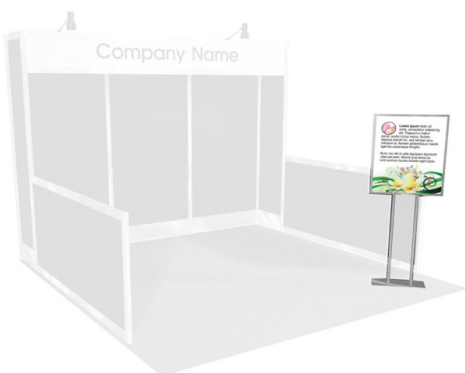


600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

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.*

# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## 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/071600735/logistics\\_Quote](https://e.ges.com/071600735/logistics_Quote)

Chat with us <http://www.ges.com/chat>



## 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 show site 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, regrading, 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 Servicer<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 Servicer<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.

## 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/071600735/logistics\\_quote](https://e.ges.com/071600735/logistics_quote)

Discount does not apply to shipments that are considered small packages, local, truckloads, 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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.
- Break of Show (outbound shipments) – On Wednesday, October 30, 2019, shipments loaded that day will not be subject to an outbound overtime surcharge. Your outbound material handling forms must be turned in and your outside carrier checked into the Marshalling Yard before 7:00 PM.
- 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.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

## 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	\$136.00 cwt	\$183.60 cwt
Straight Time In / Overtime Out	\$176.75 cwt	\$238.61 cwt
Overtime In / Overtime Out	\$217.50 cwt	\$293.63 cwt

#### Advance Shipments to Warehouse Dates:

**Fri, Sep 20, 2019:** Advance shipments may begin arriving at warehouse.

**Fri, Oct 18, 2019:** Last day for shipments to arrive at warehouse.

#### Carpet Handling

Straight Time In / Straight Time Out	\$218.00 cwt
Straight Time In / Overtime Out	\$284.00 cwt
Overtime In / Overtime Out	\$349.00 cwt

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$126.00 cwt	\$170.10 cwt	\$201.60 cwt
Straight Time In / Overtime Out	\$163.75 cwt	\$221.06 cwt	\$262.00 cwt
Overtime In / Overtime Out	\$201.50 cwt	\$272.03 cwt	\$322.40 cwt

#### Direct Shipments to Show site Dates:

**Fri, Oct 25, 2019:** Direct shipments may begin arriving at exhibit site after 8:00 AM.

**Sun, Oct 27, 2019:** Last day for shipments to arrive at exhibit site by 2:30 PM.

#### Carpet Handling

Straight Time In / Straight Time Out	\$202.00 cwt
Straight Time In / Overtime Out	\$262.00 cwt
Overtime In / Overtime Out	\$323.00 cwt

Form Continues on Next Page



# 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

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$55.00. Each additional package will be charged \$27.50.

## Step 2. Estimate Order

### Small Packages

1 1st Small Package Shipment x \$55.00 = Total

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

### Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

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:

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 will apply before published timeline.

#### Special Handling/Mixed Shipments:

A 35% surcharge will apply to items requiring special handling or mixed shipments.

#### Uncrated Shipments:

A 60% 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.



# 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.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**NFDA International Convention & Expo**

Name of Exhibition

071600735

BOOTH NUMBER

**C/O GES**  
**4108 W. 52nd Place**  
**Chicago, IL 60632 USA**

***Shipment Should Arrive on or Between:***  
***Friday, Sep 20, 2019 - Friday, Oct 18, 2019***

**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 \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**NFDA International Convention & Expo**

Name of Exhibition

071600735

BOOTH NUMBER

**C/O GES**  
**4108 W. 52nd Place**  
**Chicago, IL 60632 USA**

***Shipment Should Arrive on or Between:***  
***Friday, Sep 20, 2019 - Friday, Oct 18, 2019***

**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 \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



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

**NFDA International Convention & Expo**

Name of Exhibition

071600735

BOOTH NUMBER

**C/O GES**  
**McCormick Place Convention Center**  
**2301 South Lake Shore Drive**  
**Chicago, IL 60616-1490 USA**

**Shipment Should Arrive on or Between:**

**Friday, Oct 25, 2019 after 8:00 AM - Sunday, Oct 27, 2019 by 2:30 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

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



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

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**NFDA International Convention & Expo**

Name of Exhibition

071600735

BOOTH NUMBER

**C/O GES**  
**McCormick Place Convention Center**  
**2301 South Lake Shore Drive**  
**Chicago, IL 60616-1490 USA**

**Shipment Should Arrive on or Between:**

**Friday, Oct 25, 2019 after 8:00 AM - Sunday, Oct 27, 2019 by 2:30 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
October 8, 2019



## 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 October 8, 2019.
- Want an easier way? Submit your information online: <https://e.ges.com/071600735/prePrint/esm>

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

Company/Consignee	Carrier	Attention		
2301 South Lake Shore Drive	Chicago	IL	60616-1490	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

## Step 2. Tell us the location where freight should be sent.

### Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

### Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Show site 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.

Chat with us <http://www.ges.com/chat>





# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
October 8, 2019

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/071600735/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?

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

# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## 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:

2900 South Moe Drive  
Chicago, IL 60616  
USA

## Marshaling Yard Process

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

- All delivering carriers and privately owned vehicles must check in at the marshaling yard prior to show site deliveries. All inbound shipments 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 McCormick Place 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 McCormick Place 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/071600735/contactus/esm>

100919 071600735

R-9 011819

Chat with us <http://www.ges.com/chat>



# Show Site Storage Order Form

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicer. An advance deposit is required to guarantee storage reservations.
  - Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
  - Break of Show – On Wednesday, October 30, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
  - Overtime: Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.
  - Double Time: All other times Monday through Friday. All day Sunday & holidays.
- Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

## Step 1. Order Access Storage

### Trailer Access Storage

- Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor.
- Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicer. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. Do not use "Empty" labels.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, 1/4 Trailer	329.00		\$
200513	Access Storage, 1/2 Trailer	658.00		\$
200513	Access Storage, Full Trailer	1,310.00		\$

### Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicer.
- Standard labor rates apply for each delivery to the booth or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	164.00		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Total
705044	Storage, ST	148.00	185.00	222.00			\$
705044	Storage, OT	222.00	278.00	334.00			\$
705044	Storage, DT	296.00	370.00	444.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/071600735/labor/esm>

Chat with us <http://www.ges.com/chat>

Form Continues on Next Page



# Show Site Storage Order Form

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

Discount Deadline Date:  
October 8, 2019

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

## Step 2. Schedule Additional Deliveries

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

Schedule Dates	Schedule Start Time	Schedule End Time	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

## Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, October 30, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.
- Double Time: All other times Monday through Friday. All day Sunday & Holidays.

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

## Step 3. Schedule Forklift for Storage Deliveries

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

Schedule Dates	Schedule Start Time	Schedule End Time	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:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

R-11/R-12 060518 100919 071600735

Chat with us <http://www.ges.com/chat>



# Display Vehicle Placement Order Form

Page 1 of 2

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
October 8, 2019

Company Name

Email

Phone Number

Booth Number



Tips

## 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. 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.

## Vehicles that apply to this fee:

- Cars, Motorcycles, Pickup trucks, trailers. We require a photo and description of the mobile unit/vehicle and what will be inside or on it and will bill appropriately.
- If you are displaying mobile machinery, please specify in detail what it is along with a photo so we can bill you appropriately. This show may have a separate mobile machinery rate, please look for one in the kit or contact us and we will advise.

## Please note the following:

- Any product, display, structure components that are in/on the vehicle, trailer or otherwise will be billed separately at the material handling rate.
- If this form is not completed prior to your move-in and the required documentation is not attached, you will be billed according to the assessment of the operations manager on site, no exceptions or disputes.
- We require a photo of the vehicle for billing purposes. Any photo that is not the complete rendering of the display will need to have an attached full description of what will be on/in the vehicle/trailer.



Safety

## Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than an eighth (1/8) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any 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.
- **This is for Display Vehicles ONLY and does not apply to any contents contained within the vehicle.**
- GES will determine whether a vehicle meets the qualifications as a Display Vehicle, as intended on this form. If criteria is not met, standard material handling rates apply.

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R-15 100819

Form Continues on Next Page

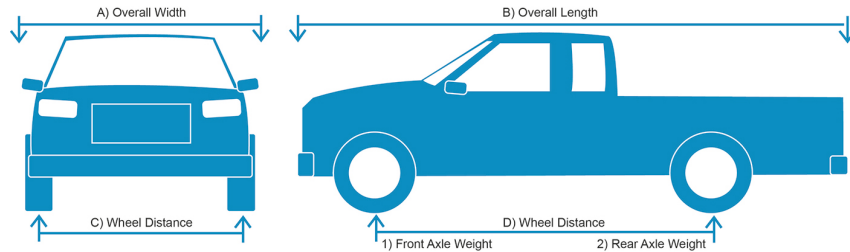


# Display Vehicle Placement Order Form

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

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

## 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 Spotting, per vehicle	429.00		\$

## Total and Sign:

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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R-15 100819



# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Please complete this form for all display labor needed.
- Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
- Exhibitor may unpack and place merchandise.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, October 30, 2019, Straight Time labor rates will apply until 8:30 PM. Overtime labor rates will apply from 8:30 PM to 12:00 AM.
- Overtime (OT): Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM.
- Double Time (DT): All other times Monday through Saturday. All day Sunday and holidays.

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

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	141.25	176.55	212.00			\$
705000	Install & Dismantle, ST Move Out	141.25	176.55	212.00			\$
705000	Install & Dismantle, OT Move In	227.25	284.00	341.00			\$
705000	Install & Dismantle, OT Move Out	227.25	284.00	341.00			\$
705000	Install & Dismantle, DT Move In	278.25	347.81	417.50			\$
705000	Install & Dismantle, DT Move Out	278.25	347.81	417.50			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/071600735/labor/esm>

## Step 2. Please Indicate Service



**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1 (A 30% ( \$ 50.00 minimum) surcharge will be added)

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/071600735/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 30% ( \$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

071600735  
100919

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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

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

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

## Total and Sign:

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

\$

100919 071600735

L-1 061719

# Forklift Labor Order Form

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
- When ordering a forklift, a 2 worker crew will be assigned consisting of a forklift operator and a foreman.
- For safety reasons, at GES discretion, a third worker may be assigned to the crew.
- Equipment (Lifts) ordered for booth work will only require a foreman.
- Please see Labor Information form for additional requirements regarding labor.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, October 30, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time: All other times Monday through Saturday. All day Sunday & holidays.

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

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, ST	427.62	502.62	577.62			\$
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, OT	577.62	690.62	803.62			\$
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, DT	727.62	877.62	1,027.62			\$
705034	Additional Worker, ST	146.00	183.00	220.00			\$
705034	Additional Worker, OT	219.00	274.00	329.00			\$
705034	Additional Worker, DT	292.00	365.00	438.00			\$
705110	Forklift Foreman, ST	153.00	191.00	229.00			\$
705110	Forklift Foreman, OT	230.00	288.00	346.00			\$
705110	Forklift Foreman, DT	307.00	384.00	461.00			\$

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

## Additional Equipment

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	Tax %	= Total
706200	Forklift, 5,000#	118.00			9.0	\$
706204	Forklift, 15,000#	139.00			9.0	\$
706301	Scissor Lift	158.00			9.0	\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/071600735/labor/esm>



# Forklift Labor Order Form

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

Discount Deadline Date:  
October 8, 2019

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

## Step 2. Labor Information



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

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

- ☐ Uncrating      ☐ Unskidding      ☐ Positioning  
☐ Leveling      ☐ Dismantling      ☐ Recrating  
☐ Reskidding

Additional labor will be assigned if necessary.

## Step 3. Schedule In Booth Forklift Labor

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

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

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

### Installation

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

### Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

## Total and Sign:

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

\$



# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Please complete and return the Hanging Sign Labor Order Form by October 8, 2019.

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. Place your order for electrical services and electrical labor Electrical Service Order Form.
- Include Exhibitor contact information with the order.
- For safety reasons, signs weighing 500 lbs. or greater will require chain hoist motor. These signs will be hung by the electrical union.
- Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
- A crew will be assigned consisting of a lift with two workers.
- For safety reasons, at GES discretion, a third worker may be assigned to the crew.
- Please see Labor Information form for additional requirements regarding labor.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, October 30, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime (OT): Monday through Friday from 4:30 PM to 10:00 PM. Saturday from 8:00 AM to 4:30 PM.
- Double Time (DT): All other times Monday through Saturday. All day Sunday and holidays.

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

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
706300 705112	High Lift and 2 person Crew, ST	744.96	809.96	875.96			\$
706300 705112	High Lift and 2 person Crew, OT	875.96	973.96	1,071.96			\$
706300 705112	High Lift and 2 person Crew, DT	1,005.96	1,135.96	1,265.96			\$
705020	Additional Worker, ST	130.50	163.00	196.00			\$
705020	Additional Worker, OT	196.00	245.00	294.00			\$
705020	Additional Worker, DT	261.00	326.00	391.00			\$

9% Rental Tax for equipment, Crew (705112) and Highlift (706300) are included in displayed rates

## Additional Equipment

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	Tax %	= Total
706300	High Lift	444.00			9.0	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600735/labor/esm>

## Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
-----------	-------------	---------------	--------------	-----	-------	-------

H-2CH 092719 100919 071600735

Form Continues on Next Page





# Hanging Sign Labor Order Form

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

Discount Deadline Date:  
October 8, 2019

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 2. Please Indicate Service Hanging Sign Options

### Type of Sign

- ☐ Banner ☐ Structural Signage  
☐ Systems

### Shape of Sign

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

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_ (16' max)  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Electrical

- Is your sign electrical?  
☐ Yes ☐ No

### Pick Points

Number of structural pick points \_\_\_\_\_  
Weight at each pick point \_\_\_\_\_  
Have you submitted your structurally engineered rigging points? \_\_\_\_\_  
Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?  
☐ Yes ☐ No  
If yes, GES will assemble your sign prior to hanging. See Hanging Sign Labor Rate and Information.

### Supervision

Do you want to supervise the hanging of your sign?  
☐ Yes (GES do not proceed) ☐ No (GES OK to proceed)  
If yes, schedule the date you would like the sign to be hung in Step 3 of this form.  
Please provide GES with a contact name and number to discuss \_\_\_\_\_

If no, GES will supervise without exhibitor present.  
• A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.  
• Date and time not required. No need to complete Step 3. Proceed to Total and Sign.



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

**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

# Hanging Sign Labor Order Form

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

Discount Deadline Date:  
October 8, 2019

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

## Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

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

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

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

### Installation

Schedule Dates	Schedule Start Time	Schedule End Time	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

### Dismantle

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:

**Please Sign** ☒ X

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

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

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

**Total Payment Enclosed** \$

## Booth 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.**

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
October 8, 2019

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

[illegible]

Front of Booth

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



FROM:



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**NFDA International Convention & Expo**

Name of Exhibition

0710600735

Booth Number

**C/O GES**  
**4108 W. 52nd Place**  
**Chicago, IL 60632 USA**

***Shipment Should Arrive on or Between:***

***Friday, Sep 20, 2019 - Friday, Oct 18, 2019***

**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 \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**NFDA International Convention & Expo**

Name of Exhibition

0710600735

Booth Number

**C/O GES**  
**4108 W. 52nd Place**  
**Chicago, IL 60632 USA**

***Shipment Should Arrive on or Between:***

***Friday, Sep 20, 2019 - Friday, Oct 18, 2019***

**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 \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# Electrical Chain Hoist and Truss Order Form

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- **Truss points exceeding 200 lbs. will require a hoist.**
- All truss and lighting rigging along with the hanging of signs over 500 lbs. requires an engineered print that includes all rigging points. In addition it will need to be stamped by a licensed engineering firm approved by the McCormick Place Management.
- The engineered drawings need to be submitted to GES Electrical in the DWG format 30 days prior to your show move-in date so we can prepare them for submittal to McCormick Place Management.
- Please include the contact information for your lighting designer.
- GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.
- All Rigging must comply with MPEA and Show management rules and regulations as well as facility limitations.
- Lighting packages and rotators are available on request.
- Truss prices are weekly rates.
- Assembly and installation labor not included.
- Please order power on Electrical Outlets Order Form.
- Please order labor on the Electrical Labor Order Form.
- For any additional information, please contact [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com).

## Step 1. Order Chain Hoists

### CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
702132	Hoist, Electric Chain, 1/2 TON	549.00	763.00		9.0	\$

One motor outlet is required for every chain hoist or rotating motor in-booth

### Tomcat Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
608131	Truss, 12" Box, Black, Per Foot	26.50	37.00		9.0	\$
608129	Truss, 12" x 18" Box, Black, per Foot	17.00	24.00		9.0	\$



Form Continues on Next Page

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# Electrical Chain Hoist and Truss 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:  
October 8, 2019

Company Name

Email

Phone Number

## Step 2. Please Indicate Service

### Option 1

- ☐ Exhibitor Supervised (Do not proceed)
- You must schedule date & time below as well as # of electricians and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.

### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- There is no charge for this supervision
  - This option is highly recommended so that work can be completed prior to your arrival onsite.
  - If left unchecked and a booth layout is available, GES will proceed with the floor work.

Please include Electrical Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

## Total and Sign:

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:** 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%**.

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# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.83	1.15		1	\$
500600	Duration of Show (per sq. ft. per day)	0.57	0.79		2	\$
500602	Per Day (per sq. ft. per day)	0.78	1.10			\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.91	1.30		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.47	0.65			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	147.00	204.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	447.00	621.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	538.00	749.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	632.00	878.00			\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Contractor 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.

## Total and Sign:

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:** 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%**.



# Electrical Order Checklist

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Form	Must include complete Credit Card Authorization, Labor Order Form and floor plan to secure discount rates, if applicable. Call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Form	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points).
<input type="checkbox"/> Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
<input type="checkbox"/> Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
<input type="checkbox"/> Do you require 24 hour power?	Required for refrigeration, computer systems, water pumps, heaters, etc. See 24 Hour Electrical Outlets Order Forms.
<input type="checkbox"/> Do you require overhead power?	Overhead power drops will require additional labor and equipment rental fees.
<input type="checkbox"/> Exhibitor's equipment will be modified to conform to GES' electrical cords and caps and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> <li>• 15 amp 120 volt: Standard U-ground cord cap</li> <li>• 30 amp 208 volt 1Ø or 3Ø: Leviton 2811 or Hubbell 2811</li> <li>• 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P</li> <li>• 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH</li> </ul>
<input type="checkbox"/> Avoid code violations	Check the electrical code requirements on the Electrical Information form.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at (800) 475-2098. We're here to help!

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Chat with us <http://www.ges.com/chat>



# Electrical Services Information

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

## NFDA International Convention & Expo

McCormick Place Convention Center

October 28 - 30, 2019

### Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

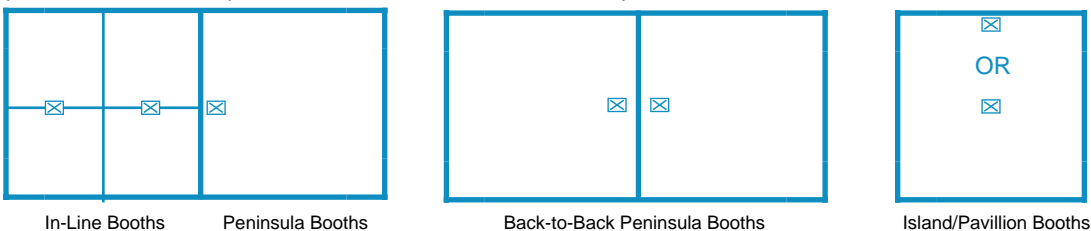
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.

If you have any questions, please call us at (800) 475-2098.

### Where will my outlet be located?

There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



### In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

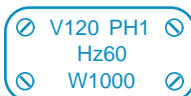
Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drapery line.

### Island or Pavilion Booths:

You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase  
60 Cycle  
1000 Watts



230 volts  
30 Amps  
3 Phase

Chat with us <http://www.ges.com/chat>



# Electrical Set-Up Information

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## General Tips on Electrical Set-Up

If voltages other than those listed are needed, we recommend that exhibitors bring their own transformers.

GES stocks a supply of transformers for rental use. Please state the type that you require. We will check our inventory and reserve it for you if it is available.

The following is a chart listing the voltages and amperages available in each building.

Service	South		North				West		Lakeside		
	A2	A1	B1	B2	C1	C2	F1	F2	D1	D2	E
120 Volt Floor Power 30 Amps or less	X	X	X		X		X	X	X	X	X
208 Volt Floor Power 60 Amps or less	X	X	X		X		X	X	X	X	X
480 Volt Floor Power 100 Amps or less	X	X	X						X	X	X
120 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X	X	X	X
208 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X			
480 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X	X	X	X

## Q: What work can I do in my own booth?

- A: Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company.
- Setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.

# Electrical Outlets Order Form - Floor Service

Page 1 of 2

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps).
- If carpet is installed prior to electrical installation, additional labor charges may apply.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

## 120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths - Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	5 Amp/500 Watts, 1/4 HP 120V	124.75	180.00		9.0	\$
700002	10 Amp/1000 Watts, 1/4 HP 120V	196.00	294.00		9.0	\$
700003	15 Amp/1500 Watts, 1/4 HP 120V	254.75	382.00		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	270.00	404.75		9.0	\$
700005	30 Amp, 1 HP 120V	509.00	763.75		9.0	\$

## 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.
- 100 and 200 Amp 208 Volt 3 Phase will require a transformer within your booth space. Please provide location of transformer within your floor layout.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700015	30 Amp, 2 HP 208V / 1Phase	548.50	701.50		9.0	\$
700016	60 Amp, 5 HP 208V / 1Phase	606.75	910.00		9.0	\$
700017	100 Amp, 10 HP 208V / 1Phase	1,333.00	1,853.00		9.0	\$
700018	200 Amp, 25 HP 208V / 1Phase	2,558.00	3,556.00		9.0	\$

## 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.
- 100 and 200 Amp 208 Volt 3 Phase will require a transformer within your booth space. Please provide location of transformer within your floor layout.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700025	30 Amp, 5 HP 208V / 3Phase	726.00	1,088.75		9.0	\$
700026	60 Amp, 10 HP 208V / 3Phase	786.00	1,178.75		9.0	\$
700027	100 Amp, 20 HP 208V / 3Phase	1,281.75	1,922.50		9.0	\$
700028	200 Amp, 50 HP 208V / 3Phase	2,563.50	3,845.25		9.0	\$

Form Continues on Next Page



# Electrical Outlets Order Form - Floor Service

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

Discount Deadline Date:  
October 8, 2019

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700045	30 Amp, 10 HP 480V / 3Phase	838.00	1,257.00		9.0	\$
700046	60 Amp, 20 HP 480V / 3Phase	1,137.75	1,706.00		9.0	\$
700047	100 Amp, 50 HP 480V / 3Phase	1,317.75	1,977.00		9.0	\$

## Light Fixtures

- Power and labor not included.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700350	Floodlight, 120 Watt (In-line Booths Only)	118.75	178.75		9.0	\$

## Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700450	Cable, 15' Flat, 10/5	33.50	33.50		9.0	\$

## Total and Sign:

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

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

\_\_\_\_\_  
 Date

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

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

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

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



## Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to (630) 259-6176. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- Power will be turned on 30 minutes prior to show open daily and will be turned off approximately 30 minutes after show closes daily. Power will be turned off immediately after final show closing. If you require power outside the actual show hours, arrangements should be made in advance. Please contact [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com) to make arrangements. Additional charges may apply.





# Electrical Outlets Order Form - Overhead Service

Page 1 of 3

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 15amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps).
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

## 120 Volt Single Phase

- Price does not include labor, materials and/or equipment.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704003	15 Amp/1500 Watts, 1/4 HP 120V	254.75	382.00		9.0	\$
704004	20 Amp/2000 Watts, 1/4 HP 120V	270.00	404.75		9.0	\$
704005	30 Amp, 1HP, 120V	666.00	925.50		9.0	\$

## 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704015	30 Amp, 2 HP 208V / 1 Phase	548.50	822.75		9.0	\$
704016	60 Amp, 5 HP 208V / 1 Phase	606.75	910.00		9.0	\$
704017	100 Amp, 10 HP 208V / 1 Phase	1,215.00	1,822.25		9.0	\$
704018	200 Amp, 208V / 1 Phase	2,327.00	3,490.25		9.0	\$

## 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704025	30 Amp, 5 HP 208V / 3 Phase	726.00	1,088.75		9.0	\$
704026	60 Amp, 10 HP 208V / 3 Phase	785.75	1,178.50		9.0	\$
704027	100 Amp, 20 HP 208V / 3 Phase	1,281.75	1,922.50		9.0	\$
704028	200 Amp, 50 HP 208V / 3 Phase	2,563.50	3,845.25		9.0	\$
704029	400 Amp, 208V / 3 Phase	4,808.75	7,213.25		9.0	\$

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Form Continues on Next Page



# Electrical Outlets Order Form - Overhead Service

Page 2 of 3

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:  
October 8, 2019

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

## 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704045	30 Amp, 10 HP 480V / 3 Phase	838.00	1,257.00		9.0	\$
704046	60 Amp, 20 HP 480V / 3 Phase	1,137.75	1,706.00		9.0	\$
704047	100 Amp, 50 HP 480V / 3 Phase	1,317.75	1,977.00		9.0	\$
704048	200 Amp, 100 HP 480V / 3 Phase	3,907.25	5,861.00		9.0	\$
704049	400 Amp, 480V / 3 Phase	5,269.00	7,903.25		9.0	\$

## Light Fixtures

- To receive the discount rate for all 1000 watt overhead Parcan fixtures, a Parcan focus points floor plan must be submitted with your order form by discount deadline. If floor plan is not submitted regular rates will be applied to your invoice.
- Please e mail GESElectricalChicago@ges.com for availability.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700125	1000 Watt PARcan, Addl on Low Steel	490.25	735.25		9.0	\$
700385	200 Watt LED Bright White Spot PARcan	706.25	1,059.25		9.0	\$

## Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700450	Cable, 15' Flat, 10/5	33.50	33.50		9.0	\$

## Total and Sign:

**Please Sign** X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed** \$

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

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

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# Electrical Outlets Order Form - Overhead Service

Page 3 of 3

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:  
October 8, 2019

Company Name	Email	Phone Number	Booth Number
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Show Site Contact	Show Site Email	Show Site Phone Number
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## Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to (630) 259-6176. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- Power will be turned on 30 minutes prior to show open daily and will be turned off approximately 30 minutes after show closes daily. Power will be turned off immediately after final show closing. If you require power outside the actual show hours, arrangements should be made in advance. Please contact [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com) to make arrangements. Additional charges may apply.

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# 24 Hour Electrical Outlets Order Form - Floor Service

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps).
- If carpet is installed prior to electrical installation, additional labor charges may apply.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

## 120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths - Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	5 Amp/500 Watts, 1/4 HP 120V	249.50	360.00		9.0	\$
700002	10 Amp/1000 Watts, 1/4 HP 120V	392.00	588.00		9.0	\$
700003	15 Amp/1500 Watts, 1/4 HP 120V	509.50	764.00		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	540.00	809.50		9.0	\$
700005	30 Amp, 1 HP 120V	1,018.00	1,527.50		9.0	\$

## 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.
- 100 and 200 Amp 208 Volt 3 Phase will require a transformer within your booth space. Please provide location of transformer within your floor layout.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700015	30 Amp, 2 HP 208V / 1Phase	1,097.00	1,403.00		9.0	\$
700016	60 Amp, 5 HP 208V / 1Phase	1,213.50	1,820.00		9.0	\$
700017	100 Amp, 10 HP 208V / 1Phase	2,666.00	3,706.00		9.0	\$
700018	200 Amp, 25 HP 208V / 1Phase	5,116.00	7,112.00		9.0	\$

## 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.
- 100 and 200 Amp 208 Volt 3 Phase will require a transformer within your booth space. Please provide location of transformer within your floor layout.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700025	30 Amp, 5 HP 208V / 3Phase	1,452.00	2,177.50		9.0	\$
700026	60 Amp, 10 HP 208V / 3Phase	1,572.00	2,357.50		9.0	\$
700027	100 Amp, 20 HP 208V / 3Phase	2,563.50	3,845.00		9.0	\$
700028	200 Amp, 50 HP 208V / 3Phase	5,127.00	7,690.50		9.0	\$

Form Continues on Next Page



# 24 Hour Electrical Outlets Order Form - Floor Service

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

Discount Deadline Date:  
October 8, 2019

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

## 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700045	30 Amp, 10 HP 480V / 3Phase	1,676.00	2,514.00		9.0	\$
700046	60 Amp, 20 HP 480V / 3Phase	2,275.50	3,412.00		9.0	\$
700047	100 Amp, 50 HP 480V / 3Phase	2,635.50	3,954.00		9.0	\$

## Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form - Floor Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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



## Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to (630) 259-6176. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.

# 24 Hour Electrical Outlets Order Form - Overhead Service

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 15amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps).
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

### 120 Volt Single Phase

- Price does not include labor, materials and/or equipment.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704003	15 Amp/1500 Watts, 1/4 HP 120V	509.50	764.00		9.0	\$
704004	20 Amp/2000 Watts, 1/4 HP 120V	540.00	809.50		9.0	\$
704005	30 Amp, 1HP, 120V	1,332.00	1,851.00		9.0	\$

### 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704015	30 Amp, 2 HP 208V / 1 Phase	1,097.00	1,645.50		9.0	\$
704016	60 Amp, 5 HP 208V / 1 Phase	1,213.50	1,820.00		9.0	\$
704017	100 Amp, 10 HP 208V / 1 Phase	2,430.00	3,644.50		9.0	\$
704018	200 Amp, 208V / 1 Phase	4,654.00	6,980.50		9.0	\$

### 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704025	30 Amp, 5 HP 208V / 3 Phase	1,452.00	2,177.50		9.0	\$
704026	60 Amp, 10 HP 208V / 3 Phase	1,571.50	2,357.00		9.0	\$
704027	100 Amp, 20 HP 208V / 3 Phase	2,563.50	3,845.00		9.0	\$
704028	200 Amp, 50 HP 208V / 3 Phase	5,127.00	7,690.50		9.0	\$
704029	400 Amp, 208V / 3 Phase	9,617.50	14,426.50		9.0	\$

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Chat with us <http://www.ges.com/chat>

Form Continues on Next Page





# 24 Hour Electrical Outlets Order Form - Overhead Service

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

Discount Deadline Date:  
October 8, 2019

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

## 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704045	30 Amp, 10 HP 480V / 3 Phase	1,676.00	2,514.00		9.0	\$
704046	60 Amp, 20 HP 480V / 3 Phase	2,275.50	3,412.00		9.0	\$
704047	100 Amp, 50 HP 480V / 3 Phase	2,635.50	3,954.00		9.0	\$
704048	200 Amp, 100 HP 480V / 3 Phase	7,814.50	11,722.00		9.0	\$
704049	400 Amp, 480V / 3 Phase	10,538.00	15,806.50		9.0	\$

## Total and Sign:

**Please Sign** ☒ X

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

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

\_\_\_\_\_  
Date

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

**Total Payment Enclosed**

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form - Overhead Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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



## Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to (630) 259-6176. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.

# Electrical Floor Work Labor Order Form

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- Dismantle labor will be charged as a percentage of the installation labor (50%)
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, October 30, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime (OT): Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time (DT): All other times Monday through Saturday. All day Sunday and holidays.

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

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705060	Electrical Floor Work, ST	114.00			\$
705060	Electrical Floor Work, OT	166.00			\$
705060	Electrical Floor Work, DT	217.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600735/labor/esm>

## Step 2. Please Indicate Service



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

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

# Electrical Floor Work Labor Order Form

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

Discount Deadline Date:  
October 8, 2019

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

## Floor Work (Under Carpet Electrical Distribution)

### Option 1

☐ Exhibitor Supervised (Do not proceed)

- You must schedule date and time as well as number of electricians and estimated hours.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- Labor cannot be scheduled prior to assigned target date.
- If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

### Schedule Installation

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

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

### Option 2

☐ GES Supervised (OK to proceed without exhibitor.)

- If this is left unmarked and a floor plan has been submitted, GES Electrical will proceed with the floor work. A 30% surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. Proceed to Total and Sign.

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

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

## Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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



# Electrical Booth Work Labor Order Form

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage over 120 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%)
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Wednesday, October 30, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime (OT): Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time (DT): All other times Monday through Saturday. All day Sunday and holidays.

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

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705065	Electrical, High Lift Operator, ST	118.00			\$
705065	Electrical, High Lift Operator, OT	171.00			\$
705065	Electrical, High Lift Operator, DT	225.00			\$
705061	Electrical Booth Work, ST	114.00			\$
705061	Electrical Booth Work, OT	166.00			\$
705061	Electrical Booth Work, DT	217.00			\$

## Additional Equipment

Item Code	Description	RATE (\$)	# of Equipment	# Hours	Total
706300	High Lift	444.00			\$
706301	Scissor Lift	83.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600735/labor/esm>

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Form Continues on Next Page



# Electrical Booth Work Labor Order Form

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

Discount Deadline Date:  
October 8, 2019

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

## Step 2. Please Indicate Service

### Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
  - Assembly, installation and dismantle of electrical headers and/or light boxes
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
  - Changes to or the additional of electrical connectors to electrical apparatus.

Install/Remove Plasma\*: Size \_\_\_\_\_ Qty \_\_\_\_\_ Other \_\_\_\_\_

\*Plasmas 37" and larger require 2 electricians.

- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.

Is there more than one (1) drop location?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Additional drops will be charged on a time and material basis depending on when order and floor plan are received.

All booths requiring floor work labor must send a booth floor plan to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com). They can also be faxed to (702) 616-8155. Please write your booth number, show name and email address on the fax. To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include main drop locations for power, additional drop locations, electrical distribution, orientation, outlets, fixtures, and all 1000 watt overhead focus points must be attached to this form, as well as a form of payment or emailed to [GESElectricalChicago@ges.com](mailto:GESElectricalChicago@ges.com).

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged based on actual usage. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

### Schedule Installation

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

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

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

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

### Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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



# Plumbing Services Information

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed only by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.
- Any wastewater or fluids deemed to be hazardous will incur a hazardous material surcharge. Please email GESPlumbingChicago@ges.com for quote.

## Compressed Air

- GES is not responsible for moisture, oil, or water in our lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

## Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

## Labor

- Laying of any lines under carpet or other flooring, or spotting from ceiling will be an additional labor charge.

## Facility Pressures to know

- Compressed Air - Pressure of 90-100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.
- Hoses Pressure - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure. Any hoses brought in by clients must also have this rating
- Natural Gas - A one inch gas line provides a constant one pound pressure per square inch.
- Drain - Any drain over one inch, please call for quote.



# Plumbing Services Information

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## Bottled Gases

- We can supply a complete line of any 2, 3 or 4 mixtures and quantity with advance notice. We do not stock any bottled gases on premises. Many of our Gases require a minimum of 2 weeks notice. Please email your request to [GESPlumbingChicago@ges.com](mailto:GESPlumbingChicago@ges.com) for a quote.
- In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane and anything red tagged, must be removed from the event floor during the evening.
- Labor to deliver and pick up bottled gases will be charged at the prevailing labor rates.

## Additional Information

- Any drain over one inch, please call for quote.
- Labor charges will be incurred for all connections to the equipment.
- Labor to deliver and pick up bottled gases will be charged at the prevailing labor rates.
- Electricity or Electrical Labor to connect and/or operate any plumbing equipment is not included.
- GES is not responsible for color or sediment in water fill.
- Ramps over utility lines in a booth are provided on a time and material basis.
- To receive the discount rate on services and labor, the Booth Layout - Plumbing form or a scaled plan in CAD or PDF format must include locations for plumbing services, booth orientation and be submitted with your order.

## Hazardous Materials and Venting

- Any wastewater or fluids deemed to be hazardous will incur a hazardous material surcharge. Please email [GESPlumbingChicago@ges.com](mailto:GESPlumbingChicago@ges.com) for quote.
- Venting to Atmosphere - email [GESPlumbingChicago@ges.com](mailto:GESPlumbingChicago@ges.com). Indicate size of flu pipes and if draft inducer is required.

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Chat with us <http://www.ges.com/chat>



# Plumbing Services Order Form

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Be sure to place your order before the discount deadline date to receive the best rate.
- Always include the Booth Layout - Plumbing form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases, please email [GESPlumbingChicago@ges.com](mailto:GESPlumbingChicago@ges.com) for a quote.
- Any and all connections will be subject to a labor charge. Please remember to schedule labor on the Plumbing Labor Order Form before the deadline date to avoid extra charges.
- Review Plumbing Services Information for important conditions, regulations and guidelines.

## Plumbing Services

### Air

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701037	Compressed Air 1st Outlet	780.00	1,080.00		9.0	\$
	↳ Size of connection_____					
701115	Air - Additional Footage	6.50	8.75		9.0	\$
701040	Compressed Air, Supplemental Outlets	563.00	782.50		9.0	\$
	↳ Size of connection_____					

### Water

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701081	Water Outlet	780.00	1,080.00		9.0	\$
	↳ Size of connection_____					
701116	Water - Additional Footage	6.50	8.75		9.0	\$
701045	Drain Outlet	780.00	1,080.00		9.0	\$
701117	Drain - Additional Footage	6.50	8.75		9.0	\$

### Gas

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701059	Natural Gas Outlet	776.00	1,080.00		9.0	\$
	↳ Size of connection_____					

### Water Filling and Draining

Greater than 4,000 Gallons - email [gesplumbingchicago@ges.com](mailto:gesplumbingchicago@ges.com). Fill and Drain services do not include labor.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701153	Fill & Drain, 1-50 Gallons, Per Unit	151.00	211.00		9.0	\$
701054	Fill & Drain, 1-149 Gallons, Per Unit	551.00	765.00		9.0	\$
701210	Each Additional 100 Gallons	142.00	197.00		9.0	\$

A 2 Week Notice is required for the following rental items: \*Does not include water, drain or labor.

701121	Sink Rental Double with Faucet*	286.00	398.00		9.0	\$
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Chat with us <http://www.ges.com/chat>

Form Continues on Next Page



# Plumbing Services Order Form

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

Discount Deadline Date:  
October 8, 2019

Company Name	Email	Phone Number	Booth Number
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Show Site Contact	Show Site Email	Show Site Phone Number
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701120	Sink Rental Single with Faucet*	205.00	285.00		9.0	\$
701095	Water Heaters, 6 gallons*	286.00	398.00		9.0	\$
701097	Water heaters, 52 gallons*	494.00	687.00		9.0	\$

## Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on Plumbing Services Information Form.

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



## Attention:

- To receive the discount rate on services and labor, the Booth Layout - Plumbing form or a scaled plan in CAD or PDF format must include locations for plumbing services, booth orientation and be submitted with your order. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or the depreciated value of Goods, whichever is less.
- Our Plumbing Department will not be responsible for moisture, water or minerals in any air lines. Exhibitors should supply their own filtering or other equipment to handle any moisture, water or minerals.

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Chat with us <http://www.ges.com/chat>



# Plumbing 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Discount Deadline Date:  
October 8, 2019

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



## Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	114.00			\$
705011	Plumbing, OT	166.00			\$
705011	Plumbing, DT	217.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600735/labor/esm>

## Step 2. Please Indicate Service



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

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1

- ☐ Exhibitor Supervised (Do Not Proceed)
- Exhibitor will supervise.
- Indicate workers needed for installation and dismantling
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- Please complete Plumbing Layout Form.
  - GES will supervise labor.

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Form Continues on Next Page



# Plumbing Labor Order Form

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

Discount Deadline Date:  
October 8, 2019

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

## Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

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

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

Note: Our Plumbing Department will not be responsible for moisture, water or minerals in any air lines. Exhibitors should supply their own filtering or other equipment to handle any moisture, water or minerals.

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

### Installation

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

### Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

## Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Plumbing Information Form.

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# Booth Layout - Plumbing

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
October 8, 2019

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



Water Connection



Vent Location  
Size of Duct \_\_\_\_\_



Drain Location



Compressed Air Location



Gas Connection  
Type & Description of Gas \_\_\_\_\_



**Tips**

## Form Tips:

- Use bold lines to indicate the outline of your booth.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.

## 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

K-4 110515 100919 071600735

Chat with us <http://www.ges.com/chat>





# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
September 25, 2019

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



## Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of 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: \_\_\_\_\_

### Submit NOI - Exhibitor

Exhibitor must complete the Notice of Intent ("NOI") to Use EAC form and return sixty (60) days prior to move-in to allow EACs time to submit the relevant documentation. The EAC cannot sign the NOI on your behalf, this must be signed by the Exhibitor leasing the exhibit booth space. Once your NOI is submitted, please inform your EAC to access the EAC Agreement and Rules and Regulations form on Expresso: <http://e.ges.com/071600735/agreementgesac/>

### Submit Agreement and Rules and Regulations - EAC

EAC completes the Agreement and Rules and Regulations between GES and EAC. The document has a link at the bottom which allow the EAC to follow to access GES' vendor, CERTFOCUS' website to register, pay a \$21 fee and upload a valid COI.

### Submit COI - EAC

EAC will register, pay the \$21 fee and upload a valid, compliant COI. Certfocus will review the COI for all levels of compliance and will communicate directly with EAC regarding acceptance status.

**EACs with multiple booths on shows:** If EAC is working multiple booths at a show, please complete ONE Agreement and Rules and Regulations between GES and EAC and list all booth names and numbers on the one agreement. By doing this you will only be required to submit one (1) COI for all booths and one (1) Agreement for all booths contracted to your company for that show.

**Master National Agreement:** Please note that GES has a program for EACs to negotiate a Master National Agreement where per contract, only one COI will be required annually for all booths and all shows where GES is responsible for collecting COIs. Additionally, individual show Agreements and Rules and Regulations between GES and EAC will not be required. Please email [EACCertificateprogram@ges.com](mailto:EACCertificateprogram@ges.com) for more information.

**\*\*\*\*Please note that a COI must be submitted to Certfocus no later than fourteen (14) days prior to move-in. If this deadline is missed, EACs will be required to submit late COIs directly to GES and will be assessed a \$100 administrative Fee. All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>. \*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.**

Please  
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

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.



# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
September 25, 2019

Company Name	Email	Phone Number	Booth Number
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**Attention:**

- **This form must 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 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 uploaded certificates of insurance through CertFocus, 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. All owned, hired and non-owned boxes marked.
  - 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 GES (Official Service Provider), National Funeral Directors Association (Show Management), NFDA International Convention & Expo (Show) and McCormick Place Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and 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 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.



# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

Form Deadline Date:  
September 25, 2019

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 Servicer 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

X

Authorized EAC's Signature

Authorized EAC's Name - Please Print

Date

## Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

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

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

### Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

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# McCormick Place Convention Center Exhibitor Rights

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## Q: What work can I do in my own booth?

- A: Exhibitors may perform the following functions as long as they are full-time employees of the exhibiting company:
- Setting up and dismantling exhibits with the use of exhibitor-owned tools (ladders, hand tools, cordless tools and power tools) without limit to the booth size.
  - Assembling and disassembling materials, machinery or equipment.
  - Installing all signs (except overhead ceiling signs), graphics, props, balloons, other decorative items, or Exhibitor drapery, including the skirting of Exhibitor tables.
  - Delivering, setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.
  - Skidding, positioning and re-skidding all Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.

## Q: What type of equipment is not permitted?

- A: Exhibitors and their employees are not allowed to operate or stand on forklifts, pallet jacks, scaffolding, motorized dollies or similar motorized or hydraulic equipment. This also applies to GES supplied equipment to include scissor lifts, platforms and safety cages.

## Q: What is a full-time employee?

- A: An exhibitor employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

## Work Zone

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

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of GES. Please refrain from voicing complaints directly to labor.

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# McCormick Place Convention Center Automobile and Small Utility Vehicle Unloading Policy

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

As part of our ongoing efforts to create an exceptional exhibitor experience, McCormick Place Convention Center will provide an accessible location for exhibitors to unload and load smaller materials and equipment used in their exhibit booths.

## Q: What is considered an "Automobile or Small Utility Vehicle?"

A: Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.

## Q: What can be unloaded or loaded from these vehicles?

A: Equipment, displays or other event related materials that can fit into approved vehicles and which can be transported by the owner or employee by hand or with the use of a exhibitor supplied manual cart or dolly. Due to safety concerns and in order to maintain an organized orderly flow during load-in and load-out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload or transport materials on McCormick Place Convention Center property.

## Q: Who can unload the vehicle?

A: Either an exhibitor or a full-time employee of the exhibiting company may unload or load the vehicle. In order to use the designated "Automobile or Small Utility Vehicle" area, eligible exhibitors and exhibitors' employees must work in a team of at least two people.

## Q: What is a full-time employee?

A: A full-time employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

## Q: How many employees do I need in my vehicle?

A: There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.

## Q: How much time will I have?

A: The time allotted to individual vehicles to unload or load will be no more than 20 minutes.

## Q: When will the areas be available to exhibitors?

A: Exhibitors will be supplied with specific ASUV service times. Service times will be made available on the last day of move-in and the last show day, after the show breaks.

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## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.**

**Your call will be promptly returned between the hours of  
7:00 a.m.— 6:30 p.m.**





## EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

Tom Cassell	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>	312-617-0115
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

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McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616

10.2012



## EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com).

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alicia Johnson	312-791-7186	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>
Patrick Allen	312-791-6551	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>
Tom Cassell	312-617-0115	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND  
WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS"  
ARE COMPLIED WITH.**



## ASUV Program

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available on predetermined dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of two options:

1. Self- Loading/Unloading ASUV at Exhibition Hall
2. Hand Carry Items Option- From Parking Lot

Please visit <http://mccormickplace.com/exhibitors/asuv.php> for more information.

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

### Vehicle Criteria:



Designated ASUV dates & times: Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-in: Sunday, October 27, 8AM – 4:30PM

Move-out: Wednesday, October 30, 1PM – 8PM

Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.

Additional Inquiries can be directed to the Standard Parking Lot B Office via email at [rmemisovski@spplus.com](mailto:rmemisovski@spplus.com).



Purchase Exhibitor Parking by visiting the below link.

<https://mccormickplace.clickandpark.com/>



## **Automobile and Small Utility Vehicle (ASUV) PROGRAM INFORMATION FOR SHOW MANAGEMENT**

Licensee must provide access for exhibitors to unload and load materials from automobiles and small utility vehicles. Designated areas have been determined where exhibitors may do this loading and unloading. Exhibitors may use non-motorized hand trucks and dollies. Licensee must designate one day during move in and one day during move out to accommodate any exhibitors that may be unloading and loading materials in accordance with the ASUV Policy.

### **Show Management Responsibility**

- Licensee needs to establish the times and dates for their ASUV program.
- Licensee must provide personnel at the ASUV areas (inside the exhibit hall) to assist the exhibitors with check-in/out (including booth location, checking credentials and approving merchandise removal).
- Ask your Event Manager about the document that should be included in the Exhibitor Services Manual regarding the Licensee posted hours.

### **Determining ASUV Hours**

- McCormick Place will manage the ASUV program for the Licensee. The staffing will include (1) traffic aid per event and (1) teamster per designated ASUV area. This labor will be billed to the licensee at the prevailing rates.
- The minimum hours for move-in can be scheduled for 5 ½ hours. The teamster and traffic aide will always be scheduled for ½ hour past the end of the posted times. This time is for clearing the docks of any last vehicles, collecting of signs and documentation. The licensee will be billed at prevailing rates for the ASUV posted hours and the ½ hour.
- If two days are scheduled for ASUV on the move-in, then 3 ½ hours posted times each day are allowed. The licensee will be charged for 4 hours each day.
- The minimum hours for move-out can be scheduled for 3 ½ hours. The teamster and traffic aide will be scheduled for ½ hour past the end of the posted times. This time is for clearing the docks of any last vehicles, collecting of signs and documentation. The licensee will be billed at prevailing rates for the ASUV posted hours and the ½ hour.
- Per the teamster's contract if they work more than 4 hours (Monday-Friday) they then must be paid 6 hours. If a licensee schedules the ASUV hours between 4-5 ½ hours they will be billed for 6 teamster hours. Saturday and Sunday work for teamsters is billed at prevailing rates with a minimum of 4 hours. The traffic aides will be billed for actual hours worked.

### **Important Information for the Exhibitor**

- The following types of vehicles are permissible to be loaded and unloaded by Exhibitors and their employees: automobiles, pick-up trucks, mini-vans, full-size extended vans, and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.
- Exhibitor Employee is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show's opening date.
- ASUV available times and dates will be posted to the McCormick Place website under the exhibitor section. To learn more about the program, click <http://mccormickplace.com/exhibitors/asuv.php>.

**Exhibitor Check-In Process**

- Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building. They will not be allowed access to the dock without a Dock Pass.
- McCormick Place Traffic Aid reviews that there are at least two people in the vehicle and are in a permissible vehicle.
- All Exhibitors are checked against the show's Exhibitor list.
- If all criteria are met, a dock pass will be issued.
- Dock access pass includes the exhibitor name and phone number plus directions and location of the appropriate dock.
- McCormick Place Traffic Aid contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.

**Self Unloading/Loading Process**

- Exhibitor follows appropriate signage and arrives at ramp checkpoint with dock access pass.
- McCormick Place Security ramp guard reviews dock access pass.
- A Teamster will greet the Exhibitor at the dock, confirm the load will not require a mechanized carrier and monitor the 20-minute unload/load time requirement.
- Show management personnel (typically a show security guard) will allow Exhibitor access to show floor.
- Exhibitor is allowed to park and unload/load at appropriate dock for 20 minutes. At least one person must stay with the vehicle at all times.
- At the conclusion of the unloading/loading process, the Teamster will retain dock access pass.

**Exhibitor Move-Out / Check-In Process**

- Exhibitor checks in at the Marshalling Yard Office (3050 S. Moe Drive) to receive the dock pass.
- McCormick Place Traffic Aid reviews that the exhibitor is in a permissible vehicle and confirms additional staff will be at the dock for loading.
- All Exhibitors are checked against the show's Exhibitor list.
- If all criteria are met, a dock access pass will be issued.
- Dock access pass includes exhibitor name and phone number plus directions and location of the appropriate dock.
- McCormick Place Traffic contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.
- Exhibitor will follow the same unloading/loading procedures as above.
- Exhibitor must check in with Show Management personnel (typically a show security guard) at the dock door with merchandise removal pass to remove merchandise.
- At the conclusion of the loading/unloading process, the Teamster will retain the dock access pass.

# Stop. Think. Safety.

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

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019



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

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

## Safety Guidelines:

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

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

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



# Fire Regulations

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

## NFDA International Convention & Expo

McCormick Place Convention Center

October 28 - 30, 2019

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

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

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

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

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one eighth (1/8) of the tank capacity or five (5) gallons, whichever is less.

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

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

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

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

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

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

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

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

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

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

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

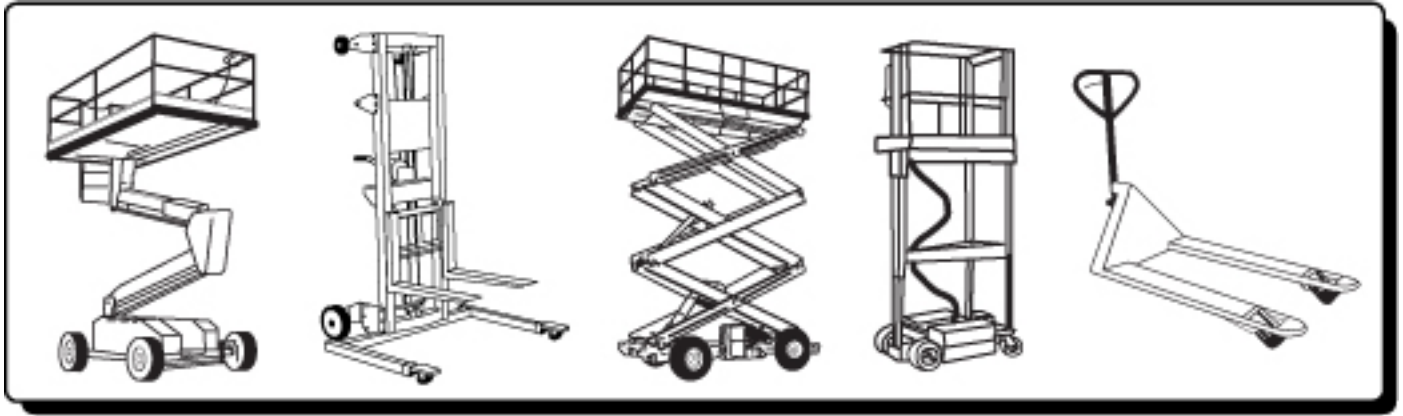
Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, 1/4 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.

# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019



## 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

## 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. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

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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# 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.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

## I. Definitions

**GES:** GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **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, unsupervised 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; **Unsupervised 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 unsupervised 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 online, via fax, phone or through a work order on site. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show 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 advance for future Services. GES retains its right to hold Customers' 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 1.5% 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 attorneys' 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 Customers' 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's 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 attorneys' 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.**

Chat with us <http://www.ges.com/chat>



## 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 unit counts 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 for 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 Customers' 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 GEM 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).



## 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's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's 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's 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 consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) 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 deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

## Payment Policy

**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 the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

**Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

**Method of Payment:** GES accepts MasterCard, Visa, American Express via this website.

**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.

**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 date.

**Adjustments and Cancellations:** No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. 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 toward 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.

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

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 even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon 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 the credit card 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 its employees. Please call our confidential Always Honest hotline at (800) 443-4113 to report fraudulent or unethical behavior.



# Additional Service Order Forms



# **TECHNOLOGY SERVICES EXHIBITOR ORDERING GUIDE AND FACILITY INFORMATION**

## **NFDA INTERNATIONAL CONVENTION & EXPO**

Advance Rate Deadline Date:

**OCTOBER 10, 2019**

**Please contact us if you need assistance.**

**(312) 791-6113 (Call Center)**

**[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)**

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## Money Saving Tips

Following are some tips that will help contribute to a successful event and save you money!

- Save time by ordering your services via our Online Ordering System. Visit us at [www.mccormickplace.com](http://www.mccormickplace.com) for more information.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the **deadline date**. Having your order, floor plans and full payment submitted by your **deadline date** will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST**- Straight Time / **OT**- Overtime / **DT**- Double Time

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	<b>DT</b>	12:00am-4:30pm <b>OT</b> for 1st Eight	<b>DT</b>
6:00am-10:00pm	<b>ST</b> for 1st Eight Consecutive Hours & <b>OT</b> Only After Eight Hours	Consecutive Hours & <b>DT</b> Only After Eight Hours	
10:01pm-11:59pm	<b>OT</b>	4:31pm-11:59pm <b>DT</b>	

## Placing an Order

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the **deadline date** or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

### A complete order contains all of the following elements:

- Order and Payment Summary Form
- Full payment of services including a valid credit card on file
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

## Telephone Services

Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is deactivated the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.

The cost of our telephone service includes telephone usage\*. If applicable, telephone usage is billed after the close of the event and billed to your credit card. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.

**Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.

**International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before “calling out” restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

## Description of Telephone Services

**Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trim line telephone instruments.

**Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is available only if you have ordered an Analog Single-Line Service.

**Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones instruments are to be returned to avoid being charged a telephone replacement fee.

**Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is only if you have ordered a Digital Multi-Line service.

**Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.

**Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

## Cable Television Access

(Limited availability of CATV in North and Lakeside buildings, call Technology Services to confirm availability)

We offer cable television services from Comcast. This includes all channels within the Comcast Business Service tier and the Sports Package. A comprehensive channel listing is available upon request. Damaged equipment can be charged to the customer at \$150/cable box and \$25/remote. Please ensure that you have the appropriate HDMI cable to connect to the cable box.

Some exceptions may apply. Please refer to your order form or visit our website for complete details.

## Network Security at McCormick Place and Wintrust Arena

Please be aware that the McCormick Place staff provides no services around securing your data network. Referenced in our Terms and Conditions for Service is the following:

*10. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.*

Our bandwidth delivery should be treated as you would any Internet provider's service. You will need to manage your own data and network security.

To provide some assistance to that end, please review the following helpful tips:

- Ensure that your computers have the latest Anti-Virus updates, ideally before arriving on site
- Apply all of the most recent operating system patches, ideally before arriving on site
- Utilize firewall software on all connected devices
- Utilize your own physical firewall(s) on each key VLAN
- Report issues immediately to both show management and facility IT representatives.
- Ensure that you do not attempt to troubleshoot physical issues by relocating network cables to a different switch, port, or wall jack
- Make sure you have the permissions for administrative rights for computers on which you might need to install programs or modify settings.
- Be aware that in most cases the facility's wireless network will have peer-to-peer turned off for security purposes. This can be an impact if wanting to perform actions such as wireless printing. To protect yourselves and your attendees, it is better to leave that setting in place and either print with a wired network, or utilize a printer that supports cloud printing, including (but not limited to) Apple AirPrint, Apple iCloud printing, or Google Cloud Printing.

Please review the FTC's guidance for securing a wireless network. Although this document is meant for the home user, many of the same concepts will hold true;

**<https://www.consumer.ftc.gov/articles/0013-securing-your-wireless-network>**

If you have any questions please contact the Technology Services Department during the ordering process. We work closely with our customers to ensure that they have the best experience possible. We strive to provide a top caliber and very safe experience, however, please understand that we are unable to provide guarantees or warranties against malicious activities, and we are unable to provide guidance on what services or hardware you should use for network security.



## Internet Services

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event/meeting days and move-out. The Technology Services department will work with you and your staff to meet your technical needs. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall for wired services (we offer firewalls for rental). All Internet prices are a flat rate for the duration of your event; no per minute usage or connection charges apply. If you have Internet questions, call (312) 791-6113 or E-mail: [technology@mccormickplace.com](mailto:technology@mccormickplace.com).

### Please note:

The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

## Description of Wired Internet Services

The following chart highlights the wired services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. <b>Connecting a wireless access point is not permitted on this service.</b>
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 2 DHCP Private IP addresses, up to 2 additional addresses can be purchased.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 5 IP addresses. Up to 5 additional addresses can be purchased	3.0 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be purchased.	6.0 Mbps. <b>Connecting a wireless access point is permitted on this service.</b>
Dedicated Wired 12.0 Mbps	12.0 Mbps	Includes 15 IP addresses. Up to 10 additional addresses can be purchased.	12.0 Mbps. <b>Connecting a wireless access point is permitted on this service.</b>
<b>Dedicated Services Greater than 12.0 Mbps - Please contact Technology Services at (312) 791-6113 or <a href="mailto:technology@mccormickplace.com">technology@mccormickplace.com</a> for a quote</b>			

## Description of Wireless Internet Services

For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. 802.11ac is available in some areas. Our wireless network is optimized for 802.11 a, n, or ac devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. The following chart highlights the wireless services offered (**Call for availability of these services**).

Service	Connection Speed	Recommended Uses
VIP Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, and is intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services provide access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing and information on multi-user discounts, please contact us.
VIP Plus Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds up to 10 Mbps	
VIP Ultimate Wireless Service(1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds Up to Unthrottled	

## Restrictions on Use of Outside Wi-Fi Equipment

McCormick Place provides a robust highly-effective wireless solution which uses top of the line Cisco Access Points, Controllers, and the Cisco Prime Network Control System. For high density applications, we may augment the permanent system with additional Cisco wireless access points. McCormick Place has made this investment in order to offer our events the best possible wireless network solution. Deployment of unregulated outside wireless networks and equipment will decrease the overall quality of wireless internet in the facility. Under the best of circumstances, there are limited channels which all wireless equipment must operate on. When competing networks are placed in the same space, users encounter degraded service or the inability to access available networks. McCormick Place may offer a waiver to allow an exhibitor or show manager to provide their own wireless access point. A waiver will only be provided under the following conditions:

- The exhibitor or show manager must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 14 days in advance of the first move-in day for the show.
- The exhibitor or show manager must purchase a 6 Mbps or greater dedicated service from the facility for use with the access point.
- Any approved access points must be capable of manual power output and channel selection adjustments.
- The exhibitor or show manager must configure the approved access point to the requirements specified by the facility.
- Notwithstanding our best efforts to eliminate interference, if the exhibitor or show management provided unit interferes with the facility's Wi-Fi system, the user will be required to disable it. If the access points were registered with the facility, the user will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
- If an exhibitor or show manager is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
- Exhibitors or show managers who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

## Read carefully before using outside wireless internet providers

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services they typically interfere with the Wi-Fi signal provided to users on the facility system. McCormick Place provides a competitively priced, exhibitor targeted Wi-Fi service which can be used throughout the facility and is supported by an in-house staff. In order to help our customers who need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

	Third Party example	McCormick Place VIP Wireless
Basic Service for one device	\$499 (4 devices maximum)	\$300 (\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3 <sup>rd</sup> party offerings, this service can extend to any number of devices needed at a continually reducing scale.)
*Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi-provider other than McCormick Place.		
Additional days beyond 3	\$125	No charge
*The basic service from our sample provider only covers 3 days.		
Shipping	\$60	No charge
Estimated total for a 4-day show	\$684	\$300

Although the initial appearance may be that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
  - Visit customers who require customer support
  - Help customers with device configuration
  - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
  - Add equipment directly to an affected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house equipment is all that is required.
- Service: Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.

## Wireless Access Point Waiver

McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel and the Marquis Marriott Hotel.

McCormick Place may offer a waiver to allow an exhibitor to provide wireless service within their own booth/contracted space. A waiver will only be provided under the following conditions:

- The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
- The exhibitor must purchase a 6 Mbps or greater dedicated wired internet service from the facility.
- Any approved access points must be capable of manual power output and channel selection adjustments.
- The exhibitor must configure the approved access point to the requirements specified by the facility.
- Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.

**If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, their wired service will be terminated.**

Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

## Terms and Conditions for Internet Services

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
  - a. assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
  - b. collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**
  - a. **Applicability.** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
  - b. **Revisions to Policy.** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on [mccormickplace.com](http://mccormickplace.com) or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit [mccormickplace.com](http://mccormickplace.com) and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
  - c. **Violations.** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
  - d. **Commercial Use.** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
  - e. **No Reselling of Services.** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

## Terms and Conditions for Internet Services (continued)

- f. **No Illegal or Fraudulent Use.** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
- g. **No Infringement of Intellectual Property Rights.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h. **No Threats of Harassment.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i. **No Harm To and Protection of Minors.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children's Online Privacy Protection Act.
- j. **No Spamming.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k. **No Hacking.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person's computer or computer system, software, data, confidential or proprietary information of others without the owner's knowledge and consent ("hacking") or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.



## Terms and Conditions for Internet Services (continued)

1. **No System Disruption.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
4. **No Impersonation of Forgery.** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
5. **No Abuse of Newsgroups.** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
6. **No Viruses.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
7. **Wi-Fi Monitoring.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.
8. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
9. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

## Terms and Conditions for Internet Services (continued)

10. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
11. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
12. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
13. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
14. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
15. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: <http://www.mccormickplace.com/exhibitors/wireless-internet.php>
16. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

## Payment Policy

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. Payment must be made by credit card, company check or wire transfer. Regardless of the method of payment you select, an approved credit card must be on file.

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event. For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the State of Illinois.

## Submitting Your Payment

All payments must be in U.S. funds drawn on a U.S. bank. Make check payable to: “McCormick Place / SMG”

US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):

McCormick Place/SMG  
Metropolitan Pier and Exposition Authority  
301 E. Cermak Road  
Chicago, IL 60616

Wire Transfer:

**Please note: You are responsible for any and all wire transfer fees that result from your payment by both the sending and receiving banks. If you have any questions, please investigate with your financial institution before performing any transfers.**

BMO Harris Bank, N.A.  
111 West Monroe Street  
Chicago, IL 60603  
ABA Routing # 071000288  
ACH Routing # 071000288  
Account #329-793-4  
Attn: SMG McCormick Place Depository

All wire transfers should include the following information:

- Your company name
- The event/show name
- Your booth/space number
- Your order/invoice number (if applicable)

## **Cancellation Policy**

- For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.
- For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.
- For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.
- For cancellation of a service that has been installed but not yet used, a 10% cancellation fee plus labor will be charged.
- For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

## **Limitation of Liability**

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

## ORDER AND PAYMENT SUMMARY FORM

<b>Show/Event:</b> NFDA EXPO	<b>Event ID/Code:</b> 30684
<b>Deadline Date for Advance Rate:</b> <u>OCTOBER 10, 2019</u>	<b>Event Dates:</b> October 28-30, 2019

<b>Bill To:</b> <i>(check one)</i> Exhibiting Company <input type="checkbox"/> or    EAC (Exhibitor Appointed Contractor) <input type="checkbox"/>	
<b>Exhibiting Company Name:</b>	<b>Booth:</b>
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Phone Number:</b> (    )	
<b>EAC (If Applicable):</b>	
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Phone Number:</b> (    )	
<b>On-site Contact Name:</b>	
<b>Order Submitted by:</b>	
<b>Email Address:</b>	
<b>METHOD OF PAYMENT OPTIONS</b>	
<u>ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK</u>  PLEASE MARK APPROPRIATE SPACE BELOW:	
<input type="checkbox"/> <b>Check#:</b> _____ <b>**Make checks payable to: McCormick Place / SMG</b> Mailing Address (US mail/First Class Mail/Couriers or Overnight Express please allow ten days): Metropolitan Pier and Exposition Authority c/o McCormick Place/SMG 301 E. Cermak Road, Chicago, IL 60616	
<input type="checkbox"/> <b>Credit Card:</b> To pay via credit card, <u>Ctrl+Click here to access the Calendar of Events and begin your On-Line order.</u>	
<input type="checkbox"/> <b>Wire Transfer</b> All wire transfers must include: Your company name, the event/show name, your booth/space number & your order # BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 • ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository	

PLEASE CALCULATE YOUR SUBTOTAL FROM THE ORDER FORMS IN THE AREA BELOW	
Telephone Service(s)	\$
Cable TV Service(s)	\$
Internet Service(s)	\$
Telecommunication Taxes: 14.5%	\$
<b>Total</b>	<b>\$</b>

<b>YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY, TERMS AND CONDITIONS</b>	
<b>Signature:</b>	<b>Printed Name:</b>

OFFICE USE ONLY	
<b>Date Received:</b>	<b>Order #:</b>
<b>Customer #:</b>	<b>Batch #:</b>



# INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

<b>EVENT NAME:</b>	<b>NFDA EXPO</b>	<b>EVENT DATES:</b>	<b>October 28-30, 2019</b>
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	<b>DATE:</b>
<b>PHONE #:</b>		<b>EMAIL ADDRESS:</b>	

## DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. **PLEASE REFER TO PAGE 5 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.**

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	\$ 600.00	\$ 750.00	
3402		Executive Class Wired Service	\$1,300.00	\$1,625.00	

## DEDICATED WIRED INTERNET SERVICES

3405		3.0 Mbps Service	\$4,000.00	\$5,000.00	
3406		6.0 Mbps Service	\$8,000.00	\$10,000.00	
3407		12.0 Mbps Service	\$10,000.00	\$12,500.00	

**Dedicated Services Greater than 12.0 Mbps**  
Please call us at (312) 791-6113

3354		Additional TCP/IP Address	\$150.00	\$200.00	
3358		Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	\$125.00 – 8 ports	\$160.00 – 8 ports	
3376			\$200.00 – 16 ports	\$250.00 – 16 ports	
3377			\$250.00 – 24 ports	\$315.00 – 24 ports	
3367		Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.	\$625.00	\$780.00	

See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

## WIRELESS INTERNET SERVICES

### VIP Ultimate Wireless

**To utilize the VIP Class Wireless services your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices.**

3410		VIP Wireless (1.5Mbps Speed) Contact us for multi-user pricing.	\$300.00	\$375.00	
3420		VIP Plus Wireless (10Mbps Speed) Contact us for multi-user pricing.	\$450.00	\$525.00	
3430		VIP Ultimate Wireless (Unthrottled Speed) Contact us for multi-user pricing.	\$600.00	\$750.00	

**SUB-TOTAL**

## LABOR

**LABOR RATES ARE EFFECTIVE:**  
**June 1, 2019 – May 31, 2020**

Straight Time \$103.00  
Overtime \$149.00  
Double Time \$195.00

## DEADLINE DATE

Submit Your Complete Order and Full Payment  
by, **OCTOBER 10, 2019** to receive the Advanced Rate.

## TAX BREAKDOWN

State Excise 7%  
State Infrastructure 0.50%  
City Excise 7%

**Please note: Connecting a wireless access point is not permitted on the following service codes:**

3401 Associate Class  
3402 Executive Class  
3405 3.0 mbps Dedicated Wired Service



## WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME:	NFDA EXPO	EVENT DATES:	October 28-30, 2019
COMPANY NAME:		BOOTH #:	DATE:
PHONE #:		EMAIL ADDRESS:	

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY **OCTOBER 10, 2019.**

1. Have you ordered Internet Services?    Yes ☐    No ☐

If so, please provide your Technology Services Order Number:

(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? (must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)

\_\_\_\_\_

3. Is your access point capable of manual power output and channel selection adjustments?    Yes ☐    No ☐

Please List Technical Specifications:

AP MAC Address: \_\_\_\_\_

SSID: \_\_\_\_\_

AP Manufacturer: \_\_\_\_\_

AP Model: \_\_\_\_\_

Intended 2.4 GHz Channel (please check one): 1 ☐ 6 ☐ 11 ☐

Intended 2.4 GHz Signal Strength: \_\_\_\_\_

Intended 5 GHz Channel: \_\_\_\_\_

Intended 5 GHz Signal Strength: \_\_\_\_\_

Intended Mounting Height: \_\_\_\_\_

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: \_\_\_\_\_

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

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

***Please contact us for assistance.***

(312) 791-6113 (Call Center)

[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)

Order Technology Services On-Line At [www.mccormickplace.com](http://www.mccormickplace.com)



# TELEPHONE / CABLE SERVICES ORDER FORM

**ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE**

<b>EVENT NAME:</b>	NFDA EXPO	<b>EVENT DATES:</b>	October 28-30, 2019
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	<b>DATE:</b>
<b>PHONE #:</b>	<b>EMAIL ADDRESS:</b>		

TELEPHONE SERVICES					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	\$300.00	\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	\$210.00	\$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	\$12.00	\$18.00	
				<b>SUB-TOTAL</b>	
<b>Do you want your telephone number published in the Event Directory?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please print how your company's name should appear :					

CABLE TELEVISION SERVICES					
South & West Buildings Only					
Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		1 ADDITIONAL CONNECTION FROM THE MAIN SERVICE	\$32.00	\$47.00	
				<b>SUB-TOTAL</b>	

Our telephone services include:

- **Unlimited Free Toll-free calls**
- **Unlimited Local (Chicago Metro Area) Calls**
- **Up to 100 minutes of Domestic Long Distance calls at no charge**

**We charge for all international calls**

## DEADLINE DATE

Submit Your Complete Order and Full Payment  
by, **OCTOBER 10, 2019** to receive the Advanced Rate.

## TECHNOLOGY SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 11) if you require service installation by a specific date or networking/fanning out of CAT5 cables. Contact us at 312-791-6113 or [technology@mccormickplace.com](mailto:technology@mccormickplace.com) for assistance with placing a "labor only" order. NOTE: For "labor only" orders, a detailed floor plan with locations must be submitted.

EVENT NAME:	NFDA EXPO	EVENT DATES:	October 28-30, 2019
COMPANY NAME:	REQUESTED BY (Name):		
BOOTH #:	DATE:		
BUILDING :	<input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST		
THE LINE BELOW IS FOR INTERNAL USE			
WORK ORDER #:	MCCORMICK PLACE ASSIGNED PHONE #'S:		

**DATE & TIME LABOR REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF WORK:**

- ☐ Pre-wire booth prior/early installation
- ☐ Install inside booth wiring for customer owned phone system
- ☐ Fanning out network (Internet/fiber/etc.) drops inside booth
- ☐ Other: Please specify \_\_\_\_\_

**THE TABLE BELOW IS FOR INTERNAL USE**

Date	Technician	Straight Time Hours Code 3930 @ \$103.00	Overtime Hours Code 3940 @ \$149.00	Double time Hours Code 3950 @ \$195.00	Inbound or Outbound Labor (Designate below)

**I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.**

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Technology Services Routing Instructions**

**Original:** Keep in show site folder

**Copy:** send copy to the telephone equipment room.



# **Facility Regulations**

## **Animals and Pets**

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

## **Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing**

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

## **Smoking**

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

## **Exhibits in Meeting Rooms**

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

## **Hanging Items**

- Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.
- All requests for hanging items must be reviewed and approved by Show Management.
- The responsibility to hang an item is shared by your general service contractor and the utility provider.
- For Items weighing 500 lbs. or more, drawings must be reviewed, signed and stamped by a licensed structural engineer to certify structural integrity and safety.
- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

## **Exhibitor Guaranteed Parking**

- A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [Click and Park](#)

## **Self-loading/Unloading**

### **Automobile and Small Utility Vehicle (ASUV) Program**

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at ASUV for complete details.

## **Hand Carried Items**

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

# **Exhibit Hall Use and Guidelines**

## **Fire Safety Regulations**

- Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.
- Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.
- The Fire Safety Manager at 312-791-6079 or dcozzi@mccormickplace.com can answer any questions or provide a set of fire code information.

## **Booth Staging**

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

## **Fire Retardancy**

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

## Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

## Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
  - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.



## **Prohibited Materials**

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

## **Cooking and Heat-Generating Devices**

- If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

## **Exhibits or Product Displays in Meeting Rooms**

- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

## **Fire Hose Cabinets, Pull Stations, Aisles and Exits**

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables, and other display equipment must be clear of all aisles, corridors, stairways, and other exit areas.

## **Vehicle Displays**

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

## Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1: Exhibits with two stories under 225 square feet
- Format 2: Exhibits with two stories at or over 225 square feet
- Format 3: Exhibits with ceilings under 225 square feet
- Format 4: Exhibits with ceilings at or over 225 square feet
- Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

Fire Code Compliance Exhibits with Multiple Levels or Ceilings				
Fire Code Item	Booth Format			
	1	2	3	4
1. Maximum Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

## Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:
  - Minimum of 3 feet in width
  - Provide a handrail on at least one side
  - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
  - Not be spiral or winding
  - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

## Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.



www.avmatters.com

AV Matters


7701 Southland Blvd., Suite 303, Orlando, Florida 32809  
(407) 240-0694 FAX (407) 855-1969

## 2019 NFDA International Convention & Expo Exhibit Hall A/V Order Form

Oct 25-30, 2019

McCormick Place, Chicago, IL

If you have a special request or need additional equipment, please call 1-407-240-0694

Audio Equipment				Qty	SHOW RATE		Total	Customer Information	
					Advanced	On Site (+20%)			
Mixer 16 CH Digital					\$ 375.00	\$ 450.00		Firm Name:	
Wired Mic (Handheld/Podium)					\$ 135.00	\$ 162.00		Address:	
Wired Mic (Lavalier)					\$ 700.00	\$ 840.00			
Wireless Mic (Handheld or Lav)					\$ 100.00	\$ 120.00		City:	
Wireless Mic (Headset)					\$ 100.00	\$ 120.00		State:	Zip:
Computer Audio Interface					\$ 125.00	\$ 150.00		Ordered By:	
Computer Audio Speaker					\$ 150.00	\$ 180.00		Telephone #:	
Small Sound System (Mixer,speakers,EQ,Mic) 100 People					\$ 400.00	\$ 480.00		Fax #:	
Large Sound System (Mixer,speakers, EQ,Mic) 200 People					\$ 700.00	\$ 840.00		Onsite Cell #:	
								Orders received after September 24th, 2019 will be subject to the <b>ON-SITE SHOW RATE</b>	
Screens/Miscellaneous AV				Qty	SHOW RATE		Total	Ordering Instructions	
					Advanced	On Site (+20%)			
5'x7' Pull-up Screen					\$ 150.00	\$ 180.00		<p>Form can be emailed to <a href="mailto:nfda@avmatters.com">nfda@avmatters.com</a> or faxed to 407-855-1969</p> <p>A) If services have already been provided at the time of cancellation, 100% of original charges will be applied.</p> <p>B) If services have not been provided at the time of cancellation, or within 24 hours of install, 50% of original charges will be applied.</p> <p>C) If services have not been provided at the time of cancellation and more than 48 hours of install, 25% of original charges will be applied.</p> <p>D) Setup labor rate is \$114 per hour per union contract</p>	
8'x8' Tripod Screen					\$ 175.00	\$ 210.00			
6'x10'8" Front Screen w/Dress Kit					\$ 900.00	\$ 1,080.00			
6'9"x12' Front Screen w/Dress Kit					\$ 1,200.00	\$ 1,440.00			
Roll Cart or Stand with Skirt					\$ 100.00	\$ 120.00			
Flipchart Package					\$ 1.00	\$ 1.20			
Wireless Presenter					\$ 75.00	\$ 90.00			
Video/Projection Equipment				Qty	SHOW RATE		Total		
					Advanced	On Site (+20%)			
23" LCD Monitor					\$ 150.00	\$ 180.00			
32" LCD Monitor					\$ 500.00	\$ 600.00			
40" LCD Monitor					\$ 700.00	\$ 840.00			
47" LCD Monitor					\$ 900.00	\$ 1,080.00			
60" LCD Monitor					\$ 1,300.00	\$ 1,560.00			
84" 4K LED Monitor					\$ 2,700.00	\$ 3,240.00			
Dual Post Stand - Plasma/LCD					\$ 200.00	\$ 240.00			
Dual Post Stand Shelf					\$ 70.00	\$ 84.00			
Projector-Ultra Short Throw 3000 lumens					\$ 750.00	\$ 900.00			
Projector-1080P 5000 Lumens w/lens					\$ 1,250.00	\$ 1,500.00			
DLP Projector-1080P 6500 Lumens w/lens					\$ 1,900.00	\$ 2,280.00			
Laptop with Windows 10/Office 2013					\$ 350.00	\$ 420.00			
ADDITIONAL REQUESTS									
We offer a wide range of Audio/Lighting and Production services, please call for additional services.									
Rental Totals				PAYMENT IS DUE WHEN ORDER IS PLACED				Delivery Information	
EQUIPMENT TOTAL								On-Site Contact:	
DELIVERY/SETUP/PICKUP				See D				Booth #:	
TOTAL DUE								Room #:	
								Delivery Date:	
								Time:	
								Pickup Date:	
								Time:	
Method of Payment				PLEASE CHECK ONE				Return for Processing	
Card Number: _____ Exp Date ____ / ____				AMEX <input type="checkbox"/>				 <p><b>AV Matters</b> 7701 Southland Blvd., Suite 303 Orlando, FL 32809 <a href="mailto:nfda@avmatters.com">nfda@avmatters.com</a> Phone 407-240-0694 FAX 407-855-1969</p>	
Cardholder's Name (as appears on card): _____				Visa <input type="checkbox"/>					
Security Code: _____				MasterCard <input type="checkbox"/>					
Cardholders Signature: _____				Check <input type="checkbox"/>					

# SAVOR...

## Exhibit Catering Menu

Please submit all orders by:

Catering Representative:

*Exclusive Catering Company*

*McCormick Place Convention Center*



# SAVOR...



## WITH OUR GUESTS IN MIND

From our commitment to purchase locally, to our use of antibiotic-free poultry and meats, to the socially and environmentally responsible coffee we serve, even the way we clean and sanitize our dishes, SAVOR... Chicago's ongoing commitment to environmental stewardship is at the heart of everything we do. We set the standard for excellence in sustainability in convention centers.

Our commitment to purchasing locally currently includes making 30% of our purchases from local producers and suppliers as well as growing more than 6,000 pounds of produce in our 2.5 acre Rooftop Garden. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve we are encouraging ranchers and farmers to move away from overemployment of medicine in raising farm animals. Finally, SAVOR... Chicago made McCormick Place the first convention center in the country to make the switch to e-water for sanitizing,

SAVOR...Chicago has been recognized for its sustainability leadership and innovation including Green Seal\* certification, International APEX certification in sustainability for the entire McCormick Place campus, certification by the Green Meetings Industry Council, an Illinois Governor's Award for sustainability and recognition from the Environmental Protection Agency (EPA) for leadership, education and outreach, including winning the EPA's National Food Recovery Challenge.

## ILLINOIS GOVERNOR'S SUSTAINABILITY AWARD

The Illinois Governor's Sustainability Award recognizes the organization that demonstrates a commitment to economy, society and the environment through outstanding and innovative sustainability practices. In recognizing SAVOR...Chicago, the Governor commended SAVOR's green practices, "Your organization's commendable green practices serve as a model of environmental stewardship for residents, businesses and institutions throughout our state. Implementing energy efficiency upgrades, fuel savings, pollution and waste reductions, and other sustainability improvements requires vision, strong leadership, and the dedication of individuals throughout an organization."

## GREEN SEAL CERTIFICATION

In 2013, through association with the University of Chicago's Green Restaurant Research Team and the Green Chicago Restaurant Coalition, SAVOR...Chicago was the first convention center to receive Green Seal certification for environmentally responsible food purchasing, operations and management.

SAVOR...Chicago meets Green Seal™ Standard GS-55 based on purchase of sustainably-sourced food, waste minimization, use of verified environmentally-preferable products, and conservation of energy and water. [GreenSeal.org](http://GreenSeal.org)

## APEX/ASTM INTERNATIONAL FOOD AND BEVERAGE SUSTAINABILITY STANDARD

Spearheaded by the U.S. Environmental Protection Agency and their relationship with the Green Meeting Industry Council, these standards were developed in collaboration between APEX (the Convention Industry Council's Accepted Practices Exchange) and ASTM, an ANSI certified international standard development organization. These standards were developed with the goal of creating more sustainable meetings and events. These measurable standards hold both suppliers and planners accountable for implementation and are complimentary to other meeting industry recognized standards. The eight categories of the standards include staff management and environmental policy, communication, waste management, energy, air quality, water, procurement and community partners.

## ENVIRONMENTAL PROTECTION AGENCY (EPA) RECOGNITION

2015 EPA Recognition of Outstanding Waste Reduction Efforts  
Honorable Mention for Education and Outreach

2013 EPA

2013 National Winner of EPA Food Recovery Challenge  
Honorable Mention for Leadership

2013 EPA

# SAVOR...

## BREAKFAST SANDWICHES AND ENHANCEMENTS

Items are sold per dozen. Bars are sold per person with a minimum of twelve guests.

### ENGLISH MUFFINS • \$90.00

Sausage, Egg and White Cheddar Cheese

*or*

Egg and White Cheddar Cheese

### CROISSANTS • \$102.00

Applewood Bacon, Egg and Fontina Cheese

*or*

Egg, Roasted Vegetable and Fontina Cheese

### BURRITOS • \$96.00

Roasted Poblano Pepper, Egg, Chorizo, Potato  
and Monterey Jack Cheese

Served with Salsa Roja

*or*

Roasted Poblano Pepper, Egg, Potato and  
Monterey Jack Cheese

Served with Salsa Roja

### BISCUITS • \$96.00

Country Ham, Egg and Smoked Gouda Cheese

*or*

Egg, Portobello Mushroom, Roasted Tomato  
and Smoked Gouda Cheese

### FRUIT & YOGURT PARFAIT • \$81.00

Greek Yogurt with Seasonal Fruit Preserves and  
locally produced, Gluten-Free Maple Pecan Granola

### BERRIES & CREME FRAICHE CONES • \$90.00

Fresh Berries uniquely displayed in Waffle Cones

Served with Honey “touched” Crème Fraiche



**Low Fat Plain Cream Cheese available upon request.**

### MAKE YOUR OWN

#### GREEK YOGURT PARFAIT BAR • \$10.50

Locally Made Greek Yogurt with a variety of  
toppings to include locally produced, Gluten-Free  
Maple Pecan Granola, Fresh Berries, Bananas  
Foster, Almonds, Seasonal Fruit Compote and  
Vanilla Infused Honey

#### BAGEL BAR • \$10.00

Selection of Sliced Bagels to include Plain,  
Cinnamon Raisin, Blueberry, Asiago and Poppy  
Served with a variety of Cream Cheese  
“Schmears” to include Plain, Strawberry,  
Honey-Cinnamon, Chive and Smoked Salmon

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made  
within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



# SAVOR...

## BREAKFAST ADDITIONS

Sold per dozen unless otherwise stated. Minimum order of one dozen per selection.

### **FRESHLY BAKED MUFFINS • \$42.50**

Blueberry, Chocolate Chip, Banana Nut or Assorted

### **BREAKFAST BREAD SLICES • \$41.50**

Zucchini, Banana, Lemon Poppy or Assorted

### **BAGELS AND CREAM CHEESE • \$42.50**

Plain, Cinnamon Raisin, Everything, Poppy or Assorted

Served with Regular and Light Cream Cheese

### **FRESHLY BAKED DANISH • \$42.50**

Raspberry Palmier, Classic Cheese, Caramel Apple, Almond or Assorted

### **FRESHLY BAKED CROISSANTS • \$48.00**

Plain, Chocolate, Whole Wheat or Assorted



### **BISCOTTI • \$40.00**

### **CINNAMON ROLLS • \$44.00**

Orange-Cream Cheese Icing

### **BOXES OF CEREAL WITH MILK • \$54.00**

Assorted General Mills Brand Cereals

### **ASSORTED YOGURTS • \$48.00**

Assorted Regular and Low-Fat Flavors

### **ASSORTED GREEK YOGURTS • \$50.00**

### **ASSORTED WHOLE FRUIT • \$32.00**

### **SLICED SEASONAL FRUIT PLATTER • \$75.00**

A Selection of Seasonal Fresh Fruit and Berries with Greek Yogurt Honey Dip  
Serves 10

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## BOX LUNCHES

For orders of 12 or less there is a **3 selection maximum**. For orders of 13 or more there is a **4 selection maximum**.

Sandwiches can be made into Low Carb Lettuce Wraps and will be served with Fruit Salad and Almonds.

Gluten Free Bread is available upon request with advance notice and an additional fee of \$2.00 per box.

### **BOX SANDWICHES • \$27.00**

Served with a Bag of Gourmet Potato Chips, Farfalle Pasta Salad and a Chocolate Chip Cookie

#### **Classic Chicken Salad Sandwich**

Lettuce and Tomato on Sourdough Ciabatta

#### **Grilled Chicken Breast Sandwich**

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Asiago Cheese Pocket Bread

#### **Grilled Flank Steak Sandwich**

Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

#### **Herb Roasted Turkey Breast Sandwich**

Swiss Cheese, Lettuce, Tomato and Dijonaise on Brioche

#### **"The Italian" Sandwich**

Genoa Salami, Capicola, Provolone Cheese, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll

#### **Hickory Smoked Ham Sandwich**

White Cheddar Cheese and Honey Mustard on a Pretzel Roll

#### **Grilled Zucchini and Roasted Tomato Sandwich (Vegetarian)**

Avocado, Brie and Tarragon Mayo on a Croissant

#### **Grilled Portobello Mushroom Sandwich (Vegan)**

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia



### **BOX SALADS • \$27.00**

Served with an Artisan Roll, Butter and a Chocolate Chip Cookie

#### **Baby Spinach and Strawberry Salad**

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

#### **Classic Chicken Caesar Salad**

Hearts of Romaine, Parmesan Ribbons and Focaccia Croutons with Caesar Dressing

#### **LA Grilled Chicken Cobb Salad**

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Avocado, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

#### **Southwestern Turkey Salad**

Mixed Baby Greens, Sweet Bell Pepper, Monterey Jack Cheese, Chile Spiced Corn and Tomato Relish, Roasted Turkey Breast, Tortilla Strips and Cilantro with Creamy Cotija-Lime Dressing

#### **Italian Beef Chop Salad**

Herbed Rubbed Flank Steak, Hearts of Romaine, Iceberg, Roma Tomato, Provolone, Crispy Prosciutto, Avocado and Bleu Cheese with Red Wine Vinaigrette

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# SAVOR...

## LUNCH SANDWICH PLATTERS

All Sandwich Platters are served with Individual Bags of Potato Chips and appropriate condiments. Each platter serves approximately six people. Gluten Free Bread is available upon request with advance notice and an additional fee of \$12.00 per platter.

### **CHEF'S DELICATESSEN PLATTER • \$115.00**

*Make your own* Deli Sandwiches with Roast Beef, Turkey Breast, Ham, Swiss Cheese and Cheddar Cheese with Lettuce, Sliced Tomato, Condiments and a Selection of Sliced Breads

### **CLASSIC CHICKEN SALAD SANDWICH PLATTER • \$90.00**

Red Grapes, Celery, Pecans, Leaf Lettuce and Chervil Mayo on Sourdough Ciabatta

### **HERB ROASTED TURKEY BREAST SANDWICH PLATTER • \$90.00**

Herb Roasted Turkey Breast, Swiss Cheese, Lettuce, Tomato and Dijonaise on Brioche

### **GRILLED FLANK STEAK SANDWICH PLATTER • \$90.00**

Grilled Flank Steak, Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

### **HICKORY SMOKED HAM SANDWICH PLATTER • \$90.00**

White Cheddar Cheese and Honey Mustard on Pretzel Roll

### **THE ITALIAN SANDWICH PLATTER • \$90.00**

Genoa Salami, Capicola, Provolone, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll



### **GRILLED CHICKEN BREAST PLATTER • \$90.00**

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Asiago Cheese Pocket Bread

### **CAPRESE SANDWICH PLATTER • \$90.00**

Vine Ripened Tomatoes, Fresh Mozzarella, Hearts of Romaine, Basil and Balsamic Drizzle on Crusty Baguette

### **GRILLED PORTOBELLO SANDWICH PLATTER • \$90.00**

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

### **GRILLED ZUCCHINI AND ROASTED TOMATO SANDWICH PLATTER • \$90.00**

Avocado, Brie and Tarragon Mayo on a Croissant

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## LUNCH SALAD PLATTERS

All Salad Platters are served with Individual Bags of Potato Chips and appropriate condiments.

### **GREEK VEGETABLE SALAD PLATTER • \$70.00**

Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano and Red Onion with Greek Dressing

### **BABY SPINACH AND STRAWBERRY SALAD PLATTER • \$65.00**

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

### **L.A. GRILLED CHICKEN COBB SALAD PLATTER • \$87.00**

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Avocado, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

### **MEDITERRANEAN COUSCOUS SALAD PLATTER • \$70.00**

Large Couscous Pasta, Baby Spinach, Marinated Artichokes, Tomato, Red Onion, Cucumber, Kalamata Olives and Feta with Lemon-Oregano Vinaigrette

## SIDE SALADS

Side Salads serve approximately six people.

### **MESCLUN SIDE SALAD • \$25.00**

Mesclun Greens, Grape Tomato, Radish and Shaved Carrot With Italian Dressing

### **FRESH FRUIT SIDE SALAD • \$25.00**

Seasonal Fruit with Agave Nectar

## HOT STUFF

All items are served in boxes. Orders of four or more boxes will be served in a chafing dish. Each box serves approximately six people unless otherwise stated.

### **FIESTA CHICKEN BURRITO • \$50.00**

Diced Chicken, Beans, Peppers, Onions and Chihuahua Cheese with Salsa Roja

### **FAMOUS KIELBASA SAUSAGE • \$50.00**

on a Soft Roll with Appropriate Condiments

### **FAMOUS VIENNA FOOT LONG HOT DOG • \$45.00**

All Beef Hot Dog on a Steamed Bun with Appropriate Condiments

### **CHICAGO STYLE DEEP DISH PIZZA • \$50.00**

Cheese, Pepperoni, Sausage or Vegetable Pizza  
8 slices per Pizza

### **SONOMA QUINOA SIDE SALAD • \$25.00**

Mango, Edamame, Baby Spinach and Almonds with Balsamic Vinaigrette

### **CHEESE TORTELLINI SIDE SALAD • \$25.00**

Roasted Market Vegetables and Creamy Pesto Dressing

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## BREAK PACKAGES

Each package serves approximately twelve people. Service is “drop and go” only to a booth.

### TRAIL MIX BAR • \$15.00

Honey Toasted Oats, Almonds, Peanuts,  
Dried Cherries, Dried Apricots, Dried  
Bananas, Chocolate Chips, Toasted  
Coconut, M&Ms and Yogurt Covered  
Pretzels  
Assorted Whole Fruit



### MINI 'WICHES • \$18.00

Nutella and Banana  
Brie and Apple  
Cinnamon Raisin Bread with Cream  
Cheese  
House Made Granola Bars  
Assorted Whole Fruit

### MIDWEST COMFORT • \$18.00

Cinnamon Spice Glazed Walnuts  
Warm Soft Pretzel Sticks with Warm “PBR”  
Cheddar Cheese Sauce and Honey  
Mustard  
Wisconsin Cheese Curds with Sriracha Aioli

### “MY KIND OF TOWN” • \$17.00

“Lemon Head” Mousse Cups,  
Individual Bags of “ChiTown Mix”  
Popcorn with Gourmet Cheddar and  
Caramel Corn  
Green River Floats with Chicago’s own  
Green River mixed with Oberweis Ice  
Cream

### CANDY SHOPPE • \$15.00

Jar displays of M&Ms Candy, Lemonheads,  
Chocolate Covered Pretzels, Jelly Beans,  
Licorice Sticks, Skittles and Starburst Candy



Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within  
3 business days of the Event will be subject to a 20% additional fee based on the menu price.



# SAVOR...

## GARRETT POPCORN



Garrett Popcorn Shops® use only the highest quality, wholesome ingredients. Garrett Popcorn coats every kernel with the secret family recipes in old-fashioned copper kettles. GARRETT . . . LIKE NO OTHER®

### INDIVIDUAL BAGS

#### Choose up to 2 flavors

- Garrett Mix®, combination of CaramelCrisp® & CheeseCorn
- CaramelCrisp®
- CheeseCorn
- Buttery

**Small Bag, 2 cups • \$6.50**

**Medium Bag, 4 cups • \$9.00**

**Large Bag, 6.5 cups • \$13.00**

Minimum order of 50 bags

**ONE TIME DAILY DELIVERY FEE • \$150.00**



### LIMITED TIME RECIPES

Ask your Catering Sales Manager for the seasonal and limited time recipes!

### CUSTOMize your GARRETT Popcorn

Ask your Catering Sales Manager about this great opportunity to increase your brand awareness.

**Pocket bags • \$0.50 per bag**

**Bag labels • \$0.50 per label**

### GARRETT CART

**Service for up to 4 hours • \$1,775.00**

- **Labor • \$275.00**
- **Equipment • \$200.00**
- **Grocery • \$950.00**
- **Rental • \$350.00**

#### Choose up to 4 flavors

- Garrett Mix®, combination of CaramelCrisp® & CheeseCorn
- CaramelCrisp®
- CheeseCorn
- Buttery

#### Package includes:

- Approximately (400) 1 cup Snack Bags
- Attendant to scoop and serve
- Garrett Snack Bags, scoops and napkins
- Garrett branded cart



#### Additional:

- **Bags • \$400.00 per 100 bags**
- **Hours • \$275.00 for up to an additional 4 hours**



Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## ANYTIME SNACKS

Minimum order of one dozen per item listed as “per dozen”.

### PER DOZEN

- Freshly Baked Cookies • **\$35.00**
- Fudge Brownies • **\$40.00**
- Rice Krispy Treats • **\$40.00**
- Lemon Bars • **\$44.00**
- Chocolate Dipped Strawberries • **\$42.00**
- Blondie Bars • **\$40.00**
- Assorted Energy Bars • **\$48.00**
- Assorted Quaker Granola Bars • **\$36.00**
- Bags of Stacy’s Pita Chips • **\$48.00**
- Bags of Assorted Chips • **\$36.00**
- Novelty Ice Cream or Fruit Bars • **\$54.00**
- Premium Ice Cream or Fruit Bars • **\$72.00**

### PER POUND

- Premium Mixed Nuts • **\$28.00**
- Honey Roasted Peanuts • **\$23.00**
- Miniature Pretzels • **\$20.00**
- Miniature Hershey’s Chocolates • **\$25.00**

### SERVES 8-10 PEOPLE

- Potato Chips & French Onion Dip • **\$26.00**
- Pita Chips & Hummus • **\$30.00**
- Tortilla Chips and Salsa • **\$26.00**



### FRUIT INFUSED WATER, 3 Gallons • **\$42.00**

*A healthy green alternative to soda and manufactured bottled water  
(includes 3 gallon water dispenser)*

#### FLAVORS:

- Classic Lemon
- Cucumber-Mint
- Grapefruit-Rosemary
- Pineapple-Blackberry
- Mango Lime and Basil
- Kiwi-Strawberry

**STARBUCKS** Regular Coffee • **\$62.50**

**STARBUCKS** Decaffeinated Coffee • **\$62.50**

Regular Coffee, Gallon • **\$52.50**

Decaffeinated Coffee, Gallon • **\$52.50**

Hot Tea, Gallon • **\$44.00**

Hot Chocolate, Gallon • **\$42.00**

Orange Juice, Gallon • **\$40.00**

Iced Tea, Gallon • **\$40.00**

Lemonade, Gallon • **\$40.00**

Pepsi, Diet Pepsi & Sierra Mist, Case (24) • **\$66.00**

Aquafina Bottled Water, Case (24) • **\$72.00**

Bubly Sparkling Water, Case (24) • **\$90.00**  
(Lime, Grapefruit, Mango & Cherry)

Bottled Juice, Case (24) • **\$96.00**

Bottled Iced Tea, Case (12) • **\$48.00**

Rock Star Energy Drink, Case (12) • **\$60.00**

Starbucks Frappuccino, Case (12) • **\$72.00**

Milk Pint, Case (12) • **\$30.00**

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# SAVOR...

## RECEPTION PLATTERS

### DELUXE IMPORTED AND DOMESTIC CHEESE

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers

**Small Platter Serves 12 • \$110.00**

**Medium Platter Serves 25 • \$220.00**

**Large Platter Serves 50 • \$440.00**

### SLICED SEASONAL FRUIT PLATTER

A Selection of Seasonal Fresh Fruit and Berries with Greek Yogurt Honey Dip

**Small Platter Serves 10 • \$75.00**

**Medium Platter Serves 25 • \$185.00**

**Large Platter Serves 50 • \$370.00**

### DELUXE CRUDITÉS AND DIP PLATTER

Chef's Selection of Seasonal Fresh Vegetables served with Green Goddess Dip and Red Pepper Hummus

**Small Platter Serves 12 • \$90.00**

**Medium Platter Serves 25 • \$180.00**

**Large Platter Serves 50 • \$350.00**

### RUSTIC CHARCUTERIE BOARD

Prosciutto, Speck Tirolese, Soppressata and Mortadella al Pistachio paired with Italian Cheese; Ubriaco, Robiola and Teleggio Olives, Peppers, Sliced Sourdough and Crackers

**Small Platter Serves 12 • \$115.00**

**Medium Platter Serves 25 • \$230.00**

**Large Platter Serves 50 • \$460.00**

### ITALIAN ANTIPASTO PLATTER

Capicola, Genoa Salami and Mortadella Basil Marinated Fresh Mozzarella, Fontina, Provolone and Gorgonzola

Marinated Roasted Red Peppers, Balsamic "Baby Bella" Mushrooms and Charred Cipollini Onions

Sicilian Olive Salad, Tomato Basil Bruschetta, Sundried Tomato Focaccia, Italian Flat Breads and Rosemary Infused Bread Sticks

**Small Platter Serves 12 • \$115.00**

**Medium Platter Serves 25 • \$230.00**

**Large Platter Serves 50 • \$460.00**



Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## COLD HORS D'OEUVRES

Sold per twenty-five pieces

**GRAPE & GOAT CHEESE LOLLIPOP • \$110.00**

Grape and Goat Cheese Lollipops  
Rolled in Crushed Pistachios

**FRESH VEGETABLE SPRING ROLLS • \$112.50**

Sweet Soy Drizzle

**CAPRESE SPICED CHICKEN WONTON CUP • \$105.00**

Sweet Chile Sauce, Kimchi Slaw

**NY STRIP LOLLIPOPS • \$130.00**

Red Onion Jam, Horseradish Cream and Micro Arugula

**PETITE AHI TUNA TACO • \$130.00**

Spicy Avocado Puree, Pickled Ginger and Micro Cilantro



**BEEF TENDERLOIN CROSTINI • \$118.00**

Horseradish Cream, Baby Arugula,  
Sweet Red Onion Confit and Crispy Crostini

**CAPRESE SKEWERS • \$105.00**

Grape Tomato, Mozzarella, Basil and Balsamic

**CURRIED CHICKEN LETTUCE WRAP • \$115.00**

Tied with Fresh Chives

**SHRIMP COCKTAIL • \$137.50**

Horseradish Cocktail Sauce and Lemon-Basil Aioli

**SEARED SCALLOP • \$130.00**

Grapefruit Yuzu Marmalade, Pink Peppercorn and Chervil

**LOBSTER "BLT" STUFFED CHERRY TOMATO • \$130.00**

Lobster, Bacon, Chervil and Lemon Aioli

**GORGONZOLA, BALSAMIC FIG AND PECAN CROSTINI • \$105.00**

**WHIPPED BRIE, BACON AND PICKLED BLUEBERRY CROSTINI • \$105.00**

Grilled Crostini

**BOURSIN CHEESE AND RIESLING POACHED PEAR PARMESAN CRISP PINWHEEL • \$105.00**

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## HOT HORS D'OEUVRES

Sold per twenty-five pieces

**CHICKEN POT STICKER • \$105.00**

Rice Vinegar, Soy and Chile Flake Dipping Sauce

**SEARED BLUE CRAB CAKE • \$125.00**

Citrus Aioli

**BEEF BULGOGI SATAY • \$118.00**

Grilled Scallion and Sesame Seeds

**BACON WRAPPED DIVER SCALLOP • \$130.00**

Red Pepper Romesco Sauce

**WILD MUSHROOM ARANCINI • \$118.00**

Smoked Tomato Jam



**PORTOBELLO MUSHROOM SLIDER • \$118.00**

Roasted Tomato and Red Pepper Aioli

**SMOKED GOUDA AND BEEF SLIDER • \$130.00**

Red Onion Jam and Black Truffle Aioli

**PANKO CRUSTED PORTOBELLO MUSHROOMS • \$118.00**

Red Pepper Aioli

**TOGARASHI CRUSTED SHRIMP SATAY • \$130.00**

Pickled Red Onion and Sweet Chili Sauce

**SZECHUAN PEPPERCORN CRUSTED LAMB SATAY • \$118.00**

Pickled Ginger and Sweet Soy Sauce

**MONTEREY JACK CHEESE AND TURKEY SLIDER • \$118.00**

Sweet Pickle and Spicy Ketchup

**WHITE CHEDDAR MAC & CHEESE BITE • \$105.00**

Spicy Tomato Jam

**ARTICHOKE AND PARMESAN FRITTERS • \$105.00**

Lemon Aioli

**BACON WRAPPED ALMOND STUFFED FIG • \$118.00**

Piquillo Pepper Sauce

**BACON WRAPPED ROASTED JALAPENO • \$118.00**

Cheddar Cheese and Chipotle Ranch

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## RECEPTION CARVING STATION

Minimum guarantee of 25 people per station. Pricing is per person. A Chef Attendant is required for each Carving Station.  
Chef Attendants are \$275.00 each for up to four hours of service.

### CARVING STATIONS

#### **ARGENTINIAN GARLIC MOJO TRI-TIP • \$19.00**

Traditional Chimichurri Sauce  
Warm Rosemary Flatbread  
Tomato, Red Onion and Arugula Salad  
Oven Baked Sweet Plantains

#### **CRÉOLE CAJUN TURKEY BREAST • \$16.00**

Cajun Remoulade and Honey Mustard  
Honey Corn Bread Muffins  
Black Eyed Pea Salad  
Vegetable Jambalaya



### A LA CARTE

**CHILI RUBBED PORK TENDERLOIN • \$12.00**  
Chili Orange Sauce

**FIRE ROASTED BEEF TENDERLOIN • \$20.00**  
Gorgonzola-Peppercorn Sauce

### A LA CARTE SIDES

**SEASONAL GREEN SALAD • \$4.00**  
**TRADITIONAL CAESAR SALAD • \$4.00**  
**GRILLED SEASONAL VEGETABLES • \$4.00**  
**YUKON MASHED POTATOES • \$4.00**  
**JASMINE RICE • \$4.00**  
**ROASTED BABY POTATOES • \$4.00**  
with Garlic and Rosemary

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within  
3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## RECEPTION STATIONS

Mix and match to create the ideal menu for your attendees. Pricing is per person with a minimum of twenty-five people per station. Minimum 3 stations.

### **LONE STAR BBQ SHACK • \$18.00**

Dixie Cole Slaw  
Bourbon and Brown Sugar Pulled Pork Slider  
House Smoked Beef Brisket Sliders  
Poblano Chile and Portobello Mushroom Quesadilla's  
SAUCE BAR  
House-Made BBQ Sauces and Salsa  
Smoky Bourbon and Brown Sugar  
Memphis Style Fire Starter  
*Caution: contains a bit of a kick!*  
"Carolina Gold" Style Mustard and Black Pepper  
Sweet and Tangy Alabama White  
Green Chile-Lime Salsa

### **CEVICHERIA • \$15.00**

Individually served in petite glasses  
Citrus Poached Shrimp with Mango, Basil, Golden Tomatoes and Habanero Vinaigrette  
Crab with Tomatillo, Avocado, Citrus and Cilantro Vinaigrette  
Tequila Cured Salmon with Pineapple Mango  
Wild Mushrooms with Epazote, Garlic Confit and Chipotle Vinaigrette  
Pico de Gallo and Plantain Chips

### **SEAFOOD DISPLAY • \$32.00**

East Coast Wellfleet Oysters and West Coast Kumamoto Oysters served on the Half Shell  
Compliments of Mignonette, Spicy Cocktail Sauce with Horseradish and Fresh Lemons  
Jumbo Shrimp Shooters with Mojito Aioli and Traditional Horseradish Cocktail Sauce  
Togarashi Spiced Ahi Tuna, Avocado Mousse and Crispy Plantain  
Lobster "Cocktails" with Fresh Mango, Pineapple and Thai Chili

### **DIM SUM STATION • \$20.00**

Fresh Shitake Mushroom Spring Rolls  
Ramen Noodle Salad in mini take out containers  
Shrimp Shumai  
Steamed Salt and Pepper Edamame with Chili Flake  
Vegetarian Whole Wheat Bao Buns  
Sushi Maki Roll Assortment; California, Tuna and Spicy Salmon  
Spicy Asian Mustard, Sweet Chili Garlic, Wasabi, Soy and Pickled Ginger

### **MIXED UP MAC & CHEESE • \$18.00**

Petite Apple and Fennel Salad with Baby Spinach and Mandarin Oranges  
Cavatappi Pasta with Lobster, Gruyere, White Cheddar, Roasted Grape Tomato, Baby Spinach and Buttered Bread Crumbs  
Orrechietta Pasta with Smoked Gouda, Fontina, Roasted Portobello, Tomato and Wilted Greens  
Rotini Pasta with Buffalo Chicken, Celery, Carrots, Caramelized Onion and Gorgonzola Cream Sauce

### **SALAD SHAKER BAR • \$18.00**

Pre-Made Individual Salads  
Chopped Romaine, Bleu Cheese Crumble, Petite Pasta, Diced Red Onion and Avocado  
Baby Spinach, Sliced Strawberries, Glazed Pecans, Crimson Beets and Goat Cheese  
Farfalle Pasta, Sweet Red Pepper and Pesto  
PROTEIN and DRESSING BAR  
Diced Chicken, Chopped Bacon or Sliced Tenderloin, Roasted Tomato Vinaigrette, Balsamic Vinaigrette or Creamy Ranch

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



# SAVOR...

## A TOUR OF CHICAGO DINNER STATIONS

A culinary tour of the Chicago neighborhoods that will be sure to give your guests a memorable “Sweet Home Chicago” experience. These stations focus on a colorful display of cuisines that are highlighted in some of Chicago’s most popular neighborhoods. Customize the number of stations specifically to your group, whether it be a “Quick”, “Partial” or the extravagant “Full” tour. Chef Attendants are \$275.00 each for up to four hours of service.

### **MAG MILE • \$21.00** (chef attendant)

“24 Carrots” Salad with Roasted Heirloom Carrots, Spiced Pecans, Local Goat Cheese, Baby Mache, Maple Orange Vinaigrette  
Horseradish, Rosemary and Sea Salt Crusted Tenderloin served with  
Zinfandel-Peppercorn Demi-Glace,  
Horseradish-Chive Cream Sauce, Soft Buttery Rolls  
Mini Twice Baked Potatoes

### **BRONZEVILLE • \$18.00**

Vegetable Jambalaya  
BBQ Pulled Chicken Sliders with Sweet and Spicy BBQ Sauce, Pickle Chip on a Soft Potato Roll  
Mojo Shrimp Skewers with Applewood Bacon and Southern Comfort Glaze

### **SWEET HOME CHICAGO • \$14.00**

Frango Mint Brownie Bites, Eli’s Cheesecake Bites, Neiman Marcus Bars, Petite Lemon Head Parfaits  
Coffee, Decaffeinated Coffee and Hot Tea

### **ITALIAN VILLAGE • \$16.00**

Bruschetta Trio of Tomato & Basil, Spinach Artichoke and White Bean Rosemary  
Served with Toasted Italian Crostini  
Fontina and Truffle Arancini with Spicy Romesco Sauce, Parmesan and Italian Parsley  
Chicken Pesto Sliders with Basil Grilled Chicken, Roasted Tomato, Provolone and Pesto Aioli on Mini Focaccia Bread

### **PILSEN • \$17.00**

Petite Cups of Guacamole with Crispy Corn Tortilla Chips  
Black Bean, Squash and Goat Cheese Empanadas with Chipotle Salsa  
Pork Carnita “Fajitas” with Roasted Poblano Peppers, Onions and Salsa Verde

### **DEVON STREET • \$16.00**

Spicy Punjabi Snack Mix served in Bamboo Cones  
Potato and Pea Samosa’s with Cilantro and Tamarind Chutney  
Tandoori Chicken Skewers with Cucumber Raita

### **GREEK TOWN • \$16.00**

Greek Village Salad with Tomato, Cucumber, Feta Cheese, Red Onion and Oregano Vinaigrette  
Classic Spanakopita with Sundried Tomato and Red Pepper Dipping Sauce  
Grilled Lemon Chicken Skewers with Charred Lemon and Cucumber Tzatziki

### **CHINA TOWN • \$16.00**

Fresh Vegetable Spring Rolls with Crispy Ramen Noodle Salad in mini take out containers  
Jumbo Crab Rangoon with Sweet Chile Dipping Sauce  
Mongolian Beef Bao Buns with Sweet Plum and Scallion Sauce



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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### Cappuccino/Latte Service

The finest quality, fresh roasted espresso for your beverages a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

#### **Cappuccino Service for up to 8 hours • \$1,900.00**

Package includes:

- One professionally attired Barista
  - Decorative or non-decorative cappuccino machine
  - 400 Espresso based beverages served in disposable cups (additional cups may be purchased when placing initial order)
- Espresso based beverages including Americano, Cappuccino, Latte and Espresso

#### **ONE TIME SET-UP FEE • \$200.00**

#### **Upgraded Drinks • \$200.00**

Vanilla Lattes, Mochas and Hot Chocolate

#### **ADDITIONAL BEVERAGES • \$475.00 per 100**

#### **ADDITIONAL HOURS • \$150.00 per hour**

#### **REQUIRED POWER**

- (2) dedicated 120V/20AMP circuits per machine  
DECORATED MACHINE 21"L x 21"D x 18"H  
NON—DECORATED MACHINE 32"L x 20"D x 45"H



### Smoothie Service

We use only 100% all natural fruit in our smoothies. All flavors can be blended independently or combined together to create a custom flavor. This service features a high-volume ice blending machine

#### **Smoothie Service for up to 8 hours • \$1,900.00**

Package includes:

- One professionally attired Barista
- 400 Smoothies served in disposable cups

#### **Choose 2 Flavors (duration of show dates)**

Mango Tropic • Strawberry • Pineapple Paradise

#### **ONE TIME SET-UP FEE • \$200.00**

#### **ADDITIONAL FLAVOR • \$150.00**

#### **ADDITIONAL SMOOTHIES • \$475.00 per 100**

#### **ADDITIONAL HOURS • \$150.00 per hour**

#### **REQUIRED POWER**

- (1) dedicated 120V/20AMP circuit per machine  
BLENDER 14"L x 17"D x 30"H

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS DINNER

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### Fresh Baked Cookie Service

Who can resist the temptation brought on by the aroma of Fresh Oven-Baked Cookies? Offer your guests a special treat with a choice of the following flavors:

Chocolate Chip • Peanut Butter • White Chocolate Cherry  
Oatmeal Raisin • Sugar • White Chocolate Macadamia

#### Cookie Service for up to 8 hours • \$1,095.00

- Labor • \$550.00
- Equipment • \$145.00
- Grocery • \$400.00

Package includes:

- One Attendant to bake and serve cookies
- Convection cookie oven
- 320 cookies (2 cases/1-2 flavors)

#### Cookie Service for up to 4 hours • \$635.00

- Labor • \$550.00
- Equipment • \$145.00
- Grocery • \$400.00

Package includes:

- One Attendant to bake and serve cookies
- Convection cookie oven
- 160 cookies (1 case/1 flavor)

**ONE TIME DELIVERY FEE • \$50.00**

**ONE TIME PICK UP FEE • \$50.00**



#### REQUIRED POWER

120V/20AMP dedicated circuit per machine  
OVEN 19.25"L x 20"D x 9.75"H

Convection Cookie Oven Cooking time is 18 minutes per one and a half dozen cookies.

Convention service for 4-8 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00

Convection Cookie Oven Rental - Cooking time: 18 minutes  
(1-1/2 dozen cookies)

One attendant for up to 8 hours to bake and serve the cookies  
Service includes 320 cookies (2 cases/2 flavors)

#### ADDITIONAL COOKIES • \$225.00

Per case of 160 cookies

One flavor per case; cases cannot be divided

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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### Sundae Bar

Soft Serve Ice Cream or Non-Fat Frozen Yogurt. Offer your guests a tasty treat in a cone or a cup with a choice of the following flavors:

Chocolate • Vanilla

Topping to include Sprinkles, Sliced Strawberries, Oreo Cookie Crumbles, Chopped Nuts, Whipped Cream, Caramel and Chocolate Sauces

#### **Sunday Service for up to 8 hours • \$1,765.00**

- Labor • \$550.00
- Equipment • \$145.00
- Grocery • \$400.00

Package includes:

- Approximately (380) 4oz servings
- Soft Serve machine rental; table top or standing
- One Attendant to serve
- Cones or Cups and Toppings

#### **ADDITIONAL SOFT SERVE • \$570.00**

- Approximately (380) 4oz servings

#### **REQUIRED POWER**

120V/20AMP dedicated circuit per machine



### Root Beer Float Cart

Featuring Goose Island Root Beer with Soft Serve Ice Cream

#### **Float Service for up to 8 hours • \$1,765.00**

- Labor • \$550.00
- Equipment • \$145.00
- Grocery • \$400.00

Package includes:

- Approximately (300) 10oz servings
- Cups, straws, napkins and spoons
- Soft Serve machine rental; table top or standing
- One Attendant to serve

#### **ADDITIONAL FLOATS • \$500.00**

- Approximately (100) 10oz servings



### Ice Cream Bar Cart

#### **DOVE • \$275.00**

Package includes:

- 50 Ice Cream Bars
- Vanilla and Chocolate

#### **HAAGAN-DAZS • \$350.00**

Package includes:

- 50 Ice Cream Bars
- Milk Chocolate Dipped Vanilla and Milk Chocolate Dipped Vanilla with Almonds



#### **ICE CREAM CART RENTAL • \$125.00 per day**

#### **ONE TIME DELIVERY FEE • \$50.00**

#### **ONE TIME PICK UP FEE • \$50.00**

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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### Hot Jumbo Pretzel Service

#### **Traditional Pretzel Service • \$175.00**

Package includes:

- 50 Traditional Pretzels
- Mustard Packets

#### **Traditional Pretzel with Cheese Service • \$200.00**

Package includes:

- 50 Traditional Pretzels
- Individual Containers of Nacho Cheese

#### **Specialty Pretzel Service • \$215.00**

Package includes:

- 50 Pretzels

#### **Choose 1 Flavor**

Apple Cinnamon • Pizza • Jalapeno Cheese

#### **PRETZEL WARMER RENTAL • \$125.00 per day**

#### **ONE TIME DELIVERY FEE • \$50.00**

#### **ONE TIME PICK UP FEE • \$50.00**

#### **REQUIRED POWER**

110V/15AMP dedicated circuit per machine



### Warm Roasted Nuts

#### **Roasted Peanut Service for up to 8 hours • \$1,350.00**

Peanuts Roasted with Honey

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

#### **Roasted Almond Service for up to 8 hours • \$1,480.00**

Almonds roasted with Sambal, Brown Sugar and EVOO

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

#### **Pistachio Service for up to 8 hours • \$1,620.00**

Pistachios roasted with Cinnamon and Chipotle Seasoning

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

#### **ADDITIONAL PEANUTS • \$65.00 per 80 2oz servings**

#### **ADDITIONAL ALMONDS • \$75.00 per 40 2oz servings**

#### **ADDITIONAL PISTACHIOS • \$110.00 per 40 2oz servings**

#### **REQUIRED POWER**

120V/20AMP dedicated circuit per machine

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# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### Water Cooler

SAVOR...Chicago is not responsible for supplying electricity.

#### Hot and Cold Water Cooler

FIRST DAY RENTAL • **\$125.00**

Each additional day rental • **\$38.00**

#### Purified Water Jugs

Five gallon, each • **\$38.00**

**Includes 100 flat bottom cups**



#### Electrical requirements

110v/15amp circuit

Please contact your General Service Contractor for electricity.

### Fresh Popcorn Service

**Popcorn service for up to 8 hours • \$1,095.00**

Package includes:

- Antique Popcorn Machine Rental
- One attendant to pop and serve the Popcorn
- 2 cases of 4oz bags of Popcorn
- White Popcorn bags
- Logo popcorn bags available upon request with an additional fee and 3 week lead time



**Popcorn service for up to 4 hours • \$635.00**

- Antique Popcorn machine rental
- One attendant to pop and serve the Popcorn
- Approximately (100) 4oz bags of Popcorn (1 case)
- White Popcorn bags
- Logo popcorn bags available upon request with an additional fee and 3 week lead time

**ONE TIME DELIVERY FEE • \$50.00**

**ONE TIME PICK UP FEE • \$50.00**

**ADDITIONAL POPCORN • \$210.00 per case (100) 4oz bags**

**REQUIRED POWER**

120V/20AMP dedicated circuit per machine

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# SAVOR...

## MISTIFY

Mistify and captivate your clients and guests while they visit your Booth! Guests will be wowed by the interactive, liquid nitrogen Dessert and Cocktail Bar. Right before your eyes, at -321 °F, we create the smoothest, most delectable Ice Cream and Frozen Cocktails. Freshly Frozen Creations in a mesmerizing cloud of mist! Below are examples of popular packages, but the possibilities to create a customized experience are endless! Contact your Catering Sales Manager to create the perfect *ice* breaker!

### Frozen Coffee and Sorbet

**SERVICE FOR UP TO 8 HOURS • \$4,900.00**

Package includes:

- (800) 2oz servings
- 2 trained & licensed Attendants to create and serve
- Elegant LED Bar & Podium
- (Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

**ONE TIME SET-UP FEE • \$700.00 AND SERVER FEE • \$550.00**

**SERVICE FOR UP TO 4 HOURS • \$2,950.00**

Package includes:

- (400) 2oz servings
- 1 trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium
- (Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

**Choose 2 flavors (duration of show dates)**

Strawberry Sorbet • Strawberry-Lime Sorbet  
Pineapple-Coconut Sorbet • Mango-Citrus Sorbet  
Cafe Latte • Mocha Latte

**ONE TIME SET-UP FEE • \$700.00 AND SERVER FEE • \$275.00**

**100 ADDITIONAL SERVINGS • \$600.00**

**TOPPINGS BAR • \$1.00 PER SERVING**



### Frozen Cocktail Bar

**SERVICE FOR UP TO 8 HOURS • \$6,900.00**

Package includes:

- (800) 2oz servings
- 2 trained & licensed Attendants to create and serve
- Elegant LED Bar & Podium
- (Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

**ONE TIME SET-UP FEE • \$700.00 AND BARTENDER FEE • \$550.00**

**SERVICE FOR UP TO 4 HOURS • \$3,500.00**

Package includes:

- (400) 2oz servings
- Trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium
- (Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

**Choose 2 flavors (duration of show dates)**

Simply Lime Margarita • Strawberry Margarita • Chocolate  
Whiskey Ice Cream Cocktail • Peach Bellini • Sinfully Scotch Ice  
Cream Cocktail  
Frozen Cranberry Cocktail • Amaretto Freeze • Pina Colada •  
Passion Fruit Colada • White Russian Ice Cream Cocktail

**ONE TIME SET-UP FEE • \$700.00 AND BARTENDER FEE • \$275.00**

**100 ADDITIONAL SERVINGS • \$850.00**

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# SAVOR...

## BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

### CONSUMPTION BARS

*Estimated consumption will be determined with your Sales Manager. Actual consumption will be calculated following your function. It is priced per drink. There is a minimum of \$800.00 per bar.*

### CASH BARS

*Please ask your Sales Manager for current bar pricing. There is a minimum of \$1,000.00 per bar.*

### PREMIUM SELECTIONS

Premium Cocktails • **\$8.50**

Vodka • Svedka  
Gin • CH Distilleries  
Rum • Bacardi  
Tequila • El Jimador  
Bourbon • Jim Beam  
Scotch • Dewars  
Canadian Whiskey • Canadian Club  
Beer • Miller Lite, Coors Light,  
Heineken and Corona

Domestic Beer • **\$6.50**  
Import Beer • **\$7.00**  
Craft Beer • **\$7.50**

Bottled Water • **\$3.25**  
Soft Drinks • **\$3.00**  
Juices • **\$4.00**

### SUPER PREMIUM SELECTIONS

Super Premium Cocktails • **\$9.00**

Vodka • Ketel One  
Gin • Tanqueray  
Rum • Captain Morgan  
Tequila • El Milagro  
Bourbon • Markers Mark  
Scotch • Chivas Regal  
Canadian Whiskey • Crown Royal  
Beer • Miller Lite, Coors Light,  
Heineken, Corona, Brickstone  
McCormick Place Everyday Ale and  
Revolution "Anti Hero" IPA

Domestic Beer • **\$6.50**  
Import Beer • **\$7.00**  
Craft Beer • **\$7.50**

Bottled Water • **\$3.25**  
Soft Drinks • **\$3.00**  
Juices • **\$4.00**

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# SAVOR...

## BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

### WINE TIERS FOR CONSUMPTION BARS and PACKAGES

#### TIER ONE

Woodbridge • California  
Chardonnay, Pinot Grigio, Sauvignon Blanc,  
Cabernet Sauvignon, Merlot and Pinot Noir

#### TIER TWO

Chime • California  
Chardonnay, Cabernet Sauvignon,  
Red Blend and Pinot Noir

Allan Scott • California  
Sauvignon Blanc

#### TIER THREE

Dreaming Tree • California  
Cabernet

Estancia • California  
Pinot Noir

Kim Crawford • California  
Chardonnay and Sauvignon Blanc



### BUBBLES TIERS FOR CONSUMPTION BARS and PACKAGES

#### TIER ONE

Pierre Delize • France  
Blanc de Blanc Brut

#### TIER TWO

Spagnol • Italy  
Prosecco

#### TIER THREE

Le Grand Courtage • France  
Rose Brut



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# SAVOR...

## BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is an \$800.00 minimum per Bar. SAVOR provided wristbands are required for all package bars in Exhibit Space.

### **SUPER PREMIUM BAR PACKAGE**

**2 HOUR PACKAGE • \$30.00**

**EACH ADDITIONAL HOUR • \$11.00**

### **PREMIUM BAR PACKAGE**

**2 HOUR PACKAGE • \$28.00**

**EACH ADDITIONAL HOUR • \$10.00**

### **BEER PACKAGE**

Your choice of two Domestic Beers and two Imported/Craft Beers

**1 HOUR PACKAGE • \$16.00**

**2 HOUR PACKAGE • \$24.00**

**EACH ADDITIONAL HOUR • \$8.00**

### **DOMESTIC**

Miller Lite and Coors Light

### **IMPORTED**

Heineken and Corona

### **CRAFT**

Brickstone McCormick Place Everyday Ale

Brickstone Hop Skip

Half Acre Daisy Cutter Pale Ale

Revolution "Anti-Hero" IPA

Motor Row Lager

### **BEER and WINE PACKAGE**

Your choice of one Domestic Beer, one Import or Craft Beer and two Wines

**1 HOUR PACKAGE • \$20.00**

**2 HOUR PACKAGE • \$28.00**

**EACH ADDITIONAL HOUR • \$9.00**

### **RED**

Chime Pinot Noir, Chime Cabernet, Chime Red Blend, Blackstone Merlot and Dreaming Tree Cabernet

### **WHITE**

Kim Crawford Chardonnay

Chime Chardonnay

Allan Scott Sauvignon Blanc

Mark West Pinot Grigio



### **ALL PACKAGES INCLUDE**

Soda and Bottled Water

### **WINE PACKAGE**

Your choice of two Red Wines and two White Wines

**1 HOUR PACKAGE • \$18.00**

**2 HOUR PACKAGE • \$26.00**

**EACH ADDITIONAL HOUR • \$9.00**



### **RED**

Chime Pinot Noir, Chime Cabernet, Chime Red Blend, Blackstone Merlot and Dreaming Tree Cabernet

### **WHITE**

Kim Crawford Chardonnay

Chime Chardonnay

Allan Scott Sauvignon Blanc

Mark West Pinot Grigio

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## WINE BY THE BOTTLE

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

### REDS

#### ***Pinot Noir***

Chime • California • **\$37.00**  
Mark West • California • **\$42.00**  
Estancia • California • **\$47.00**  
McMurray Ranch • California • **\$56.00**

#### ***Merlot***

Blackstone • California • **\$44.00**

#### ***Red Blend***

Chime • California • **\$37.00**  
Whitehall Lane • California • **\$60.00**

#### ***Cabernet***

Dreaming Tree • California • **\$43.00**  
Ravenswood • California • **\$46.00**  
Louis Martini • California • **\$58.00**  
Franciscan • California • **\$67.00**

### WHITES

#### ***Chardonnay***

Chime • California • **\$37.00**  
Kim Crawford • California • **\$46.00**  
Clos Du Bois • California • **\$48.00**  
William Hill • California • **\$61.00**

#### ***Sauvignon Blanc***

Estancia • California • **\$45.00**  
Kim Crawford • California • **\$46.00**  
Allan Scott • New Zealand • **\$47.00**  
Whitehall Lane • California • **\$60.00**

#### ***Riesling***

St. Urbans-Hof Riesling • Germany • **\$45.00**

#### ***Pinot Grigio***

Mondavi, Private Select • California • **\$38.00**  
Mark West • California • **\$44.00**

#### ***Bubbles***

Pierre Delize, Blanc de Blanc Brut • France • **\$33.00**  
Spagnol Prosecco • Italy • **\$39.00**  
Le Grand Courtage, Rose Brut • France • **\$75.00**

### HOUSE VARIETALS • **\$33.00**

***Chardonnay, Sauvignon Blanc, Pinot Grigio,  
Pinot Noir, Cabernet Sauvignon and Merlot***



Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

### OUR VERY OWN . . .

We are extremely excited about our collaboration with Brickstone Brewery.

Cascade Hops grown in the SAVOR...Chicago Rooftop Garden at McCormick Place is blended into the Beer. The result is our very own McCormick Place Everyday Pale Ale.

Quantities are limited!

Please work with your Catering Sales Manager for availability.

### BEER CASES

#### DOMESTIC • \$126.00

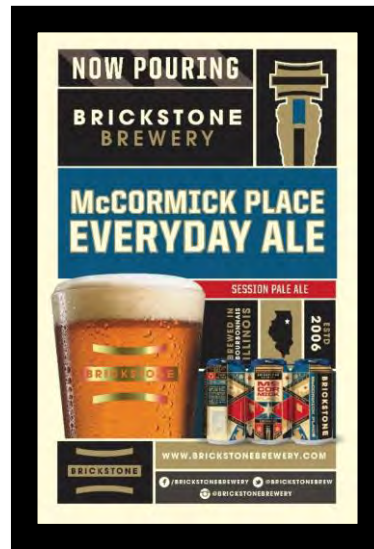
Miller Lite and Coors Light

#### IMPORTED • \$168.00

Heineken and Corona

#### CRAFT • \$189.00

Brickstone McCormick Place Everyday Ale,  
Brickstone Hop Skip, Half Acre Daisy Cutter Pale Ale,  
Revolution "Anti-Hero" IPA and Motor Row Lager



### McCORMICK PLACE EVERYDAY ALE KEG • \$550.00

### BEER KEGS

#### DOMESTIC • \$430.00

Miller Lite and Coors Light

#### IMPORTED • \$550.00

Heineken and Modelo Especial

#### CRAFT • \$550.00

Brickstone McCormick Place Everyday Ale  
Brickstone Hop Skip  
Half Acre Daisy Cutter Pale Ale  
Revolution "Anti-Hero" IPA  
Motor Row Lager

### REQUIRED POWER

120V/15AMP dedicated circuit per Kegerator

Power and trash removal is required from the General Service Contractor.

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

## BAR ENHANCEMENTS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

### ENHANCED CRAFT COCKTAILS

Pricing is per drink with a minimum order of 50.

#### TRADITIONAL MIMOSA • \$9.00

Bubbles and Orange Juice

#### SECOND CITY™ MOSA™ • \$11.25

Sparkling Cava, Lemonhead  
Simple Syrup and  
Fresh Blueberries

#### PRICKLY PEAR MIMOSA • \$11.25

Prickly Pear Puree, Sparkling Rose,  
Ruby Red Grapefruit Juice and  
Candied Citrus Rind

#### TRADITIONAL BLOODY MARY • \$9.25

Vodka, Spicy Tomato Juice,  
Assorted Veggies, Celery Salt,  
Pickle Spears, Olives,  
Lemons and Limes



#### ORIGINAL MARGARITA • \$11.25

Tequila, Triple Sec and Lime Juice

#### MANGO MARGARITA • \$11.25

Tequila, Triple Sec and Mango Puree

#### STRAWBERRY MARGARITA • \$11.25

Tequila, Cointreau, Lime Juice and Strawberry  
Puree

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by SAVOR...Chicago. No food or beverage of any kind is permitted to be brought into the facility by the patron or any of the patron's guests or invitees (exclusive of the Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

## MENU SELECTION

The menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that SAVOR...Chicago is made aware of.

## PRICING

Published pricing does not include administrative fee (currently 21.50%) or applicable taxes. Pricing is subject to change without notice and will be guaranteed when contracted.

## GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five (5) full business days (Monday – Friday) prior to the event for functions up to 1,000 guests. Function of 1,001 guests or more must be guaranteed ten (10) full business days prior to the event. Functions with 5,000 guests or more must be guaranteed fifteen (15) full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, SAVOR...Chicago reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s). If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within seventy-two business hours of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees.

## OVERSET

SAVOR...Chicago will prepare to serve 3% over the final guarantee (for seated meal functions only) up to a maximum of 30 guests. The Customer will be charged for the greater of the actual number of guests served or the final guarantee amount. SAVOR...Chicago reserve the right to make reasonable menu substitutions as necessary. Functions requiring over preparation greater than 3% will be subject to additional labor fees.

## SERVICE STAFF

Guest to server ratio is based on the type of function. The standard is one server per twenty guests for plated meal functions and one server per forty guests for buffet functions. This is for service at rounds of ten. If there are rounds of less than ten guests, additional staffing requests or guarantees for less than twenty-five guests for plated or buffet functions labor fees will be applied. Holiday labor rates may apply.

## EVENT TIMELINE

Breakfast and lunch is based on up to a three hour service and dinner is based on up to four hours of service. Extended service time will be subject to additional labor fees. Function start or end times that deviate more than thirty minutes from the time indicated on the banquet event order will have additional labor fees per hour, per server scheduled.

## BEVERAGES

SAVOR...Chicago offers a complete selection of beverages to complement each function. Alcoholic beverages and services are regulated by the Liquor Control Board. SMG/SAVOR...Chicago, as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources; nor may it be removed from the premise. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

## PAYMENT/DEPOSIT/CONTRACT

An initial deposit in the amount noted on the catering contract is due on the date specified. The amount of the deposit is 50% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due forty-five days in advance of the event. The actual revenue will be based on the signed banquet event order(s) and guarantee(s). The remaining balance of the deposit is due fourteen days in advance of the first function. Payment can be made via credit card (for contracts less than \$20,000), ACH wire or company check. Credit card payments greater than \$20,000 will incur an additional fee of 2.5%.

## CANCELLATION

In the event that a group should cancel with McCormick Place, the catering deposit will be refunded based on a sliding scale. Please refer to the catering contract for specific details. In the event that an individual function should cancel after the guarantee date, the group shall pay liquidated damages determined by food cost and labor.





# FloralExhibits

PLANT RENTALS



2-3 ft. Croton



2-3 ft. Neanthe Bella



2-3 ft. Arboreola



2-3 ft. Spathiphyllum



3 ft. Janet Craig



3 ft. Limelight



3 ft. Roebelenii



3-4 ft. Dracaena Marginata

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com



# FloralExhibits

PLANT RENTALS



4-5 ft. Schefflera



5-6 ft. Dracaena Marginata



6-7 ft. Ficus Tree



4-6 ft. Areca Palm



4-6 ft. Cataractarum Palm



4-6 ft. Majesty Palm

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

# FloralExhibits

## FLORAL ARRANGEMENTS



Small Fern



Large Fern



Ivy (Hanging Plant)



Bromeliads



Potted Mums



Potted Azaleas



Potted Begonias



Single Stem Orchid  
Double Stem Orchid

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com



# FloralExhibits

## FLORAL ARRANGEMENTS



Extra Small 01



Extra Small 02



Extra Small 03



Extra Small 04



Small 01



Small 02



Small 03



Small 04



Medium 01



Medium 02



Medium 03



Medium 04



Large 01



Large 02



Large 03



Large 04

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

# FloralExhibits

## SPECIALTY PLANT RENTALS

\$55



2-3 ft. ZZ

\$95



2-3 ft. Globe Eugenia

\$95



2-3 ft. Square Eugenia

\$95



6 ft. Bird of Paradise

\$145



4-5 ft. Cone Eugenia

\$145



6 ft. Single Ball Eugenia

\$195



6 ft. Cone Eugenia

\$195



6 ft. Spiral Eugenia

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

# FloralExhibits

## CUSTOM PLANTER RENTALS

\$145



20" x 20" x 37"  
Tall Black Modern Planter

\$145



20" x 20" x 37"  
Tall Charcoal Modern Planter

\$145



20" x 20" x 37"  
Tall White Modern Planter

\$85



20" x 20"  
Cube Planter  
(Paintable)

\$250



48" x 18" x 24"  
Large Rectangular Planter  
(Paintable)

\$275



36" x 36"  
Large Square Planter

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com



NFDA International  
Convention & Expo

October 27-30, 2019

McCormick Place  
Chicago, IL



Order Online at  
[shop.floralexhibits.com](http://shop.floralexhibits.com)  
Enter show code:  
**nfd19**

Email order to:  
[order@floralexhibits.com](mailto:order@floralexhibits.com)

Contact us for complimentary  
pre-show design consultation:  
[info@floralexhibits.com](mailto:info@floralexhibits.com)

All prices include delivery, installation, servicing and dismantle at the end of the show. Orders without payment will not be processed. Cancellations may be made prior to the pre-show deadline. No refunds will be made after that date. Product availability is subject to season and geographic location. All materials, containers and plants are available on a rental basis. Damaged or missing items are the responsibility of the exhibitor and must be reported during the run of the show to allow for replacement. Additional charges may apply. No refunds will be given after the close of the show.

Floral & Plant Rental Form  
ADVANCE ORDER DEADLINE / OCTOBER 7, 2019

**FloralExhibits**  
A KEHOE DESIGNS COMPANY

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		\$32.00	
	Large Potted Ferns		\$37.00	
	Hanging Plants		\$37.00	
	2' Plants		\$41.50	
	3' Plants		\$45.50	
	4' Plants		\$55.50	
	5' Plants		\$65.50	
	6'-7' Plants		\$75.50	
	8'-9' Plants		\$125.00	

BLOOMING PLANTS	
Potted Mums (Yellow, White, & Lavender)	\$26.00
Potted Azaleas (Red, Pink, & White)	\$37.00
Bromeliads	\$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
Extra Small Arrangement (6"x6")	\$60.00
Small Arrangement (12"x12")	\$75.00
Medium Arrangement (18"x14")	\$100.00
Large Arrangement (24"x18")	\$125.00
Custom Arrangement (please ask for quote)	

SUBTOTAL \_\_\_\_\_  
Tax 9% \_\_\_\_\_  
TOTAL \_\_\_\_\_

PAYMENT INFORMATION

Circle one / VISA MC AMEX DISCOVER

Name /

Card # /

Exp. Date / CVV Code /

Signature /

PLEASE RETAIN A COPY FOR YOUR RECORDS

**FloralExhibits**  
A KEHOE DESIGNS COMPANY  
Floral Exhibits, Ltd.  
2555 S Leavitt St  
Chicago, IL 60608  
  
Phone / 773.277.1888  
Fax / 773.277.1919  
[www.floralexhibits.com](http://www.floralexhibits.com)



# TRADE SHOW LEADS

TECHNOLOGY SOLUTIONS FOR  
MEETINGS AND EVENTS...ANYWHERE



NFDA International Convention & Expo  
Chicago, IL  
October 27-30, 2019

## LEAD RETRIEVAL ORDER FORM

Submit order to: Trade Show Leads ~ EMAIL: [orders@tsleads.net](mailto:orders@tsleads.net) ~ PHONE: 515-370-0871

<b>Company</b>		<b>Booth Number</b>		<b>Contact</b>	
<b>Address</b>		<b>City</b>	<b>ST</b>		<b>Zip</b>
<b>Country</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>		
<b>Email Address for Leads:</b>					

Equipment	By Sept. 27, 2019	After Sept. 27	Qty	Price	SubTtl
<b>TS Leads Mobile Tablet</b> -TSL Mobile App on iPad Mini. Powerful tool allows you to gather time stamped leads, insert notes, add qualifiers and surveys. Leads available via online portal.	\$325.00	\$350.00			
<b>TSLeads Max</b> -TSLeads Mobile App on Android device with 5" ISP Display. Powerful tool allows you to gather time stamped leads, insert notes, add qualifiers and surveys. Leads available via online portal.	\$295.00	315.00			
<b>TS Leads Mobile App</b> - for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 5.0 or higher) <b>Package includes:</b> TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code and leads available via online portal.	\$250.00	\$275.00			
<b>Additional TS Leads Mobile App license for multiple Devices.</b>	\$150.00	\$175.00			
<b>TS Leads Anywhere Scanner</b> -Small hand-held scanner fits easily in your pocket allows you to gather leads anytime, anywhere at the show. No power required. Leads delivered via email at the end of the show.	\$265.00	\$295.00			
<b>Customized Advanced Qualifier Sheet</b> -Create lead qualifiers specific to your business.	\$65.00	\$85.00			
<b>Delivery, Setup, and Training (optional)</b> -Delivery to your booth with training for all of your staff.	\$45.00	\$55.00			
<b>Leads downloaded to USB 2.0 Flash Drive</b>	\$35.00	\$45.00			
<b>TOTAL</b>					

**[CLICK HERE TO ORDER ONLINE](#)**

**Make Checks Payable to: Trade Show Leads, 16461 S. 176<sup>th</sup> Lane Goodyear, AZ 85338. Advance Orders must be accompanied by payment in full. Thank you for your order. If you have any questions please contact us at 515-370-0871.**

**Payment Information**

**If Paying by Credit Card, Please complete the Cardholder Information:**

**CardNumber:** \_\_\_\_\_

**ExpirationDate:** \_\_\_\_\_

**Code on Card:** \_\_\_\_\_

**Name on the Card:** \_\_\_\_\_

**BillingAddress:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery & Setup. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of the close of the show to avoid additional charges. A non-refundable charge of \$1500.00 will be applied for equipment not returned to TSL at the close of the show. **There is a \$75 fee for all cancellations and no cancellations within 48 hours of open of the event. TSL will not be held responsible for the type or amount of data provided to exhibitors by show management.** Data connection required for mobile app installation and attendance updates. TSL will not be held responsible for poor/inadequate data coverage in convention hall. It is the customer's responsibility to seek and provide data connection whether it be inside or outside the convention building. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by TSL.





<b>Agreement of Above Terms:</b>	<b>X</b>
----------------------------------	----------





## TRADE SHOW LEADS

TECHNOLOGY SOLUTIONS FOR  
MEETINGS AND EVENTS...ANYWHERE

TS Leads Mobile Tablet	TS Leads Max	TS Leads Mobile App	TS Leads Anywhere Scanner
 <p>iPad mini</p>	 <p>ANDROID</p>	 <p>TSLEADS MOBILE</p>	

**The TSLeads Anywhere Scanner** is a battery operated unit that fits easily in your pocket and leads can be gathered anywhere at the show. Leads are delivered at the end of the show via email. After the badge is scanned, more information on the lead can be gathered by scanning items on the TS Leads Advanced lead qualifier sheet which is at no cost to the exhibitor. A lead qualifier sheet can be created which is specific to your business for a small fee (see page 3).

**TS Leads Mobile App** is a powerful lead retrieval technology for exhibitors to capture sales leads using an iPhone®, iPod touch® (Version 8.0 or higher), iPad®, or Android™ phone (Operating System 5.0 or higher). Exhibitors can use their own mobile device. App downloaded from the app store. Event set-up through a unique access code and leads gathered by scanning barcode or entering Attendee ID Number on the badge. TS Leads Mobile App makes lead retrieval easier to use...even fun. With features such as notes, surveys and qualifiers exhibitors can capture, qualify and manage trade show leads anywhere and anytime. Leads updated in real time and accessed via cloud portal.

Exhibitors may also use our hardware. The **TSL Tablet** is an iPad Mini (8" screen) with the TSLeads Mobile app and the **TSLeads Max** is an Android device (5" screen) with the TSLeads Mobile app.

**ORDER EARLY FOR BEST PRICING DISCOUNT  
DEADLINE IS SEPTEMBER 27, 2019**



## TRADE SHOW LEADS

TECHNOLOGY SOLUTIONS FOR  
MEETINGS AND EVENTS...ANYWHERE

### ADVANCED LEAD QUALIFIERS FOR SCANNING PRODUCTS ONLY

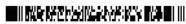
All exhibitors receive the following Standard Advanced Qualifiers at no cost as part of their equipment rental of the TSLeads Anywhere Scanner.

Fill out this form if you would like Customized Advanced Qualifiers specific to your business for an additional cost.

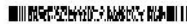
#### TRADE SHOW LEADS

##### STANDARD ADVANCED QUALIFIERS

###### PRODUCT 1



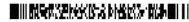
###### PRODUCT 2



###### PRODUCT 3



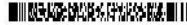
###### PRODUCT 4



###### READY TO BUY



###### BUY IN 3-6 MONTHS



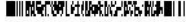
###### BUY IN 6-12 MONTHS



###### DECISION MAKER



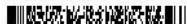
###### HOT LEAD



###### SEND SAMPLES



###### SEND LITERATURE



###### ADD TO MAILING LIST



###### MANUFACTURER



###### VALUE ADDED RESELLER



###### DISTRIBUTER



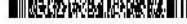
###### END USER



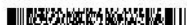
###### INQUIRY ONLY



###### CURRENT CUSTOMER



###### WANTS PRESENTATION



###### SEND PRICING



Company Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Show Name: \_\_\_\_\_

Please type or print legibly, maximum 35 characters per line

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Please contact us at 515-370-0871 or email to [toms@tsleads.net](mailto:toms@tsleads.net) if you have any questions regarding our products and services.



# Find out what **CONVENTION** and **CONVENIENCE** have in common



## McCormick Place Convention Center

2301 S. Martin Luther King Dr, Chicago, IL 60616

**Phone:** 312.949.2100

**Fax:** 312.842.2785

**E-mail:** usa5020@fedex.com

**On-Site Convention Representative:** Nadine Glover

**Phone:** 312.949.2100

**E-mail:** nadine.glover@fedex.com

## We Can Help

FedEx Office offers you virtually everything you need to meet your exhibiting needs.

**Enjoy the show!**

### Packing and shipping

Bring your items to our location and we will pack it and ship it after the event.



### Last-minute office supplies

Did you forget your stapler? Are you out of tape? We stock those little things you need to run your booth smoothly.



### Posters and signage

We produce high-quality signs for your booth, hospitality rooms and presentations.



### Basic copying, faxing and binding

Whether you need basic flyers or colorful presentations, our document services are first-class.



### Equipment rental

Use our technology resources to supplement or replace your own.



## FedEx Office On-Site Hours:

### Normal Operating Hours (Monday - Friday)

South Building: 8:30 a.m. - 5:00 p.m.

NFDA International Convention & Expo  
McCormick Place Convention Center  
October 28 - 30, 2019

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071600735

100919

NFDA International Convention & Expo  
McCormick Place Convention Center

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