

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.

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

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One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

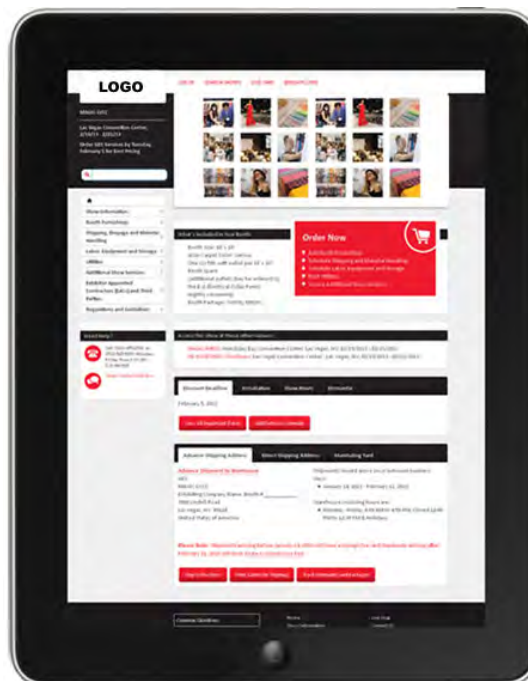
Exhibitors can:

- 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 ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/081600784/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.

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Questions?



Contact

- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/081600784/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: Black
Sidewall Drape: Black
Facility Carpeted: No
BPI Aisle Carpet Color: Red
Cell & Gene Aisle Carpet Color: Blue

Discount Deadline Date

Thursday, August 22 GES orders must be received with payment by this date.

Exhibitor Move In

Monday, September 9 8:00 AM - 5:00 PM
Tuesday, September 10 8:00 AM - 2:00 PM

Show Hours

Tuesday, September 10 3:00 PM - 7:00 PM
Wednesday, September 11 7:30 AM - 5:30 PM
Thursday, September 12 9:45 AM - 1:30 PM

Exhibitor Move Out

Thursday, September 12 1:30 PM - 8:00 PM
Friday, September 13 8:00 AM - 10:00 AM

Carrier Check-in Post-Show

Thursday, September 12 5:00 PM Carriers post-show must be checked-in by this time.
Friday, September 13 8:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Friday, September 13 10:00 AM All exhibitor materials must be removed.

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



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

Advance Shipments to Warehouse:

c/o GES
Biotech Week Boston
(Your Company Name & Booth Number)
c/o YRC
95 Concord Street
North Reading, MA 01864
USA

Shipments should arrive on or between:

August 6 - September 4, 2019
Hours for receiving are Monday - Friday, 8:00 AM - 3:00 PM
Drivers must check in by 2:00 PM to be guaranteed same day unloading.
The GES Advance Warehouse will be closed Monday, September 2, 2019, in observance of Labor Day.

Direct Shipments to Show Site:

c/o GES
Biotech Week Boston
(Your Company Name & Booth Number)
Boston Convention and Exhibition Center
415 Summer Street
Boston, MA 02210
USA

Shipments should arrive on:

September 9, 2019, 8:00 AM - 5:00 PM
September 10, 2019, 8:00 AM - 2:30 PM

No Return to Warehouse at Close of Show Notification:



All exhibit materials will need to be shipped out direct from show site. If you use a carrier other than the official show carrier and they fail to pick up your shipment at showsite, your shipment will be re-routed to the destination on Bill of Lading.

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General Information

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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What is an Official Service Provider?

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

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/081600784/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/081600784/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.

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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.

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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 **August 22, 2019** for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/081600784/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/081600784/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/081600784/shippinghandling/esm>

Dot Your I's and Cross Your T's

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

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

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

Bank ACH/wire transfer payment information

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- 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/081600784/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/081600784/LaborandEquipment/esm>

Payment and Credit Card Charge Authorization

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Form Deadline Date:
 August 22, 2019

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address		City, State, Zip/Country	Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site		Secondary Contact Phone	Email

Please indicate if you will be using a Third Party for billing of services:
 No Yes - Please return Third Party Billing Request form

GES invoice Sent to:
 Primary Contact 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/081600784/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.

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

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

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

Cardholder Name - Please Print _____

Billing Address _____

City	State	Zip/Country
Account Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card

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

Please Sign X _____
 Cardholder Signature

_____ MM/DD/YY
 Cardholder Name - Please Print Date

Check Number	Check Dated
Total Check Payment	\$ _____
Total Credit Card Payment	\$ _____

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

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



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Domestic Third Party Billing Request

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Form Deadline Date:
August 22, 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

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.

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

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

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

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number

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

Expiration Date

MM/YY

- MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

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

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

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

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International Third Party Billing Request

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

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Form Deadline Date:
 August 22, 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

Account Number Expiration Date

MasterCard Corporate Card
 VISA Personal Card
 American Express

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 and have advised all of my AGENTS of the same.

Exhibiting Company Authorized Name - Please Print Date

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

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

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

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number Expiration Date

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X
 Third Party Cardholder's Signature

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

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>



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Carpet

Standard

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

Includes:

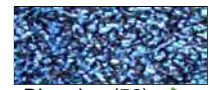
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



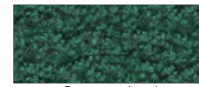
Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

Plush

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

Includes:

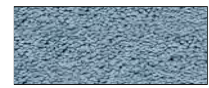
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



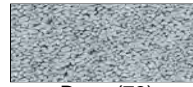
Cement (70)



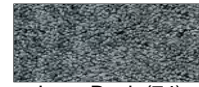
Charcoal (71)



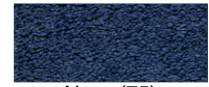
Cobalt (72)



Dove (73)



Lava Rock (74)



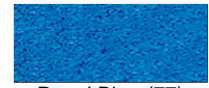
Navy (75)



Onyx (76)



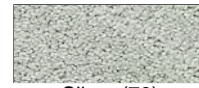
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

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

Includes:

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



Bisque (81)



Black (41)



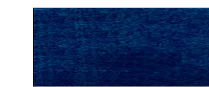
Cabernet (82)



Graphite (83)



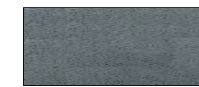
Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

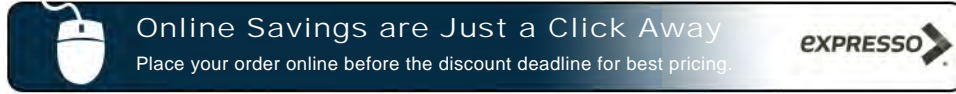
Carpet Order Form

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

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Discount Deadline Date:
 August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



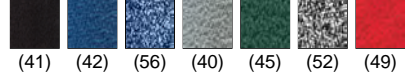
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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

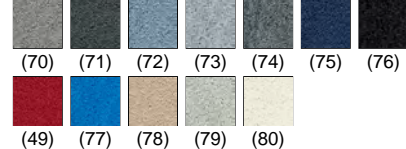
Standard Color Options

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



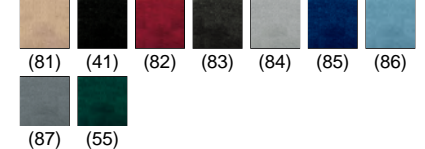
Plush Color Options

(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 8/22/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
5001	Pre-Cut Standard Carpet 10'x10'		279.50	279.50	363.25		6.25	\$
5002	Pre-Cut Standard Carpet 10'x20'		509.25	509.25	662.00		6.25	\$
5003	Pre-Cut Standard Carpet 10'x30'		962.50	962.50	1,251.75		6.25	\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	On or Before 8/22/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		10.90	10.90	14.15		6.25	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		10.70	10.70	13.90		6.25	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		17.00	18.35	23.25		6.25	\$

Item Code	Description	Color Code	On or Before 8/22/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.94	1.94	2.54		6.25	\$
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		3.78	3.78	4.91		6.25	\$
Item Code	Description	Color Code	On or Before 8/22/19		Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		0.59	0.59	0.76		6.25	\$

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>



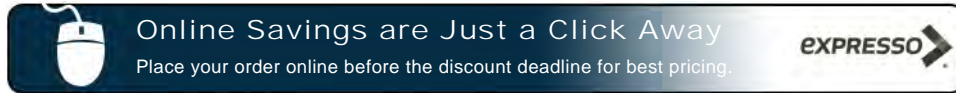
Carpet Package Order Form

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

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



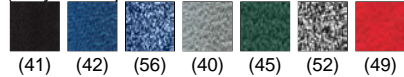
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

Carpet Packages

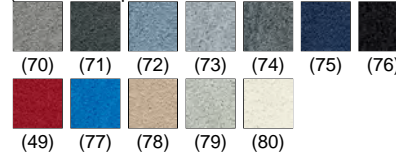
Standard Color Options

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



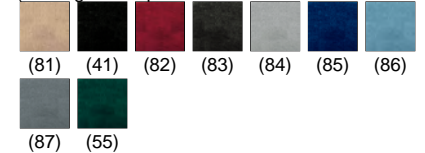
Plush Color Options

(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 8/22/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		13.54	13.54	17.83		6.25	\$
400022	Plush Carpet Package, Per Sq.Ft.		13.36	13.36	17.60		6.25	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		19.03	20.24	26.02		6.25	\$

Electrical or Utilities Under Carpet?

Yes No



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

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

Please Sign X

 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed \$ _____

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

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Furniture and Accessories

Chairs



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

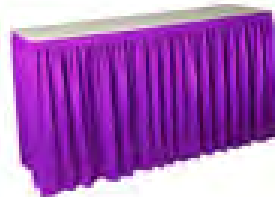
Skirted Tables



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)



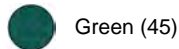
Blue (42)



Gold (46)



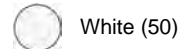
Gray (40)



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

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'



300107 - Refrigerator



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.

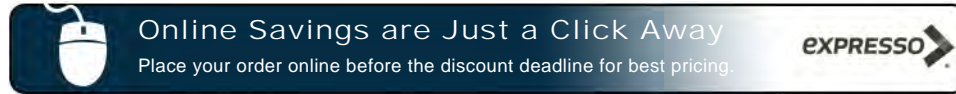
Furniture and Accessories Order Form

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 Boston Convention and Exhibition Center
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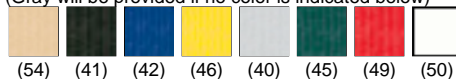
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/081600784/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 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300050	Chair, Plastic Contour, Black	155.00	171.00	216.50		6.25	\$
300052	Padded Chair	93.25	93.25	121.00		6.25	\$
300053	Padded Stool	224.75	224.75	292.25		6.25	\$

Tables

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300059	Table, Starbase, 30" Diameter x 40" High	491.25	491.25	638.50		6.25	\$
300058	Table, Starbase, 40" Diameter x 30" High	374.00	374.00	486.25		6.25	\$

Skirted Tables

Item Code	Description	Color Code	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3004	Table 4', Skirted 4 Sides, 24" x 30" High		318.50	318.50	413.75		6.25	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		223.50	223.50	290.75		6.25	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		381.25	381.25	495.75		6.25	\$
3007	Table, Skirt 4th Side		126.75	126.75	164.75		6.25	\$

↳ Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300400	Table 4', Unskirted, 24" x 30" High	148.50	148.50	193.00		6.25	\$
300600	Table 6', Unskirted, 24" x 30" High	177.00	177.00	230.25		6.25	\$
300800	Table 8', Unskirted, 24" x 30" High	233.00	233.00	302.75		6.25	\$

Skirted Counters

Item Code	Description	Color Code	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		253.25	253.25	329.00		6.25	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		324.25	324.25	421.50		6.25	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		381.25	381.25	495.75		6.25	\$
3017	Counter, Skirt 4th Side		126.75	126.75	164.75		6.25	\$

↳ Select size: 6' Counter _____ 8' Counter _____

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Form Continues on Next Page



Furniture and Accessories Order Form

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Discount Deadline Date:
August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
301400	Counter 4', Unskirted, 24" x 42" High	167.25	167.25	217.25		6.25	\$
301600	Counter 6', Unskirted, 24" x 42" High	208.75	208.75	271.50		6.25	\$
301800	Counter 8', Unskirted, 24" x 42" High	233.00	233.00	302.75		6.25	\$

Risers

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300193	Riser 4', Double Tier, 48"x8"x16" High	178.50	178.50	236.25		6.25	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	84.00	84.00	109.25		6.25	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	226.50	226.50	294.25		6.25	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	108.25	108.25	140.75		6.25	\$

Custom Booth Drape

Item Code	Description	Color Code	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3001	Drape, 3' High, Per Foot, 4' Minimum		25.95	25.95	33.75		6.25	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		35.05	35.05	45.60		6.25	\$

Accessories

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300124	Aisle Stanchion Chain, Plastic, Per Foot	8.75	9.70	12.25		6.25	\$
300127	Aisle Stanchion, Tensa	154.50	154.50	199.75		6.25	\$
300123	Aisle Stanchion, without Chain	87.50	96.25	122.00		6.25	\$
300103	Aluminum Easel	74.75	74.75	97.25		6.25	\$
300111	Bag Stand	366.00	366.00	475.25		6.25	\$
300102	Coat Rack	129.50	129.50	168.50		6.25	\$
300104	Garment Rack	366.00	366.00	476.00		6.25	\$
300106	Literature Rack	276.50	276.50	359.25		6.25	\$
300201	Pegboard, White, 4'x8'	446.00	446.00	580.00		6.25	\$

↳ Select alignment: Horizontal _____ Vertical _____

300107	Refrigerator	1,709.00	1,709.00	2,221.50		6.25	\$
300015	Rod, 6' to 10' Telescopic	101.50	110.50	140.00		6.25	\$
300120	Sign Holder, Bell Base	149.00	163.00	206.50		6.25	\$
300108	Sign Holder, Chrome, 22"x28"	74.50	74.50	96.00		6.25	\$
300211	Tackboard	446.75	446.75	580.75		6.25	\$

↳ Select alignment: Horizontal _____ Vertical _____

300112	Ticket Tumbler, Small, Table Top	255.00	280.50	355.00		6.25	\$
703121	Trick Line, per Foot	0.51	0.55	0.70		6.25	\$
300113	Wastebasket	37.25	37.25	48.45		6.25	\$
300118	Waterfall Stand	165.00	181.00	229.00		6.25	\$

Electrical Outlets Not Included

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

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Furniture and Accessories Order Form

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Discount Deadline Date:
August 22, 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 **50%** of original price after move-in begins and **100%** of original price after installation.

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Furniture Package Order Form

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Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019

Discount Deadline Date:
August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away
Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

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

Furniture Package



Furniture Package 1

Item Code	Description	Color Code	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4906	Furniture Package 1		513.68	542.48	694.98		6.25	\$
↳ 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 8/22/19		Regular (\$)	Qty	Tax %	Total	
		Online (\$)	Discount (\$)					
490012	Furniture Package 2	705.83	705.83	916.83		6.25	\$	
↳ 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



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



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



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



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



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



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



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

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



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 -
Ventura
Communal Café
Table, Black,
72.25"L 26.25"D
30"H



305138 -
Ventura
Communal Café
Table, Maple,
72.25"L 26.25"D
30"H



305017 -
Ventura
Communal Café
Table, Powered,
Black, 72.25"L
26.25"D 30"H



305015 -
Ventura
Communal Café
Table, Powered,
White, 72.25"L
26.25"D 30"H



305144 -
Ventura
Communal Café
Table, White,
72.25"L 26.25"D
30"H

Tables - Bar



305447 - 30"
Round Bar Table
w/ Hydraulic
Base, Blue



305450 - 30"
Round Bar Table
w/ Hydraulic
Base, Wood



305445 - 30"
Round Bar Table
w/ Standard
Black Base, Blue



305448 - 30"
Round Bar Table
w/ Standard
Black Base,
Wood



305315 - 30"
Round Madison
Bar Table w/
Hydraulic Base,
Gray Acajou



305083 - Bar
Table w/
Hydraulic Base,
30" RND 45"H



305082 - Bar
Table w/
Standard Black
Base, 30" RND
42"H



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



305162 -
Rustique Square
Metal Bar Table,
23.75"L 23.75"D
41.25"H



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



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



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



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



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



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



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



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



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



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



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



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



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



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



305030 - Ventura
Communal Bar
Table w/
Grommet Holes,
Maple Top,
72.25"L 26.25"D
42"H



305032 - Ventura
Communal Bar
Table w/
Grommet Holes,
White Top,
72.25"L 26.25"D
42"H



305031 - Ventura
Communal Bar
Table, Black Top,
72.25"L 26.25"D
42"H



305033 - Ventura
Communal Bar
Table, Maple
Top, 72.25"L
26.25"D 42"H



305034 - Ventura
Communal Bar
Table, White
Top, 72.25"L
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

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Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019

Discount Deadline Date:
August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/081600784/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305226	Baja Loveseat, 61"L 30.5"D 28"H	1,200.00	1,313.50	1,663.00		6.25	\$
305224	Baja Sofa, 86"L 28"D 30"H	1,350.00	1,491.25	1,888.00		6.25	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	1,030.00	1,125.50	1,425.00		6.25	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	421.50	462.00	585.00		6.25	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	914.00	997.75	1,263.00		6.25	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	1,030.00	1,125.50	1,425.00		6.25	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	1,200.00	1,313.50	1,663.00		6.25	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	1,078.00	1,184.75	1,500.00		6.25	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	2,488.00	2,725.00	3,450.00		6.25	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,588.00	1,748.00	2,213.00		6.25	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,888.00	2,064.00	2,613.00		6.25	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,888.00	2,064.00	2,613.00		6.25	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	2,488.00	2,725.00	3,450.00		6.25	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	1,218.00	1,333.25	1,688.00		6.25	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,350.00	1,491.25	1,888.00		6.25	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	1,313.00	1,441.50	1,825.00		6.25	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	1,313.00	1,441.50	1,825.00		6.25	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	1,078.00	1,184.75	1,500.00		6.25	\$

Seating - Club Chairs

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305225	Baja Chair, 36"L 30.5"D 28"H	927.50	1,017.50	1,288.00		6.25	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	890.00	976.25	1,236.00		6.25	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,250.00	1,372.75	1,738.00		6.25	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,250.00	1,372.75	1,738.00		6.25	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	927.50	1,017.50	1,288.00		6.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	834.00	914.75	1,158.00		6.25	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	650.00	714.00	904.00		6.25	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	772.50	848.25	1,074.00		6.25	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	834.00	914.75	1,158.00		6.25	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,313.00	1,441.50	1,825.00		6.25	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,313.00	1,441.50	1,825.00		6.25	\$
305216	Wentworth Chair	609.00	668.75	846.50		6.25	\$

Seating - Chairs

Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305098	Blade Chair, Red	225.00	246.75	312.50		6.25	\$
305100	Blade Chair, Sky Blue	225.00	246.75	312.50		6.25	\$
305152	Chair, Altura, Guest, 25"L 20"D 34"H	482.50	529.25	670.00		6.25	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	225.00	246.75	312.50		6.25	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	257.50	282.50	357.50		6.25	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	257.50	282.50	357.50		6.25	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	93.25	93.25	121.00		6.25	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	740.00	812.00	1,028.00		6.25	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	257.50	282.50	357.50		6.25	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	609.00	668.75	846.50		6.25	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	772.50	848.25	1,074.00		6.25	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	327.50	359.50	455.00		6.25	\$
305442	Laguna Chair, 18"L 19"D 34"H	322.50	354.75	449.00		6.25	\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	322.50	354.75	449.00		6.25	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	225.00	246.75	312.50		6.25	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	225.00	246.75	312.50		6.25	\$
305456	Marina Chair, Black Vinyl	322.50	354.75	449.00		6.25	\$
305457	Marina Chair, Brown Fabric	322.50	354.75	449.00		6.25	\$
305455	Marina Chair, Ocean Blue Fabric	322.50	354.75	449.00		6.25	\$
305458	Marina Chair, Red Fabric	322.50	354.75	449.00		6.25	\$
305459	Marina Chair, White Vinyl	322.50	354.75	449.00		6.25	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	834.00	914.75	1,158.00		6.25	\$
305441	Zenith Chair, 19"L 22"D 32"H	322.50	354.75	449.00		6.25	\$

Seating - Ottomans

Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	702.50	771.25	976.50		6.25	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	702.50	771.25	976.50		6.25	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	702.50	771.25	976.50		6.25	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	702.50	771.25	976.50		6.25	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	702.50	771.25	976.50		6.25	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	702.50	771.25	976.50		6.25	\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	702.50	771.25	976.50		6.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Ottomans

305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	702.50	771.25	976.50	6.25	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	702.50	771.25	976.50	6.25	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	450.00	493.75	625.00	6.25	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	450.00	493.75	625.00	6.25	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	510.00	560.00	709.00	6.25	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305361	Ottoman, Marche Swivel, Orange Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	327.50	359.50	455.00	6.25	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	392.50	431.75	546.50	6.25	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	225.00	246.75	312.50	6.25	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	225.00	246.75	312.50	6.25	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	225.00	246.75	312.50	6.25	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	225.00	246.75	312.50	6.25	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	225.00	246.75	312.50	6.25	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	225.00	246.75	312.50	6.25	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	225.00	246.75	312.50	6.25	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	225.00	246.75	312.50	6.25	\$

Seating - Office and Utility Seating

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305325	Chair, Executive, Black, 25"L 24"D 48"H	656.50	720.00	911.50	6.25	\$	
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	656.50	720.00	911.50	6.25	\$	
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	477.50	524.50	664.00	6.25	\$	
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	580.00	637.00	806.50	6.25	\$	
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	580.00	637.00	806.50	6.25	\$	
305215	Task Stool	252.50	277.75	351.50	6.25	\$	

Seating - Barstools

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	547.50	601.50	761.50	6.25	\$	
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	547.50	601.50	761.50	6.25	\$	
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	547.50	601.50	761.50	6.25	\$	
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	547.50	601.50	761.50	6.25	\$	
305012	Barstool, Banana, Black, 21"L 22"D 30"H	407.50	447.50	566.50	6.25	\$	
305013	Barstool, Banana, White, 21"L 22"D 30"H	407.50	447.50	566.50	6.25	\$	

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Specialty Furniture Order Form

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Seating - Barstools

305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	392.50	431.75	546.50	6.25	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	392.50	431.75	546.50	6.25	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	392.50	431.75	546.50	6.25	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	392.50	431.75	546.50	6.25	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	547.50	601.50	761.50	6.25	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	407.50	447.50	566.50	6.25	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	624.00	683.25	865.00	6.25	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	585.00	643.00	814.00	6.25	\$
305114	Blade Barstool, Red	392.50	431.75	546.50	6.25	\$
305115	Blade Barstool, Sky Blue	392.50	431.75	546.50	6.25	\$
305259	Christopher Barstool, 19"L 15"D 41"H	547.50	601.50	761.50	6.25	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	469.00	513.50	650.00	6.25	\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	547.50	601.50	761.50	6.25	\$
305440	Zenith Barstool, 19"L 20"D 44"H	547.50	601.50	761.50	6.25	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	585.00	643.00	814.00	6.25	\$

Tables - Cafe

Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305154	30" Round Café Table w/ Hydraulic Base, Blue	524.00	575.75	729.00		6.25	\$
305158	30" Round Café Table w/ Hydraulic Base, Wood	524.00	575.75	729.00		6.25	\$
305446	30" Round Café Table w/ Standard Black Base, Blue	450.00	493.75	625.00		6.25	\$
305449	30" Round Café Table w/ Standard Black Base, Wood	450.00	493.75	625.00		6.25	\$
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	450.00	493.75	625.00		6.25	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	450.00	493.75	625.00		6.25	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	505.00	555.00	702.50		6.25	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	524.00	575.75	729.00		6.25	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	524.00	575.75	729.00		6.25	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	524.00	575.75	729.00		6.25	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	482.50	529.25	670.00		6.25	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	524.00	575.75	729.00		6.25	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	609.00	668.75	846.50		6.25	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	450.00	493.75	625.00		6.25	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	482.50	529.25	670.00		6.25	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	524.00	575.75	729.00		6.25	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	609.00	668.75	846.50		6.25	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	450.00	493.75	625.00		6.25	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	450.00	493.75	625.00		6.25	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	524.00	575.75	729.00		6.25	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	482.50	529.25	670.00		6.25	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	609.00	668.75	846.50		6.25	\$
305140	Ventura Communal Café Table w/ Grommet Holes, Maple, 72.25"	918.00	1,007.00	1,275.00		6.25	\$
305141	Ventura Communal Café Table w/ Grommet Holes, White, 72.25"	918.00	1,007.00	1,275.00		6.25	\$

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Tables - Cafe

305135	Ventura Communal Café Table, Black, 72.25"L 26.25"D 30"H	918.00	1,007.00	1,275.00		6.25	\$
305138	Ventura Communal Café Table, Maple, 72.25"L 26.25"D 30"H	918.00	1,007.00	1,275.00		6.25	\$
305017	Ventura Communal Café Table, Powered, Black, 72.25"L 26.25"D	1,314.00	1,441.50	1,825.00		6.25	\$
305015	Ventura Communal Café Table, Powered, White, 72.25"L 26.25"D	1,314.00	1,441.50	1,825.00		6.25	\$
305144	Ventura Communal Café Table, White, 72.25"L 26.25"D 30"H	918.00	1,007.00	1,275.00		6.25	\$

Tables - Bar

Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305447	30" Round Bar Table w/ Hydraulic Base, Blue	524.00	575.75	729.00		6.25	\$
305450	30" Round Bar Table w/ Hydraulic Base, Wood	524.00	575.75	729.00		6.25	\$
305445	30" Round Bar Table w/ Standard Black Base, Blue	450.00	493.75	625.00		6.25	\$
305448	30" Round Bar Table w/ Standard Black Base, Wood	450.00	493.75	625.00		6.25	\$
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	524.00	575.75	729.00		6.25	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	524.00	575.75	729.00		6.25	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	450.00	493.75	625.00		6.25	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	450.00	493.75	625.00		6.25	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	524.00	575.75	729.00		6.25	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	524.00	575.75	729.00		6.25	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	450.00	493.75	625.00		6.25	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	482.50	529.25	670.00		6.25	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	524.00	575.75	729.00		6.25	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	609.00	668.75	846.50		6.25	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	450.00	493.75	625.00		6.25	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	482.50	529.25	670.00		6.25	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	524.00	575.75	729.00		6.25	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	609.00	668.75	846.50		6.25	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	450.00	493.75	625.00		6.25	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	450.00	493.75	625.00		6.25	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	524.00	575.75	729.00		6.25	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	482.50	529.25	670.00		6.25	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	609.00	668.75	846.50		6.25	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,400.00	1,540.25	1,950.00		6.25	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,400.00	1,540.25	1,950.00		6.25	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,400.00	1,540.25	1,950.00		6.25	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,400.00	1,540.25	1,950.00		6.25	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,400.00	1,540.25	1,950.00		6.25	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,900.00	2,083.75	2,638.00		6.25	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,900.00	2,083.75	2,638.00		6.25	\$

Tables - Cocktail

Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	562.50	617.25	781.50		6.25	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	562.50	617.25	781.50		6.25	\$

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Specialty Furniture Order Form

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Tables - Cocktail

305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	539.00	590.50	747.50		6.25	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	585.00	643.00	814.00		6.25	\$
305171	Sydney Cocktail Table, Blue	539.00	590.50	747.50		6.25	\$
305116	Sydney Cocktail Table, Wood	539.00	590.50	747.50		6.25	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	726.50	797.00	1,009.00		6.25	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	726.50	797.00	1,009.00		6.25	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	539.00	590.50	747.50		6.25	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	399.00	436.50	552.50		6.25	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	539.00	590.50	747.50		6.25	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	539.00	590.50	747.50		6.25	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	539.00	590.50	747.50		6.25	\$

Tables - End Tables

Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	477.50	524.50	664.00		6.25	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	477.50	524.50	664.00		6.25	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	421.50	462.00	585.00		6.25	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	539.00	590.50	747.50		6.25	\$
305051	Sydney End Table, Blue	421.50	462.00	585.00		6.25	\$
305054	Sydney End Table, Wood	421.50	462.00	585.00		6.25	\$
305273	Table, Aura, White Metal, 15" Round 22"H	281.50	308.00	390.00		6.25	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	281.50	308.00	390.00		6.25	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	421.50	462.00	585.00		6.25	\$
305211	Table, End, Oliver, 22" Round 22"H	346.50	380.25	481.50		6.25	\$
305046	Table, End, Silverado, 24" Round 22"H	421.50	462.00	585.00		6.25	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	421.50	462.00	585.00		6.25	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	421.50	462.00	585.00		6.25	\$
305275	Table, Timber, Wood, 16" Round 17"H	346.50	380.25	481.50		6.25	\$

Tables - Conference

Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,218.00	1,333.25	1,688.00		6.25	\$
305400	5' Madison Table, 60"L 48"D 29"H	825.00	904.50	1,145.00		6.25	\$
305401	8' Madison Table, 96"L 60"D 29"H	1,171.00	1,283.50	1,625.00		6.25	\$
305001	Atomic Table, 36"RND 30"H	562.50	617.25	781.50		6.25	\$
305002	Atomic Table, 42"RND 30"H	562.50	617.25	781.50		6.25	\$
305410	Madison Conference Table, 42"RND 29"H	726.50	797.00	1,009.00		6.25	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	169.00	184.75	234.00		6.25	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	482.50	529.25	670.00		6.25	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	726.50	797.00	1,009.00		6.25	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	482.50	529.25	670.00		6.25	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	726.50	797.00	1,009.00		6.25	\$
305027	Table, Conf., Graphite, 42" Round 29"H	614.00	673.50	852.50		6.25	\$

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Tables - Conference							
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	726.50	797.00	1,009.00		6.25	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	614.00	673.50	852.50		6.25	\$

Tables - Martini Bar							
Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,336.00	2,563.25	3,245.00		6.25	\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	1,947.00	2,135.75	2,704.00		6.25	\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,920.00	3,203.75	4,056.00		6.25	\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	2,531.00	2,776.50	3,515.00		6.25	\$

Product Display							
Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	679.00	745.75	944.00		6.25	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	935.00	1,026.75	1,300.00		6.25	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	1,124.00	1,234.50	1,563.00		6.25	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	935.00	1,026.75	1,300.00		6.25	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	1,124.00	1,234.50	1,563.00		6.25	\$
305045	Posh Shelving, 36"L 18"D 72"H	679.00	745.75	944.00		6.25	\$

Office and Utility Furniture							
Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	717.50	786.00	995.00		6.25	\$
305416	Madison Credenza, 60"L 20"D 29"H	842.50	925.00	1,171.00		6.25	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	842.50	925.00	1,171.00		6.25	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	299.00	329.00	416.50		6.25	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	936.50	1,026.75	1,300.00		6.25	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	866.50	951.00	1,204.00		6.25	\$
305382	Wireless Charging Table, Powered	866.50	951.00	1,204.00		6.25	\$

Lamps							
Item Code	Description	On or Before 8/22/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	469.00	513.50	650.00		6.25	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	365.00	400.75	507.50		6.25	\$

Electrical Outlets Not Included



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

Reminder

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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



Convenience Package Order Form

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Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away
 Place your order online before the discount deadline for best pricing. **EXPRESSO**



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/081600784/packages/esm>



Stool Package A



Chair Package A

Standard Furniture Package

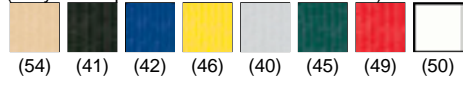
Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404301	Chair Package A	597.75	597.75	776.70		6.25	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404311	Stool Package A	978.00	978.00	1,271.45		6.25	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4046	Chair Package B		447.25	447.25	581.20		6.25	\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		811.00	811.00	1,054.45		6.25	\$
	↳ 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 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404506	Premium Stool Package	1,339.00	1,470.75	1,862.00		6.25	\$
↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".							

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

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed \$ _____

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

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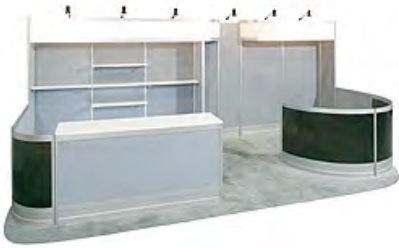


Standard Exhibit Systems

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

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



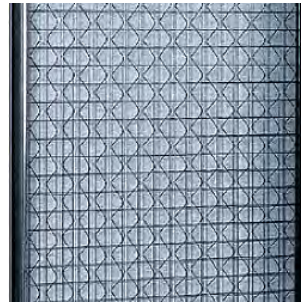
600222 - Exhibit, Light Box, Medium 37"x56"



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)

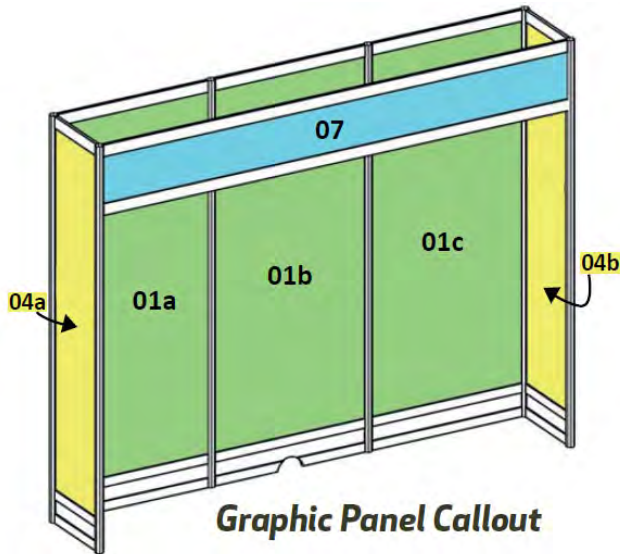


Silver (79)

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 - \$707.50 /Regular Price - \$984.00
 Produced on 3/16" Thick White Foamcore
- 04 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$356.50 /Regular Price - \$496.50
 Produced on 3/16" Thick White Foamcore
- 07 608307 117" wide x 12" tall
 Discount Price - \$301.50 /Regular Price - \$420.00
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by August 22, 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/081600784/exhibit2/esm>

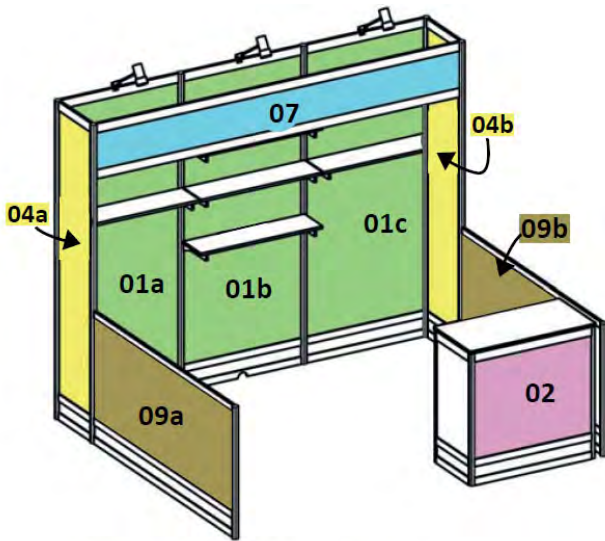


Booth Rendering

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 - \$707.50 /Regular Price - \$984.00
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$356.50 /Regular Price - \$496.50
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
 Discount Price - \$301.50 /Regular Price - \$420.00
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
 Discount Price - \$250.00 /Regular Price - \$347.50
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
 Online Discount - \$505.00 /Regular Price - \$702.50
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by August 22, 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.

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Link: <https://e.ges.com/081600784/exhibit3/esm>

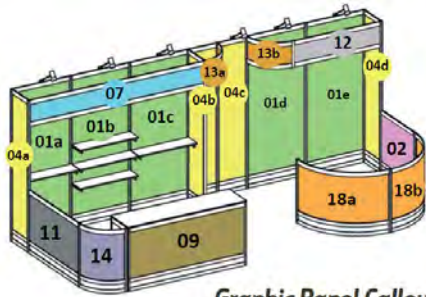


Booth Rendering

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 - \$155.00 /Regular Price - \$216.50
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$78.25 /Regular Price - \$108.00
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$395.00 /Regular Price - \$550.00
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$505.00 /Regular Price - \$702.50
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$195.00 /Regular Price - \$270.00
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by August 22, 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/081600784/exhibit4/esm>

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$707.50 /Regular Price - \$984.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$356.50 /Regular Price - \$496.50
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$150.00 /Regular Price - \$209.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$250.00 /Regular Price - \$347.50
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$301.50 /Regular Price - \$420.00
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.

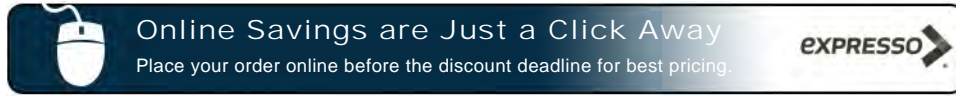
Exhibit Systems Order Form

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Biotech Week Boston
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Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

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

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

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

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

C Color Codes are Coated Panels
 F Color Codes are Fabric

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

(41) (79)

Standard Exhibits

10x10 Exhibits

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600002	Exhibit System GEM #2, 10'x10' Inline	4,363.00	4,789.00	6,063.00		6.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	6,913.00	7,583.00	9,600.00		6.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

10x20 Exhibits

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600004	Exhibit System GEM #4, 10'x20' Inline	13,200.00	14,504.75	18,363.00		6.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

Accessories

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600410	Exhibit, Ad Board, 1M x 8'	1,040.00	1,145.25	1,450.00		6.25	\$
600110	Exhibit, Armlight Black	155.00	169.75	215.00		6.25	\$
600103	Exhibit, Counter, 1M Curved	1,413.00	1,560.00	1,975.00		6.25	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	963.75	963.75	1,252.75		6.25	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	1,585.50	1,585.50	2,061.00		6.25	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	1,325.00	1,461.25	1,850.00		6.25	\$
600222	Exhibit, Light Box, Medium 37"x56"	1,049.00	1,155.50	1,463.00		6.25	\$
600223	Exhibit, Light Box, Small 37"x28"	646.50	710.00	899.00		6.25	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	909.00	997.75	1,263.00		6.25	\$
600291	Exhibit, Panel, Wirewall, 1M	889.00	976.25	1,236.00		6.25	\$
600243	Exhibit, Shelf, 1M x 10" Deep	120.50	132.25	167.50		6.25	\$

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



Exhibit Systems Order Form

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Discount Deadline Date:
August 22, 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>



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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)

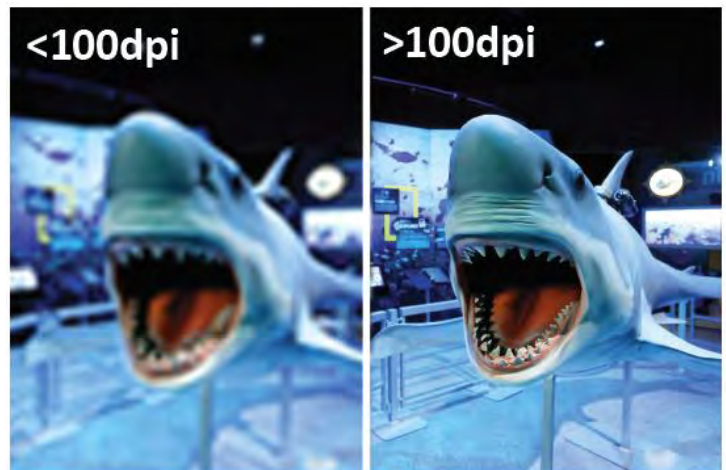


GIF, TIFF, JPEG (raster)



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/081600784/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>



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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*

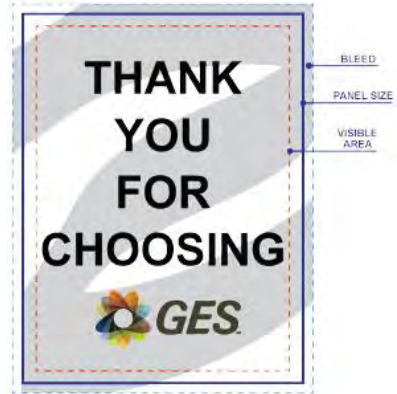


Final Print package should contain:

- 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.



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



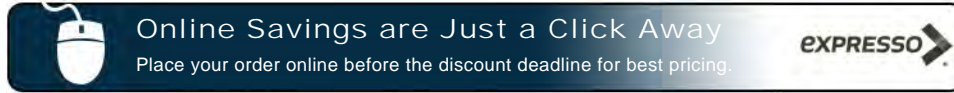
Graphics and Signage Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____



Order graphics and **upload artwork files** directly online: <https://e.ges.com/081600784/signs/esm>

Graphics and Signage

Item Code	Description	On or Before 8/22/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	427.50	471.25	596.50		6.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	331.50	363.25	460.00		6.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	349.00	383.00	485.00		6.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	630.00	691.25	875.00		6.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	390.00	428.50	542.50		6.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	861.50	861.50	1,120.00		6.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	861.50	861.50	1,120.00		6.25	\$
601099	Printed Cardboard Base for Freestanding Boards	38.25	41.50	52.50		6.25	\$

Foamcore

Item Code	Description	On or Before		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
6006	Color Foamcore, 4' x 8' sheet	289.00	318.00	402.50		6.25	\$
600650	White Foamcore, 4' x 8' sheet	255.00	280.50	355.00		6.25	\$

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

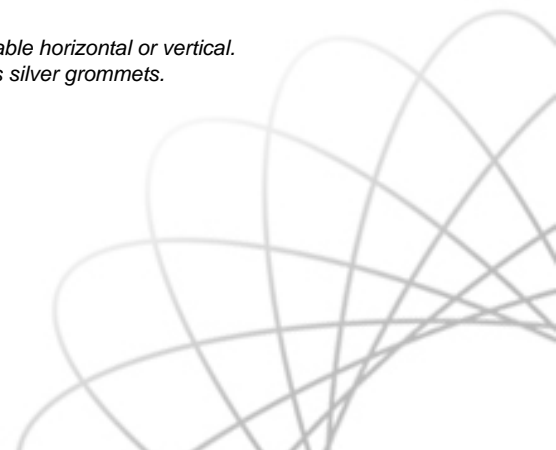
Includes sign holder rental, graphic and delivery.

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

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Benefits of Advance Shipping to the GES Warehouse

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

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

Get an instant quote today at https://e.ges.com/081600784/logistics_Quote

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



Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate Bills of Lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no Bill of Lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, 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.

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Measure of Damage

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

Insurance

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

Work Zone

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

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GES Transportation Plus






DOMESTIC



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/081600784/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.

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 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 signing in after 2:00 PM may 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.
- 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)

	Crated	Special Handling
Straight Time In / Straight Time Out	\$268.00 cwt	\$361.80 cwt
Straight Time In / Overtime Out	\$348.50 cwt	\$470.48 cwt
Overtime In / Overtime Out	\$402.00 cwt	\$542.70 cwt

Advance Shipments to Warehouse Dates:

Tue, Aug 6, 2019: Advance shipments may begin arriving at warehouse.
Wed, Sep 4, 2019: Last day for shipments to arrive at warehouse. The GES Advance Warehouse will be closed Monday, September 2, 2019, in observance of Labor Day.

Carpet Handling

Straight Time In / Straight Time Out	\$428.80 cwt
Straight Time In / Overtime Out	\$557.60 cwt
Overtime In / Overtime Out	\$643.20 cwt

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$234.50 cwt	\$316.58 cwt	\$375.20 cwt
Straight Time In / Overtime Out	\$305.00 cwt	\$411.75 cwt	\$488.00 cwt
Overtime In / Overtime Out	\$352.00 cwt	\$475.20 cwt	\$563.20 cwt

Direct Shipments to Show site Dates:

Mon, Sep 9, 2019: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Tue, Sep 10, 2019: Last day for shipments to arrive at exhibit site by 2:30 PM.

Carpet Handling

Straight Time In / Straight Time Out	\$375.20 cwt
Straight Time In / Overtime Out	\$488.00 cwt
Overtime In / Overtime Out	\$563.20 cwt

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 \$125.00. Each additional package will be charged \$50.00.

Form Continues on Next Page



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Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 2. Estimate Order

Small Packages

___ 1 1st Small Package Shipment x \$125.00 = _____ Total

___ # of additional packages (each) x \$50.00 = _____ Total

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

Exhibit Site Warehouse

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$ _____

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the

Special Handling/Mixed Shipments:

A 35% surcharge will apply to items requiring special handling or mixed shipments.

Uncrated Shipments:

A 60% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Measure of Damage:

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

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the _____ by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM and holidays.

SSC

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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:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Biotech Week Boston

Name of Exhibition

081600784

BOOTH NUMBER

**C/O GES
c/o YRC
95 Concord Street
North Reading, MA 01864 USA**

**Shipment Should Arrive on or Between:
Tuesday, Aug 6, 2019 - Wednesday, Sep 4, 2019**

The GES Advance Warehouse will be closed Monday, September 2, 2019, in observance of Labor Day.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

Biotech Week Boston

Name of Exhibition

081600784

BOOTH NUMBER

**C/O GES
c/o YRC
95 Concord Street
North Reading, MA 01864 USA**

**Shipment Should Arrive on or Between:
Tuesday, Aug 6, 2019 - Wednesday, Sep 4, 2019**

The GES Advance Warehouse will be closed Monday, September 2, 2019, in observance of Labor Day.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Biotech Week Boston

Name of Exhibition

081600784


BOOTH NUMBER

C/O GES
Boston Convention and Exhibition Center
415 Summer Street
Boston, MA 02210 USA

Shipment Should Arrive on or Between:

Monday, Sep 9, 2019 after 8:00 AM - Tuesday, Sep 10, 2019 by 2:30 PM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____ of _____ pieces 



TO:

Full Exhibiting Company Name at Show

Biotech Week Boston

Name of Exhibition

081600784


BOOTH NUMBER

C/O GES
Boston Convention and Exhibition Center
415 Summer Street
Boston, MA 02210 USA

Shipment Should Arrive on or Between:

Monday, Sep 9, 2019 after 8:00 AM - Tuesday, Sep 10, 2019 by 2:30 PM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____ of _____ pieces 

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.

Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019

Form Deadline Date:
August 22, 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 August 22, 2019.
- Want an easier way? Submit your information online: <https://e.ges.com/081600784/prePrint/esm>

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

Company/Consignee	Carrier	Attention		
415 Summer Street	Boston	MA	02210	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Step 2. Tell us the location where freight should be sent.

Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

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

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

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

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

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



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Freight Service Questionnaire

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

Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019

Form Deadline Date:
August 22, 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/081600784/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

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

Phone Number:

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

Phone Number:

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

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

_____ lbs.

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

_____ lbs.

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

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

Direct Shipments Only

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

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

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



Show Site Storage Order Form

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

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday.
- Double Time: All day Sunday & holidays.

Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. This charge includes one-time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicenter.
- Standard labor rates apply for each delivery to the booth or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	115.00		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Total
705044	Storage, ST	159.00	199.00	239.00			\$
705044	Storage, OT	239.00	299.00	359.00			\$
705044	Storage, DT	318.00	398.00	478.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/081600784/labor/esm>

Step 2. Schedule Additional Deliveries

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

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

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

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

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

Form Continues on Next Page



Show Site Storage Order Form

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

Discount Deadline Date:
August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday.
- Double Time: All day Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST	399.00	499.00	599.00			\$
705200	5,000#, OT	558.50	698.00	838.00			\$
705200	5,000#, DT	718.00	898.00	1,080.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/081600784/labor/esm>

Step 3. Schedule Forklift for Storage Deliveries

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

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

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

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

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

Total Payment Enclosed

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



Cartload Service Order Form

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

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Form Deadline Date:
 August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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



Sedan



Van



SUV



Small Pickup

Important Reminders



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

Cartload Freight Services for Unloading Small Passenger Vehicles

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

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	201.00	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	201.00	1	\$
200506	Cartload Service, Over Time, Dock to Booth	201.00	1	\$
200506	Cartload Service, Over Time, Booth to Dock	201.00	1	\$

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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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.

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 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 MCCA guidelines and show site work rules carefully.
- The MCCA is the exclusive provider for electrical power. Please refer to the MCCA Exhibitor Ordering Guide to order electrical power for your exhibit booth. Exhibitors are responsible for distributing power within their booth space once the MCCA has placed the power source. This work can be performed by an electrician who is a full-time employee of the exhibiting company, or by ordering labor from GES, or a third-party I&D company. To order GES Electrical Distribution labor, complete Distribution of Electrical Cords Order Form along with the Booth Layout Form to indicate placement.
- 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): All other times Monday through Friday. All day Saturday.
- Double Time (DT): All day Sunday and holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	212.75	276.50	276.50			\$
705000	Install & Dismantle, ST Move Out	212.75	276.50	276.50			\$
705000	Install & Dismantle, OT Move In	318.50	414.75	414.75			\$
705000	Install & Dismantle, OT Move Out	318.50	414.75	414.75			\$
705000	Install & Dismantle, DT Move In	425.50	553.00	553.00			\$
705000	Install & Dismantle, DT Move Out	425.50	553.00	553.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/081600784/labor/esm>

Step 2. Please Indicate Service



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1 (A 30% (\$ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:
<https://e.ges.com/081600784/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.

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Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____



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

Option 2

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

GES is responsible for the following type of booth:

- Pop-Up Two Story Custom
- Other: _____

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

Move In

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

Move Out

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

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) 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.

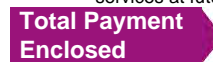
Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



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.



\$

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

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- The MCCA is the exclusive provider for electrical power. Please refer to the MCCA Exhibitor Ordering Guide to order electrical power for your exhibit booth. Exhibitors are responsible for distributing power within their booth space once the MCCA has placed the power source. This work can be performed by an electrician who is a full-time employee of the exhibiting company, or by ordering labor from GES, or a third-party I&D company. To order GES labor for electrical cord distribution, complete this form along with the Booth Layout Form to indicate placement.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday.
- Double Time (DT): All day Sunday & Holidays.
- A one (1) hour minimum labor charge will apply to pick up cords. Cord dismantle will be done on Straight Time whenever possible.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # of Hours	= Total
705060	Electrical Distribution, ST	212.75	276.50	276.50			\$
705060	Electrical Distribution, OT	318.50	414.75	414.75			\$
705060	Electrical Distribution, DT	425.50	553.00	553.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/081600784/labor/esm>

Step 2. Please Indicate Service



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

What is GES Supervision? An exhibitor chooses GES Supervised when they 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 a an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- 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.

Option 2

- GES Supervised (OK to proceed without exhibitor.)
- Electrical Cord distribution only

Use the Booth Layout Form to indicate placement/distribution of electrical cords, indicate from each boundary how you would like your booth placed.

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Form Continues on Next Page



Distribution of Electrical Cords 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 3. Schedule Labor for Exhibitor Supervised Booth Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Dismantle Labor and Equipment is charged at 50% of the installation.

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	

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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Forklift Order Form

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

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 2019

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



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday.
- Double Time (DT): All day Sunday & Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	399.00	499.00	599.00			\$
705200	5,000#, ST Move Out	399.00	499.00	599.00			\$
705200	5,000#, OT Move In	558.50	698.00	838.00			\$
705200	5,000#, OT Move Out	558.50	698.00	838.00			\$
705200	5,000#, DT Move In	718.00	898.00	1,080.00			\$
705200	5,000#, DT Move Out	718.00	898.00	1,080.00			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	158.50	198.00	238.00			\$
705030	Freight, ST Move Out	158.50	198.00	238.00			\$
705030	Freight, OT Move In	238.00	298.00	358.00			\$
705030	Freight, OT Move Out	238.00	298.00	358.00			\$
705030	Freight, DT Move In	317.00	396.00	475.00			\$
705030	Freight, DT Move Out	317.00	396.00	475.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/081600784/labor/esm>

Step 2. Labor Information



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

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

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

Additional labor will be assigned if necessary.



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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule In Booth Forklift Labor

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Move In

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

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

Move Out

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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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.

Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019

Discount Deadline Date:
August 22, 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.)	1.59	2.21		1	\$
500600	Duration of Show (per sq. ft. per day)	1.10	1.56		2	\$
500602	Per Day (per sq. ft. per day)	1.50	2.13			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	2.13	2.94		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	2.75	3.88			\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	332.50	464.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	416.50	579.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	504.00	701.50			\$

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

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Electrical Cord Order Form

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

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 2019

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



Easy Ordering Tips:

- Exhibitors are responsible for distributing power within their booth space once the MCCA has placed the power source. This work can be performed by an electrician who is a full-time employee of the exhibiting company, or by ordering labor from GES, or a third-party I&D company.
- GES Labor must be used to distribute GES owned extension cords.
- Prices do not include labor to distribute. Be sure to complete and return the Distribution of Electrical Order Form along with a Booth Layout Form to indicate placement.
- A one (1) hour minimum labor charge will apply to pick up cords. Cord dismantle will be done on Straight Time whenever possible.

Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700130	Extension Cord, 14/3 120V, 15'	43.75	60.75		6.25	\$
700131	Extension Cord, 14/3 120V, 25'	30.25	30.25		6.25	\$
700132	Extension Cord, 14/3 120V, 50'	45.95	45.95		6.25	\$
700133	Extension Cord, 14/3 120V, 75'	122.00	169.00		6.25	\$
700134	Extension Cord, 14/3 120V, 100'	152.50	212.50		6.25	\$
700099	Plug Strip, 120 Volt	16.20	16.20		6.25	\$
703095	Tape, Carpet, Roll	43.75	60.75		6.25	\$
703099	Tape, Clear, Roll	43.25	59.50		6.25	\$
703114	Tape, Electrical, Roll	26.60	26.60		6.25	\$
703115	Tape, Hazard-Warning	51.25	70.75		6.25	\$

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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Electrical Floorwork Labor Order Form

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

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Discount Deadline Date:
 August 22, 2019

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



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	212.75	276.50	276.50			\$
705060	Electrical, OT	318.50	414.75	414.75			\$
705060	Electrical, DT	425.50	553.00	553.00			\$

Step 2. Please Indicate Service



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

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

- Exhibitor Supervised
 - You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- GES Supervised (OK to proceed without exhibitor.)
 - A % surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) main drop location?

____ Yes ____ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

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Form Continues on Next Page



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

Discount Deadline Date:
August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical 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.

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

Dismantle

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

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

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

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

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

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Electrical Booth Work Labor Order Form

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

Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019

Discount Deadline Date:
August 22, 2019

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



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	212.75	276.50	276.50			\$
705061	Electrical, OT	318.50	414.75	414.75			\$
705061	Electrical, DT	425.50	553.00	553.00			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.

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Form Continues on Next Page



Electrical Booth Work Labor Order Form

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

Discount Deadline Date:
August 22, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical 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.

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

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

Dismantle

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

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

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

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

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

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Notice of Intent to Use EAC and Policies and Procedures

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

Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019

Form Deadline Date:
August 10, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

Submit NOI - Exhibitor

Exhibitor must complete the Notice of Intent ("NOI") to Use EAC form and return sixty (60) days prior to move-in to allow EACs time to submit the relevant documentation. The EAC cannot sign the NOI on your behalf, this must be signed by the Exhibitor leasing the exhibit booth space. Once your NOI is submitted, please inform your EAC to access the EAC Agreement and Rules and Regulations form on Expresso: <http://e.ges.com/081600784/agreementgesec/>

Submit Agreement and Rules and Regulations - EAC

EAC completes the Agreement and Rules and Regulations between GES and EAC. The document has a link at the bottom which allow the EAC to follow to access GES' vendor, CERTFOCUS' website to register, pay a \$21 fee and upload a valid COI.

Submit COI - EAC

EAC will register, pay the \$21 fee and upload a valid, compliant COI. Certfocus will review the COI for all levels of compliance and will communicate directly with EAC regarding acceptance status.

EACs with multiple booths on shows: If EAC is working multiple booths at a show, please complete ONE Agreement and Rules and Regulations between GES and EAC and list all booth names and numbers on the one agreement. By doing this you will only be required to submit one (1) COI for all booths and one (1) Agreement for all booths contracted to your company for that show.

Master National Agreement: Please note that GES has a program for EACs to negotiate a Master National Agreement where per contract, only one COI will be required annually for all booths and all shows where GES is responsible for collecting COIs. Additionally, individual show Agreements and Rules and Regulations between GES and EAC will not be required. Please email EACCertificateprogram@ges.com for more information.

******Please note that a COI must be submitted to Certfocus no later than fourteen (14) days prior to move-in. If this deadline is missed, EACs will be required to submit late COIs directly to GES and will be assessed a \$100 administrative Fee. All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>. *There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.**

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Please Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

Review and Return

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

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

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

Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019

Form Deadline Date:
August 10, 2019

Company Name	Email	Phone Number	Booth Number
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Attention:

- **This form must be completed by the EAC.**

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), Informa (Show Management), Biotech Week Boston (Show) and Boston Convention and Exhibition Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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Agreement and Rules and Regulations between GES and EAC

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

Biotech Week Boston
 Boston Convention and Exhibition Center
 September 10 - 12, 2019

Form Deadline Date:
 August 10, 2019

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

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicerenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please Sign _____
 Authorized EAC's Signature

_____ Date
 Authorized EAC's Name - Please Print

Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: _____
 Title: _____
 Company: _____
 Address: _____ City: _____ State: _____ Zip/Postal Code: _____
 Contact Name at Show Site: _____
 Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	_____
Authorized Name - Please Print	_____ Date

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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.

Biotech Week Boston

Boston Convention and Exhibition Center
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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.

Material Handling

Fork trucks, pallet jacks and other power equipment may be operated by the official contractor only using local union personnel. Please note that the exhibitors are limited to using non-mechanical equipment. Exhibitors may unload their own vehicles, provided that they use their own company employees and their own hand operated equipment to move exhibit material to their booths.

Exhibit Set Up and Dismantle

Exhibitors are allowed to set up and/or dismantle their own booths, provided that they use their own company employees. Salesman, clerks and mechanics are all acceptable. Exhibitors are not allowed to bring in outside labor of any kind except for the above mentioned. Exhibitors who wish to employ display houses or exhibit manufacturers to install or dismantle their booth may have supervision of labor sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Local Union. Please be sure to submit the required notification/authorization forms (Exhibitor Appointed Contractor Form) provided in this manual.

Flame-Retardant Treated Materials

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
 - fabric attached to a ceiling or used to cover any portion of an exhibit.
 - carpet on ceilings, walls, seating products, or as decorative material.

Additional information may be found in the Exhibitor Guidelines, Information and Regulations of the MCCA Event Planning Guide located at www.signatureboston.com. If there is any question regarding flame-retardant treated materials or fire codes, please consult your display builder, or contact GES prior to move-in for further details.

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.

Biotech Week Boston
Boston Convention and Exhibition Center
September 10 - 12, 2019



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

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

Safety Guidelines:

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

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

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

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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.

Biotech Week Boston
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The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the Boston Fire Code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtain, drapes or decorations must be non-combustible or flameproof.
2. Any merchandise or material attached to the drapes or table skirts must be non-combustible or flameproofed.
3. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
4. Automotive vehicles and equipment may be displayed if:
 - a. There is not more than 3 gallons of fuel or 1/8 tank, whichever is less.
 - b. Fuel tanks are locked or sealed
 - c. Battery cables are disconnected and the end of the disconnected battery cable is taped.
 - d. The vehicle is not moved during exhibit hours
 - e. The vehicle is not started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public
5. The storage of combustible shipping containers must be confined to the areas approved by the fire marshal.
6. The use, display or storage of LPG, flammable liquid for flammable gas must be approved by the fire marshal in writing.
7. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas as designated by the fire marshal; where smoking is allowed, non-combustible ashtrays must be provided.

8. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.
9. Combustible waste is to be collected as it accumulates and be stored in non-combustible covered containers which are emptied at least once a day.
10. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
11. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
12. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
13. The use of any gas fired appliances must be approved by the fire marshal; the use of salamander stoves is prohibited.
14. Sawdust and shaving shall be kept flameproofed.
15. The storage of hay and straw must be approved by the fire marshal.
16. Electrical equipment must be installed, operated and maintained in manner which does not create a hazard to life of property.
17. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are noncombustible or flameproof.

These are Basic Rules and every exhibit must comply prior to scheduled opening.

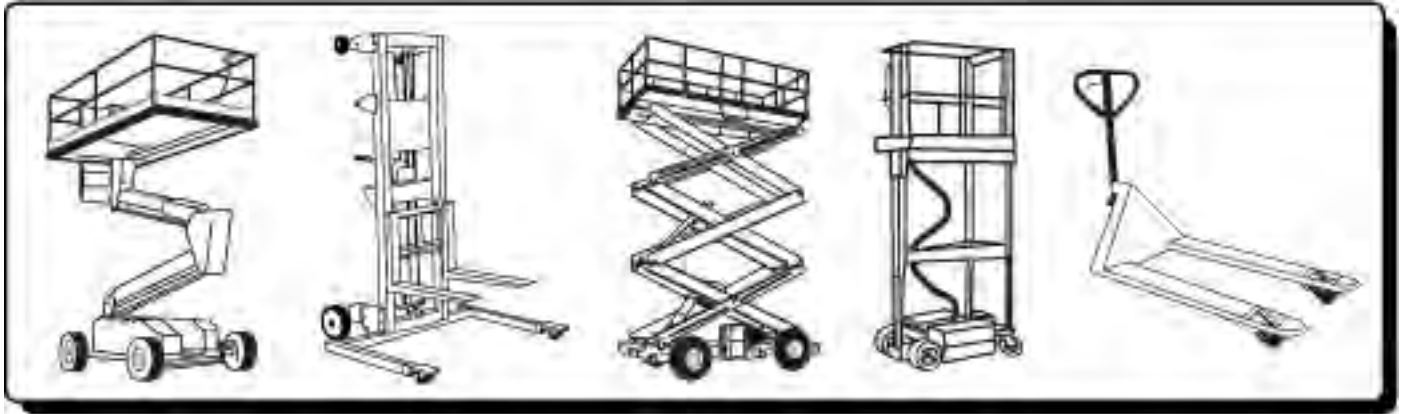
For assistance please contact 617.954.2230

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Operation of All Mechanical Lifts

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

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Attention all exhibitors:

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

Work Zone



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

Thank you for your complete cooperation.

GES Payment Policy

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

Biotech Week Boston
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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.

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



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.

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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).

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IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

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

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

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