

# 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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

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## One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

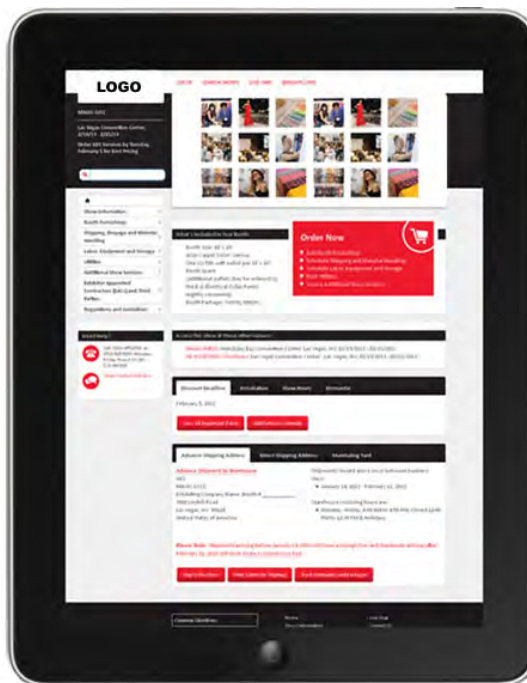
Exhibitors can:

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

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/071601105/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.

## Child Life Annual Conference

Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

### Questions?



Contact

- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071601105/contactus/esm>

### Official Service Provider

GES  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970  
FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520

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: Gray  
Sidewall Drape: Gray  
Facility Carpet Color: Multi-Colored  
1 - 6' Skirted Table (Gray)  
2 - Plastic Contour Chairs  
1 - Wastebasket  
Booth ID Sign

### Discount Deadline Date

Thursday, March 21 GES orders must be received with payment by this date.

### Exhibitor Move In

Thursday, April 11 1:00 PM - 4:00 PM

### Show Hours

Thursday, April 11	5:00 PM - 8:00 PM	Welcome Reception
Friday, April 12	7:30 AM - 9:30 AM	Breakfast
	11:00 AM - 1:00 PM	Lunch
Saturday, April 13	7:30 AM - 9:30 AM	Breakfast
	11:45 AM - 2:00 PM	Lunch

### Exhibitor Move Out

Saturday, April 13 2:00 PM - 5:00 PM

**Please take notice - This event moves out on overtime, all applicable surcharges will apply.**  
**Straight Time: Monday through Friday 8:00 AM to 4:30 PM.**

### Facility Clear

Saturday, April 13 5:00 PM All exhibitor materials must be removed.

### Carrier Pick Up Post-Show from Warehouse

Tuesday, April 16 8:00 AM Carrier pick-up post show from warehouse begins.  
Friday, April 19 2:30 PM Carrier pick-up post show from warehouse ends.

In addition, carriers must be directed to pick up outbound shipments at the GES warehouse. Shipments that that are loaded at the facility will be charged a surcharge.

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/ Post Show Pickup:

c/o GES  
Child Life Annual Conference  
(Your Company Name & Booth Number)  
4108 W. 52nd Place  
Chicago, IL 60632  
USA

#### Shipments should arrive on or between:

March 8 - April 5, 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.

#### No Direct Shipping Notification:



#### Attention

Direct to showsite shipments **will not** be accepted at the Marriott Chicago / Downtown Magnificent Mile.

All exhibit materials must be sent in advance to the GES warehouse. Marriott Chicago / Downtown Magnificent Mile does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Marriott Chicago / Downtown Magnificent Mile will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the Marriott Chicago / Downtown Magnificent Mile for any items sent directly to the Marriott Chicago / Downtown Magnificent Mile.

# Important Freight Information

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

## Child Life Annual Conference

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## Important information regarding Inbound and Outbound Freight

Due to tight security and lack of adequate storage space at the Marriott Chicago / Downtown Magnificent Mile absolutely no Direct Shipments are permitted to this facility.

### Inbound Freight

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 4108 W. 52nd Place, Chicago, IL 60632, starting March 8, 2019 until April 5, 2019.

### Outbound Freight

For Outbound shipments, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 4108 W. 52nd Place, Chicago, IL 60632, starting April 16, 2019 at 8:00 AM.

All Shipments must be picked up no later than April 19, 2019 by 2:30 PM or they will be re-routed via GES Logistics.

Warehouse Hours of Operation are Monday - Friday, 8:00 AM - 2:30 PM.

If you have any questions regarding this procedure, please call the GES National Servicer or contact us:  
<http://e.ges.com/071601105/contactus/esm>

30% (\$50 minimum) surcharge will apply for shipments inadvertently delivered directly to the facility.

# General Information

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

## Child Life Annual Conference

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## What is an Official Service Provider?

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

## GES Show Services

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

## 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/071601105/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/071601105/contactus/esm>

**GES Servicenter®** 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.

## Child Life Annual Conference

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## First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of March 21, 2019 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/071601105/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/071601105/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/071601105/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  
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 CHIPS Address: 0959  
(702) 914-5112

If requested, following is the physical address for routing identifiers:  
Bank of America, Wire Transfer-Customer Services  
2000 Clayton Road  
Concord, CA 94520 USA

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

- Exhibiting company name, show name, show facility
- 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/071601105/carpet/esm>

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/071601105/LaborandEquipment/esm>

# Payment and Credit Card Charge Authorization

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

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

Form Deadline Date:  
March 21, 2019

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address		City, State, Zip/Country	Primary Contact Phone
Phone		Fax	Email
Name of Contact at Booth/Show Site		Name of Secondary Contact (Optional)	
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		Secondary Contact Phone	
		Email	
		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/071601105/item/2222>**
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	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	MM/DD/YY
Cardholder Signature	Check Number	Check Dated
Cardholder Name - Please Print	<b>Total Check Payment</b>	\$
Date	<b>Total Credit Card Payment</b>	\$

## Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520  
Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

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.

Child Life Annual Conference  
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April 11 - 13, 2019

Form Deadline Date:  
March 21, 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

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Material Handling

☐ Rental Carpet

☐ Rental Furniture

☐ Signs

☐ Other (Please Specify)

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

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

Expiration Date

MM/YY

☐ MasterCard

☐ 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.

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

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:  
March 21, 2019

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

Exhibiting Company Name \_\_\_\_\_

Exhibiting Company Address	City	State	Zip/Country
----------------------------	------	-------	-------------

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

Expiration Date

[illegible]

MM/YY

☐ MasterCard  
☐ VISA  
☐ American Express

☐ Corporate Card  
☐ Personal Card

Please Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date \_\_\_\_\_

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

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

☐ Booth Cleaning      ☐ Exhibit Systems      ☐ GES Logistics      ☐ I & D Labor      ☐ Material Handling      ☐ Rental Carpet  
☐ Rental Furniture      ☐ Signs  
☐ Other (*Please Specify*)

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

Third Party Company Address	City	State	Zip/Country
-----------------------------	------	-------	-------------

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

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

Billing Address	City	State	Zip/Country
-----------------	------	-------	-------------

Expiration Date

[illegible]MM/YY

☐ MasterCard  
☐ VISA  
☐ American Express

☐ Corporate Card  
☐ Personal Card

## Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date \_\_\_\_\_

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

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

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

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



# Carpet

## Standard

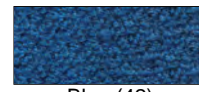
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

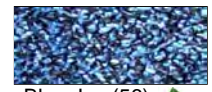
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



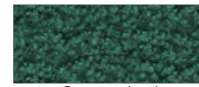
Blue (42)



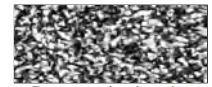
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



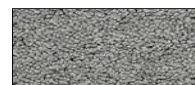
Red (49)

## 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:

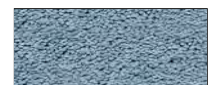
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



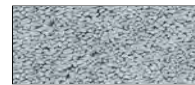
Cement (70)



Charcoal (71)



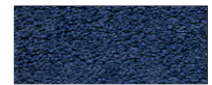
Cobalt (72)



Dove (73)



Lava Rock (74)



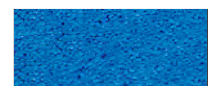
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



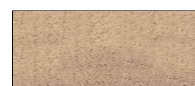
Snow (80)

## 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:

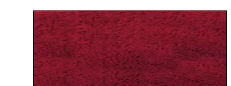
- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



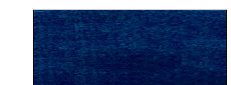
Cabernet (82)



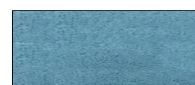
Graphite (83)



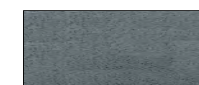
Iceberg (84)



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

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Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

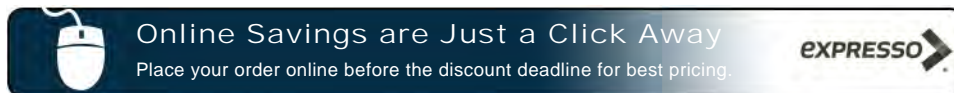
Discount Deadline Date:  
March 21, 2019

Company Name

Email

Phone Number

Booth Number



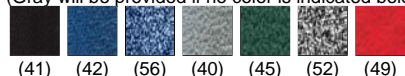
## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site 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

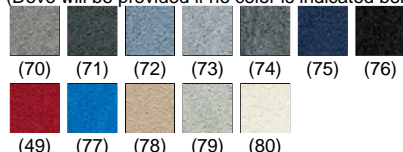
### Standard Color Options

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



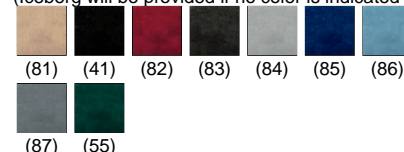
### Plush Color Options

(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 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut Standard Carpet 10'x10'		296.75	325.75	412.50		9.0	\$
5002	Pre-Cut Standard Carpet 10'x20'		588.00	645.25	817.00		9.0	\$
5003	Pre-Cut Standard Carpet 10'x30'		888.00	971.50	1,230.00		9.0	\$

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

Item Code	Description	Color Code	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		4.75	5.35	6.75		9.0	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		6.50	7.10	9.00		9.0	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		8.00	8.70	11.00		9.0	\$
Item Code	Description		On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.40	2.61	3.30		9.0	\$
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		4.75	5.35	6.75		9.0	\$
Item Code	Description		On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		1.05	1.18	1.50		10.25	\$

### Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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

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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

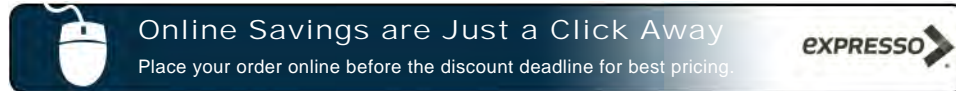
Discount Deadline Date:  
March 21, 2019

Company Name

Email

Phone Number

Booth Number



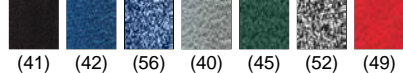
## Easy Ordering Tips:

- 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

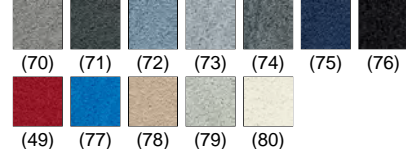
### Standard Color Options

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



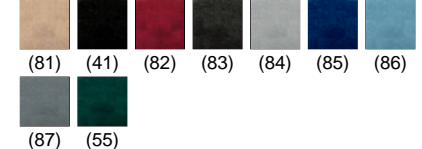
### Plush Color Options

(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 3/21/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		8.19	8.92	11.50		9.0	\$
400022	Plush Carpet Package, Per Sq.Ft.		9.77	10.49	13.53		9.0	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		11.12	11.93	15.33		9.0	\$

### Electrical or Utilities Under Carpet?

☐ Yes

☐ No



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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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



# 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

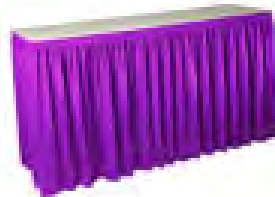
## Skirted Tables



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)



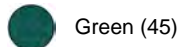
Blue (42)



Gold (46)



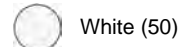
Gray (40)



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

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Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

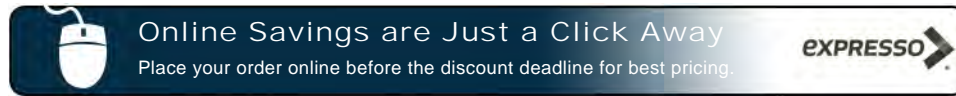
Discount Deadline Date:  
March 21, 2019

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/071601105/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 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300050	Chair, Plastic Contour, Black	129.00	141.50	179.00		9.0	\$
300052	Padded Chair	183.75	201.75	255.50		9.0	\$
300053	Padded Stool	291.00	319.00	404.00		9.0	\$

### Tables

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300059	Table, Starbase, 30" Diameter x 40" High	387.00	424.25	537.00		9.0	\$
300058	Table, Starbase, 40" Diameter x 30" High	387.00	424.25	537.00		9.0	\$

### Skirted Tables

Item Code	Description	Color Code	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		257.00	282.75	358.00		9.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		288.25	316.25	400.50		9.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		319.00	350.75	444.00		9.0	\$
3007	Table, Skirt 4th Side		80.50	88.50	112.00		9.0	\$



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

### Unskirted Tables

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	205.00	225.00	285.00		9.0	\$
300600	Table 6', Unskirted, 24" x 30" High	231.00	253.50	321.00		9.0	\$
300800	Table 8', Unskirted, 24" x 30" High	256.00	281.25	356.00		9.0	\$

### Skirted Counters

Item Code	Description	Color Code	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		301.00	330.25	418.00		9.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		348.00	382.25	484.00		9.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		393.00	432.00	547.00		9.0	\$
3017	Counter, Skirt 4th Side		80.50	88.50	112.00		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:  
March 21, 2019

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

## Unskirted Counter

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	241.00	263.75	334.00		9.0	\$
301600	Counter 6', Unskirted, 24" x 42" High	276.00	303.25	384.00		9.0	\$
301800	Counter 8', Unskirted, 24" x 42" High	317.00	348.25	441.00		9.0	\$

## Risers

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	99.50	109.00	138.00		9.0	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	69.50	76.25	96.50		9.0	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	128.00	139.75	177.00		9.0	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	99.50	109.00	138.00		9.0	\$

## Custom Booth Drape

Item Code	Description	Color Code	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		29.00	31.50	40.00		9.0	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		37.50	41.00	52.00		9.0	\$

## Display Furniture

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300073	Display Case 4', Corner View	1,020.00	1,121.75	1,420.00		9.0	\$
300074	Display Case 4', Full View	992.00	1,090.00	1,380.00		9.0	\$
300075	Display Case 4', Half View	992.00	1,090.00	1,380.00		9.0	\$
300076	Display Case 4', Quarter View	992.00	1,090.00	1,380.00		9.0	\$
300078	Display Case 5', Full View	1,020.00	1,121.75	1,420.00		9.0	\$
300079	Display Case 5', Half View	1,020.00	1,121.75	1,420.00		9.0	\$
300080	Display Case 5', Quarter View	1,020.00	1,121.75	1,420.00		9.0	\$
300082	Display Case 6', Full View	1,050.00	1,145.25	1,450.00		9.0	\$
300083	Display Case 6', Half View	1,050.00	1,145.25	1,450.00		9.0	\$
300084	Display Case 6', Quarter View	1,050.00	1,145.25	1,450.00		9.0	\$
300088	Display Case 7', Vertical	1,370.00	1,508.75	1,910.00		9.0	\$

## Accessories

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	8.75	9.85	12.50		9.0	\$
300127	Aisle Stanchion, Tensa	78.50	86.00	109.00		9.0	\$
300123	Aisle Stanchion, without Chain	78.50	86.00	109.00		9.0	\$
300103	Aluminum Easel	114.00	125.50	159.00		9.0	\$
300111	Bag Stand	159.00	173.75	220.00		9.0	\$
300102	Coat Rack	159.00	173.75	220.00		9.0	\$
300104	Garment Rack	191.00	209.25	265.00		9.0	\$
300106	Literature Rack	277.00	304.00	385.00		9.0	\$
300201	Pegboard, White, 4'x8'	318.00	350.00	443.00		9.0	\$

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

300120	Sign Holder, Bell Base	144.00	158.00	200.00		9.0	\$
300108	Sign Holder, Chrome, 22"x28"	149.00	163.50	207.00		9.0	\$
300211	Tackboard	323.00	353.75	448.00		9.0	\$

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A-1 010919



# 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:  
March 21, 2019

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

## Accessories

	Select alignment: Horizontal _____ Vertical _____						
300112	Ticket Tumbler, Small, Table Top	245.00	268.50	340.00		9.0	\$
300113	Wastebasket	35.00	38.25	48.50		9.0	\$
300118	Waterfall Stand	159.00	173.75	220.00		9.0	\$

## Electrical Outlets Not Included

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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

011519 071601105

A-1 010919

# 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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

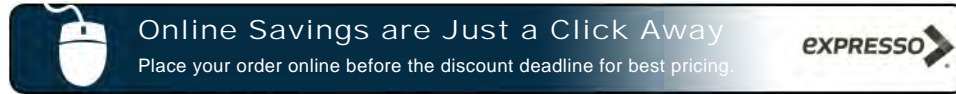
Discount Deadline Date:  
March 21, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental and removal.
- Return your orders 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

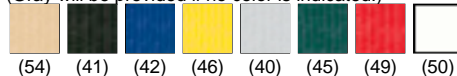


### Furniture Package 1

Item Code	Description	Color Code	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4906	Furniture Package 1		523.13	573.75	726.30		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 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
490012	Furniture Package 2	1,041.30	1,142.55	1,446.75		9.0	\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.							

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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

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



# Specialty Furniture



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



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

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

# Specialty Furniture



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



305420 - Malba Chair, Gray, 20"L 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"L 20"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, 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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

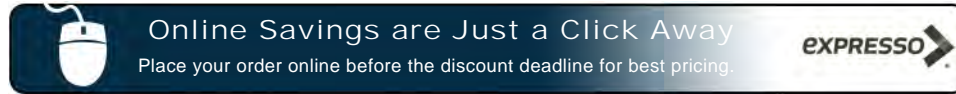
Discount Deadline Date:  
March 21, 2019

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/071601105/BoothFurnishingsRental/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	933.00	1,026.75	1,300.00		9.0	\$
305224	Baja Sofa, 86"L 28"D 30"H	1,120.00	1,232.25	1,560.00		9.0	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	896.00	979.50	1,240.00		9.0	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	336.00	369.00	467.00		9.0	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	799.00	876.75	1,110.00		9.0	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	896.00	979.50	1,240.00		9.0	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	933.00	1,026.75	1,300.00		9.0	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	859.00	940.00	1,190.00		9.0	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	2,160.00	2,369.75	3,000.00		9.0	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,360.00	1,493.00	1,890.00		9.0	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,680.00	1,840.50	2,330.00		9.0	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,680.00	1,840.50	2,330.00		9.0	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	2,160.00	2,369.75	3,000.00		9.0	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	971.00	1,066.25	1,350.00		9.0	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,120.00	1,232.25	1,560.00		9.0	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	1,010.00	1,105.75	1,400.00		9.0	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	1,010.00	1,105.75	1,400.00		9.0	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	859.00	940.00	1,190.00		9.0	\$

### Seating - Club Chairs

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305225	Baja Chair, 36"L 30.5"D 28"H	770.00	845.25	1,070.00		9.0	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	728.00	797.75	1,010.00		9.0	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,060.00	1,161.25	1,470.00		9.0	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,060.00	1,161.25	1,470.00		9.0	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	770.00	845.25	1,070.00		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:  
March 21, 2019

Company Name	Email	Phone Number	Booth Number
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## Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	661.00	725.00	918.00		9.0	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	564.00	618.50	783.00		9.0	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	635.00	696.75	882.00		9.0	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	661.00	725.00	918.00		9.0	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,110.00	1,224.25	1,550.00		9.0	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,110.00	1,224.25	1,550.00		9.0	\$
305216	Wentworth Chair	508.00	556.75	705.00		9.0	\$

## Seating - Chairs

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305098	Blade Chair, Red	172.00	188.75	239.00		9.0	\$
305100	Blade Chair, Sky Blue	172.00	188.75	239.00		9.0	\$
305152	Chair, Altura, Guest, 25"L 20"D 34"H	418.00	459.00	581.00		9.0	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	172.00	188.75	239.00		9.0	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	205.00	225.00	285.00		9.0	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	205.00	225.00	285.00		9.0	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	131.00	143.00	181.00		9.0	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	242.00	265.50	336.00		9.0	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	571.00	626.50	793.00		9.0	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	205.00	225.00	285.00		9.0	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	508.00	556.75	705.00		9.0	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	635.00	696.75	882.00		9.0	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	261.00	286.75	363.00		9.0	\$
305442	Laguna Chair, 18"L 19"D 34"H	280.00	307.25	389.00		9.0	\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	280.00	307.25	389.00		9.0	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	172.00	188.75	239.00		9.0	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	172.00	188.75	239.00		9.0	\$
305456	Marina Chair, Black Vinyl	280.00	307.25	389.00		9.0	\$
305457	Marina Chair, Brown Fabric	280.00	307.25	389.00		9.0	\$
305455	Marina Chair, Ocean Blue Fabric	280.00	307.25	389.00		9.0	\$
305458	Marina Chair, Red Fabric	280.00	307.25	389.00		9.0	\$
305459	Marina Chair, White Vinyl	280.00	307.25	389.00		9.0	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	661.00	725.00	918.00		9.0	\$
305441	Zenith Chair, 19"L 22"D 32"H	280.00	307.25	389.00		9.0	\$

## Seating - Ottomans

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	597.00	655.50	830.00		9.0	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	597.00	655.50	830.00		9.0	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	597.00	655.50	830.00		9.0	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	597.00	655.50	830.00		9.0	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	597.00	655.50	830.00		9.0	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	597.00	655.50	830.00		9.0	\$

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## Seating - Ottomans

305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	597.00	655.50	830.00		9.0	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	597.00	655.50	830.00		9.0	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	597.00	655.50	830.00		9.0	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	373.00	410.00	519.00		9.0	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	373.00	410.00	519.00		9.0	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	411.00	450.25	570.00		9.0	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305361	Ottoman, Marche Swivel, Orange Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	257.00	282.75	358.00		9.0	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	317.00	348.25	441.00		9.0	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	179.00	196.75	249.00		9.0	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	179.00	196.75	249.00		9.0	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	179.00	196.75	249.00		9.0	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	179.00	196.75	249.00		9.0	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	179.00	196.75	249.00		9.0	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	179.00	196.75	249.00		9.0	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	179.00	196.75	249.00		9.0	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	179.00	196.75	249.00		9.0	\$

## Seating - Office and Utility Seating

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305325	Chair, Executive, Black, 25"L 24"D 48"H	560.00	614.50	778.00		9.0	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	560.00	614.50	778.00		9.0	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	422.00	463.00	586.00		9.0	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	497.00	545.00	690.00		9.0	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	497.00	545.00	690.00		9.0	\$
305215	Task Stool	205.00	225.00	285.00		9.0	\$

## Seating - Barstools

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	437.00	479.50	607.00		9.0	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	437.00	479.50	607.00		9.0	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	437.00	479.50	607.00		9.0	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	437.00	479.50	607.00		9.0	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	273.00	299.25	379.00		9.0	\$

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## Seating - Barstools

305013	Barstool, Banana, White, 21"L 22"D 30"H	273.00	299.25	379.00		9.0	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	217.00	237.75	301.00		9.0	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	217.00	237.75	301.00		9.0	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	217.00	237.75	301.00		9.0	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	217.00	237.75	301.00		9.0	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	437.00	479.50	607.00		9.0	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	273.00	299.25	379.00		9.0	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	549.00	602.00	762.00		9.0	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	515.00	565.50	716.00		9.0	\$
305114	Blade Barstool, Red	217.00	237.75	301.00		9.0	\$
305115	Blade Barstool, Sky Blue	217.00	237.75	301.00		9.0	\$
305259	Christopher Barstool, 19"L 15"D 41"H	437.00	479.50	607.00		9.0	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	333.00	365.75	463.00		9.0	\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	437.00	479.50	607.00		9.0	\$
305440	Zenith Barstool, 19"L 20"D 44"H	437.00	479.50	607.00		9.0	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	515.00	565.50	716.00		9.0	\$

## Tables - Cafe

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305154	30" Round Café Table w/ Hydraulic Base, Blue	422.00	463.00	586.00		9.0	\$
305158	30" Round Café Table w/ Hydraulic Base, Wood	422.00	463.00	586.00		9.0	\$
305446	30" Round Café Table w/ Standard Black Base, Blue	373.00	410.00	519.00		9.0	\$
305449	30" Round Café Table w/ Standard Black Base, Wood	373.00	410.00	519.00		9.0	\$
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	373.00	410.00	519.00		9.0	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	373.00	410.00	519.00		9.0	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	453.00	498.50	631.00		9.0	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	422.00	463.00	586.00		9.0	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	422.00	463.00	586.00		9.0	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	422.00	463.00	586.00		9.0	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	396.00	434.50	550.00		9.0	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	422.00	463.00	586.00		9.0	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	500.00	549.00	695.00		9.0	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	373.00	410.00	519.00		9.0	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	396.00	434.50	550.00		9.0	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	422.00	463.00	586.00		9.0	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	500.00	549.00	695.00		9.0	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	373.00	410.00	519.00		9.0	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	373.00	410.00	519.00		9.0	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	422.00	463.00	586.00		9.0	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	396.00	434.50	550.00		9.0	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	500.00	549.00	695.00		9.0	\$
305140	Ventura Communal Café Table w/ Grommet Holes, Maple, 72.25"	780.00	856.25	1,084.00		9.0	\$

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## Tables - Cafe

305141	Ventura Communal Café Table w/ Grommet Holes, White, 72.25"	780.00	856.25	1,084.00		9.0	\$
305135	Ventura Communal Café Table, Black, 72.25"L 26.25"D 30"H	780.00	856.25	1,084.00		9.0	\$
305138	Ventura Communal Café Table, Maple, 72.25"L 26.25"D 30"H	780.00	856.25	1,084.00		9.0	\$
305017	Ventura Communal Café Table, Powered, Black, 72.25"L 26.25"D	1,117.00	1,226.00	1,552.00		9.0	\$
305015	Ventura Communal Café Table, Powered, White, 72.25"L 26.25"D	1,117.00	1,226.00	1,552.00		9.0	\$
305144	Ventura Communal Café Table, White, 72.25"L 26.25"D 30"H	780.00	856.25	1,084.00		9.0	\$

## Tables - Bar

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305447	30" Round Bar Table w/ Hydraulic Base, Blue	422.00	463.00	586.00		9.0	\$
305450	30" Round Bar Table w/ Hydraulic Base, Wood	422.00	463.00	586.00		9.0	\$
305445	30" Round Bar Table w/ Standard Black Base, Blue	373.00	410.00	519.00		9.0	\$
305448	30" Round Bar Table w/ Standard Black Base, Wood	373.00	410.00	519.00		9.0	\$
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	422.00	463.00	586.00		9.0	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	422.00	463.00	586.00		9.0	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	373.00	410.00	519.00		9.0	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	373.00	410.00	519.00		9.0	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	422.00	463.00	586.00		9.0	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	422.00	463.00	586.00		9.0	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	373.00	410.00	519.00		9.0	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	396.00	434.50	550.00		9.0	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	422.00	463.00	586.00		9.0	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	500.00	549.00	695.00		9.0	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	373.00	410.00	519.00		9.0	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	396.00	434.50	550.00		9.0	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	422.00	463.00	586.00		9.0	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	500.00	549.00	695.00		9.0	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	373.00	410.00	519.00		9.0	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	373.00	410.00	519.00		9.0	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	422.00	463.00	586.00		9.0	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	396.00	434.50	550.00		9.0	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	500.00	549.00	695.00		9.0	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,160.00	1,271.75	1,610.00		9.0	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,160.00	1,271.75	1,610.00		9.0	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,160.00	1,271.75	1,610.00		9.0	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,160.00	1,271.75	1,610.00		9.0	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,160.00	1,271.75	1,610.00		9.0	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,620.00	1,769.25	2,240.00		9.0	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,620.00	1,769.25	2,240.00		9.0	\$

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## Tables - Cocktail

Item Code	Description	On or Before 3/21/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	448.00	491.25	622.00		9.0	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	448.00	491.25	622.00		9.0	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	422.00	463.00	586.00		9.0	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	467.00	511.75	648.00		9.0	\$
305171	Sydney Cocktail Table, Blue	422.00	463.00	586.00		9.0	\$
305116	Sydney Cocktail Table, Wood	422.00	463.00	586.00		9.0	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	575.00	631.00	799.00		9.0	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	575.00	631.00	799.00		9.0	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	422.00	463.00	586.00		9.0	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	329.00	360.25	456.00		9.0	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	422.00	463.00	586.00		9.0	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	422.00	463.00	586.00		9.0	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	422.00	463.00	586.00		9.0	\$

## Tables - End Tables

Item Code	Description	On or Before 3/21/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305431	Alondra End Table, Glass, 20"L 20"D 20"H	369.00	405.25	513.00		9.0	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	369.00	405.25	513.00		9.0	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	347.00	380.75	482.00		9.0	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	429.00	470.75	596.00		9.0	\$
305051	Sydney End Table, Blue	347.00	380.75	482.00		9.0	\$
305054	Sydney End Table, Wood	347.00	380.75	482.00		9.0	\$
305273	Table, Aura, White Metal, 15" Round 22"H	235.00	258.25	327.00		9.0	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	235.00	258.25	327.00		9.0	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	347.00	380.75	482.00		9.0	\$
305211	Table, End, Oliver, 22" Round 22"H	284.00	311.25	394.00		9.0	\$
305046	Table, End, Silverado, 24" Round 22"H	347.00	380.75	482.00		9.0	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	347.00	380.75	482.00		9.0	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	347.00	380.75	482.00		9.0	\$
305275	Table, Timber, Wood, 16" Round 17"H	284.00	311.25	394.00		9.0	\$

## Tables - Conference

Item Code	Description	On or Before 3/21/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305402	10' Madison Table, 120"L 48"D 29"H	963.00	1,058.50	1,340.00		9.0	\$
305400	5' Madison Table, 60"L 48"D 29"H	672.00	737.00	933.00		9.0	\$
305401	8' Madison Table, 96"L 60"D 29"H	903.00	987.25	1,250.00		9.0	\$
305001	Atomic Table, 36"RND 30"H	448.00	491.25	622.00		9.0	\$
305002	Atomic Table, 42"RND 30"H	448.00	491.25	622.00		9.0	\$
305410	Madison Conference Table, 42"RND 29"H	597.00	655.50	830.00		9.0	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	142.00	155.50	197.00		9.0	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	388.00	425.75	539.00		9.0	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	597.00	655.50	830.00		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:  
March 21, 2019

Company Name Email Phone Number Booth Number

## Tables - Conference

305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	388.00	425.75	539.00		9.0	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	597.00	655.50	830.00		9.0	\$
305027	Table, Conf., Graphite, 42" Round 29"H	493.00	540.25	684.00		9.0	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	597.00	655.50	830.00		9.0	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	493.00	540.25	684.00		9.0	\$

## Tables - Martini Bar

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	1,987.00	2,180.00	2,760.00		9.0	\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	1,656.00	1,816.75	2,300.00		9.0	\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,484.00	2,725.00	3,450.00		9.0	\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	2,153.00	2,361.75	2,990.00		9.0	\$

## Product Display

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	560.00	614.50	778.00		9.0	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	840.00	924.25	1,170.00		9.0	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	971.00	1,066.25	1,350.00		9.0	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	840.00	924.25	1,170.00		9.0	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	971.00	1,066.25	1,350.00		9.0	\$
305045	Posh Shelving, 36"L 18"D 72"H	560.00	614.50	778.00		9.0	\$

## Office and Utility Furniture

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	616.00	676.25	856.00		9.0	\$
305416	Madison Credenza, 60"L 20"D 29"H	691.00	757.50	959.00		9.0	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	691.00	757.50	959.00		9.0	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	223.00	244.75	310.00		9.0	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	761.00	837.25	1,060.00		9.0	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	709.00	778.00	985.00		9.0	\$
305382	Wireless Charging Table, Powered	709.00	778.00	985.00		9.0	\$

## Lamps

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	392.00	429.75	544.00		9.0	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	287.00	315.25	399.00		9.0	\$

## Electrical Outlets Not Included



**Reminder**

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



# 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:  
March 21, 2019

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

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# Convenience Package Order Form

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

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

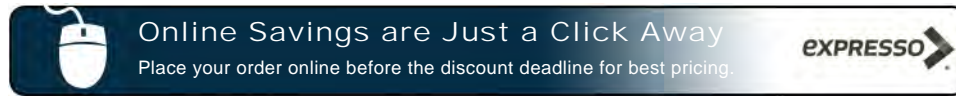
Discount Deadline Date:  
March 21, 2019

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/071601105/packages/esm>



Stool Package A



Chair Package A

## Standard Furniture Package

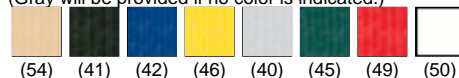
Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	789.50	866.00	1,096.50		9.0	\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404323	Display Case Package A	2,019.00	2,207.50	2,795.00		9.0	\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.						
404324	Display Case Package B	1,804.50	1,973.00	2,498.00		9.0	\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.						
404311	Stool Package A	1,004.00	1,100.50	1,393.50		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 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		690.75	758.00	960.00		9.0	\$
	Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		965.00	1,058.50	1,340.50		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 3/21/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404506	Premium Stool Package	968.00	1,061.50	1,344.00		9.0	\$
↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".							

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

Please  
Sign

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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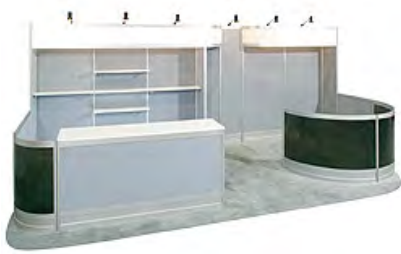
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# Standard Exhibit Systems

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

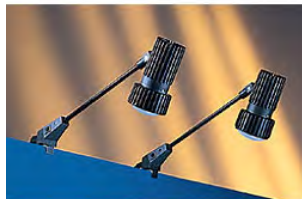
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# 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"



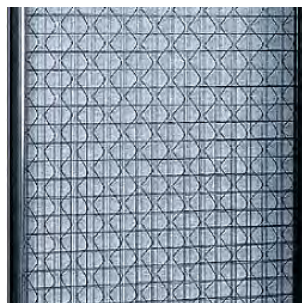
600222 - Exhibit, Light Box, Medium 37"x56"



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)



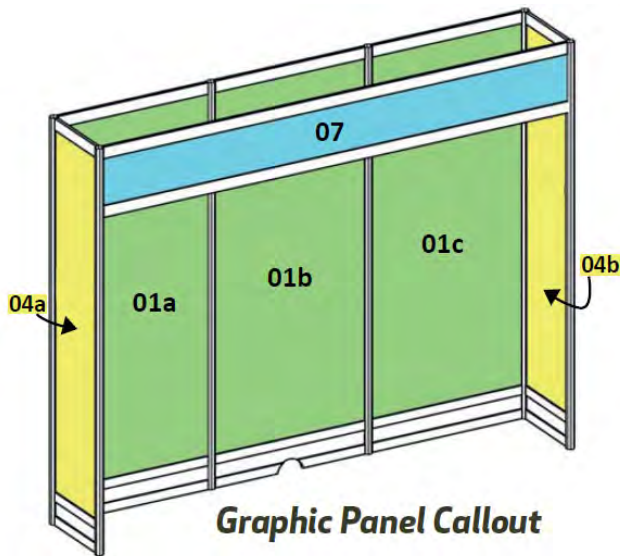
Silver (79)

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 - \$579.00 /Regular Price - \$805.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$291.00 /Regular Price - \$404.00  
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 March 21, 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 (G-2) for required information.

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

Link: <https://e.ges.com/071601105/exhibit2/esm>

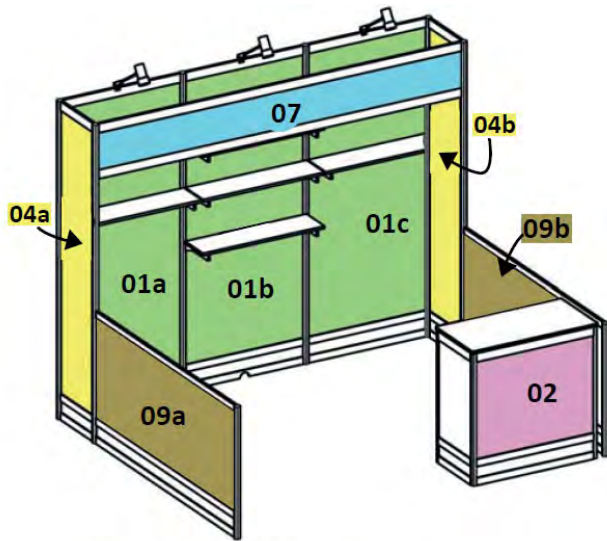


## Booth Rendering

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 - \$579.00 /Regular Price - \$805.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$291.00 /Regular Price - \$404.00  
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 March 21, 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 (G-2) for required information.

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

Link: <https://e.ges.com/071601105/exhibit3/esm>

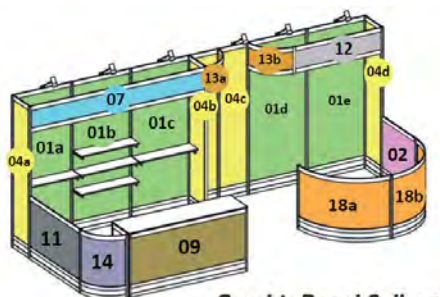


**Booth Rendering**

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 - \$324.00 /Regular Price - \$449.00  
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 March 21, 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 (G-2) for required information.

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

Link: <https://e.ges.com/071601105/exhibit4/esm>

**01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$579.00 /Regular Price - \$805.00  
Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$291.00 /Regular Price - \$404.00  
Produced on 3/16" Thick White Foamcore

**11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$122.00 /Regular Price - \$170.00  
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

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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

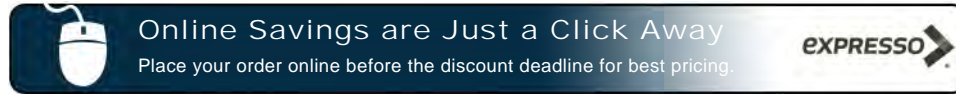
Discount Deadline Date:  
March 21, 2019

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)

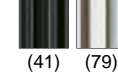


C Color Codes are Coated Panels

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 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	3,070.00	3,372.75	4,270.00		9.0	\$
	Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	5,810.00	6,374.50	8,070.00		9.0	\$
	Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### 10x20 Exhibits

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	12,780.00	14,020.50	17,750.00		9.0	\$
	Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### Accessories

Item Code	Description	On or Before 3/21/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	1,010.00	1,105.75	1,400.00		9.0	\$
600110	Exhibit, Armlight Black	149.00	163.50	207.00		9.0	\$
600103	Exhibit, Counter, 1M Curved	1,400.00	1,532.50	1,940.00		9.0	\$
	Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	701.00	770.25	975.00		9.0	\$
	Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	955.00	1,050.50	1,330.00		9.0	\$
	Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	1,280.00	1,398.00	1,770.00		9.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	1,010.00	1,105.75	1,400.00		9.0	\$
600223	Exhibit, Light Box, Small 37"x28"	623.00	684.00	866.00		9.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	880.00	963.75	1,220.00		9.0	\$
600291	Exhibit, Panel, Wirewall, 1M	850.00	932.00	1,180.00		9.0	\$
600243	Exhibit, Shelf, 1M x 10" Deep	118.00	129.50	164.00		9.0	\$
600262	Tackboard, Gem, 4' X 8'	1,010.00	1,105.75	1,400.00		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:  
March 21, 2019

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

## Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

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





## Child Life Annual Conference

Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 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)

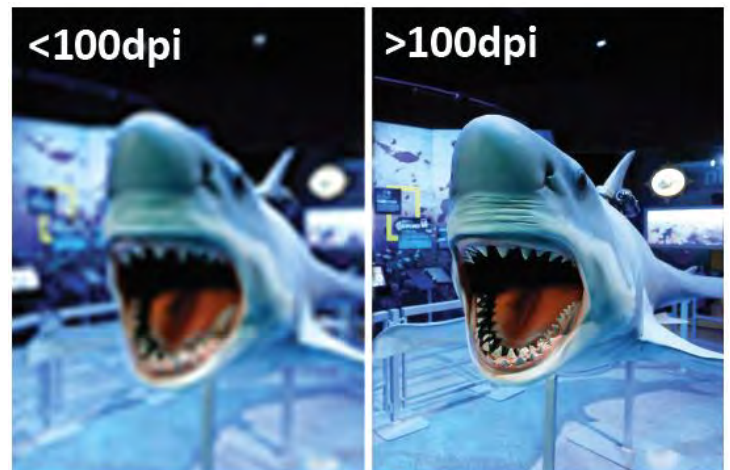


GIF, TIFF, JPEG (raster)



## 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/071601105/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>





## Child Life Annual Conference

Marriott Chicago / Downtown Magnificent Mile

April 11 - 13, 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\*

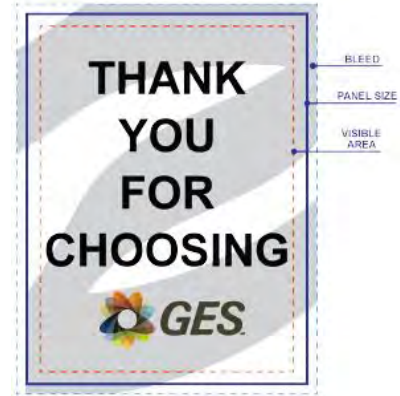


### Final Print package should contain:

- 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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

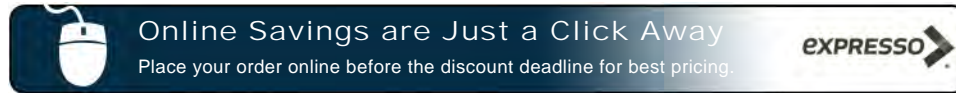
Discount Deadline Date:  
March 21, 2019

Company Name

Email

Phone Number

Booth Number



Order graphics and **upload artwork files** directly online: <https://e.ges.com/071601105/signs/esm>

## Graphics and Signage

Item Code	Description	On or Before 3/21/19		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	313.50	397.00		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	674.00	741.00	938.00		10.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	476.00	523.00	662.00		10.25	\$
601099	Printed Cardboard Base for Freestanding Boards	31.00	34.25	43.50		10.25	\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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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.

## Child Life Annual Conference

Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 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.

## 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/071601105/logistics\\_Quote](https://e.ges.com/071601105/logistics_Quote)

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

## Storing Empty Containers

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

## Outgoing Shipments

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

## 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.






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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/071601105/logistics\\_quote](https://e.ges.com/071601105/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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

Discount Deadline Date:  
March 21, 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.
- 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 / Overtime Out	\$295.75 cwt	\$399.26 cwt
Overtime In / Overtime Out	\$364.00 cwt	\$491.40 cwt

### Advance Shipments to Warehouse Dates:

**Fri, Mar 8, 2019:** Advance shipments may begin arriving at warehouse.

**Fri, Apr 5, 2019:** Last day for shipments to arrive at warehouse.

### Carpet Handling

Straight Time In / Overtime Out	\$380.00 cwt
Overtime In / Overtime Out	\$467.00 cwt

## No Direct Shipping Notification:



All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments will not be accepted at the Marriott Chicago / Downtown Magnificent Mile. Marriott Chicago / Downtown Magnificent Mile does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Marriott Chicago / Downtown Magnificent Mile will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the Marriott Chicago / Downtown Magnificent Mile for any items sent directly to the Marriott Chicago / Downtown Magnificent Mile.

## 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.

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

## 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 Warehouse:

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the advance shipment timeline. This charge will also apply if shipments are sent to the facility. 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.

### 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 warehouse by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM and holidays.

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# What is "Special" Handling?

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

## Special Handling Includes:

### Ground Loading

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

### Side Door Loading

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

### Constricted Space Loading

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

### Designated Piece Loading

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

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

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

### Multiple Shipments

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

### Mixed Shipments

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

### Improper Delivery Receipts

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

### Uncrated Shipments

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

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments



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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Child Life Annual Conference**

Name of Exhibition

071601105

BOOTH NUMBER

**C/O GES**  
**4108 W. 52nd Place**  
**Chicago, IL 60632 USA**

***Shipment Should Arrive on or Between:***  
***Friday, March 8, 2019 - Friday, April 5, 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

**Child Life Annual Conference**

Name of Exhibition

071601105

BOOTH NUMBER

**C/O GES**  
**4108 W. 52nd Place**  
**Chicago, IL 60632 USA**

***Shipment Should Arrive on or Between:***  
***Friday, March 8, 2019 - Friday, April 5, 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

# 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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

Form Deadline Date:  
March 21, 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 March 21, 2019.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/071601105/prePrint/esm>

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

Company/Consignee	Carrier	Attention		
540 N. Michigan Avenue	Chicago	IL	60611	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 Servicer<sup>®</sup>. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

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

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

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

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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

Form Deadline Date:  
March 21, 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/071601105/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.

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

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



# 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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

Discount Deadline Date:  
March 21, 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. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitors that are full-time employees of the exhibiting company may Install and dismantle within a 100 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- **Decorators are responsible for hanging all non-electrical signs, drape, and fabric panels. Responsible for Velcro signs that require tools or more than one person for installation.**
- **Carpenters are responsible for uncrating, installation, and dismantle of exhibits, laying of carpet and tile, re-crating of exhibits, and closing of machinery crates.**
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- 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.

## Step 1. Order Labor

### Carpenter Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	174.25	218.00	262.00			\$
705000	Install & Dismantle, ST Move Out	174.25	218.00	262.00			\$
705000	Install & Dismantle, OT Move In	261.38	327.00	392.00			\$
705000	Install & Dismantle, OT Move Out	261.38	327.00	392.00			\$
705000	Install & Dismantle, DT Move In	348.50	436.00	523.00			\$
705000	Install & Dismantle, DT Move Out	348.50	436.00	523.00			\$

### Decorator Labor

705003	Decorator, ST Move In	148.00	185.00	222.00			\$
705003	Decorator, ST Move Out	148.00	185.00	222.00			\$
705003	Decorator, OT Move In	222.00	278.00	334.00			\$
705003	Decorator, OT Move Out	222.00	278.00	334.00			\$
705003	Decorator, DT Move In	296.00	370.00	444.00			\$
705003	Decorator, DT Move Out	296.00	370.00	444.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071601105/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.

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 \_\_\_\_\_

## 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/071601105/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.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.



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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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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.

Child Life Annual Conference  
Marriott Chicago / Downtown Magnificent Mile  
April 11 - 13, 2019

Discount Deadline Date:  
March 21, 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.)	0.92	1.28		1	\$
500600	Duration of Show (per sq. ft. per day)	0.65	0.91		3	\$
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	1.05	1.45		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.55	0.77			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	171.00	237.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	514.00	716.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	622.00	865.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	727.00	1,010.00			\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

**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%.



# Show Site Work Rules

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

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## Union Information

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

There are six major unions which have jurisdiction over trade shows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction. Adherence to these guidelines can save you a substantial amount of money.

### **Teamsters**

Responsible for handling all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and /or dollies.

### **Riggers**

Responsible for handling machinery in and out of the hall. Riggers also handle the uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

### **Carpenters**

Responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, rekrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs.

### **Decorators**

Responsible for hanging all non-electrical signs, drape and cloth installation and tacked fabric panels. Decorators are also responsible for Velcro signs used in a booth that requires tools or more than one person for installation.

### **Electricians**

Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

### **Plumbers**

Responsible for all plumbing work such as compressed air, water, drain or natural gas.

### **Helpful Hints**

Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company:

- w Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- w Install and dismantle displays within a 100 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- w Install graphics and small signs, and logos and graphics that are attached with pre-cut velcro strips.
- w Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10' in length.
- w Perform simple electrical requirements, such as installing light bulbs.

**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.**

## Gratuities

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

## Work Zone

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

## Always Honest Hotline

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

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# 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.

## Child Life Annual Conference

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

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

### Safety Guidelines:

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

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

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

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





# Fire Regulations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

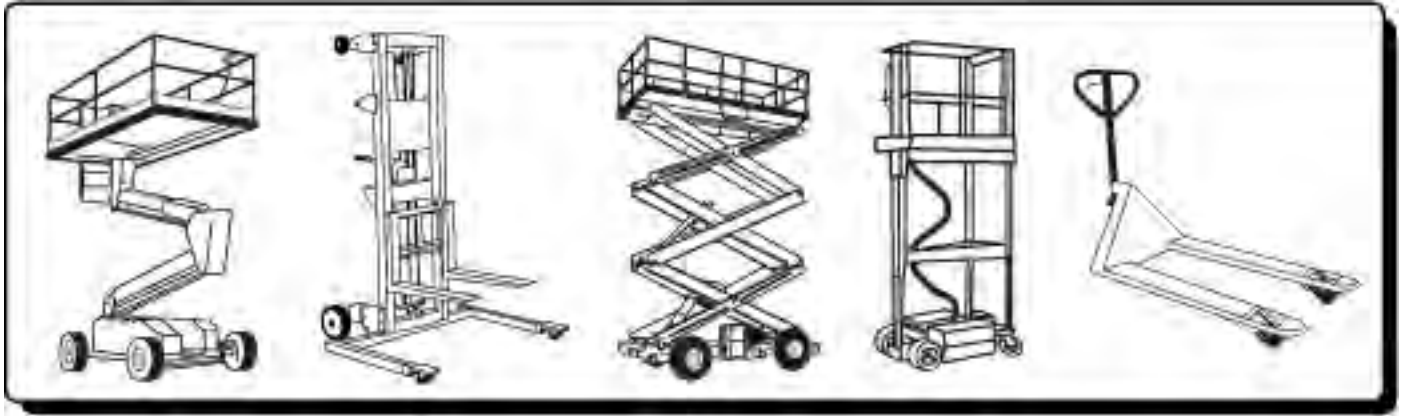
# Operation of All Mechanical Lifts

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

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### Attention all exhibitors:

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

### Work Zone



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

Thank you for your complete cooperation.

# GES Payment Policy

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

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## Payment for Services

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

## Discount Prices

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

## Method of Payment

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

# 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.

## Child Life Annual Conference

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April 11 - 13, 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.**

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

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified 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 866.225.8230 to report fraudulent or unethical behavior.



# Additional Service Order Forms



# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



MARRIOTT  
CHICAGO DOWNTOWN  
MAGNIFICENT MILE

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you by the Marriott Accounting Team. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

**Shipping Instructions** – Mark any materials sent to the venue as follows:

1. Address Packages to: Chicago Marriott Downtown, 540 N. Michigan Ave., Chicago, IL 60611
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

**Form Submission** – Email completed forms to: [bjawor@psav.com](mailto:bjawor@psav.com) or fax to 866.447.7342.

## MONITORS

	PRICE	QTY	DAYS	TOTAL
24" LED monitor (table stand)	\$			\$
32" LCD monitor	\$			\$
<input type="checkbox"/> Table stand				
55" LCD monitor	\$			\$
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers				
70" LCD monitor	\$			\$
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers				

## AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
Direct box (aux connection)	\$			\$
Wireless microphone	\$			\$
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
Wireless headset microphone	\$			\$
<i>Requires wireless microphone unit to operate</i>				
Powered speaker	\$			\$
<i>Up to five people</i>				
Computer speaker	\$			\$
4-channel mixer	\$			\$

## ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
10' HDMI cable	\$			\$
Laptop	\$			\$
Wireless mouse / laser pointer	\$			\$

## INTERNET PER USER

	PRICE	QTY	DAYS	TOTAL
Wired internet connection	\$			\$
Wireless internet connection	\$			\$
Dedicated bandwidth				

Please contact PSAV for quote

## LIGHTING

	PRICE	QTY	DAYS	TOTAL
Up-light	\$			\$

## POWER

	PRICE	QTY	DAYS	TOTAL
120V – 15 AMP	\$			\$
208V Single Phase – 20 AMP	\$			\$
Power strip	\$			\$

## RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

## CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$

## SPECIAL REQUESTS

Please add any items not listed above that you require.

*ALL non-labor items are subject to Marriott Service Charge of 25%. This will be applied to your final invoice by the Marriott Accounting Team.*

## EXHIBIT INFORMATION, RULES AND REGULATIONS

In order to minimize the risk of fire and keep exhibits in Chicago as safe as possible, the Chicago Fire Department has established regulations with which we must comply:

- The Municipal Code states that nothing can be stored behind or between exhibit booths, draperies or under tables. All materials that are needed for repacking purposes must be removed from exhibition area. You may keep a one-day supply of literature or product at your booth.
- Tents are not permitted as an exhibit.
- All exits must be kept clear.

The Chicago Fire Department strictly enforces the regulations. No exceptions. Thank you for your cooperation.

### Foyer Area Exhibits

- Compact Pop up Table Top Exhibits are not permitted.
- Literature, laptops, computer monitors are permitted.
- Floor supported Pop Up Exhibits are permitted, but if a table is supplied, it must be placed beside the exhibit. It is not permitted in front of the exhibit.
- Portable banner displays are permitted as long as they are placed beside the table.





# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

Adjacent  
Booth  
No. \_\_\_\_\_


Adjacent  
Booth  
No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_

### PSAV® Representative

Chicago Marriott Downtown

540 N. Michigan Ave., Chicago, IL 60611

■ office: 312.836.6116 ■ fax: 866.447.7342 ■ email: [bjawor@psav.com](mailto:bjawor@psav.com)



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