



Exhibit Dates: March 30 – March 31, 2017
The Baltimore Convention Center
Baltimore, Maryland

TABLE OF CONTENTS

General Information

- General Information and Instructions
- Directory of Contractors and Services
- Exhibitor Important Deadline Date Checklist
- Notice of Intent to Use Exhibitor Appointed Contractors

Rules & Regulations

- Security Tips
- IAEE Booth Construction Rules and Regulations
- AONE Rules and Regulations

Housing, Registration & Lead Retrieval

- Online Exhibitor Badge Registration
- Housing Information
- Lead Retrieval System Order Form

GES Services

- Show Information
- General Information
- Trade Show Tips
- Show Site Work Rules
- Terms and Conditions
- Operation of Mechanical Lifts
- Petroleum Surcharge Information
- Office Service Provider Information
- Certificate of Liability Insurance
- Notice of intent to use an Exhibitor Appointed Contractor
- Material Handling Information
- Transportation and Material Handling Form
- Shipping Labels
- Shipping Information

GES Services (continued)

- Price List: Carpet, Furniture, Graphics & Signage
- Price List Order Form
- Artwork Guidelines
- Installation and Dismantle Order Form
- Labor Order Form
- Cleaning Order Form
- Payment Authorization Form
- Booth Layout Form

Utilities & Additional Services

- Electrical Services
- Catering
- Internet/Network Form
- Audio Visual Equipment and Computer Rental Order Form
- Photography Form
- Insurance Form

Marketing & Sponsorship Opportunities:

- Sponsorship Opportunities
- Meeting Space Requests
- Mailing List Order Information
- Promotional Products Order Form