

Vehicle Booth Carpet Installation Order Form

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

AUSA Annual Meeting & Exposition, A Professional Development Forum
 Walter E. Washington Convention Center
 October 14 - 16, 2019

Discount Deadline Date:
 September 17, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Please complete this form for the installation of your carpet. To determine if you need labor, please read this form carefully.
- Labor is required for all booths exhibiting vehicles / heavy equipment.
- In order to ensure that the display space is ready for your vehicle and/or heavy equipment at the schedule time (see the Target Vehicle/Heavy Equipment floor plan) it is critical that all contractors have the necessary floor plans.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday and Sunday.
- Double Time (DT): All day Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	95.00	120.00	145.00			\$
705000	Install & Dismantle, ST Move Out	95.00	120.00	145.00			\$
705000	Install & Dismantle, OT Move In	119.25	150.25	183.50			\$
705000	Install & Dismantle, OT Move Out	119.25	150.25	183.50			\$
705000	Install & Dismantle, DT Move In	145.25	183.00	221.00			\$
705000	Install & Dismantle, DT Move Out	145.25	183.00	221.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/083600462/labor/esm>

Step 2. Please Indicate Service



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

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

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form, click here: <https://e.ges.com/083600462/laborchecklist/esm>
 GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VII, b., Labor.
- A 30% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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

VB-1 050117 Cstm 041719 083600462

Form Continues on Next Page



Vehicle Booth Carpet Installation Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____



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

Option 2

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

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

Move In

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

Move Out

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

Copies of these Floor Plans need to be sent to:

GES 301.583.5127 • Hi-Tech 510.293.6155 • Smart City 702.943.6001

Does this carpet require customizing during installation? _____ If so, please send a rendering of the booth showroom.

Checklist of Floor Plans Needed:

- Electrical line diagram
- Phone/Internet lines diagram
- Booth Diagram showing placement of vehicles/ heavy equipment

Please indicate:

Booth Size: _____ Carpet Size: _____ Padding Size: _____

Important Information

The process of the movement of vehicles/heavy equipment onto the floor is very time sensitive. Due to the nature of this move in, all installation of all booth carpet will be handled by GES. Exhibitors are welcome to send a supervisor to over see the installation. GES will be in charge of the installation of all exhibitor owned booth carpet for booths displaying vehicles and/or heavy equipment on October 9, 2019. Contractors other than GES will not be permitted to install carpets in these display booths.

All booth carpets and pad need to arrive at the GES warehouse no later than October 2, 2019. Please make sure that all items are labeled with the "Vehicle Booth Carpet" labels provided. These labels will alert the staff members handling freight of the importance of these items.

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

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

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

VB-1 050117 Cstm 041719 083600462

