

National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

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Show Organizer Information and Forms



Dear 2014 NSCAA Convention Exhibitor:

Thank you in advance for your support of the 67th Annual National Soccer Coaches Association of America (NSCAA) Convention. We are very excited that you will join our membership, fellow exhibitors and guests at the “World’s Largest Annual Gathering of Soccer Coaches and Administrators” set for the Pennsylvania Convention Center in Center City Philadelphia January 15-19, 2014.

We pledge to do our very best to make your 2014 NSCAA Convention experience both a profitable and an enjoyable one.

Please note the following exhibitor registration hours scheduled for Philadelphia:

Wednesday, January 15, 2014	8:00 am to 9:00 pm
Thursday, January 16, 2014	8:00 am to 9:00 pm
Friday, January 17, 2014	8:30 am to 5:00 pm
Saturday, January 18, 2014	8:30 am to noon

Thank you as well for your attention to this 2014 Convention Welcome Letter. If you have any questions regarding this information, please contact Exhibits Manager Thom Meredith at his office in Newtown, PA at 267-364-5356 or by email to ThomMeredith@comcast.net.

For questions about the remainder of the information in this Exhibitor Service Kit, please contact the GES Client Services Department directly at 800-475-2098 (702-515-5970 if calling from outside the USA), by fax at 866-329-1437 or Online: www.ges.com/chat. We look forward to seeing you in Philadelphia!

Sincerely,

Chief Marketing Officer

**CC: Joe Cummings, NSCAA Chief Executive Officer
Thom Meredith, Exhibits Manager
NSCAA Convention Committee**



National Soccer Coaches Association of America

913-362-1747 • www.NSCAA.com • 800 Ann Avenue, Kansas City, KS 66101

2014 NSCAA Convention Pennsylvania Convention Center Exhibit Hall January 15-19 – Philadelphia, Pennsylvania

2014 CONVENTION EXHIBITOR CONTRACT BETWEEN THE NSCAA AND

(Your Company name as listed on registration form)

The National Soccer Coaches Association of America (NSCAA) reserves the right of approval over any Exhibitor promotions and/or displays.

The 2014 NSCAA Convention will conform to all rules and regulations as formulated by the National Association of Exposition Managers and the Exposition Service Contractors Association.

The Exhibitor hereby agrees to protect, indemnify, defend and hold the NSCAA, GES, the Pennsylvania Convention Center and their officers, employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and reasonable attorney's fees arising out of or caused by the Exhibitor's installation, removal, maintenance, security, occupancy or use of the exhibition areas of the Pennsylvania Convention Center or part thereof, excluding any such liability caused by the sole negligence of Indiana Convention Center.

The Exhibitor acknowledges that the NSCAA, GES and the Pennsylvania Convention Center do not maintain insurance covering the Exhibitor's property, and that it is the sole responsibility of the Exhibitor to obtain interruption and property damage insurance covering such losses by the Exhibitor.

Your signature below is an acknowledgement and acceptance of all of the attached rules and regulations of the 2014 NSCAA Convention as well as any changes that have been made to this contract and represents and warrants authority to bind the company. All contract agreements between the NSCAA, GES and the Exhibitor must be paid in full by the deadline date of the agreement or the Exhibitor will not be allowed to set up the booth.

Please retain the rules and regulations enclosed with this contract.

Representative of Company (Please Print)

Signature of Company Representative

Chris Burt – Chief Marketing Officer

Title of Company Representative

Date

Mail or fax one signed copy by December 6, 2013 to:

Phone

Chris Burt
NSCAA
800 Ann Avenue
Kansas City, KS 66101
Fax: 913-362-3439

Email

2014 NSCAA Convention Exhibit Hall Rules and Regulations

Please Read Carefully. ALL Exhibitors Are Subject to the Following Rules:

1. Subleasing: Exhibitor may not sublet their exhibit space, nor any part thereof, nor exhibit, display, offer for sale, or advertise articles not directly manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's industry-accepted name. Exhibitor may not permit any non-exhibiting company representatives to operate from their booth. Rulings of the NSCAA shall, in all instances, be final with regard to use of exhibit space. The NSCAA reserves the right of approval of any and all exhibitor promotions and/or displays.

2. Occupancy Default: Any Exhibitor failing to occupy space contracted shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by NSCAA, and re-allocated or reassigned for such purposes or use as the NSCAA may see fit.

3. Booth Design: **Second-story booth** construction is not permitted (i.e. no stairs), with the exception of the NSCAA's official sponsor/supplier. **In-line Booths:** All exhibit fixtures, components and identification signs will be permitted to a maximum height of 10'. All display fixtures over 4' in height and placed within 10' of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5' from the aisle line. When standing at the end of an aisle, there must be a clear sightline of 5' from the aisle into each booth in that aisle. **Island Booths:** Exhibit fixtures, towers and components will be permitted to a maximum height of 18', with the exception of the NSCAA's official sponsor/supplier. Hanging identification signs and graphics will be permitted to a maximum of 22' from the floor to the top of the sign, with the exception of the NSCAA's official sponsor/supplier. The NSCAA reserves the right of approval of any and all exhibitor promotions and/or displays.

4. Hospitality Suites: Hospitality suites and meeting rooms at all convention-contracted hotels are available to exhibitors and convention participants ONLY, and upon approval by the NSCAA, from reservation lists provided to the NSCAA's official and approved housing bureau.

5. Admission Badges/ Exhibitor Badges: Each 10x10 booth is allocated 4x exhibitor badges total. The exhibitor badge and holder allows access to the exhibit floor during set-up, tear-down and one hour before regular show hours. Badges must be visibly worn at all times while on the exhibit hall floor. Companies will be assessed a \$50.00 per badge charge for any additional badges requested on site, or for any changes to the Badge Request Form which requires issuing badge(s) at the Convention site. The NSCAA must receive this payment before the badge will be issued. Acceptable forms of payment include cash, company check or credit card (Visa, MasterCard, American Express and Discover). **Exhibitor Appointed Contractors (EAC)** will be able to pick up temporary work badges for access onto the show floor for installation/dismantle purposes. If contractors require access to the show on show dates, exhibitors must register them as exhibitor personnel. Any imprinting, defacing or alteration of the convention registration badges is prohibited. Badges for the NSCAA Convention are non-transferable and non-refundable. **All exhibitors agree to supply proper names for each exhibitor badge by deadlines requested.**

6. Show Hours: All exhibitors shall abide by the show hours. No exhibitors shall be allowed to dismantle their booth prior to the closing of the show January 18, 2014 at 4:00 p.m. This includes any type of packing such as the packing of brochures, taking down signs, etc. If an exhibitor is found dismantling their booth, measures deemed necessary by Show Management will be taken in order to stop the process.

7. Distribution of Literature and Promotional Items: Exhibitor personnel, including models, hostesses and any other hired help, are not allowed to distribute literature or promotional items of any kind outside the confines of the Exhibitor's contracted space. This restriction includes convention center lobby space, other booths, sidewalks outside the convention center, as well as at any hotel locations in conjunction with the event. The distribution of any item that interferes with the activities in or obstructs access to neighboring booths, or that impedes the flow of traffic in the aisles, is prohibited. All sales literature representing NON-EXHIBITING companies will be excluded from distribution at the Convention. Companies or persons doing so will be excluded from exhibiting at future conventions and their literature will be removed immediately.

8. Demonstrations and Promotional Activities: As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange display product presentation and demonstration areas to ensure compliance. Booth displays and equipment shall not extend into the aisles. This includes all signs and banners. Exhibitor representatives wearing distinctive costumes or carrying banners or signs, separately or as part of their attire must remain in their contracted exhibit space. Show Management may stop all further demonstrations and promotional activities, including participatory led generation activities or traffic builders, by the exhibitor until the exhibitor has taken appropriate action to ensure there will be no further violations.

9. Sound/Music: Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speaker and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Show Management reserves the right to restrict sounds from any source that interferes with activities in neighboring booths. A maximum of 85dB will be maintained on the show floor at all times. Exhibitors may not exceed a maximum sound level of 85dB measured at a distance of ten (10) feet from the source. If an exhibitor exceeds an acceptable sound level and Show Management's request to lower said levels goes unheeded, Show Management has the option to disconnect the electrical power to that booth. All fees to be incurred by reinstating the electrical power will be the responsibility of the exhibitor in violation.

10. Children: No one under the age of twenty-one (21) is allowed in the exhibit hall on Thursday night during the exhibit Hall Grand Opening. During move-in and move-out, no one under the age of eighteen (18) may work within or be in the hall.

11. NSCAA Marks: No logo or trademark logo may be used in conjunction with the NSCAA name, logo or other trademarks, without written approval of the NSCAA.

12. Violations: The National Soccer Coaches Association of America (NSCAA) reserves the right to restrict exhibits which, because of noise, method of operation, materials or any other reason become objectionable. The NSCAA will prohibit or remove any exhibit which, in the sole opinion of the NSCAA, may detract from the general character of the show as a whole, or consists of products and/or services inconsistent with the purpose of the show, without liability for any refunds or other exhibit expenses incurred. In the event the exhibitor violates any rules or regulations of the show, the NSCAA has, at all times, the right to regain the immediate possession of any space, and all payments shall be forfeited:

1st Violation: Verbal Warning from Show Management;

2nd Violation: Verbal and Written Warning from Show Management;

3rd Violation: \$100 fine payable by opening the next day. Any fine incurred on Saturday will be due prior to registering for next year's Convention;

4th Violation: Removal from Convention booth space.

2014 NSCAA PHILADELPHIA CONVENTION EXHIBITOR FAQ's--PLEASE READ!

Outlined in these Frequently Asked Questions is some specific information ALL exhibitors—old and new--should be aware of from the time they officially register their company to be an exhibitor at the 2014 NSCAA Convention in Philadelphia until the Exhibits area closes at 4 p.m. Saturday, January 18, 2014.

Further on in these FAQ's prepared by the NSCAA Marketing staff is some in depth information that corresponds to each of the steps outlined in these FAQ's that we suggest all exhibitors should be aware of during the 2014 Philadelphia NASCAA Convention exhibitor 'cycle'.

Please note that all of the items outlined as part of these FAQ's that should be addressed by every exhibitor before they pick up your Badges at our on-site Exhibitor Registration Desk near Hall A at PA the Convention Center are all available on line on the NSCAA's website at www.nscAA.com/convention/exhibitors.

This chronological list of Exhibitor tasks dates from your original registration as an Exhibitor to Hall A's closing on Saturday, January 18, 2014

- ☐ 1) You registered as an Exhibitor AND received a confirmation email back from Exhibits Manager Thom Meredith confirming you that you are in the 2014 show.
- ☐ 2) You've reviewed the entire set of Exhibitor Rules & Regulations governing all Exhibitors and that were part of the original 2014 Convention Exhibitor Kit. This is the same document where you got the one-page exhibitor application form you used to originally register as an exhibitor.
- ☐ 3) You then got the Exhibitor Hotel booking information email from Thom Meredith.
- ☐ 4) You booked any hotel rooms you needed for Convention Week on line thru the NSCAA's official source, NSCAATravel.
- ☐ 5) After its first posting in October you've been to the NSCAA website and seen both your booth location and your booth number soon after you originally registered as an Exhibitor. The Exhibitor floor layout is updated regularly as new exhibitors register and are placed by the NSCAA. PLEASE NOTE: The NSCAA places your booth on the show floor; exhibitors are not able to choose their booth/stand location.
- ☐ 6) You were notified via email that the on-line GES Service Kit was available from the go-to folks at Global Experience Specialists (GES). This is where you go to get anything for your booth—things like additional furniture; info on how to ship your booth materials to/from the PA Convention Center OR electricity for your booth or a dedicated internet hook up etc.—all things not included in the basic Convention booth 'package'. Please more on this specific further on in these FAQ's for additional GES info and guidance.

2014 NSCAA Exhibitor FAQ's (Continued)

- 7) Later in the Fall you were notified that the on-line Exhibitor Badge Form was available at the NSCAA website and that you needed to complete the form before the published deadline so that you would NOT incur late charges. (See other Exhibitor & Attendee Badge details further on in these FAQ's).
- 8) You should be on the lookout for an informational email from the NSCAA that outlines a program open to all Exhibitors on a first-come, first served basis called "Hosted Buyer" Program. This was first launched at the 2013 Indianapolis Convention and is being repeated at the 2014 Convention. See more info on the Hosted Buyer Program when it becomes available on the NSCAA's website at www.nscaa.com.
- 9) IF your Exhibitor product is a food and you're planning on giving out samples at the Convention OR you plan on conducting retail sales from your booth you've should have made all of the relevant plans thru the PA Convention Center and the appropriate governmental authorities including completing those required for the payment of PA Sales Tax etc. This is the sole responsibility of the Exhibitor, not the NSCAA. Those forms are available in the GES Service Kit.
- 10) You've noted and met the published December 2013 deadline to ensure the successful shipment and return after the show of any of your booth materials thru GES to the PA Convention Center. Again, see the GES Service Kit for those specific deadlines.
- 11) IF you have purchased an AD in one of the NSCAA's Convention publications like the Clinic Outline Book, you'll need to hit the December 1st ad submission deadline. Make sure your submission is the correct size and in the correct format.
- 12) You returned via fax or snail mail to the NSCAA's Chris Burt the required one page Exhibitor Agreement between the NSCAA and your company. A blank copy is again available at the NSCAA's website at nscaa.com.
- 13) Now you've arrived in Philadelphia and want to pick up your pre-ordered Exhibitor Badges and the one Attendee Badge you are allocated as an exhibitor during the published hours of Exhibitor Registration between Wednesday and Saturday of Convention week.

A reminder that ALL Exhibitor Badges are to be picked up on site. None are Available in advance. See additional information outlined further on in these FAQ's.

2014 NSCAA Exhibitor FAQ's (Continued)

Here are some additional answers to questions we frequently get from Exhibitors, both long-time and first timers:

What materials or items are provided in a 'standard' booth packages for exhibitor booth that are 10 x 10 up to 10 x 30 at the 2013 Convention in Indianapolis?

The NSCAA, through GES, will provide the following items for booths that are 10' by 10' to 10' by 30' in size: red carpet to cover the booth space; a small trash can; one 6' blue skirted table; two (2) plastic contour chairs and one 7" by 44" booth ID sign.

Standard carpet is supplied only for in-line/linear booths. For larger booths (larger than 10 x 30) or island/peninsula booths (these are ALL booths 20 x 20 and larger), all exhibitors either bring their own carpet with them and have it installed by Convention center personnel OR exhibitors **must order** carpet in order to cover the entire exposed space. Carpet can be ordered through GES Exposition Services. Please note that island carpet installation prices increase after Monday, December 23, 2013.

How does the NSCAA determine where my booth will be located in the Indiana Convention Center?

Many criteria are used to determine where an Exhibitor's booth is placed as part of the nearly 350 different booths that make up the 2014 NSCAA Convention show.

That criteria is both chronological and historical since long-time NSCAA Exhibitors are generally placed in 'better' spots in the Exhibit Hall than an Exhibitor who confirms their space 30 days before the start of the show. The different shapes of the Convention Halls utilized by the NSCAA in their different host cities also place limits on how many booths can be placed along a certain wall or in certain sides of the exhibit hall etc.

First, the NSCAA places its Sponsors and Partners on the Exhibitor grid. Then the bigger 'island' type booths are placed dependent on the size and shape of the Exhibit Hall to maximize traffic flow. Then booths are placed chronologically based on their confirmation before July 1st. Those companies that are Corporate Members of the NSCAA receive preferential placement over non-Corporate Members. The remainders (i.e. those confirmations received after July 1st) are then placed with care taken not to place companies in the same business close to each other. The NSCAA reserves the right to make changes to its Exhibitor Floor Plan at any time. The Association also does its very best to take into account the specific placement requests of all Exhibitors outlined on their original exhibitor information registration forms.

A pdf of the Exhibit Hall layout is available on the NSCAA's exhibitor webpage at www.nscaa.com/exhibitors.

What if I want more items for my booth such as custom signage or furniture like a table or a couch?

Exhibitors are asked to contact the NSCAA's Official Service Contractor, GES, either by phone toll free at 800-475-2098 (702-515-5970 if calling from outside the USA), by fax at 866-329-1437 in the US and 702/263-1520 when faxing from overseas. Online, go to www.ges.com/chat to order these items. The **NSCAA office does not handle the ordering or the confirmation of these items.**

2014 NSCAA Exhibitor FAQ's (Continued)

How do I ship booth materials to the convention center?

ADVANCE SHIPMENTS: All materials shipped in advance to the warehouse must arrive between December 12, 2013 and January 10, 2014

Ship to: NSCAA Convention
(Your Company Name & Booth Number)
c/o GES EXPOSITION SERVICES
Marano Truck Lines
4201 Tacony Street
Philadelphia, PA USA 19124

DIRECT SHIPMENTS: The first day for direct freight acceptance is January 15, 2013

Ship to: NSCAA Convention
(Your Company Name & Booth Number)
c/o GES EXPOSITION SERVICES
Pennsylvania Convention Center
1101 Arch Street
Philadelphia, PA USA 19107-2299

Please Read the shipping information and regulations included in the 2014 GES Exhibitor Service Kit.

Will I be able to get into the Exhibit Hall early to set up my booth?

The scheduled time for an Exhibitor to officially enter the Exhibits area and set up his/her booth is 8 am to 9 pm Wednesday, January 15th and/or from 8 am to 4 pm Thursday, January 16th. If you need more time or need to set up your booth earlier than the times highlighted above, please contact the NSCAA's Chris Burt or Thom Meredith **before** December 15th, 2013.

What are the NSCAA rules regarding demonstrations and promotions in the Exhibit Hall?

NSCAA Convention Exhibitor Rules & Regulations states that an Exhibitor can not employ or use models or demonstrators outside the confines of the Exhibitor's assigned booth area or space.

Can an Exhibitor host an autograph signing with an athlete or a soccer personality in their booth during the Convention?

Yes, in fact, they are encouraged to do so. However, NSCAA reserves the right of approval for all Exhibitor promotions and displays. Any Exhibitor planning to conduct a clinic, autograph signing or other activity within its booth must inform the NSCAA in writing to the attention of Chris Burt no later than January 2nd.

Can an Exhibitor hand out a flyer or some other kind of printed information advertising or promoting his/her booth in the surrounding NSCAA hotels, in the public areas of the Indiana Convention Center?

No. NSCAA Convention Rules and Regulation do not allow this kind of activity. Additionally, all such materials will be disposed of by the NSCAA Convention Committee.

2014 NSCAA Exhibitor FAQ's (Continued)

How many Exhibitor Badges does an Exhibitor get for their booth?

For each 10' x 10' booth, the contact listed for that booth (or his/her authorized representative) will receive four (4) Exhibitor Badges. Each Exhibitor MUST have a first and last name of the individual bearer on it. Badges are not transferable.

If an Exhibitor has a 10' by 20' booth the Exhibitor will get eight (8) badges; for a 20' by 30' booth 24 badges etc. Please note: The Exhibitor Badges are only good for entry into the Exhibit Hall and they can not be used for entry into any of the other Convention events, like coaching clinics or presentations. Additional Exhibitor Badges are available for purchase at \$50.00 per badge

prior to the December 9th, 2013 badge names deadline and \$50 per badge after December 10th, 2011 for any badge changes or additions on-site.

In addition to the appropriate number of Exhibitor Badges, each Exhibitor receives one (1) General Convention Registration Attendee Badge, regardless of the size of their Exhibitor booth. Additional Convention Badges are available for purchase at \$100.00 per badge (maximum of 4 for any one exhibitor).

I am Exhibitor. Do I need to purchase a hard line internet connection if all I want to do during Convention Week is check my emails when I'm not busy and in my booth?

Free Wireless Internet access for Exhibitors will be available through-out the Exhibit Hall A at the 2014 NSCAA Convention in Philadelphia. In an effort to reduce costs for exhibitors, NSCAA and the Pennsylvania Convention Center have come to an agreement for the NSCAA to provide free wireless internet access for all exhibitors and attendees in the exhibit hall to check email and do casual web surfing.

Please note that you will still need to order a dedicated hard line internet if you are going to do any video streaming, a significant number of transactions or will be featuring online content that relies on a reliable, efficient internet connection as part of your daily business presentations to clients in your booth space in the Convention Center.

All producers of events as well as individual exhibitors and/or other vendors, who conduct sales during an event, are responsible for obtaining the appropriate business license(s) and for paying all applicable state and local taxes.

State Tax & Licensing contact: City Tax & Licensing contact:

Monica Lyles Frank Breslin
Licensing Specialist Chief, Department of Revenue
PA Dept of Revenue City of Philadelphia
110N 8th St., Suite 204B Municipal Services Building, #480
Philadelphia, PA 19130 Philadelphia, PA 19102
215-560-2484 215-686-6501

General Business Tax contact:

Frank Barclay
PA Dept of Revenue
1400 Spring Garden St., #201
Philadelphia, PA 19130
215-560-2485

Online business tax information: www.revenue.state.pa.us

Online business license/tax application: www.pa100.state.pa.us

GES Information and Order Forms

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

National Soccer Coaches Association of America Annual Convention

Pennsylvania Convention Center

January 16 - 18, 2014

Official Service Provider

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

Servicenter Hours

Wednesday, January 15, 8:00 AM - 9:00 PM
Friday, January 17, 8:00 AM - 5:00 PM

Thursday, January 16, 8:00 AM - 10:00 PM
Saturday, January 18, 9:00 AM - 11:55 PM

Show Information

Booth Size: 10' x 10'
Backwall Drape: Red/White/Blue/White/Red
Sidewall Drape: Red
Table Skirt Color: Blue
Aisle Carpet Color: Red
1 - 6' Skirted Table
2 - Plastic Contour Chairs
1 - Wastebasket
1 - Booth ID Sign

All inline booths will be carpeted red.

Important Dates *Be sure to check all order forms for additional deadlines*

Discount Deadline Date

Monday, December 23 GES orders must be received with payment by this date.

Installation

Wednesday, January 15 8:00 AM - 9:00 PM
Thursday, January 16 8:00 AM - 4:00 PM All booths must be set by 4:00 PM to allow cleaning time, removal of crates and a show management walk-through.

Show Hours

Thursday, January 16 7:00 PM - 10:00 PM
Friday, January 17 10:00 AM - 6:30 PM
Saturday, January 18 10:00 AM - 4:00 PM

Dismantle

Saturday, January 18 4:00 PM - 11:55 PM

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

Carrier Check-in Post-Show

Saturday, January 18 9:30 PM Carriers post-show must be checked-in by this time.

Facility Clear

Saturday, January 18 11:55 PM All exhibitor materials must be removed.

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

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse:

c/o GES
National Soccer Coaches Association of America Annual
Convention
(Your Company Name & Booth Number)
Marano Truck Lines
4201 Tacony Street
Philadelphia, PA 19124
USA

Shipments should arrive on or between:

December 12 - January 10, 2014

Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

**The warehouse will be closed December 24 - 25, 2013 and January 1, 2014
in observance of the holidays**

Direct Shipments to Exhibit Site:

c/o GES
National Soccer Coaches Association of America Annual
Convention
(Your Company Name & Booth Number)
Pennsylvania Convention Center
1101 Arch St.
Philadelphia, PA 19107-2299
USA

Shipments should arrive on:

January 15, 2014, 8:00 AM - 8:00 PM

January 16, 2014, 8:00 AM - 4:00 PM



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

National Soccer Coaches Association of America Annual Convention

Pennsylvania Convention Center

January 16 - 18, 2014

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

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. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture and Accessories

The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Lighting and Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

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.

How Can I Order My Show Services?

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

Step 1: Go to <https://e.ges.com/083002465/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road

Las Vegas, NV 89118

Phone: 800.475.2098 / Fax: 866.329.1437

International Phone: 702.515.5970 / Fax: 702.263.1520

Online Chat: www.ges.com/chat

GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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

National Soccer Coaches Association of America Annual Convention

Pennsylvania Convention Center

January 16 - 18, 2014

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer[®] www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

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.

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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

Global Experience Specialists, Inc. (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.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. 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.



STOP. THINK. SAFETY.

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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.

Carpenters

Lay carpet; install and dismantle exhibit booths; install and dismantle drape; erect contractor stages; uncrate equipment; skirt tables.

Electricians

Install electric power.

Laborers

Load, unload and deliver contractor equipment; load, deliver and check freight with Teamsters; install and dismantle pipe; pick up carpet; remove empty crates, operate forklifts.

Plumbers

Provide plumbing, compressed air, water and drains.

Riggers

Work performed by the use of forklift trucks on Rigging work; when a mobile crane is used; or the movement of machinery.

Teamsters

Load, unload, deliver and check freight with Laborers; operate forklifts.

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.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- 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.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- 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.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- 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.
- 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.
- 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.
- Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

- 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.
- Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- 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.
- 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

- 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.
- 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.
- 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 30 (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.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

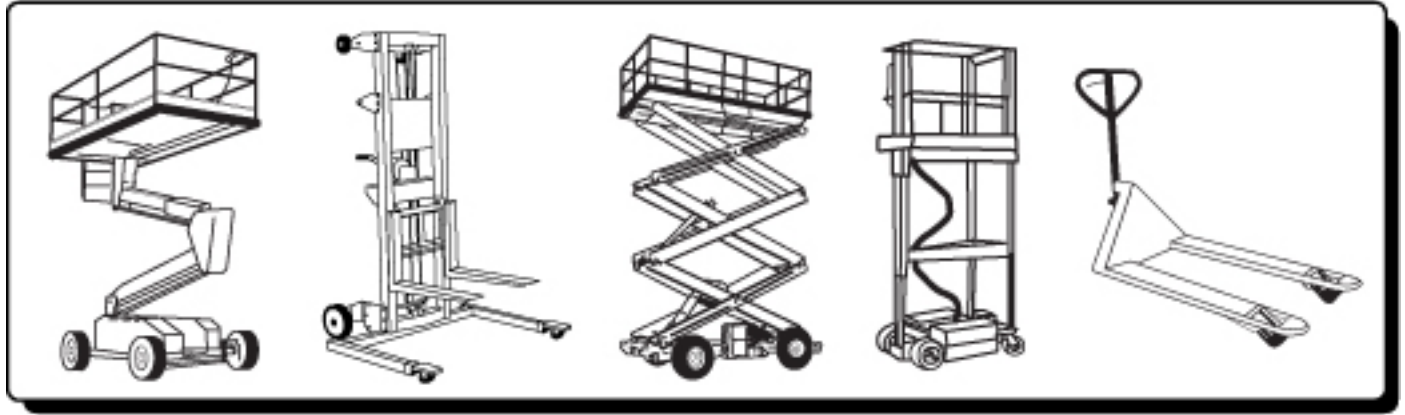
Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



National Soccer Coaches Association of America Annual Convention
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ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting 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 material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

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.

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.

Thank you for your complete cooperation.

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ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

TO BE COMPLETED BY EXHIBITOR

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international 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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Form Deadline Date:
 December 16, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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 (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC 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: _____	
Office Phone: (area code _____) _____	Fax: (area code _____) _____		
Description of Proposed service for Exhibitor: _____			

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

PLEASE SIGN X

 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service 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.

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4801 Hollins Ferry Rd., Suite B, Halethorpe, MD 21227

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

National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

Form Deadline Date:
 December 16, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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 Kit/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 Kit/Services Manual.**
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the Exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear at all times.
- During show hours only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), NSCAA (Show Management), National Soccer Coaches Association of America Annual Convention (Show) and Pennsylvania Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
- EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The Exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- 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.
- 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.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4801 Hollins Ferry Rd., Suite B, Halethorpe, MD 21227

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

National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

Form Deadline Date:
 December 16, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
Rules and Regulations (continued)		

19. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the Exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

 X

 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Printed Name: _____

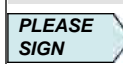
Title: _____

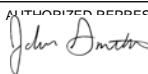
Company: _____

Address: _____ City: _____ State: _____ Zip: _____

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	

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/14		
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE					
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819			INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:					
COVERAGES								
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS			
A	GENERAL LIABILITY	000P98298-A11	01/01/14	01/01/15	EACH OCCURRENCE \$1,000,000			
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ 50,000			
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000			
	<input type="checkbox"/> _____				PERSONAL & ADV INJURY \$1,000,000			
	GENERAL AGGREGATE LIMIT APPLIES PER				GENERAL AGGREGATE \$2,000,000			
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PRODUCTS-COMP/OP AGG \$2,000,000							
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/14	01/01/15	COMBINED SINGLE LIMIT \$1,000,000			
	<input checked="" type="checkbox"/> ANY AUTO				(Ea accident)			
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY \$			
	<input type="checkbox"/> SCHEDULED AUTOS				(Per person)			
	<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY \$			
<input checked="" type="checkbox"/> NON-OWNED AUTOS	(Per accident)							
<input type="checkbox"/> _____	PROPERTY DAMAGE \$			(Per accident)				
C	GARAGE LIABILITY	XL1234567	01/01/14	01/01/15	AUTO ONLY-EA ACCIDENT			
	<input type="checkbox"/> ANY AUTO				OTHER THAN \$			
<input type="checkbox"/> _____	AUTO ONLY: \$							
A	UMBRELLA/EXCESS LIABILITY	A4145-SS-PJ37	01/01/14	01/01/15	EACH OCCURRENCE \$1,000,000			
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$1,000,000			
	<input type="checkbox"/> DEDUCTIBLE				\$			
	<input type="checkbox"/> RETENTION \$				\$			
					\$			
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/14	01/01/15	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	<input type="checkbox"/> OTHER		
	E.L. EACH ACCIDENT \$1,000,000							
	E.L. DISEASE-EA EMPLOYEE \$1,000,000							
	E.L. DISEASE -POLICY LIMIT \$1,000,000							
D	OTHER				Each Occurrence & Aggregate			
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), NSCAA (Show Management), Pennsylvania Convention Center (Facility), and National Soccer Coaches Association of America Annual Convention (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: January 16 - 18, 2014 at city of Philadelphia.								
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION				
6.	Global Experience Specialists, Inc. (GES) Exhibitor Services 4801 Hollins Ferry Rd. Suite B Halethorpe, MD 21227			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 				
								10.

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: Global Experience Specialists, Inc. (GES) (Official Service Provider), NSCAA (Show Management), National Soccer Coaches Association of America Annual Convention (Show) and Pennsylvania Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

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

National Soccer Coaches Association of America Annual Convention

Pennsylvania Convention Center

January 16 - 18, 2014

Material Handling is the unloading of your exhibit materials, 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.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 34 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 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.
- 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

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. For a rate quote please call GES Logistics at 1.888.454.4437.

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/everything/logistics/tracking/.

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 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.

Estimating Material Handling Charges, *continued*

- **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 Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth 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 Servicercenter®** 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 Servicercenter®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

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

Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & 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.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Get GES Transportation Plus and
Save 10%
On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Form Deadline Date:
December 23, 2013

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

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

Crated Materials

Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 207.00 cwt	\$ 186.30 cwt
OT/OT \$ 276.00 cwt	\$ 248.40 cwt

Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 269.10 cwt	\$ 242.19 cwt
OT/OT \$ 358.80 cwt	\$ 322.92 cwt

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

Crated Materials

Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 174.00 cwt	\$ 156.60 cwt
OT/OT \$ 232.00 cwt	\$ 208.80 cwt

Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 226.20 cwt	\$ 203.58 cwt
OT/OT \$ 301.60 cwt	\$ 271.44 cwt

Uncrated Materials

Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 261.00 cwt	\$ 234.90 cwt
OT/OT \$ 348.00 cwt	\$ 313.20 cwt

How To Know What Rates To Use Based On Show Move-In/Move-Out:

Straight Time: 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: All other times, Saturdays, Sundays, Holidays.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 21.45 fee will be charged per shipment.

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 34 days (any materials stored beyond 34 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per 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.

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.

Arrival Dates and Surcharges for Shipments: Storage rates apply to shipments received before the published timeline. A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the published timeline.

Advance Dates:

Thurs, Dec 12, 2013: Advance shipments may begin arriving at warehouse.

Fri, Jan 10, 2014: Last day for shipments to arrive at warehouse.

The warehouse will be closed December 24 - 25, 2013 and January 1, 2014 in observance of the holidays

Direct Dates:

Wed, Jan 15, 2014: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Thurs, Jan 16, 2014: Last day for shipments to arrive at exhibit site by 4:00 PM.

Please Indicate Below

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.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 49.00	1	\$
Small Package, Each Additional Carton	\$ 24.50		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%		A x 3% = B		\$
C. Payment Enclosed		A + B = C		\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/083002465/esm>

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.

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:



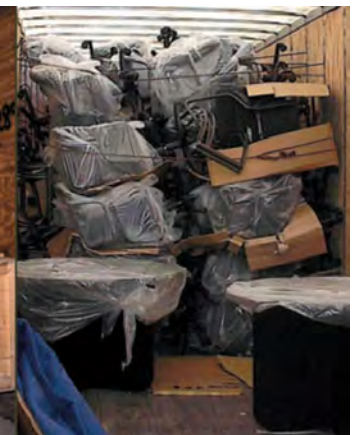
Side Door Loading



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.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Soccer Coaches Association of America Annual Convention

NAME OF EXHIBITION

0830002465

BOOTH NUMBER

C/O GES
Marano Truck Lines
4201 Tacony Street
Philadelphia, PA 19124 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Thursday, Dec 12, 2013 - Friday, Jan 10, 2014

The warehouse will be closed December 24 - 25, 2013 and January 1, 2014 in observance of the holidays

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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 21.45 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Soccer Coaches Association of America Annual Convention

NAME OF EXHIBITION

0830002465

BOOTH NUMBER

C/O GES
Marano Truck Lines
4201 Tacony Street
Philadelphia, PA 19124 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Thursday, Dec 12, 2013 - Friday, Jan 10, 2014

The warehouse will be closed December 24 - 25, 2013 and January 1, 2014 in observance of the holidays

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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 21.45 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Soccer Coaches Association of America Annual Convention

NAME OF EXHIBITION

0830002465

BOOTH NUMBER

C/O GES
Pennsylvania Convention Center
1101 Arch St.
Philadelphia, PA 19107-2299 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Jan 15, 2014 after 8:00 AM - Thursday, Jan 16, 2014 by 4:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 21.45 fee will be charged per shipment.

Carrier _____
 Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Soccer Coaches Association of America Annual Convention

NAME OF EXHIBITION

0830002465

BOOTH NUMBER

C/O GES
Pennsylvania Convention Center
1101 Arch St.
Philadelphia, PA 19107-2299 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Jan 15, 2014 after 8:00 AM - Thursday, Jan 16, 2014 by 4:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 21.45 fee will be charged per shipment.

Carrier _____
 Number _____ of _____ pieces



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Form Deadline Date:
December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

If this form is not received by GES by December 23, 2013, this pre-printing service will not be provided.

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

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
1101 Arch St.	Philadelphia	PA	19107-2299	USA
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:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicer**®. Verify the piece count, weight, and that the signature is on the outbound material handling order 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.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER:	
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	
CONTACT'S HOTEL (OPTIONAL)					
Pick Up Information					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	

Delivery Information					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

Method of Shipment					
Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up*			Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.		Special Instructions (Additional Charges May Apply)
*Subject to Applicable Surcharges					

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Total Pieces:					Total Weight:					Hazardous Materials Contact Number	
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.					I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.					() -	
										Authorized Signature - Please Sign:	
										X	
I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.					AUTHORIZED NAME - PLEASE PRINT					DATE	

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.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Get GES Global Transportation Plus and
Save 10%
On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

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National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER	
<div>Pick Up Information</div>					
PICKUP DATE:		SHIPPING / RECEIVING HOURS:			
STREET ADDRESS:		CITY:	PROVINCE:	POSTAL CODE:	COUNTRY:
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment

Type of Customs Entry:	<input type="checkbox"/> Permanent (Sold/Giveaways)		Value of Permanent Goods (US\$):		\$
	<input type="checkbox"/> Temporary (To Return)		Value of Temporary Goods (US\$):		\$
Mode of Transport:	<input type="checkbox"/> Ocean FCL	<input type="checkbox"/> Ocean LCL	<input type="checkbox"/> AirFreight	<input type="checkbox"/> Truck	
Type of Equipment for FCL:	<input type="checkbox"/> 40' Container	<input type="checkbox"/> 20' Container	<input type="checkbox"/> High Cube	<input type="checkbox"/> Other:	
Commodity:					
Desired Delivery Date or Targeted Move-In Date:					

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)[illegible]

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

**I agree in placing this order that I have accepted
GES Payment Policy and GES Terms & Conditions
of Contract.**

Authorized Signature - Please Sign:

Total Gross Weight (7)	Total Value (8)
kilos	\$

AUTHORIZED NAME - PLEASE PRINT

DATE _____

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound per package, \$ 100.00 (USD) per package or \$ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

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Order Directly Online:

<https://e.ges.com/083002465/esm>

083002465

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

Discount Deadline Date:
 December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Important Information & Rates

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 Servicer**. Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk

Notice – You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the **GES Servicer**.

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

LABOR RATES ARE AS FOLLOWS:

Forklift w/Crew Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 296.50	\$ 371.00	\$ 445.00
5,000#, OT Code: 705200	\$ 415.00	\$ 519.00	\$ 623.00
5,000#, DT Code: 705200	\$ 534.00	\$ 668.00	\$ 801.00

Worker per Hour	Discount	Regular	Show Site
Storage, ST Code: 705044	\$ 132.00	\$ 165.00	\$ 198.00
Storage, OT Code: 705044	\$ 196.00	\$ 245.00	\$ 294.00
Storage, DT Code: 705044	\$ 264.00	\$ 330.00	\$ 396.00

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.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	= TOTAL	X 3% PSP	= SUBTOTAL	X 8% TAX	= GRAND TOTAL
	AM	AM								\$
	PM	PM								\$
	AM	AM								\$
	PM	PM								\$
	AM	AM								\$
	PM	PM								\$
Labor Payment Enclosed										\$

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

Please Indicate
Please describe your product:

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, Per Pallet/Piece	\$136.50		\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Form Deadline Date:
December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Special Freight Services — Small Passenger Vehicles Only!

Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$83.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, 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. There is one cartload 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 rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- You may also order this service at the GES Servicer at show site.



Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$83.00	1	\$
200506	Booth to Dock	\$83.00	1	\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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National Soccer Coaches Association of America Annual Convention

Pennsylvania Convention Center

January 16 - 18, 2014

Discount Deadline Date:

December 23, 2013

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Vehicle placement on the trade show floor will be a round-trip fee of \$221.50 per vehicle. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

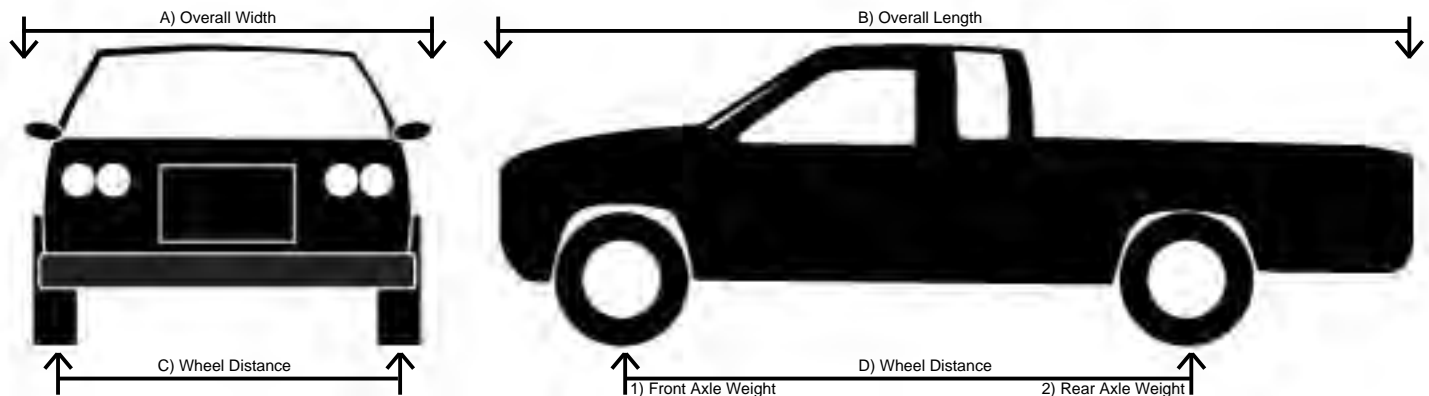
Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of the vehicle.

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

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

A.	Total All Items Ordered:	\$
B.	Petroleum Surcharge Assessment: 3% $A \times 3\% = B$	\$
C.	Item # 200507 Payment Enclosed $A + B = C$	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/083002465/esm>

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option:

Ultra Plush (50 oz.)

50 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

Plush (26 oz.)

26 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

Standard (13 oz.)

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

Padding (1/2 in.)


Double-netted rebound pad is 100% recyclable, made with 98% pre & post consumer content.

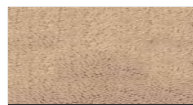
100% recyclable flooring solutions have the same industry tradeshow performance standards as conventional carpet and help to reduce the volume of excess materials from entering landfills.

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Ultra Plush

Includes:

- 50 oz. 100% recyclable premium carpet 
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



Bisque (81)



Black (41)



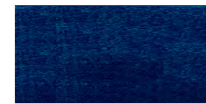
Cabernet (82)



Graphite (83)



Iceberg (84)



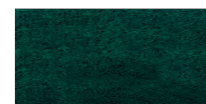
Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

Ultra Plush Color Codes

- | | |
|-----------------|-----------------|
| - Bisque (81) | - Black (41) |
| - Cabernet (82) | - Graphite (83) |
| - Iceberg (84) | - Midnight (85) |
| - Seascape (86) | - Sterling (87) |
| - Teal (55) | |

Our carpet is offered as pre-cut, custom-cut or in carpet packages that include visqueen and recycled padding. Visqueen and recycled padding are also available as upgrades.

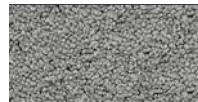
Rental includes material handling, installation, front edge taping, and pick-up at the close of the show.

To order contact the GES National Servicer® at 800.475.2098 or fill out and fax the enclosed order form.

Plush

Includes:

- 26 oz. 100% recyclable premium carpet
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



Cement (70)



Charcoal (71)



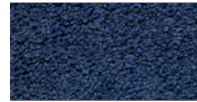
Cobalt (72)



Dove (73)



Lava Rock (74)



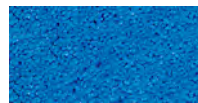
Navy (75)



Onyx (76)



Red (49)



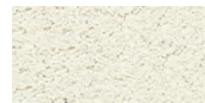
Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

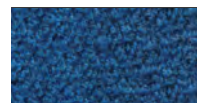
Standard

Includes:

- 13 oz. filament nylon carpet
- Available in pre-cut sizes (see order form for details)
- Custom-cut includes 4 mil poly covering



Black (41)



Blue (42)



Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



Red (49)

Plush Color Codes

- 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)

Standard Color Codes

- Black (41)	- Blue (42)
- Blue Jay (56)	- Burgundy (43)
- Emerald Green (44)	- Gray (40)
- Pepper (52)	- Red (49)

Chairs



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



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



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



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

Tables



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



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



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



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

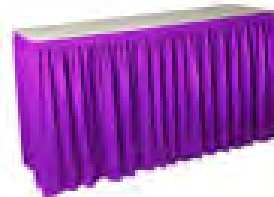
Skirted Tables



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



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



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

Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Mauve (47)



Purple (48)



Red (49)



Teal (55)



White (50)

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300124 - Aisle Stanchion
Chain, Plastic, Per Foot



300123 - Aisle Stanchion,
without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White,
4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell
Base



300108 - Sign Holder,
Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,
Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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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.

National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Discount Deadline Date:
December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Display Furniture			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 138.00	\$ 207.00	300079	Display Case 5', Half View	\$ 631.00	\$ 947.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 129.00	\$ 194.00	300080	Display Case 5', Quarter View	\$ 631.00	\$ 947.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 80.25	\$ 120.00	300082	Display Case 6', Full View	\$ 647.00	\$ 971.00
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 147.00	\$ 221.00	300083	Display Case 6', Half View	\$ 647.00	\$ 971.00
Tables				300084	Display Case 6', Quarter View	\$ 647.00	\$ 971.00
300057	Table, Rectangle, 24"x36"x30" High	\$ 129.00	\$ 194.00	300088	Display Case 7', Vertical	\$ 848.00	\$ 1,270.00
300056	Table, Square, 24"x24"x30" High	\$ 122.00	\$ 183.00	Accessories			
300059	Table, Starbase, 30" Diameter x 40" High	\$ 244.00	\$ 366.00	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 5.25	\$ 7.90
300058	Table, Starbase, 40" Diameter x 30" High	\$ 244.00	\$ 366.00	300123	Aisle Stanchion, without Chain	\$ 52.50	\$ 78.75
Skirted Tables				300103	Aluminum Easel	\$ 70.75	\$ 106.00
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300111	Bag Stand	\$ 97.50	\$ 146.00
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 161.00	\$ 242.00	300102	Coat Rack	\$ 97.50	\$ 146.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 198.00	\$ 297.00	300104	Garment Rack	\$ 97.50	\$ 146.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 233.00	\$ 350.00	300106	Literature Rack	\$ 166.00	\$ 249.00
3007	Table, Skirt 4th Side	\$ 63.75	\$ 95.75	300201	Pegboard, White, 4'x8'	\$ 170.00	\$ 255.00
Skirted Counters				300107	Refrigerator	\$ 386.00	\$ 579.00
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				300120	Sign Holder, Bell Base	\$ 88.25	\$ 132.00
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 207.00	\$ 311.00	300108	Sign Holder, Chrome, 22"x28"	\$ 88.25	\$ 132.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 241.00	\$ 362.00	300211	Tackboard, 4'x8'	\$ 178.00	\$ 267.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 278.00	\$ 417.00	300112	Ticket Tumbler, Small, Table Top	\$ 152.00	\$ 228.00
3017	Counter, Skirt 4th Side	\$ 63.75	\$ 95.75	300113	Wastebasket	\$ 21.55	\$ 32.25
Risers				300118	Waterfall Stand	\$ 97.50	\$ 146.00
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 61.00	\$ 91.50	<i>Prices include delivery, installation, rental, and removal.</i>			
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 43.25	\$ 65.00				
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 79.75	\$ 120.00				
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 61.00	\$ 91.50				
Custom Booth Drape							
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 17.95	\$ 27.00				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 21.55	\$ 32.25				
Display Furniture							
300073	Display Case 4', Corner View	\$ 631.00	\$ 947.00				
300074	Display Case 4', Full View	\$ 611.00	\$ 917.00				
300075	Display Case 4', Half View	\$ 611.00	\$ 917.00				
300076	Display Case 4', Quarter View	\$ 611.00	\$ 917.00				
300078	Display Case 5', Full View	\$ 631.00	\$ 947.00				

Please Indicate Choice
Place Order Here
Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3001, 3002 ONLY)

Gray will be provided if no color is indicated below:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Mauve (47) | <input type="checkbox"/> Purple (48) |
| <input type="checkbox"/> Red (49) | <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) |

4th Side Table Skirt (3007 ONLY)

- ☐
- 6' Table
- ☐
- 8' Table

4th Side Counter Skirt (3017 ONLY)

- ☐
- 6' Counter
- ☐
- 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

- ☐
- Horizontal
- ☐
- Vertical

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign:				X
AUTHORIZED NAME - PLEASE PRINT				DATE

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

Need Assistance?

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Discount Deadline Date:
 December 23, 2013

COMPANY NAME EMAIL ADDRESS Booth Number

GES Furniture Packages offer significant savings!

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 342.05	\$ 512.33	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 735.80	\$ 1,103.63

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

Prices include delivery, installation, rental, and removal.

Please Indicate Choice

Table Skirt Color (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Mauve (47) | <input type="checkbox"/> Purple (48) |
| <input type="checkbox"/> Red (49) | <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) |

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			\$
400012	Furniture Package 2			\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT DATE

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<https://e.ges.com/083002465/esm>

Seating - Sofas and Loveseats



305066 - Loveseat, Black Leather, 64"L 36"D 34"H



305068 - Loveseat, Key West, Black, 57"L 35"D 33"H



305067 - Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"H



305118 - Sectional, 3 pc., Newport, Charcoal, 113"L 34"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



305125 - Sofa, Key West, Black, 85"L 35"D 33"H



305121 - Sofa, Lisbon, Black Leather, 88"L 36"D 34"H



305116 - Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H



305124 - Sofa, Memphis, 55"L 31"D 28"H



305226 - Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H



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



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

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Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305074 - Chair, Cappuccino, 29"L 29"D 34"H



305180 - Chair, Globus, 28"L 26"D 28"H



305178 - Chair, Lisbon, Black Leather, 40"L 36"D 34"H



305080 - Chair, Marrakesh, Light Beige, 34"L 37"D 38"H



305127 - Chair, Memphis, 27.25"L 31.75"D 27.5"H



305225 - Chair, Mirabel, Brown Leather, 36"L 35"D 32"H



305179 - Chair, Newport, Charcoal Leather, 24"L 34"D 33"H



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



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



305035 - Corner, Charcoal Leather, 34"L 34"D 33"H

Seating - Chairs



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



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305109 - Chair, Brewer, Gray, 20"L 20"D 32"H



305217 - Chair, Casper, Clear, 21"L 21"D 36.5"H



305231 - Chair, Fusion, Clear/White, 19"L 21"D 32"H



305230 - Chair, Fusion, Green/White, 19"L 21"D 32"H



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



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



305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H



305111 - Chair, Jetson, 19"L 18"D 31"H



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



305108 - Chair, New York, 23"L 32"D 33"H



305115 - Chair, Panton, White, 20"L 34"D 33"H



305069 - Chair, T-Vac Translucent, 25"L 23"D 30"H

Seating - Ottomans



305088 - Ottoman, Bench, Black, 24"L 60"D 17"H



305089 - Ottoman, Bench, White, 24"L 60"D 17"H



305085 - Ottoman, Cube, Black, 17"L 17"D 18"H



305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H



305086 - Ottoman, Half Round, Black, 72"L 36"D 17"H



305087 - Ottoman, Half Round, White, 72"L 36"D 17"H



305094 - Ottoman, Oval, Black, 52"L 32"D 19"H



305095 - Ottoman, Oval, White, 52"L 32"D 19"H



305240 - Ottoman, Puzzle Bench, White, 48"L 24"D 18"H



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



305090 - Ottoman, Square, Black, 40"L 40"D 17"H



305091 - Ottoman, Square, White, 40"L 40"D 17"H



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



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



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



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



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



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



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

Seating - Office and Utility Seating



305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.



305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.



305114 - Chair, Flex with Wheels, 24"L 22"D 31"H



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



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



305076 - Chair, Otto, Highback Black, 23"L 21"D 43"H



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



305112 - Chair, Tilt with Arms, Black, 26"L 25"D 34"H



305043 - Stool, Drafting, 25"L 26"D 34"H

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

Seating - Barstools



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



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



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



305023 -
Barstool, Ice,
Transparent/
Chrome, 16.75"L
16"D 32"H



305011 -
Barstool, Jetson,
Black, 18"L 19"D
29"H



305006 -
Barstool, Ohio,
Black, 18" Round
31"H Adj.



305007 -
Barstool, Ohio,
Grey, 18" Round
31"H Adj.



305005 -
Barstool, Ohio,
Red, 18" Round
31"H Adj.



305009 -
Barstool, Oslo,
Blue, 17"L 20"D
30"H



305008 -
Barstool, Oslo,
White, 17"L 20"D
30"H



305206 -
Barstool, Shark
Swivel, White/
Chrome Base,
22"L 19"D 34"-
44"H



305207 -
Barstool, Zooey
Swivel, White/
Chrome Base,
15"Lx17"Dx31"-3
5"H

Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Metallic Silver



Brushed Red



Brushed Blue

Tables - Cafe



305162 - Table,
Cafe, Blue/
Black, 30"
Round 29"H



305154 - Table,
Cafe, Blue/
Chrome, 30"
Round 29"H



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



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



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



305159 - Table,
Cafe, Graphite/
Chrome, 36"
Round 29"H



305166 - Table,
Cafe, Grey/
Black, 36"
Round 29"H



305158 - Table,
Cafe, Grey/
Chrome, 36"
Round 29"H



305165 - Table,
Cafe, Maple/
Black, 30"
Round 29"H



305168 - Table,
Cafe, Maple/
Black, 36"
Round 29"H



305157 - Table,
Cafe, Maple/
Chrome, 30"
Round 29"H



305160 - Table,
Cafe, Maple/
Chrome, 36"
Round 29"H



305161 - Table,
Cafe, Red/
Black, 30"
Round 29"H



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



305163 - Table,
Cafe, Silver/
Black, 30"
Round 29"H



305155 - Table,
Cafe, Silver/
Chrome, 30"
Round 29"H

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Tables - Bar



305131 - Table, Bar, Blue/Black, 30" Round 42"H



305140 - Table, Bar, Blue/Chrome, 30" Round 42"H



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



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



305142 - Table, Bar, Graphite/Chrome, 30" Round 42"H



305145 - Table, Bar, Graphite/Chrome, 36" Round 42"H



305135 - Table, Bar, Grey/Black, 36" Round 42"H



305144 - Table, Bar, Grey/Chrome, 36" Round 42"H



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



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



305143 - Table, Bar, Maple/Chrome, 30" Round 42"H



305146 - Table, Bar, Maple/Chrome, 36" Round 42"H



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



305139 - Table, Bar, Red/Chrome, 30" Round 42"H



305132 - Table, Bar, Silver/Black, 30" Round 42"H



305141 - Table, Bar, Silver/Chrome, 30" Round 42"H

Tables - Cocktail



305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H



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



305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H



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



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



305015 - Table, Cocktail, Soho, 38"L 38"D 18.5"H



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



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

Tables - End Tables



305047 - Table, End, Geo, Black, 26"L 26"D 20"H



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



305049 - Table, End, Inspiration, 24"L 28"D 22"H



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



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



305045 - Table, End, Soho, 26"L 26"D 27"H



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



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

Conference Tables



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



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



305028 - Table, Conf., Graphite, 72"L 36"D 29"H



305029 - Table, Conf., Graphite, 96"L 36"D 29"H



305170 - Table, Conf., Gray, 42" Round 29"H



305171 - Table, Conf., Gray, 72"L 36"D 29"H

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305172 - Table, Conf., Gray, 96"L
36"D 29"H



305033 - Table, Conf., Mahogany,
120"L 42"W 29"H



305030 - Table, Conf., Mahogany,
42" Round, 42"L 42"W 29"H



305031 - Table, Conf., Mahogany,
72"L 42"W 29"H



305032 - Table, Conf., Mahogany,
96"L 42"W 29"H



305177 - Table, Conf., Manhattan,
42" Round 29"H



305208 - Table, Nova, Oval,
White/Silver Legs, 71"L 35.5"D
29"H

Tables - Martini Bar



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



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

Product Display



305002 - Bookcase, Graphite,
36"L 13"D 71"H



305001 - Bookcase, Mahogany,
36"L 13"D 71"H



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



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



305215 - Pedestal, Black
Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black
Plastic, 24"L 24"D 42"H



305103 - Pedestal, Locking
Door, Black, 24"L 24"D 42"H

Office and Utility Furniture



305040 - Credenza, Graphite,
72"L 24"D 29"H



305039 - Credenza, Mahogany,
72"L 24"D 29"H



305057 - Desk, Executive,
Graphite, 60"L 30"D 29"H



305056 - Desk, Executive,
Mahogany, 60"L 30"D 29"H



305138 - Desk, Writing,
Graphite, 48"L 24"D 30"H



305059 - File, Lateral, Graphite,
36"L 20"D 29"H



305058 - File, Lateral,
Mahogany, 36"L 20"D 29"H



305106 - Kiosk, Black/Maple,
24"L 21"D 42"H



305104 - Podium, Lecturn,
Cherry, 24"L 19"D 50"H



305038 - Table, Computer,
Graphite, 36"L 30"D 42"H



305036 - Table, Training, Grey,
48"L 24"D 30"H



GES

*Global
Experience
Specialists™*

Specialty Furniture

Lamps



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



305203 - Lamp, Floor,
Trovato, LED, White, 7"L
7"D 72"H



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



305202 - Lamp, Table,
Trovato, White, 7"L 7"D
26"H

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Discount Deadline Date:
December 23, 2013

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas and Loveseats				Seating - Ottomans			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 747.00	\$ 1,120.00	305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 125.00	\$ 188.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 519.00	\$ 779.00	305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 125.00	\$ 188.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 820.00	\$ 1,230.00	Seating - Office and Utility Seating			
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,630.00	\$ 2,450.00	305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 382.00	\$ 573.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,490.00	\$ 2,240.00	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 363.00	\$ 545.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 700.00	\$ 1,050.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 170.00	\$ 255.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 582.00	\$ 873.00	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 428.00	\$ 642.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 816.00	\$ 1,220.00	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 391.00	\$ 587.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 669.00	\$ 1,000.00	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 462.00	\$ 693.00
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 712.00	\$ 1,070.00	305126	Chair, Task, 25"L 26"D 21"H	\$ 154.00	\$ 231.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	\$ 877.00	\$ 1,320.00	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 292.00	\$ 438.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 894.00	\$ 1,340.00	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 224.00	\$ 336.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 680.00	\$ 1,020.00	Seating - Barstools			
Seating - Club Chairs				305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 168.00	\$ 252.00
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 553.00	\$ 830.00	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 168.00	\$ 252.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 827.00	\$ 1,240.00	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 217.00	\$ 326.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 862.00	\$ 1,290.00	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"	\$ 218.00	\$ 327.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 393.00	\$ 590.00	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 279.00	\$ 419.00
305180	Chair, Globus, 28"L 26"D 28"H	\$ 363.00	\$ 545.00	305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 240.00	\$ 360.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 568.00	\$ 852.00	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 240.00	\$ 360.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 467.00	\$ 701.00	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 240.00	\$ 360.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 457.00	\$ 686.00	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 307.00	\$ 461.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	\$ 538.00	\$ 807.00	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 307.00	\$ 461.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 485.00	\$ 728.00	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 400.00	\$ 600.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 553.00	\$ 830.00	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 366.00	\$ 549.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 399.00	\$ 599.00	Tables - Cafe			
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 564.00	\$ 846.00	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 236.00	\$ 354.00
Seating - Chairs				305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 315.00	\$ 473.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 314.00	\$ 471.00	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 236.00	\$ 354.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 122.00	\$ 183.00	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 276.00	\$ 414.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 122.00	\$ 183.00	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 315.00	\$ 473.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 158.00	\$ 237.00	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 375.00	\$ 563.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 158.00	\$ 237.00	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 276.00	\$ 414.00
305217	Chair, Casper, Clear, 21"L 21"D 36.5"H	\$ 198.00	\$ 297.00	305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 375.00	\$ 563.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 153.00	\$ 230.00	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 236.00	\$ 354.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 153.00	\$ 230.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 276.00	\$ 414.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 153.00	\$ 230.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 315.00	\$ 473.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 218.00	\$ 327.00	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 375.00	\$ 563.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 329.00	\$ 494.00	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 236.00	\$ 354.00
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 209.00	\$ 314.00	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 315.00	\$ 473.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 346.00	\$ 519.00	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 306.00	\$ 459.00
305108	Chair, New York, 23"L 32"D 33"H	\$ 214.00	\$ 321.00	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 385.00	\$ 578.00
305115	Chair, Pantone, White, 20"L 34"D 33"H	\$ 227.00	\$ 341.00	Tables - Bar			
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 323.00	\$ 485.00	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 246.00	\$ 369.00
Seating - Ottomans				305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 321.00	\$ 482.00
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 435.00	\$ 653.00	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 246.00	\$ 369.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 435.00	\$ 653.00	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 304.00	\$ 456.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 113.00	\$ 170.00	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 321.00	\$ 482.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 106.00	\$ 159.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 378.00	\$ 567.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 434.00	\$ 651.00	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 304.00	\$ 456.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 434.00	\$ 651.00	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 378.00	\$ 567.00
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 324.00	\$ 486.00	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 246.00	\$ 369.00
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 324.00	\$ 486.00	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 304.00	\$ 456.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	\$ 347.00	\$ 521.00	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 321.00	\$ 482.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 259.00	\$ 389.00	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 378.00	\$ 567.00
305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 362.00	\$ 543.00	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 246.00	\$ 369.00
305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 362.00	\$ 543.00	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 321.00	\$ 482.00
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 125.00	\$ 188.00	305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 321.00	\$ 482.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 125.00	\$ 188.00	305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 397.00	\$ 596.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 125.00	\$ 188.00	Tables - Cocktail			
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 125.00	\$ 188.00	305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 252.00	\$ 378.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 125.00	\$ 188.00				

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National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Discount Deadline Date:
December 23, 2013

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Tables - Cocktail				Product Display			
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 258.00	\$ 387.00	305002	Bookcase, Graphite, 36"L 13"D 71"H	\$ 350.00	\$ 525.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 338.00	\$ 507.00	305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 350.00	\$ 525.00
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	\$ 250.00	\$ 375.00	305053	Etagere, Black, 30"L 16"D 70"H	\$ 331.00	\$ 497.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 297.00	\$ 446.00	305052	Etagere, Pewter, 30"L 16"D 70"H	\$ 331.00	\$ 497.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 391.00	\$ 587.00	305215	Pedestal, Black Plastic, 24"L 24"D 36"H	\$ 409.00	\$ 614.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 334.00	\$ 501.00	305216	Pedestal, Black Plastic, 24"L 24"D 42"H	\$ 482.00	\$ 723.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 334.00	\$ 501.00	305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 491.00	\$ 737.00
Tables - End Tables				Office and Utility Furniture			
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 224.00	\$ 336.00	305040	Credenza, Graphite, 72"L 24"D 29"H	\$ 490.00	\$ 735.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 244.00	\$ 366.00	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 574.00	\$ 861.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 321.00	\$ 482.00	305057	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 483.00	\$ 725.00
305211	Table, End, Oliver, 22" Round 22"H	\$ 218.00	\$ 327.00	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 532.00	\$ 798.00
305046	Table, End, Silverado, 24" Round 22"H	\$ 281.00	\$ 422.00	305138	Desk, Writing, Graphite, 48"L 24"D 30"H	\$ 331.00	\$ 497.00
305045	Table, End, Soho, 26"L 26"D 27"H	\$ 334.00	\$ 501.00	305059	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 415.00	\$ 623.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 246.00	\$ 369.00	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 446.00	\$ 669.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 246.00	\$ 369.00	305106	Kiosk, Black/Maple, 24"L 21"D 42"H	\$ 530.00	\$ 795.00
Tables - Conference				305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	\$ 314.00	\$ 471.00
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 284.00	\$ 426.00	305038	Table, Computer, Graphite, 36"L 30"D 42"H	\$ 331.00	\$ 497.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 459.00	\$ 689.00	305036	Table, Training, Grey, 48"L 24"D 30"H	\$ 323.00	\$ 485.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 302.00	\$ 453.00	Lamps			
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 459.00	\$ 689.00	305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	\$ 297.00	\$ 446.00
305027	Table, Conf., Graphite, 42" Round 29"H	\$ 378.00	\$ 567.00	305203	Lamp, Floor, Trovato, LED, White, 7"L 7"D 72"H	\$ 400.00	\$ 600.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 509.00	\$ 764.00	305205	Lamp, Table, Mason, Silver, 16" Round 26"H	\$ 218.00	\$ 327.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 629.00	\$ 944.00	305202	Lamp, Table, Trovato, White, 7"L 7"D 26"H	\$ 314.00	\$ 471.00
305170	Table, Conf., Gray, 42" Round 29"H	\$ 379.00	\$ 569.00				
305171	Table, Conf., Gray, 72"L 36"D 29"H	\$ 509.00	\$ 764.00				
305172	Table, Conf., Gray, 96"L 36"D 29"H	\$ 629.00	\$ 944.00				
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 665.00	\$ 998.00				
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 376.00	\$ 564.00				
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 446.00	\$ 669.00				
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 544.00	\$ 816.00				
305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 344.00	\$ 516.00				
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	\$ 589.00	\$ 884.00				
Tables - Martini Bar							
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 3,300.00	\$ 4,950.00				
305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,240.00	\$ 1,860.00				

Place Order Here

ITEM#	DESCRIPTION	PRICE	X	QTY	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	8% TAX	=	GRAND TOTAL

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.

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

Payment Enclosed

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT

DATE

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National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Discount Deadline Date:
December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404200	GEM #3 10' x 10' Package <i>Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.</i>	\$ 4,306.55	\$ 6,461.25	404104	Bar Package <i>Includes: (2) White Oslo Barstools, (1) Martini Bar.</i>	\$ 1,854.00	\$ 2,782.00
404201	GEM #4 10' x 20' Package <i>Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.</i>	\$ 8,205.55	\$ 12,314.25	404101	Barcelona Club Package <i>Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.</i>	\$ 1,975.00	\$ 2,962.00
404001	Chair Package A <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.</i>	\$ 541.55	\$ 812.25	404103	Deluxe Chair Package <i>Includes: (2) New York Chairs, (1) Cafe Table 36"X29".</i>	\$ 803.00	\$ 1,205.00
404023	Display Case Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.</i>	\$ 1,185.00	\$ 1,779.00	404110	Newport Collection <i>Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.</i>	\$ 2,021.00	\$ 3,037.00
404024	Display Case Package B <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.</i>	\$ 1,167.00	\$ 1,751.00	404107	Premium Chair Package <i>Includes: (2) Black Brewer Chairs, (1) Bar Table 36"X29".</i>	\$ 691.00	\$ 1,037.00
404011	Stool Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.</i>	\$ 559.55	\$ 840.25	404105	Premium Pedestal Package <i>Includes: (2) Black Banana Barstools, (1) Locking Pedestal.</i>	\$ 827.00	\$ 1,241.00
404002	Chair Package B <i>Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.</i>	\$ 495.55	\$ 743.25	404106	Premium Stool Package <i>Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".</i>	\$ 657.00	\$ 986.00
404012	Stool Package B <i>Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.</i>	\$ 556.55	\$ 836.25	404108	South Beach Club Collection <i>Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).</i>	\$ 1,924.00	\$ 2,891.00

Prices include delivery, installation, rental, and removal.

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

Please Indicate Choice

13 oz. Standard Carpet Colors (404200, 404201 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|--|---|--|
| <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) | <input type="checkbox"/> Blue Jay (56) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gray (40) |
| <input type="checkbox"/> Pepper (52) | <input type="checkbox"/> Red (49) | |

Table Skirt Color (404002, 404012 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Mauve (47) | <input type="checkbox"/> Purple (48) |
| <input type="checkbox"/> Red (49) | <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) |

Panel Type and Color (404200, 404201 ONLY).

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

- | | |
|---|---|
| <input type="checkbox"/> Coated: Black (C41) | <input type="checkbox"/> Coated: Oxford White (C50) |
| <input type="checkbox"/> Coated: Prism Blue (C42) | <input type="checkbox"/> Coated: Silver Gray (C79) |
| <input type="checkbox"/> Fabric: Black (F41) | <input type="checkbox"/> Fabric: Blue (F42) |
| <input type="checkbox"/> Fabric: Gray (F40) | |

Trim Metal Color (404200, 404201 ONLY).

Silver will be provided if no color is indicated below:

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Black (41) | <input type="checkbox"/> Silver (79) |
|-------------------------------------|--------------------------------------|

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign:				X
AUTHORIZED NAME - PLEASE PRINT				DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



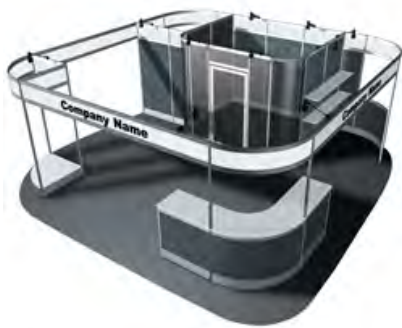
Order Directly Online:

<https://e.ges.com/083002465/esm>

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

20x20 Exhibits



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

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

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed sign
- one 57-13/16" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display



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

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

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

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"



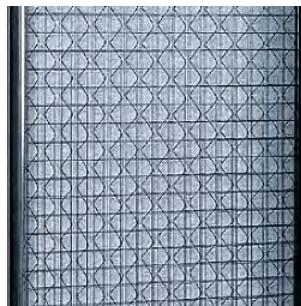
600222 - Exhibit, Light Box, Medium 37"x56"



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: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

Trim Color



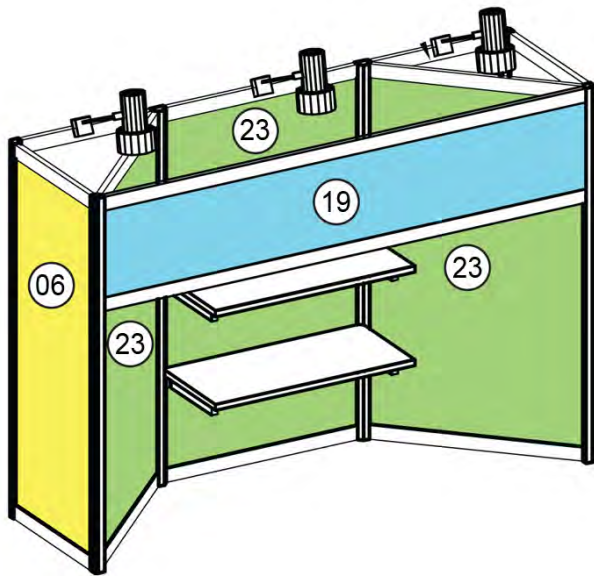
Black (41)



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.

Exhibit #1, 6' Tabletop (600001)



23 608323 26 9/16" wide x 45" tall

Discount Price - \$160.00 /Regular Price - \$240.00

Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall

Discount Price - \$66.25 /Regular Price - \$99.50

Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall

Discount Price - \$106.00 /Regular Price - \$159.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

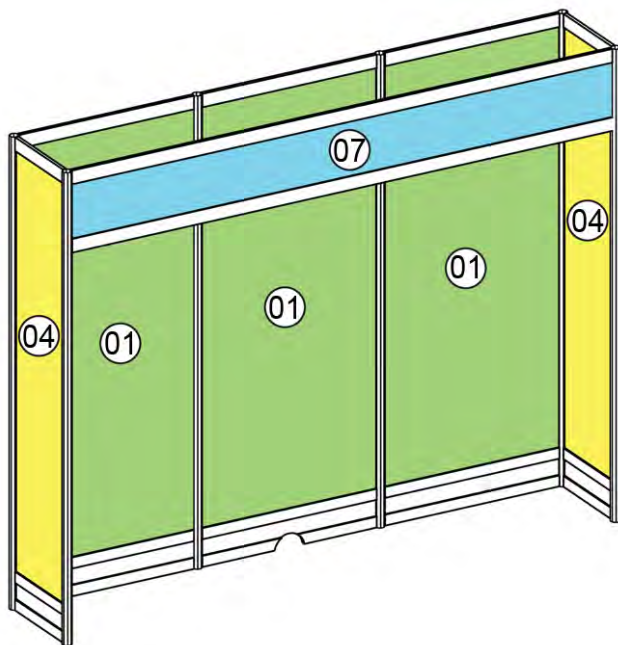
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

*For additional questions, please contact:
Patti Ott
630.295.6141*



Exhibit #2, 10 x 10 (600002)



01 608301 38 1/8" wide x 72 3/8" tall

Discount Price - \$437.00 /Regular Price - \$656.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 72 3/8" tall

Discount Price - \$220.00 /Regular Price - \$330.00

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$186.00 /Regular Price - \$279.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

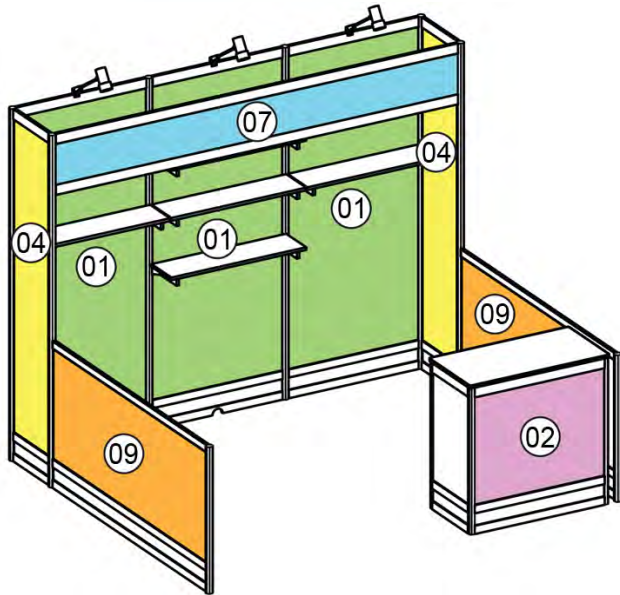
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

*For additional questions, please contact:
Patti Ott
630.295.6141*



Exhibit #3, 10 x 10 (600003)



- 01** 608301 38 1/8" wide x 72 3/8" tall
Discount Price - \$437.00 /Regular Price - \$656.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 72 3/8" tall
Discount Price - \$220.00 /Regular Price - \$330.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$186.00 /Regular Price - \$279.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$154.00 /Regular Price - \$231.00
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$312.00 /Regular Price - \$468.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

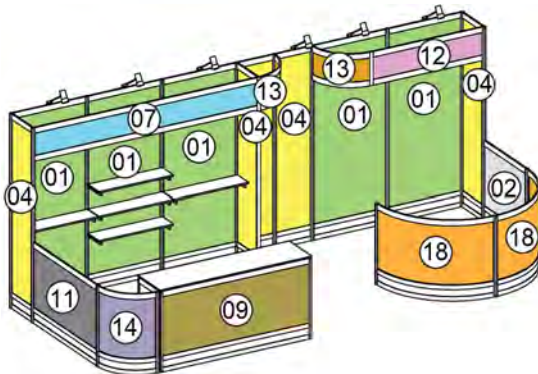
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

*For additional questions, please contact:
Patti Ott
630.295.6141*



Exhibit #4, 10 x 20 (600004)



12 608312 57 7/8" wide x 12" tall

Discount Price - \$96.00 /Regular Price - \$144.00

Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall

Discount Price - \$48.00 /Regular Price - \$72.00

Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall

Discount Price - \$244.00 /Regular Price - \$366.00

Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$312.00 /Regular Price - \$468.00

Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall

Discount Price - \$120.00 /Regular Price - \$180.00

Produced on 1/8" Thick White Foamacell

01 608301 38 1/8" wide x 72 3/8" tall

Discount Price - \$437.00 /Regular Price - \$656.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 72 3/8" tall

Discount Price - \$220.00 /Regular Price - \$330.00

Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall

Discount Price - \$92.25 /Regular Price - \$138.00

Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$154.00 /Regular Price - \$231.00

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$186.00 /Regular Price - \$279.00

Produced on 3/16" Thick White Foamcore



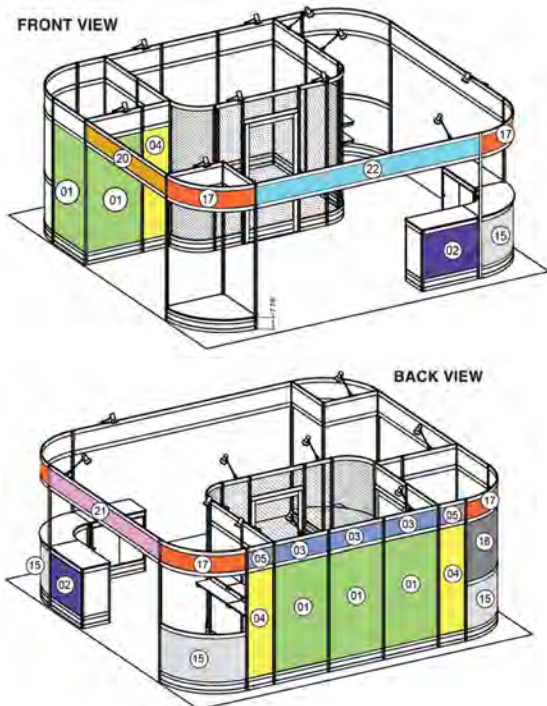
All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

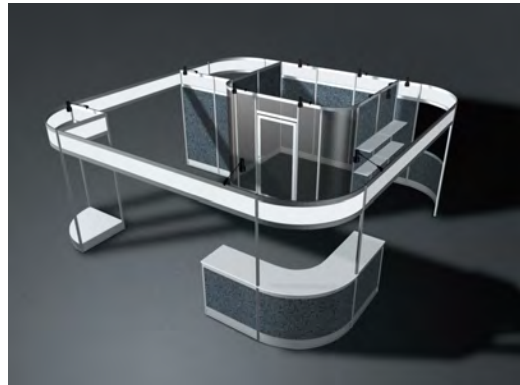
*For additional questions, please contact:
Patti Ott
630.295.6141*

Exhibit #5, 20 x 20 (600005)



- 21** 608321 136 9/16" wide x 12" tall
Discount Price - \$144.00 /Regular Price - \$216.00
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall
Discount Price - \$155.00 /Regular Price - \$233.00
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall
Discount Price - \$178.00 /Regular Price - \$267.00
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$154.00 /Regular Price - \$231.00
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall
Discount Price - \$61.00 /Regular Price - \$91.50
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall
Discount Price - \$48.00 /Regular Price - \$72.00
Produced on 3/16" Thick White Foamcore

- 01** 608301 38 1/8" wide x 72 3/8" tall
Discount Price - \$437.00 /Regular Price - \$656.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 72 3/8" tall
Discount Price - \$220.00 /Regular Price - \$330.00
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$292.00 /Regular Price - \$438.00
Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$244.00 /Regular Price - \$366.00
Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall
Discount Price - \$248.00 /Regular Price - \$372.00
Produced on 3/16" Thick White Foamcore



All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:
Patti Ott
630.295.6141

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Discount Deadline Date:
December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits				Accessories			
600005	Exhibit System GEM #5, 20'x20' Island	\$ 11,750.00	\$ 17,630.00	661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 543.00	\$ 815.00
10x20 Exhibits				600291	Exhibit, Panel, Wirewall, 1M	\$ 531.00	\$ 797.00
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 7,890.00	\$ 11,840.00	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 72.00	\$ 108.00
10x10 Exhibits				Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,900.00	\$ 2,850.00				
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 3,600.00	\$ 5,400.00				
6ft Table Display							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,790.00	\$ 2,690.00				
Accessories							
600410	Exhibit, Ad Board, 1M x 8'	\$ 567.00	\$ 851.00				
600110	Exhibit, Armlight Black	\$ 92.25	\$ 138.00				
600103	Exhibit, Counter, 1M Curved	\$ 858.00	\$ 1,290.00				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 434.00	\$ 651.00				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 595.00	\$ 893.00				
600221	Exhibit, Light Box, Large 37"x85"	\$ 788.00	\$ 1,180.00				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 623.00	\$ 935.00				
600223	Exhibit, Light Box, Small 37"x28"	\$ 385.00	\$ 578.00				

Please Indicate Choices

Place Order Here

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|--|---|--|
| <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) | <input type="checkbox"/> Blue Jay (56) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gray (40) |
| <input type="checkbox"/> Pepper (52) | <input type="checkbox"/> Red (49) | |

Table Skirt Color (600001 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Mauve (47) | <input type="checkbox"/> Purple (48) |
| <input type="checkbox"/> Red (49) | <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) |

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

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

- | | |
|---|---|
| <input type="checkbox"/> Coated: Black (C41) | <input type="checkbox"/> Coated: Oxford White (C50) |
| <input type="checkbox"/> Coated: Prism Blue (C42) | <input type="checkbox"/> Coated: Silver Gray (C79) |
| <input type="checkbox"/> Fabric: Black (F41) | <input type="checkbox"/> Fabric: Blue (F42) |
| <input type="checkbox"/> Fabric: Gray (F40) | |


Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Black (41) | <input type="checkbox"/> Silver (79) |
|-------------------------------------|--------------------------------------|

Electrical or Utilities Under Carpet?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

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

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.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email gesed@ges.com

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecommerce/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat


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<https://e.ges.com/083002465/esm>

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National Soccer Coaches Association of America Annual Convention

Pennsylvania Convention Center

January 16 - 18, 2014

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to ensure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact GES for details.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

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



gif
@ 400%



ai / eps vector
@ 400%

Vectors

Vectors

Text @ 100%

Outlined Text

Vector Artwork

For the best quality, artwork should be created in **vector format (ai or vector eps)**.

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

Artwork which is going to be produced in vinyl, for example; solid company logo's or text, must be supplied in a **vector format (ai or vector eps)**.

Artwork created in a pixel format, i.e., TIFF and JPEG is not suitable. See Visual.



Low Resolution
(72dpi) jpeg 88 Kb



High Resolution
(300dpi) jpeg 3.52 Mb



Bitmap/Raster Artwork

JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.** See Visual.

PDF - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.

Make sure images are saved at high resolution (300dpi).

See Visual.



Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into 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.

FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

HOST
Central Region Shows ftp://csftp.ges.com/Central

USER NAME: PASSWORD:
gescentfp t7od4cfz*

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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<https://e.ges.com/083002465/esm>

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National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Discount Deadline Date:
December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 116.00	\$ 174.00
600506	Sign, 11"x14"	\$ 70.25	\$ 105.00
600507	Sign, 14"x22"	\$ 78.00	\$ 117.00
600509	Sign, 20"x60"	\$ 204.00	\$ 306.00
600510	Sign, 22"x28"	\$ 130.00	\$ 195.00
600512	Sign, 28"x44"	\$ 213.00	\$ 320.00
600514	Sign, 40"x60"	\$ 352.00	\$ 528.00
600501	Sign, 7"x11"	\$ 54.50	\$ 81.75
600502	Sign, 7"x44"	\$ 75.50	\$ 113.00
600547	Easel Back	\$ 11.15	\$ 16.75

We offer complete graphics services from Design to Print!

We can create custom graphics to fit any of your needs, including:

- Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)
- Vinyl or Mesh Banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut / 3D graphics for eye catching effects
- Printing on specialized materials

For a quotation, please visit: <http://www.ges.com/graphics/quote/>

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic & delivery)	\$ 204.00	\$ 306.00
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	\$ 265.00	\$ 398.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 239.00	\$ 359.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 390.00	\$ 585.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 360.00	\$ 540.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 509.00	\$ 764.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	\$ 216.00	\$ 324.00

Please Indicate Choice
Place Order Here
Cardboard Base Colors (Item # 600528, 600526, 600529, 600527 ONLY)

- ☐ Black ☐ White ☐ Gray
☐ Printed Base -Additional Cost Discount: \$23.45 Regular: \$35.25 (Item # 601099)
 Please add to total and include graphics in digital file submission.

I have NOT sent my print ready file(s) to GES

Please let us know when you expect to submit your artwork:

- ☐ I need assistance submitting my file(s), please contact me
☐ I will be submitting my file by (date) _____
☐ I need GES to set my copy
 Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES

Check the submission type used below:

- ☐ I put them on the GES FTP site
☐ I sent them to the gesgraphics@ges.com mailbox
☐ I sent a disc via USPS, FedEx, UPS or other
☐ I sent them directly to a GES employee (insert name below)

Digital File Submission:

You can upload your file(s) after sending in your order using the information below.

<http://csftp.ges.com/Central>

USER NAME: gescentfp

PASSWORD: t7od4cfz*

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

SIGN INFO

If you do not have a print file to submit, please write in the text and description for your sign order here:

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$

A.	Total All items Ordered	\$
B.	Petroleum Surcharge Assessment: 3%	$A \times 3\% = B$ \$
C.	Subtotal	$A + B = C$ \$
D.	Sales Tax: 8%	$C \times 8\% = D$ \$
E.	Payment Enclosed	$C + D = E$ \$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat


Order Directly Online:

<https://e.ges.com/083002465/esm>

38" Ad Board



600527 Freestanding 38"W x 84"H Vertical Ad Board w/
Cardboard Base, Single Sided (includes cardboard
base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/
Cardboard Base, Double Sided

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

24" Ad Board



600526 Freestanding 24"W x 84"H Vertical Ad Board w/
Cardboard Base, Single Sided (includes cardboard
base, graphic & delivery)

600528 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.*

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

Discount Deadline Date:
 December 23, 2013

Go to below link to view images and information:
<http://ges.com/ecom/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- For exhibits over 300 square feet, Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- For exhibits 300 square feet and under, exhibitors or any of its full-time employees may set-up and/or tear-down their booth and are allowed to use hand tools. NO ladders, hammers, hand saws or battery powered tools allowed.

Important Information & Rates

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.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 132.00	\$ 165.00	\$ 198.00
Install & Dismantle, OT Code: 705000	\$ 196.00	\$ 245.00	\$ 294.00
Install & Dismantle, DT Code: 705000	\$ 264.00	\$ 330.00	\$ 396.00

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.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **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 of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	8% TAX	=	GRAND TOTAL
	AM	PM															\$
	AM	PM															\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.										A.		Total Labor Ordered				\$	
Authorized Signature - Please Sign:										B.		25% (\$50.00 min) GES Supervision				\$	
X										C.		Payment Enclosed				\$	

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

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/083002465/esm>

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Form Deadline Date:
December 23, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Number of Crates _____ Shipped By _____ Date _____

Number of Fiber Cases _____ Color _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

Did You Order ---

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No With the Exhibit <input type="checkbox"/> _____ _____ _____
--	--	---

Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear-down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
---	---

Outbound Freight Information

Outbound Freight Charges _____

☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)

☐ Bill To _____

☐ GES Storage _____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Emergency Contact Information / Showsite Contact

Name _____ Title _____

Telephone _____ Cell Phone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization ☐ Yes ☐ No

*This Form must be returned to GES for your orders to be processed.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Discount Deadline Date:
December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
		CONTACT'S HOTEL (OPTIONAL)

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.
TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- 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 (3) people consisting of forklift operator and (2) ground men.
- On-site orders for in booth forklift work may be subject to a 4 hour minimum.

Important Information & Rates

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.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Crew Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 296.50	\$ 371.00	\$ 445.00
5,000#, OT Code: 705200	\$ 415.00	\$ 519.00	\$ 623.00
5,000#, DT Code: 705200	\$ 534.00	\$ 668.00	\$ 801.00

Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 132.00	\$ 165.00	\$ 198.00
Freight, OT Code: 705030	\$ 196.00	\$ 245.00	\$ 294.00
Freight, DT Code: 705030	\$ 264.00	\$ 330.00	\$ 396.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. Saturday from 12:00 PM to 4:30 PM.
Double Time: All other times Saturday. All day Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **Exhibitor Supervised (Do Not Proceed)**

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

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

- ☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Recrating
☐ Reskidding

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	= TOTAL	X 3% PSP	= SUBTOTAL	X 8% TAX	= GRAND TOTAL
	AM PM	AM PM								\$
	AM PM	AM PM								\$
	AM PM	AM PM								\$
	AM PM	AM PM								\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Payment Enclosed

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

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

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/083002465/esm>

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National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

Hanging Signs

GES is responsible for assembly, installation, and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Truss & Hoists

GES is responsible for assembly, installation, and removal of all truss.

Remember:

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. **Climbing on truss is strictly prohibited.**
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

Please complete and return the
Hanging Sign / Assembly Labor Order Form (H-2) December 23, 2013.

To receive the Discount Price, you must complete and return the Hanging Sign / Assembly Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by December 23, 2013. The hanging sign must also arrive at the GES warehouse by January 10, 2014 to receive the Discount Price and to ensure that the sign is hung prior to show opening. **THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.**

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

Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by January 10, 2014 to receive the Discount Price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

Please call for information on advance shipping for all uncrateable signs.

To expedite the hanging sign, please use the special shipping labels located in this section of this exhibitor service manual.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

Discount Deadline Date:
 December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS

- A crew will be assigned consisting of a lift with operator and two riggers for aerial work.

Important Information & Rates

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

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

LABOR RATES ARE AS FOLLOWS:

Lift w/3 Workers Per Hour		Discount	Regular	Show Site
High Lift, ST	Code: 705300	\$ 547.50	\$ 684.00	\$ 821.00
High Lift, OT	Code: 705300	\$ 684.00	\$ 855.00	\$ 1,030.00
High Lift, DT	Code: 705300	\$ 821.00	\$ 1,030.00	\$ 1,230.00
Scissor Lift, ST	Code: 705301	\$ 550.00	\$ 674.00	\$ 809.00
Scissor Lift, OT	Code: 705301	\$ 687.00	\$ 841.00	\$ 1,010.00
Scissor Lift, DT	Code: 705301	\$ 825.00	\$ 1,010.00	\$ 1,210.00
Worker per Hour		Discount	Regular	Show Site
Rigging, Hanging Sign, ST	Code: 705020	\$ 132.00	\$ 165.00	\$ 198.00
Rigging, Hanging Sign, OT	Code: 705020	\$ 196.00	\$ 245.00	\$ 294.00
Rigging, Hanging Sign, DT	Code: 705020	\$ 264.00	\$ 330.00	\$ 396.00

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.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **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.

Type of Sign (Select one sign type per order)

☐ Banner ☐ Structural Signage ☐ Systems

Shape of Sign (Select one sign type per order)

☐ Square ☐ Rectangle ☐ Triangle

☐ Circle ☐ Other _____

Dimensions & Weight of Sign

Width _____ Length _____ Height _____ Weight _____ lbs

_____ Structural Pick Points: # of Pounds _____ at each point

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet)

Is Your Sign Electrical? If yes, order power requirements on the Electrical Services Order Form in this manual.

☐ Yes ☐ No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign Labor Information.

☐ Yes ☐ No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN: Use the Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	8% TAX	=	GRAND TOTAL
	AM PM	AM PM													\$
	AM PM	AM PM													\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.												A.	Total Labor Ordered	\$	
Authorized Signature - Please Sign:												B.	25% (\$50.00) GES Supervision	\$	
Authorized Signature - Please Sign:												C.	Payment Enclosed	\$	

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

Need Assistance?

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Order Directly Online:

<https://e.ges.com/083002465/esm>

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Soccer Coaches Association of America Annual Convention

NAME OF EXHIBITION

0830002465

Booth Number

C/O GES

**Marano Truck Lines
4201 Tacony Street
Philadelphia, PA 19124
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Thursday, Dec 12, 2013 - Friday, Jan 10, 2014

The warehouse will be closed December 24 - 25, 2013 and January 1, 2014 in observance of the holidays

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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Soccer Coaches Association of America Annual Convention

NAME OF EXHIBITION

0830002465

Booth Number

C/O GES

**Marano Truck Lines
4201 Tacony Street
Philadelphia, PA 19124
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Thursday, Dec 12, 2013 - Friday, Jan 10, 2014

The warehouse will be closed December 24 - 25, 2013 and January 1, 2014 in observance of the holidays

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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



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National Soccer Coaches Association of America Annual Convention

Pennsylvania Convention Center

January 16 - 18, 2014

Discount Deadline Date:

December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.67	\$ 1.01
500600	Duration of Show (per sq. ft. per day)	\$ 0.48	\$ 0.72
500602	Per Day (per sq. ft. per day)	\$ 0.76	\$ 1.14
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 0.79	\$ 1.19
Mopping and Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 1.07	\$ 1.61

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.

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%**.

Please Indicate Service
Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?
☐ Yes ☐ No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicer**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ. FT.	X PRICE/SQ. FT.	X NO. OF DAYS	= TOTAL PRICE
500600	Vacuuming Duration			3	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ. FT.	X PRICE/SQ. FT.	= TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

A.	Total All Items Ordered	\$
B.	Petroleum Surcharge Assessment: 3%	A x 3% = B \$
C.	Subtotal	A + B = C \$
D.	Labor Tax: 8%	C x 8% = D \$
E.	Payment Enclosed	C + D = E \$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/083002465/esm>

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Form Deadline Date:
December 23, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER

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 this authorization 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 price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

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

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, 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 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.

Bank wire transfer payment information:

Beneficiary: Global Experience Specialists (GES)

c/o Bank of America
 901 Main Street, TX1-492-07-14
 Dallas, TX 75202-3714 USA
 Telephone # 888-715-1000 ext 50118

Account #: 7188-1-01819
ABA Routing #: 0260-0959-3
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

To properly credit your account, send the following information to the 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

- 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.
- 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.
- 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.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ☐ Corporate Card ☐ Personal Card

PROVIDE EXPIRATION DATE

EXPIRATION DATE

☐ MasterCard
☐ VISA
☐ American Express

*Signature
 Required Below

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

Calculation of Orders

TOTAL

Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check Number: Dated:

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN

X

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Form Deadline Date:
December 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm Credit Card Authorization**.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party Credit Card Authorization**.

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 firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

STEP 1: Exhibiting Firm - Complete Below Information	STEP 2: Exhibiting Firm Credit Card Charge Authorization
<p>EXHIBITING FIRM</p> <p>STREET ADDRESS</p> <p>CITY STATE ZIP</p> <p>PHONE FAX</p> <p><i>The items checked below are to be invoiced to the Exhibiting Firm:</i></p> <p> <input type="checkbox"/> Booth Cleaning <input type="checkbox"/> Exhibit Systems <input type="checkbox"/> I & D Labor <input type="checkbox"/> In-Booth Forklift Labor <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Rental Carpet <input type="checkbox"/> Rental Furniture <input type="checkbox"/> Signs <input type="checkbox"/> Transportation Charges <input type="checkbox"/> Other (Please Specify) _____ </p> <p>I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.</p> <p> PLEASE SIGN X AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____ </p>	<p>CARDHOLDER'S NAME PLEASE PRINT</p> <p>CARDHOLDER'S BILLING ADDRESS CITY</p> <p>STATE ZIP COUNTRY</p> <p>Account Number</p> <p>EXPIRATION DATE</p> <p> <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express </p> <p>All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.</p> <p> PLEASE SIGN X CARDHOLDER'S SIGNATURE _____ CARDHOLDER NAME - PLEASE PRINT _____ DATE _____ </p>

 ☐ Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site. (EAC Notification Form and insurance requirements must be completed for admission)

STEP 3: Third Party - Complete Below Information	STEP 4: Third Party Credit Card Charge Authorization
<p>THIRD PARTY</p> <p>STREET ADDRESS</p> <p>CITY STATE ZIP</p> <p>PHONE FAX</p> <p><i>The items checked below are to be invoiced to the Third Party:</i></p> <p> <input type="checkbox"/> Booth Cleaning <input type="checkbox"/> Exhibit Systems <input type="checkbox"/> I & D Labor <input type="checkbox"/> In-Booth Forklift Labor <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Rental Carpet <input type="checkbox"/> Rental Furniture <input type="checkbox"/> Signs <input type="checkbox"/> Transportation Charges <input type="checkbox"/> All Services <input type="checkbox"/> Other (Please Specify) _____ </p> <p>I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4).</p> <p> PLEASE SIGN X AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____ </p>	<p>CARDHOLDER'S NAME PLEASE PRINT</p> <p>CARDHOLDER'S BILLING ADDRESS CITY</p> <p>STATE ZIP COUNTRY</p> <p>Account Number</p> <p>EXPIRATION DATE</p> <p> <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express </p> <p>All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.</p> <p> PLEASE SIGN X CARDHOLDER'S SIGNATURE _____ CARDHOLDER NAME - PLEASE PRINT _____ DATE _____ </p>

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2013 Global Experience Specialists, Inc. (GES)



Order Directly Online:
<https://e.ges.com/083002465/esm>

083002465

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

National Soccer Coaches Association of America Annual Convention
Pennsylvania Convention Center
January 16 - 18, 2014

Form Deadline Date:
December 23, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Hanging Signs/Truss - Form H-2
- ☐ Display Cases - Form A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Special Colored Drape - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

*This form must be returned to GES for your orders to be processed.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Additional Service Order Forms



Pennsylvania Convention Center

Exhibitor Handout

Hand tools for the Installation of your Exhibit

This Handout will show what tools are acceptable, and what tools are prohibited to use in booths 300 sq.ft. or less. If booth is over 300 sq. ft. Union Labor is required to do the installation.

The Following Tools are Acceptable:

Screwdrivers



Paint Brushes



Tape Measure



Staple Gun



Wrenches



Nut Drivers



Hex Keys



Level



Pliers



The Following Tools are Prohibited:

NO Power or Battery Operated Tools



NO Ladders



NO Saws



NO Hammers





ELECTRIC SERVICE CHECK LIST

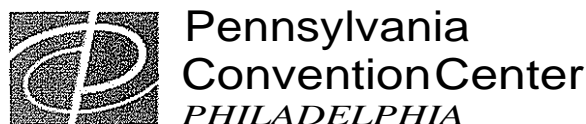
ELECTRIC SERVICE IS NOT PROVIDED COMPLIMENTARY WITH THE RENTAL OF BOOTH SPACE.

Please check your event file to see if you have placed an order for electric. If you have not ordered electric, please proceed to the Elliott-Lewis Utility Service Desk to place an order. Our service representative is available to answer any questions you may have.

Electric is routinely turned on one (1) hour before the start of an event AND turned off one (1) hour after close of event each day.

Please take precautions with perishables, refrigeration and programmed electronics. 24 Hour electrical service is available upon request. We recommend confirming your request for 24 Hour power with our service desk representative.

Our service desk representative will consult with Show Management regarding next steps if you are connected to power that has not been order and/or there is non-compliance with regards to PCC safety regulations.



IN ACCORDANCE WITH PCC SAFETY REGULATIONS:

- Electric distribution panels must remain accessible at all times. Exhibitors are prohibited from accessing the electric distribution panels- if there is a short circuit or the power is tripped, exhibitors should immediately report this to the PCC service desk representative.
- Exhibitors are required to turn off items requiring power in the booth at the end of the event each day for safety and to save energy.
- All distribution of power/extension cords and network data cable under carpet/flooring shall be performed by ELCS electricians. An ELCS Electric Labor Order must be submitted to facilitate this service.
- Exhibitors are prohibited from installing extension cords/cables of any kind that are placed within booth space over OR under carpet/floor which will impose trip hazards. Exhibitors may install these cords/cables along a side drape wall to a front corner location that will not impose trip hazards.
- Any installation of electric cords/cables not considered "back of booth" or "inside drape line" requires an Electric Labor Order.
- Hard wire and/or splicing requires an Electric Labor Order.
- All cords within the booth must be grounded 3-prong 12 gauge UL cords. Any household, ungrounded 2-prong cord is prohibited from use in the PCC.
- All electrical equipment and installations are subject to inspection. Equipment presenting a severe safety hazard is subject to removal.

THANK YOU IN ADVANCE FOR YOUR COOPERATION

Elliott-Lewis Utility Services

215-418-2190

RETURN THIS FORM TO:
 EL UTILITY SERVICES
 ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-2190
 Fax: (215) 418-2187
 ELUtilities@paconvention.com



NSCAA
 January 15-10, 2014
 Advance Order Deadline
 December 27, 2013

ELECTRIC SERVICE ORDER

(Please read instructions, explanation of services and regulations attached)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[] Visa [] MasterCard [] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

STANDARD 120 VOLT SERVICE

Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits

QTY	SERVICE	ADVANCE	STANDARD	24 Hr ADD 50%	TOTAL
	500 watt service	\$100.00	\$145.00		
	1000 watt service	\$130.00	\$180.00		
	2000 watt service	\$170.00	\$235.00		
	OTHER (Call for availability and quote)				
	FOR EXTENSIVE ELECTRIC SERVICES IN THE GRAND HALL – PLEASE CALL FOR QUOTE				

208 VOLT MOTOR/MACHINERY & DISTRIBUTION SERVICE

Labor order and floor plans required for 208v Services. Labor and material charges will apply.

QTY	SERVICE	ADVANCE	STANDARD	24 Hr ADD 50%	TOTAL
	30 amps single phase	\$360.00	\$490.00		
	60 amps single phase	\$590.00	\$780.00		
	100 amps single phase	\$845.00	\$1,200.00		
	30 amps three phase	\$490.00	\$650.00		
	60 amp three phase	\$730.00	\$960.00		
	100 amps three phase	\$1145.00	\$1490.00		
	OTHER (Call for availability and quote)				

RENTAL LIGHTS

Price includes power/installation/one time focus on Straight Time with lighting grid

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	8' Track w /3 90 watt Halogen Lamps 10 mounting bar included)	\$175.00	\$255.00	
	Each additional track lamp	\$20.00	\$30.00	
	1000 Watt Par Can Mounted from Ceiling 20' off floor	\$600.00	\$900.00	
	Other Services (Call for availability and quote)			

Fax completed service order form
 along with floor grid and labor form (if necessary) to:
EL Utility Services Department at 215-418-2187

SUB TOTAL	
8% SALES TAX	
TOTAL	

*ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE

RATES EFFECTIVE JANUARY 1, 2012 ⁸⁴ RATES SUBJECT TO CHANGE

ELLIOTT-LEWIS ELECTRIC SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the EL Utility Services Department for availability and quotes at (215) 418-2190 or e-mail ELUtilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to: **Elliott-Lewis Convention Services, LLC (ELCS)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders complete with payment in full received ELCS 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event or orders received without payment will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the Elliott-Lewis Utility Services at 215-418-2190 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by ELCS 21 days prior to the event.
- h. Rates are based on current wages and are subject to change without notice.
- i. **Claims** regarding services provided by ELCS will not be considered unless filed by customer issued prior to the close of show.
- j. **Refunds** of overpayments will be issued by submitting request to ELCS within 30 days of the close of final invoicing.
- k. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the ELCS shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- l. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- m. For companies exempt from sales tax, ELCS requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the Elliott-Lewis Utility Services Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by ELCS and/or its sub-contractors shall remain the property of ELCS and/or its Sub-contractors.
- c. ELCS and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. ELCS or its sub contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by ELCS prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the ELCS.

RETURN THIS FORM TO:
EL UTILITY SERVICES
ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-2190
Fax: (215) 418-2187
ELUtilities@paconvention.com



ELECTRIC LABOR ORDER

Exhibiting Firm: _____ Event Name: _____

Address: _____ Booth Number: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[] Visa [] MasterCard [] Amex Account Number: _____ Exp Date: _____

Print Card Holder's Name: _____ Signature: _____

(PLEASE CHECK WORK REQUIRED) *Only Elliott-Lewis contracted electricians under IBEW Jurisdiction perform the electrical installations listed below.*

- ☐ Electrical Distribution from Service Origination
(material charge will apply)
- ☐ Data Cabling Distribution
call for further information on available services
- ☐ 208 and 480 volt Service Connections to Equipment
(material charge may apply) Give Panel Location.
- ☐ Installation of Display Lighting Fixtures
(Refer to Exhibitor Rights for work exhibitors may perform)
- ☐ Installation of Suspended Illuminated Electrical Signs
submit diagram with hanging points, weight, dimensions
(lift equipment and material charges will apply)

- ☐ Installation Exhibitors Suspended truss, Motors, Lights
submit diagram with hanging points, weight, dimensions
(lift and material charges will apply)
- ☐ Overhead 120Volt, 208/480 Service
(lift and material charges will apply)
- ☐ Co Axial Distribution Under Carpet/Booth to Booth
EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS
- ☐ Assembly, Dismantling Cabling of Roof Satellite Dishes
(except small dishes that are pre-assembled on trailers)
EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS
- ☐ OTHER _____
call (215) 418-2190 for further information

ELECTRICAL LABOR RATES

Straight Time (First 8 hours Monday-Friday): \$99.00 per electrician/per hour

Overtime (Weekdays after first 8 hours, Saturday, Sunday and Holidays): \$149.00 per electrician/per hour

TERMS & CONDITIONS

Installation and dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of ½ hour installation and ½ hour dismantle will apply. Time will commence in accordance with exhibitor's request. Scheduled supervised labor will result in ½ hour charge per electrician if exhibitor fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for electrician/s to gather necessary tools, materials, have work checked by exhibitor, and to return to labor desk. Dismantle labor will be automatically invoiced at 50% of the total installation hours unless requested.

- ☐ **PROCEED WITHOUT EXHIBITOR SUPERVISION FOR DISTRIBUTION UNDER CARPET**
ATTACH SCALED OR MEASURED FLOOR PLAN WITH ELECTRICAL/DATA SERVICES LOCATION.
INSTALLATION BASED ON PUBLISHED MOVE IN SCHEDULE.

- ☐ **PROCEED UNDER SUPERVISION** ☐ EXHIBITOR ☐ EAC
REQUESTED LABOR IS GUARANTEED THE START OF THE WORKDAY (8:00AM). OTHER TIMES BASED ON AVAILABILITY OF LABOR.

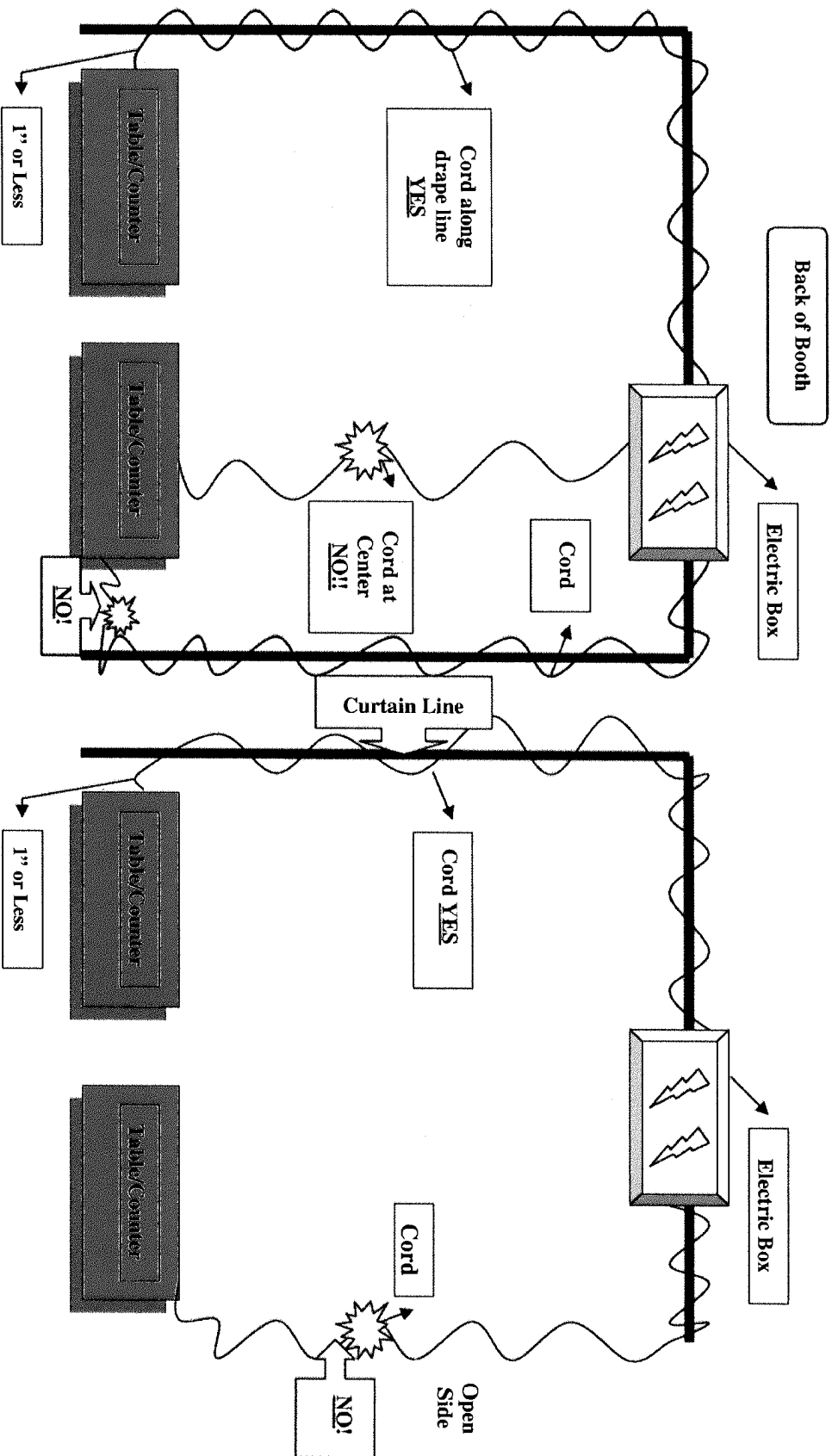
- | | | |
|---|-------------|-------------|
| <input type="checkbox"/> Distribution under Carpet on | Date: _____ | Time: _____ |
| <input type="checkbox"/> Connection to 208/480 Service | Date: _____ | Time: _____ |
| <input type="checkbox"/> Overhead Electrical Sign Install | Date: _____ | Time: _____ |

Download Electric Floor Grid at <http://iebms.paconvention.com/home2/planners/services/electrical.asp> and
Fax completed floor grid and labor form to the EL Utility Services Department at 215-418-2187

****PLEASE CONTACT THE EL UTILITY SERVICES DEPARTMENT AT 215-418-2190 IF YOU REQUIRE AN ESTIMATE OF YOUR LABOR AND EQUIPMENT****

RATES EFFECTIVE JANUARY 1, 2012⁸⁶ RATES SUBJECT TO CHANGE

CORDS - SAFETY FIRST



****Please avoid trip hazards!! If you absolutely need cord(s) through the center or along an OPEN side, please come****
****to the Service Desk to have an electrician provide you with a cord under the carpet.****

Thank you!

Ordering Exhibitor Services Online

(this is the quickest, easiest and preferred method for ordering utilities)

Ordering your Exhibitor Services Online at the Pennsylvania Convention Center is as easy as...
1, 2, 3 use this link to access our on line system

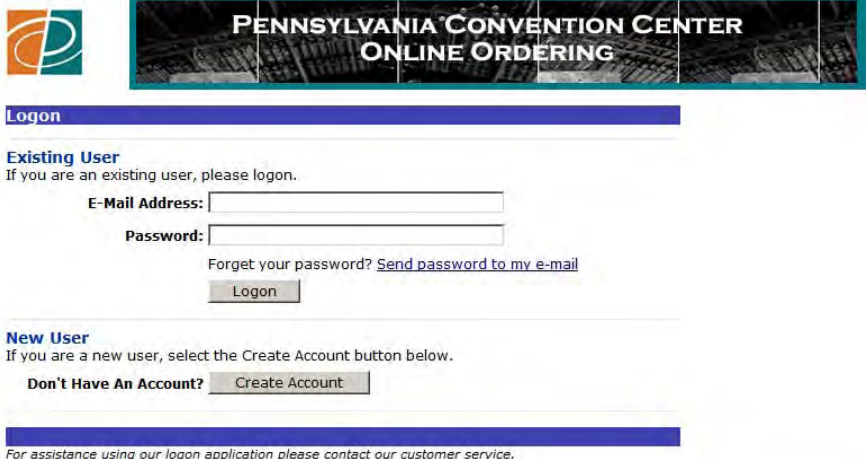
For electricity, plumbing and compressed air online ordering please use this link:

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=ELCOESOP

For telecommunications and/or Internet services online ordering please use this link:

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

One: select your event, register or login, and enter your booth number.



Logon

Existing User
If you are an existing user, please logon.

E-Mail Address:

Password:

Forget your password? [Send password to my e-mail](#)

New User
If you are a new user, select the Create Account button below.

For assistance using our logon application please contact our customer service.

Two: Select the services desired.



STEP 2 - Shop For Services

Account:
Event:
Function: [Exhibit Service Orders](#)
Function Dates:


Order Form List
[AV - Video & Data Display Equipment](#), [Electrical Services - Client Services](#),
[Electrical Equipment - Client Services](#), [Internet Services](#), [Telecom Services](#),
[Water & Compressed Air](#)

Order Form
Enter desired item information and hit the Add Items to Cart button below to save to the shopping cart.

AV - Video & Data Display Equipment

Item	Quantity/Price	Item Total
Digital Cable Converter Box	<input type="text"/> 75.00 Each	0.00
HD Cable Converter Box	<input type="text"/> 100.00 Each	0.00
IASTE Cable Feed	<input type="text"/> 275.00 Each	0.00

Three: review your cart, pay by credit card and checkout



STEP 3 - Payment Information

Account:
Event:
Function: Exhibit Service Orders
Function Dates:

[▶ Shopping Cart](#)
Grand Total: 81.00
[View Shopping Cart](#)

Payment
Please review the following order information and make payment below.

Order Details
AV - Video & Data Display Equipment

Item	Quantity/Price	Item Total
Digital Cable Converter Box	1 @ 75.00 Each	75.00
Subtotal:		75.00
Pennsylvania State Sales Tax 8.00%:		6.00
Grand Total:		81.00

Payment Options
If you are Tax Exempt in the state of Pennsylvania, fax your PA Tax exempt form to 215-418-4813 attn: order processing and the tax will be credited.

☒ **I will pay by credit card.**

Credit Card Type: *

Credit Card Number: *

Credit Card Expiration: * /

First Name: *

RETURN THIS FORM TO:

Elliott-Lewis Convention Services
 Utility Department
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-2190
 Fax: (215) 418-2187
 ELUtilities@paconvention.com



NSCAA
 January 15-19, 2014
 Advanced Rate Deadline
 December 27, 2013

WATER & COMPRESSED AIR SERVICE ORDER

(Please read instructions, explanation of services and regulations attached)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

☐ Visa ☐ MasterCard ☐ Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Rate includes installation to back center of booth
Labor & materials required for distribution and connection to equipment

Qty	Service	Advance	Standard	Total
	1 / 2" Main Airline w/ Shutoff*	\$225.00	\$275.00	
	Additional 1 / 2" Airline Connection*	\$90.00	\$140.00	
	*CFM (must be filled in to complete order)	\$4.00 each	\$8.00 each	
	1 / 2" Water line w/ Shutoff	\$150.00	\$200.00	
	1 / 2" Additional Water line w/ Shutoff	\$90.00	\$140.00	
	3 / 4" Drain line	\$135.00	\$185.00	
	3 / 4" Additional Drain line	\$100.00	\$150.00	
	Water Fill & Drain up to 200 gal.	\$125.00	\$175.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	\$50.00	\$70.00	
	Prep Sink (Water & Drain Additional)	\$90.00	\$120.00	

ATTACH SCALED FLOOR PLANS WITH AIR & WATER LOCATIONS

CALL FOR QUOTES ON SERVICES NOT LISTED

Sub Total

8% Sales Tax

TOTAL

PLUMBING LABOR FOR CONNECTION, FILL & DRAIN

Weekdays 8am - 4:30pm \$90.00 per hr/ Weekdays after 4:30 pm & all day Sat \$135.00 per hr.
 All day Sun/Holidays \$180.00 per hr.

- ☐ AUTHORIZED TO LAY LINES UNDER CARPET -- WITHOUT EXHIBITOR SUPERVISION
 PER AN ATTACHED FLOOR PLAN CREDIT CARD AUTHORIZATION MUST BE COMPLETE AND PLUMBING FLOOR PLAN ATTACHED
☐ PROCEED - UNDER EXHIBITOR SUPERVISION per attached floor on date & time indicated below
 Exhibitor must report to the EL Utility Service Desk to sign out labor and CREDIT CARD AUTHORIZATION MUST BE COMPLETED.

Install lines under carpet Date _____ Time: _____ To make final connections Date _____ Time: _____

START TIME REQUESTED GUARANTEED ONLY WHERE LABOR IS REQUESTED FOR THE START OF THE WORKDAY, 8:00AM UNLESS THE OFFICIAL SET UP TIME BEGINS LATER IN THE DAY.

ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE

Elliott-Lewis Convention Services, LLC

RATES EFFECTIVE JANUARY 1, 2012 ⁹⁰ RATES SUBJECT TO CHANGE

WATER & COMPRESSED AIR SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. **Order must be typed or clearly printed, illegible forms will delay processing.**
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, call the Elliott-Lewis Utility Department for availability and quotes at (215) 418-2190 or e-mail **ELUtilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Elliott-Lewis Convention Services, LLC (ELCS)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders complete with payment in full received by ELCS 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to the move-in of the event or orders received without payment will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the Elliott-Lewis Utility Department at 215-418-2190 for approval.
- d. **Outstanding** balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by Elliott-Lewis Utility Department 21 days prior to move-in of the event.
- h. Rates are based on current wages and are subject to change without notice.
- i. **Claims** regarding services provided by ELCS will not be considered unless filed by customer issued prior to the close of show.
- j. **Refunds** of overpayments will be issued by submitting requests to ELCS within 30 days of the close of final invoicing.
- k. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the ELCS shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- l. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- m. For companies exempt from sales tax, ELCS requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and include installation to exhibitor's booth back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the Elliott-Lewis Utility Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps upon request.

4. RULES & REGULATIONS FOR SERVICES

- a. **Services provided may not be shared by multiple exhibits.**
- b. All materials and equipment furnished by ELCS and/or its sub-contractors shall remain the property of ELCS and/or its sub-contractors.
- c. ELCS and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. ELCS or its sub contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by ELCS prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the ELCS.

SUBMIT ORDERS TO:
PRG, LLC

tradeshows@prg.com
1053 Willingham Drive
Atlanta, Ga 30344
Phone: (404) 214-4800
Toll Free: (888) 844-4225



2014 NSCAA Convention
January 16 - 18, 2014
Pennsylvania Convention Center
Philadelphia, PA

TO ORDER

Order Online: <https://orders.prg.com>
Online Order Code: **NSCAA140102**

Prices listed are
for the duration
of the show!

Company: _____ Booth Number: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
DISPLAY PACKAGES			
	40" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)	\$945.00	
	40" LCD Monitor + Laptop + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$1125.00	
	46" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)	\$1095.00	
	46" LCD Monitor + Laptop + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$1269.00	
FLATSCREEN DISPLAYS			
TOUCHSCREENS, VIDEO WALLS, & OTHER SIZED MONITORS ARE AVAILABLE. CALL FOR A CUSTOM QUOTE!			
NOTE: Displays do NOT include floor stands. Floor stands must be ordered separately. See under "Video".			
	19" LCD Monitor (4:3 / 1280x1024 Resolution / Computer input only) What is your visual source? Computer only - No Audio How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$195.00	
	24" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$375.00	
	32" HD LCD Monitor (16:9 / 1920 x 1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$576.00	
	37" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$699.00	
	40" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$801.00	
	46" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$975.00	
	55" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$1266.00	
	65" HD LED-LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____	\$1800.00	

Advanced Rate Deadline is January 2, 2014

Orders received after the Advanced Rate Deadline
are subject to an additional 20% charge on equipment.

Page 1 Equipment Subtotal


NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!


Company: _____ Booth Number: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
VIDEO			
	Monitor Floor Stand w/ Shelf (Select if you are ordering a display from PRG)	\$195.00	
	Monitor Floor Stand w/ Shelf (Select if you are providing your own monitor) NOTE: You MUST SUPPLY a PRG approved wall mount. Please call to get mount approved.	\$288.00	
	Blu-Ray / DVD Player (Consumer grade w/ HDMI output - NTSC, Format USA)	\$114.00	
	Multi-Regional DVD Player (Formats Include - NTSC / PAL / SECAM)	\$300.00	
	Video DA (used to send a DVD player source to multiple displays)	\$81.00	
COMPUTER PACKAGES			
	Laptop PC / 19" LCD Monitor (4:3 / 1280x1024 resolution) Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 19" Monitor, Keyboard, and Mouse	\$426.00	
	Laptop PC / 24" LCD Monitor (16:9 / 1900x1200 resolution) Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 24" Monitor, Keyboard, and Mouse	\$501.00	
	Mac Mini Computer / 24" LCD Monitor (16:9 / 1900x1200 resolution) Includes: Mac Mini Computer (with OS 10.0), 24" Monitor, Keyboard, and Mouse	\$501.00	
LAPTOPS AND COMPUTER ACCESSORIES			
	PC Laptop (with Windows XP / Microsoft Office 2007)	\$324.00	
	Apple Laptop (MacBook Pro w/ OS 10.0)	\$525.00	
	Laser Printer (Black & White)	\$249.00	
	USB Keyboard & Mouse	\$36.00	
	Wireless Keyboard & Mouse	\$66.00	
	Computer Speakers	\$45.00	
	8-Port Ethernet Hub	\$66.00	
	Computer DA (used to send one computer signal to multiple displays)	\$81.00	
PRESENTATION EQUIPMENT			
	Tripod Screen (w/ Black Skirt) - Select one: <input type="checkbox"/> 4' Width <input type="checkbox"/> 6' Width <input type="checkbox"/> 8' Width	\$66.00	
	3,000 Lumen LCD Projector (1024 x 768 Resolution)	\$576.00	
	AV Cart (w/ Black Skirt) - Select one: <input type="checkbox"/> 34" Height <input type="checkbox"/> 54" Height	\$45.00	
AUDIO EQUIPMENT			
	350 Watt Sound System (Includes 2 Speakers with stands, and a mixing console)	\$351.00	
	Wireless Microphone - Select one: Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier <input type="checkbox"/>	\$300.00	
	Wired Microphone - Select one: Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier <input type="checkbox"/>	\$66.00	
	6-Channel Audio Mixing Console	\$174.00	

Page 2 Equipment Subtotal

Page 1 Equipment Subtotal

Add the Page 1 and Page 2 Equipment Subtotals  **Equipment Total**

30% of Equipment Total, or \$125 *minimum*, whichever is greater  **Required Labor Service Charge**

May be required for mounting monitors 32" and larger. (Please contact PRG)*  *Additional Labor Requirements**

☐ **Decline Waiver** 10% of Equipment total, see next page for details  **Optional Damage Waiver**

Advanced Rate Deadline is January 2, 2014

Orders received after the Advanced Rate Deadline
are subject to an additional 20% charge on equipment.

DS3DATL11272013

Grand Total

NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!

Company: _____ Booth Number: _____

AGREEMENT INFORMATION

Optional Damage Waiver: Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

Cancellation Policy: Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

Equipment: For equipment not listed, please contact us for a complete list of inventory.

Installation / Delivery / Pickup: A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. PRG is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers. Delivery times selected on the order form are only targeted times. There may be a variance in delivery times based on work loads for that particular day and time.

****Wall or Truss Mounted Monitors:** Additional labor charges may be required for mounting monitors 32" and larger to your booth structure. PRG is **NOT** responsible for attaching the mounting hardware to the booth structure.

Rental Rates: The advance rate deadline is two weeks prior to the first show day. Rental rates (advance / on-site) are for the entire length of the show. If an order is placed after the Advanced Rate Deadline, an additional 20% late fee may be added to the equipment total.

Venue Charges (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

PAYMENT INFORMATION

Credit Card: ☐  15 Card Numbers ☐  16 Card Numbers ☐  16 Card Numbers

Card Number:

Expiration Date:

MONTH YEAR

**Cardholder's
Name:** _____

**Cardholder's
Signature:** _____

Cardholder's Address: _____

City: _____ **State:** _____ **Zip Code:** _____

COMPANY INFORMATION

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Contact: _____

Email: _____

DELIVERY INFORMATION

Show Name: 2014 NSCAA Convention

Location: Pennsylvania Convention Center

Booth#/Rm#: _____ **Booth size:** _____

Delivery Date: _____

Delivery Time: ☐ 8AM-10AM ☐ 10AM-12PM
(select one)

☐ 1PM-3PM ☐ 3PM-5PM

On-site Contact: _____

On-site Phone: _____

TOLL FREE: 888-844-4225 - EMAIL: TRADESHOWS@PRG.COM

NOTE: Your request will be processed and a CONFIRMATION will be returned within two (2) business days. Questions, concerns or for additional requirements or information, feel free to contact PRG TOLL FREE at 888-844-4225, or email at tradeshows@prg.com.

We look forward to serving you, your staff and company at the event. Visit us online at www.prg.com

NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!

RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
utilities@paconvention.com



**Pennsylvania
Convention Center**
PHILADELPHIA

NSCAA
JANUARY 15-19, 2014
ADVANCE ORDER DEADLINE
DECEMBER 27, 2013

INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[] Visa [] MasterCard [] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

INTERNET SERVICES

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	TURBOLINK Service at 5MB , includes 13 PRIVATE IP addresses and (1) 16-port data switch.	\$3,600.00	\$4,125.00	
	5MB PUBLIC TURBOLINK Service - Package limited to 13 public IP addresses and (1) 16-port data switch <i>This service will accommodate more technical Internet functions (e.g. web hosting and VPNs)</i>	\$4,200.00	\$4,725.00	
	FASTLINK Service at 3MB , includes 13 PRIVATE IP addresses and (1) 16-port data switch.	\$2,100.00	\$2,725.00	
	3MB PUBLIC FASTLINK Service - Package limited to 13 public IP addresses and (1) 16-port data switch <i>This service will accommodate more technical Internet functions (e.g. web hosting and VPNs)</i>	\$2,700.00	\$3,225.00	
	PUBLIC Service at 1.5MB , includes connections for (2) devices and an 8-port data switch. <i>This service will accommodate more technical Internet functions (e.g. web hosting and VPNs)</i>	\$1,365.00	\$1,680.00	
	<ul style="list-style-type: none"> Additional Public Connections – Each device requires a connection via (1) IP address. Public Internet Service must be ordered first. Public Service is limited to 13 IP addresses total. 	\$210.00	\$263.00	
	PREMIUM Service at 1.5MB , includes connections for (2) devices and an 8-port data switch.	\$1,140.00	\$1,365.00	
	STANDARD Internet Service at 784KB , includes connections for (2) devices and an 8-port data switch.	\$885.00	\$1,140.00	
	<ul style="list-style-type: none"> Additional Premium/Standard Connections – Each device requires a connection via (1) IP address. Premium/Standard Internet Service must be ordered first. 	\$158.00	\$210.00	
	Point-to-Point VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point _____ Destination Point _____	\$630.00	\$840.00	

Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth.

Upload and download speeds are the same.

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

SUB TOTAL	
8% SALES TAX	
TOTAL	

INTERNET SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- i. **It is the responsibility of the client to provide the following:**
 1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
 2. **Network Driver: TCP/IP**
 3. **Proper configuration of computer equipment for TCP/IP connection.**
 4. **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority (PCCA)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCCA 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by PCCA Utility Services Department 21 days prior to the event.
- h. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
- i. **Refunds** of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
- j. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- k. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- l. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
utilities@paconvention.com



NSCAA
JANUARY 15-19, 2014
ADVANCE RATE DEADLINE
DECEMBER 27, 2013

TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED

☐ Visa ☐ MasterCard ☐ Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

PHONE SERVICE *(unlimited local and long distance calls at no additional charge)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Analog Voice Line	\$270.00	\$340.00	
	Credit Card Line	\$270.00	\$340.00	
	Fax Line	\$270.00	\$340.00	
	Multi Line Phone & Line	\$410.00	\$510.00	

PHONE EQUIPMENT & FEATURES

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Single Line Telephone Set Rental	\$15.00	\$25.00	
	Conference Phone	\$100.00	\$125.00	
	Voice Mail	\$25.00	\$50.00	

D-MARK EXTENSION *(ordered by customer from local carrier and extended by PCCA to room or booth. Attach carrier confirmation when requesting D-Mark extension)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Extend ISDN to Booth/Room	\$350.00	\$400.00	
	Extend POTS Line to Booth/Room	\$175.00	\$225.00	
	Extend T-1 to Booth/Room	\$600.00	\$700.00	
	Extend Fiber	\$600.00	\$700.00	

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

SUB TOTAL	
8% SALES TAX	
TOTAL	

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM
RATES EFFECTIVE JANUARY 1, 2014 – RATES SUBJECT TO CHANGE (Revised Sept. 2013)

TELECOMMUNICATIONS SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR SERVICES

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its sub-contractors.
- c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCCA or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority (PCCA)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCCA 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
- h. **Refunds** of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
- i. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- j. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- k. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



ARAMARK Sports and Entertainment Services

Pennsylvania Convention Center
1101 Arch Street, Philadelphia, PA 19107
215-418-2222
215-418-2210
www.aramarkconventions.com/pennsylvania

RELEASE & INDEMNITY AGREEMENT

This Agreement is by and between ARAMARK Sports and Entertainment Services, Inc. ("Caterer") and _____ ("Customer"), having an address of:

CUSTOMER STREET ADDRESS: _____
CUSTOMER CITY, STATE ZIP: _____

Attention:
Phone:
Fax:

THIS RELEASE AND INDEMNITY AGREEMENT is made and entered into this _____ (Today's Date) by ARAMARK at The Pennsylvania Convention Center, their respective affiliates, employees, agents, officers and directors, and the successors and assigns of them and each of them ("Releasors") for the benefit of ARAMARK and The Pennsylvania Convention Center (collectively, "Released Parties").

WHEREAS, Releasors have agreed to indemnify and hold harmless Released Parties with respect to any liability, loss or injury incurred by Released Parties, relating to an event scheduled to take place from _____ at the _____ (the "Event"), located at The Pennsylvania Convention Center.

NOW THEREFORE, in consideration of the above and other good and valuable consideration, Releasors each hereby agrees to indemnify, defend and hold harmless, and release the Released Parties and their respective affiliates, employees, agents, officers and directors, and the successors and assigns of them and each of them (hereinafter referred to as "Indemnitees"), from and against any and all liabilities, damages, losses, claims, suits, judgments, fines, penalties, costs and expenses, including without limitation, attorneys' fees and expenses, incurred by ARAMARK, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property in connection with the Event. To the fullest extent permitted by law, this indemnification shall apply regardless of whether or not such claim, loss, liability or expense is caused in whole or part by the negligence of the Indemnitees.

WHEREAS, any equipment loaned by the Released Parties to the Releasors must be returned in the same state of being in which it was loaned or full replacement costs will apply.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

RELEASORS:

By: _____

(Customer Name)
(Customer Title)
(Customer Organization)



ARAMARK/SFS SPORTS AND ENTERTAINMENT
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHONE (215) 418.2222 FAX (215) 418.2210

**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION
FOR NON RELATED FOOD SHOWS**

ARAMARK/SFS Sports and Entertainment has exclusive food and beverage distribution rights within the Pennsylvania Convention Center. Exposition, sponsoring organizations and/or their exhibitions may distribute food and/or beverage products only upon written authorizations, by ARAMARK/SFS, 14 days prior to the function.

GENERAL CONDITION:

- A. ALL ITEMS LIMITED TO MANUFACTURER OF PRODUCT ONLY**
1. BEVERAGE LIMITED TO MAXIMUM OF 5oz CONTAINER.
2. FOOD ITEMS LIMITED TO 2OZ
- B. Items dispensed are limited to **products manufactured or processed by exhibiting firm** and must be directly related to the purpose of the show.
- C. The firm named below acknowledges they have sole responsibility for use, sale and servicing by or other disposition of such times, in compliance with all applicable laws. Accordingly, the firm agrees to identify and forever hold harmless Food/Beverage Servicing by ARAMARK/SFS and the Pennsylvania Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or to be used as samples only. No cash sales are permitted by any exhibitors or conference.
- D. Standard fee for storage, handling, delivery, etc. will be charged where applicable.
- E. Food and/or beverage items used as traffic promoter (i.e, Coffee, Popcorn, Sodas, Ice Cream, etc.) **MUST BE PURCHASED FROM ARAMARK/SFS AT THE PENNSYLVANIA CONVENTION CENTER.**
- F. A Certificate of Liability Insurance, naming ARAMARK/SFS, Pennsylvania Convention Center and the city of Philadelphia must be issued a minimum of seven (7) days prior to the sampling.
- G. Fees determined by ARAMARK/SFS are applicable to all sampling distribution, selling and giving away of all items at the Pennsylvania Convention Center.

Name of the Event _____ Date of Event _____

Firm Name _____ Tel: _____ Booth No: _____

Address _____ City: _____ State _____ Zip _____

Contact _____ Title _____ Date _____ 19 ____

Signature _____

Product (s) you wish to dispense: _____

I have read the ARAMARK/SFS Sampling Policies above and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of conference.

Contact Listed Above

ARAMARK/SFS Sports and Entertainment Approval to Sample

General Manager

cc: Event/Conference Manager

National Soccer Coaches Association of America Annual Convention
 Pennsylvania Convention Center
 January 16 - 18, 2014

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