

American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

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Need Assistance?

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



Order Directly Online:

<https://e.ges.com/071600098/esm>

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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.

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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.

Show Information

Booth Size: 10' x 10'
Backwall Drape: Blue/White/White/Blue
Sidewall Drape: Blue
Aisle Carpet Color: Bluejay
8' High Backwall Drape
3' High Siderail Drape
Booth ID Sign

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

Discount Deadline Date

Monday, May 26 GES orders must be received with payment by this date.

Installation

Saturday, June 14 8:00 AM - 5:00 PM
Sunday, June 15 8:00 AM - 3:00 PM

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

Show Hours

Sunday, June 15 5:30 PM - 7:30 PM
Monday, June 16 10:30 AM - 6:00 PM
Tuesday, June 17 8:45 AM - 2:00 PM

Dismantle

Tuesday, June 17 2:00 PM - 9:00 PM
Wednesday, June 18 8:00 AM - 12:00 PM

Carrier Check-in Post-Show

Tuesday, June 17 5:00 PM Carriers post-show must be checked-in by this time.
Wednesday, June 18 8:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, June 18 12:00 PM All exhibitor materials must be removed.

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
American Society for Engineering Education Annual Conference
(Your Company Name & Booth Number)
YRC
4200 Industrial Blvd
Indianapolis, IN 46254
USA

Shipments should arrive on or between:

May 13 - June 11, 2014
Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM
The warehouse will be closed Monday, May 26, 2014.

Direct Shipments to Exhibit Site:

c/o GES
American Society for Engineering Education Annual Conference
(Your Company Name & Booth Number)
Indiana Convention Center
100 South Capital Avenue
Indianapolis, IN 46225
USA

Shipments should arrive on:

June 14, 2014, 8:00 AM - 5:00 PM
June 15, 2014, 8:00 AM - 3:00 PM

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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."

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/071600098/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?

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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.

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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.

Material Handling / Freight

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

Exhibitors may carry their own materials in/out of the exhibit facility without the use of flat trucks, dollies, motorized equipment, etc.

Teamster and Stagehands

Members of this union claim jurisdiction over all set up and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. The exhibitor may use their own full time employees, as long as they do not employ the use of power tools.

Members of these unions claim jurisdiction on the operation of material handling equipment, including unloading and reloading, and handling of empty containers. Exhibitors may bring their freight in through the front doors or through the loading area, provided that they do not use motorized carts.

Gratuities

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

Work Zone

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

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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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

a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable 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.**

b. 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 thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- 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.

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June 15 - 17, 2014

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Need Assistance?

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



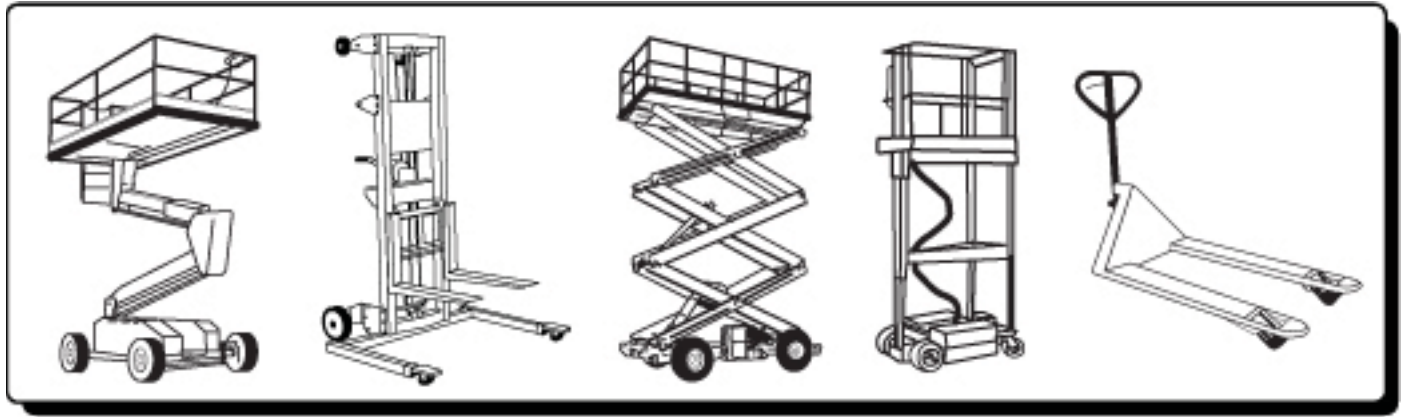
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American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

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.

American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

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), Operations Department • 6800 Sante Fe Drive, Hodgkins, IL 60525 • Fax: 630.295.6170

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.

American Society for Engineering Education Annual Conference
Indiana Convention Center
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Form Deadline Date:
May 15, 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.

Need Assistance?

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Order Directly Online:

<https://e.ges.com/071600098/esm>

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Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Operations Department, 6800 Santa Fe Drive, Hodgkins, IL 60525, Fax 630.295.6170

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American Society for Engineering Education Annual Conference
 Indiana Convention Center
 June 15 - 17, 2014

Form Deadline Date:
May 15, 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), American Society for Engineering Education (Show Management), American Society for Engineering Education Annual Conference (Show) and Indiana 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?

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Order Directly Online:

<https://e.ges.com/071600098/esm>

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Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Operations Department, 6800 Santa Fe Drive, Hodgkins, IL 60525, Fax 630.295.6170

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

American Society for Engineering Education Annual Conference

Form Deadline Date:

Indiana Convention Center

May 15, 2014

June 15 - 17, 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:

☒ **PLEASE SIGN** 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:		
<input checked="" type="checkbox"/> PLEASE SIGN X	_____ AUTHORIZED SIGNATURE	
_____ AUTHORIZED NAME - PLEASE PRINT		
_____ DATE		

Need Assistance?

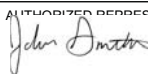
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Order Directly Online:

<https://e.ges.com/071600098/esm>

071600098

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	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	7. 01/01/14	8. 01/01/15	EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> FIRE DAMAGE (Any one fire) \$ 50,000				
	<input type="checkbox"/> MED EXP (Any one person) \$ 5,000				
	<input type="checkbox"/> PERSONAL & ADV INJURY \$1,000,000				
	<input type="checkbox"/> GENERAL AGGREGATE \$2,000,000				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/>	SKLS-029499S	01/01/14	01/01/15	COMBINED SINGLE LIMIT \$1,000,000
	(Ea accident)				
	BODILY INJURY \$				
	(Per person)				
	BODILY INJURY \$				
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>	XL1234567	01/01/14	01/01/15	PROPERTY DAMAGE \$
	(Per accident)				
	AUTO ONLY-EA ACCIDENT				
	OTHER THAN \$				
	AUTO ONLY: \$				
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/14	01/01/15	EACH OCCURRENCE \$1,000,000
	AGGREGATE \$1,000,000				
	\$				
	\$				
	\$				
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
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. Global Experience Specialists, Inc. (GES) (Official Service Provider), American Society for Engineering Education (Show Management), Indiana Convention Center (Facility), and American Society for Engineering Education Annual Conference (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: June 15 - 17, 2014 at city of Indianapolis.					
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION
6. Global Experience Specialists, Inc. (GES) Operations Department 6800 Santa Fe Drive Hodgkins, IL 60525 Fax 630.295.6170			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), American Society for Engineering Education (Show Management), American Society for Engineering Education Annual Conference (Show) and Indiana 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.

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American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 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 32 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.

American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Form Deadline Date:
May 26, 2014

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/ST	\$ 87.00 cwt
ST/OT	\$ 113.00 cwt
OT/OT	\$ 139.00 cwt
	\$ 78.30 cwt
	\$ 101.70 cwt
	\$ 125.10 cwt

Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 113.10 cwt
ST/OT	\$ 146.90 cwt
OT/OT	\$ 180.70 cwt
	\$ 101.79 cwt
	\$ 132.21 cwt
	\$ 162.63 cwt

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

Crated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 77.00 cwt
ST/OT	\$ 100.00 cwt
OT/OT	\$ 123.00 cwt
	\$ 69.30 cwt
	\$ 90.00 cwt
	\$ 110.70 cwt

Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 100.10 cwt
ST/OT	\$ 130.00 cwt
OT/OT	\$ 159.90 cwt
	\$ 90.09 cwt
	\$ 117.00 cwt
	\$ 143.91 cwt

Uncrated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 123.20 cwt
ST/OT	\$ 160.00 cwt
OT/OT	\$ 196.80 cwt
	\$ 110.88 cwt
	\$ 144.00 cwt
	\$ 177.12 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 loaded / unloaded after 4:30 pm will be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

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 32 days (any materials stored beyond 32 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:

Tue, May 13, 2014: Advance shipments may begin arriving at warehouse.

Wed, Jun 11, 2014: Last day for shipments to arrive at warehouse.

The warehouse will be closed Monday, May 26, 2014.

Direct Dates:

Sat, Jun 14, 2014: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Sun, Jun 15, 2014: Last day for shipments to arrive at exhibit site by 3:00 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.

GES is unable to receive flatbed shipments or any single piece weighing over 5,000 pounds at the Advance Warehouse.

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/071600098/esm>

071600098

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.

R-5

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference

NAME OF EXHIBITION

0710600098

BOOTH NUMBER

C/O GES

YRC

4200 Industrial Blvd

Indianapolis, IN 46254 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, May 13, 2014 - Wednesday, June 11, 2014

The warehouse will be closed Monday, May 26, 2014.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____ of _____ pieces
Number _____



A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference

NAME OF EXHIBITION

0710600098

BOOTH NUMBER

C/O GES

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Tuesday, May 13, 2014 - Wednesday, June 11, 2014

The warehouse will be closed Monday, May 26, 2014.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____ of _____ pieces
Number _____



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

R-6



FROM:



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference

NAME OF EXHIBITION

0710600098

BOOTH NUMBER

C/O GES

**Indiana Convention Center
100 South Capital Avenue
Indianapolis, IN 46225 USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Saturday, June 14, 2014 after 8:00 AM - Sunday, June 15, 2014 by 3:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____ of _____ pieces
Number _____



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference

NAME OF EXHIBITION

0710600098

BOOTH NUMBER

C/O GES

**Indiana Convention Center
100 South Capital Avenue
Indianapolis, IN 46225 USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Saturday, June 14, 2014 after 8:00 AM - Sunday, June 15, 2014 by 3:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____ of _____ pieces
Number _____



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.

American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Form Deadline Date:
May 26, 2014

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 May 26, 2014, 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:
100 South Capital Avenue	Indianapolis	IN	46225	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



Order Directly Online:
<https://e.ges.com/071600098/esm>

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American Society for Engineering Education Annual Conference
 Indiana Convention Center
 June 15 - 17, 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



Order Directly Online:

<https://e.ges.com/071600098/esm>

071600098

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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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 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?

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

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Order Directly Online:

<https://e.ges.com/071600098/esm>

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.

American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Discount Deadline Date:
May 26, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Important Information & Rates

Shipments to Storage - Shipments should be consigned to your booth. After inventorying the materials, please place your order for delivery of the materials into accessible storage to the GES Servicer. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. **ONLY** the items marked with these special labels will be placed in accessible storage. Do not use "Empty" labels.

Notice of Delivery - All remaining materials in accessible storage will be returned to the booth after the close of the show (delivery charges to apply).

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 (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 with Operator	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 246.00	\$ 308.00	\$ 369.00
5,000#, OT Code: 705200	\$ 344.00	\$ 430.00	\$ 516.00
5,000#, DT Code: 705200	\$ 442.00	\$ 553.00	\$ 663.00
Worker per Hour	Discount	Regular	Show Site
Storage, ST Code: 705044	\$ 95.00	\$ 119.00	\$ 142.50
Storage, OT Code: 705044	\$ 143.00	\$ 179.00	\$ 214.50
Storage, DT Code: 705044	\$ 190.00	\$ 238.00	\$ 285.00

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	=	GRAND TOTAL
	AM PM	AM PM									\$
	AM PM	AM PM									\$
	AM PM	AM PM									\$
	AM PM	AM PM									\$

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.

Labor Payment Enclosed

\$

Please Indicate

Please describe your product:

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, Per Pallet/Piece	\$135.00		\$
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/071600098/esm>

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.
American Society for Engineering Education Annual Conference

Indiana Convention Center

June 15 - 17, 2014

Discount Deadline Date:

May 26, 2014

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

Vehicle placement on the trade show floor will be a round-trip fee of \$352.00 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. Please contact local office to schedule delivery.

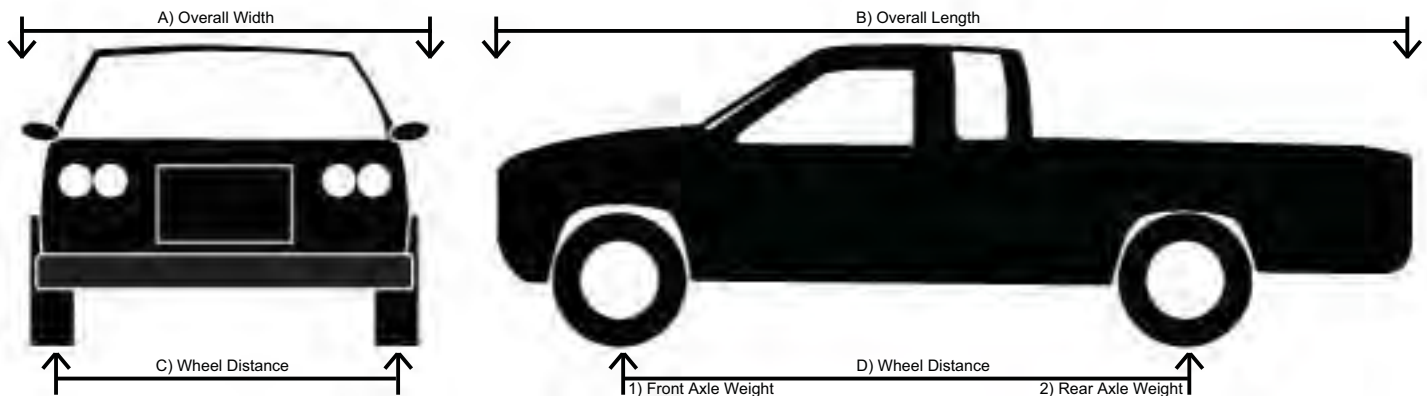
Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. 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 x 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/071600098/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.

Standard

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

Includes:

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



Black (41)



Blue (42)



Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



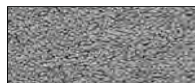
Red (49)

Plush

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

Includes:

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



Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



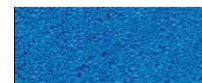
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

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

Includes:

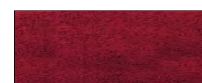
- 50 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



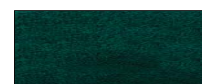
Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

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

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.



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



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'



305182 - Refrigerator,
White, 20"L 22"D 33"H



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

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

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American Society for Engineering Education Annual Conference

Indiana Convention Center

June 15 - 17, 2014

Discount Deadline Date:

May 26, 2014

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

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	\$ 129.00	\$ 194.00	300082	Display Case 6', Full View	\$ 738.00	\$ 1,110.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 120.00	\$ 180.00	300083	Display Case 6', Half View	\$ 738.00	\$ 1,110.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 76.50	\$ 115.00	300084	Display Case 6', Quarter View	\$ 738.00	\$ 1,110.00
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 140.00	\$ 210.00	300088	Display Case 7', Vertical	\$ 966.00	\$ 1,450.00
Tables				Accessories			
300059	Table, Starbase, 30" Diameter x 40" High	\$ 273.00	\$ 410.00	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 6.25	\$ 9.40
300058	Table, Starbase, 40" Diameter x 30" High	\$ 273.00	\$ 410.00	300123	Aisle Stanchion, without Chain	\$ 59.50	\$ 89.25
Skirted Tables				300103	Aluminum Easel	\$ 80.50	\$ 121.00
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300111	Bag Stand	\$ 111.00	\$ 167.00
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 183.00	\$ 275.00	300102	Coat Rack	\$ 111.00	\$ 167.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 202.00	\$ 303.00	300104	Garment Rack	\$ 111.00	\$ 167.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 224.00	\$ 336.00	300106	Literature Rack	\$ 189.00	\$ 284.00
3007	Table, Skirt 4th Side	\$ 57.00	\$ 85.50	300201	Pegboard, White, 4'x8'	\$ 215.00	\$ 323.00
Skirted Counters				305182	Refrigerator, White, 20"L 22"D 33"H	\$ 439.00	\$ 659.00
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				300120	Sign Holder, Bell Base	\$ 101.00	\$ 152.00
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 213.00	\$ 320.00	300108	Sign Holder, Chrome, 22"x28"	\$ 101.00	\$ 152.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 245.00	\$ 368.00	300211	Tackboard, 4'x8'	\$ 227.00	\$ 341.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 278.00	\$ 417.00	300112	Ticket Tumbler, Small, Table Top	\$ 171.00	\$ 257.00
3017	Counter, Skirt 4th Side	\$ 57.00	\$ 85.50	300113	Wastebasket	\$ 24.55	\$ 36.75
Risers				300118	Waterfall Stand	\$ 111.00	\$ 167.00
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 70.25	\$ 105.00	<i>Prices include delivery, installation, rental, and removal.</i>			
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 49.25	\$ 74.00	<i>*Power is not included. Order power on Electrical Order Form in this manual. Please note if 24 hour power is required. One (1) 500 Watt outlet per two (2) display cases.</i>			
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 90.00	\$ 135.00				
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 70.25	\$ 105.00				
Custom Booth Drape							
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 20.35	\$ 30.50				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 24.55	\$ 36.75				
Display Furniture							
300073	Display Case 4', Corner View	\$ 719.00	\$ 1,080.00				
300074	Display Case 4', Full View	\$ 698.00	\$ 1,050.00				
300075	Display Case 4', Half View	\$ 698.00	\$ 1,050.00				
300076	Display Case 4', Quarter View	\$ 698.00	\$ 1,050.00				
300078	Display Case 5', Full View	\$ 719.00	\$ 1,080.00				
300079	Display Case 5', Half View	\$ 719.00	\$ 1,080.00				
300080	Display Case 5', Quarter View	\$ 719.00	\$ 1,080.00				

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: 7%		C x 7 % = 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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American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Discount Deadline Date:
May 26, 2014

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.	\$ 341.60	\$ 512.78	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 732.20	\$ 1,100.48

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: 7%		C x 7% = 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

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Order Directly Online:

<https://e.ges.com/071600098/esm>

071600098

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

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 - 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



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



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



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"
40"D 17"H



305091 - Ottoman,
Square, White, 40"
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"
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

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

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.

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

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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

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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



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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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American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Discount Deadline Date:
May 26, 2014

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas and Loveseats				Seating - Office and Utility Seating			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 818.00	\$ 1,230.00	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 399.00	\$ 599.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 568.00	\$ 852.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 187.00	\$ 281.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 896.00	\$ 1,340.00	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 468.00	\$ 702.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,770.00	\$ 2,660.00	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 428.00	\$ 642.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,630.00	\$ 2,450.00	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 509.00	\$ 764.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 789.00	\$ 1,180.00	305126	Chair, Task, 25"L 26"D 21"H	\$ 168.00	\$ 252.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 636.00	\$ 954.00	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 319.00	\$ 479.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 894.00	\$ 1,340.00	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 245.00	\$ 368.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 737.00	\$ 1,110.00	Seating - Barstools			
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 782.00	\$ 1,170.00	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 185.00	\$ 278.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	\$ 983.00	\$ 1,470.00	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 185.00	\$ 278.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 1,000.00	\$ 1,500.00	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 237.00	\$ 356.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 745.00	\$ 1,120.00	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"	\$ 240.00	\$ 360.00
Seating - Club Chairs				305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 306.00	\$ 459.00
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 624.00	\$ 936.00	305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 265.00	\$ 398.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 907.00	\$ 1,360.00	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 265.00	\$ 398.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 948.00	\$ 1,420.00	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 265.00	\$ 398.00
305180	Chair, Globus, 28"L 26"D 28"H	\$ 400.00	\$ 600.00	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 336.00	\$ 504.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 621.00	\$ 932.00	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 336.00	\$ 504.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 513.00	\$ 770.00	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 450.00	\$ 675.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 504.00	\$ 756.00	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 408.00	\$ 612.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	\$ 603.00	\$ 905.00	Tables - Cafe			
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 531.00	\$ 797.00	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 259.00	\$ 389.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 621.00	\$ 932.00	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 345.00	\$ 518.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 436.00	\$ 654.00	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 259.00	\$ 389.00
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 616.00	\$ 924.00	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 300.00	\$ 450.00
Seating - Chairs				305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 345.00	\$ 518.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 345.00	\$ 518.00	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 408.00	\$ 612.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 133.00	\$ 200.00	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 300.00	\$ 450.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 133.00	\$ 200.00	305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 408.00	\$ 612.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 170.00	\$ 255.00	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 259.00	\$ 389.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 170.00	\$ 255.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 300.00	\$ 450.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 170.00	\$ 255.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 345.00	\$ 518.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 170.00	\$ 255.00	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 408.00	\$ 612.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 170.00	\$ 255.00	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 259.00	\$ 389.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 240.00	\$ 360.00	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 345.00	\$ 518.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 360.00	\$ 540.00	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 335.00	\$ 503.00
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 228.00	\$ 342.00	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 420.00	\$ 630.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 379.00	\$ 569.00	Tables - Bar			
305108	Chair, New York, 23"L 32"D 33"H	\$ 236.00	\$ 354.00	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 269.00	\$ 404.00
305115	Chair, Pantan, White, 20"L 34"D 33"H	\$ 247.00	\$ 371.00	305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 352.00	\$ 528.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 353.00	\$ 530.00	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 269.00	\$ 404.00
Seating - Ottomans				305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 330.00	\$ 495.00
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 476.00	\$ 714.00	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 352.00	\$ 528.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 476.00	\$ 714.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 414.00	\$ 621.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 123.00	\$ 185.00	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 330.00	\$ 495.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 116.00	\$ 174.00	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 414.00	\$ 621.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 475.00	\$ 713.00	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 269.00	\$ 404.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 475.00	\$ 713.00	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 330.00	\$ 495.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	\$ 390.00	\$ 585.00	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 352.00	\$ 528.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 284.00	\$ 426.00	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 414.00	\$ 621.00
305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 397.00	\$ 596.00	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 269.00	\$ 404.00
305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 397.00	\$ 596.00	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 352.00	\$ 528.00
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 140.00	\$ 210.00	305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 352.00	\$ 528.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 140.00	\$ 210.00	305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 435.00	\$ 653.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 140.00	\$ 210.00	Tables - Cocktail			
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 140.00	\$ 210.00	305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 275.00	\$ 413.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 140.00	\$ 210.00	305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 282.00	\$ 423.00
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 140.00	\$ 210.00	305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 370.00	\$ 555.00
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 140.00	\$ 210.00	305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	\$ 279.00	\$ 419.00
Seating - Office and Utility Seating				305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 324.00	\$ 486.00
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 416.00	\$ 624.00	305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 428.00	\$ 642.00

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Discount Deadline Date:
May 26, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Tables - Cocktail				Product Display			
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 367.00	\$ 551.00	305216	Pedestal, Black Plastic, 24"L 24"D 42"H	\$ 541.00	\$ 812.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 367.00	\$ 551.00	305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 536.00	\$ 804.00
Tables - End Tables				Office and Utility Furniture			
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 245.00	\$ 368.00	305040	Credenza, Graphite, 72"L 24"D 29"H	\$ 538.00	\$ 807.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 255.00	\$ 383.00	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 630.00	\$ 945.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 352.00	\$ 528.00	305057	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 531.00	\$ 797.00
305211	Table, End, Oliver, 22" Round 22"H	\$ 244.00	\$ 366.00	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 585.00	\$ 878.00
305046	Table, End, Silverado, 24" Round 22"H	\$ 306.00	\$ 459.00	305138	Desk, Writing, Graphite, 48"L 24"D 30"H	\$ 361.00	\$ 542.00
305045	Table, End, Soho, 26"L 26"D 27"H	\$ 370.00	\$ 555.00	305059	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 455.00	\$ 683.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 270.00	\$ 405.00	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 490.00	\$ 735.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 270.00	\$ 405.00	305106	Kiosk, Black/Maple, 24"L 21"D 42"H	\$ 547.00	\$ 821.00
Tables - Conference				305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	\$ 345.00	\$ 518.00
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 313.00	\$ 470.00	305038	Table, Computer, Graphite, 36"L 30"D 42"H	\$ 362.00	\$ 543.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 504.00	\$ 756.00	Lamps			
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 329.00	\$ 494.00	305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	\$ 334.00	\$ 501.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 504.00	\$ 756.00	305203	Lamp, Floor, Trovato, LED, White, 7"L 7"D 72"H	\$ 451.00	\$ 677.00
305027	Table, Conf., Graphite, 42" Round 29"H	\$ 414.00	\$ 621.00	305205	Lamp, Table, Mason, Silver, 16" Round 26"H	\$ 246.00	\$ 369.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 558.00	\$ 837.00	305202	Lamp, Table, Trovato, White, 7"L 7"D 26"H	\$ 354.00	\$ 531.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 687.00	\$ 1,030.00				
305170	Table, Conf., Gray, 42" Round 29"H	\$ 415.00	\$ 623.00				
305171	Table, Conf., Gray, 72"L 36"D 29"H	\$ 558.00	\$ 837.00				
305172	Table, Conf., Gray, 96"L 36"D 29"H	\$ 687.00	\$ 1,030.00				
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 730.00	\$ 1,100.00				
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 413.00	\$ 620.00				
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 490.00	\$ 735.00				
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 599.00	\$ 899.00				
305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 377.00	\$ 566.00				
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	\$ 657.00	\$ 986.00				
Tables - Martini Bar							
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 3,600.00	\$ 5,400.00				
305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,360.00	\$ 2,040.00				
Product Display							
305002	Bookcase, Graphite, 36"L 13"D 71"H	\$ 386.00	\$ 579.00				
305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 386.00	\$ 579.00				
305053	Etagere, Black, 30"L 16"D 70"H	\$ 362.00	\$ 543.00				
305052	Etagere, Pewter, 30"L 16"D 70"H	\$ 362.00	\$ 543.00				
305215	Pedestal, Black Plastic, 24"L 24"D 36"H	\$ 459.00	\$ 689.00				

Place Order Here

ITEM#	DESCRIPTION	PRICE	X	QTY	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	7% 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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<https://e.ges.com/071600098/esm>

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

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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.

American Society for Engineering Education Annual Conference

Indiana Convention Center

June 15 - 17, 2014

Discount Deadline Date:

May 26, 2014

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

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>	\$ 4,797.55	\$ 7,196.75	404104	Bar Package <i>Includes: (2) White Oslo Barstools, (1) Martini Bar.</i>	\$ 2,032.00	\$ 3,048.00
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>	\$ 9,294.55	\$ 13,946.75	404101	Barcelona Club Package <i>Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.</i>	\$ 2,166.00	\$ 3,248.00
404001	Chair Package A <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.</i>	\$ 555.55	\$ 834.75	404103	Deluxe Chair Package <i>Includes: (2) New York Chairs, (1) Cafe Table 36"X29".</i>	\$ 880.00	\$ 1,320.00
404023	Display Case Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.</i>	\$ 1,291.00	\$ 1,940.00	404110	Newport Collection <i>Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.</i>	\$ 2,198.00	\$ 3,302.00
404024	Display Case Package B <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.</i>	\$ 1,269.00	\$ 1,908.00	404107	Premium Chair Package <i>Includes: (2) Black Brewer Chairs, (1) Bar Table 36"X29".</i>	\$ 748.00	\$ 1,122.00
404011	Stool Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.</i>	\$ 577.55	\$ 866.75	404105	Premium Pedestal Package <i>Includes: (2) Black Banana Barstools, (1) Locking Pedestal.</i>	\$ 906.00	\$ 1,360.00
404002	Chair Package B <i>Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.</i>	\$ 484.55	\$ 727.75	404106	Premium Stool Package <i>Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".</i>	\$ 722.00	\$ 1,084.00
404012	Stool Package B <i>Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.</i>	\$ 549.55	\$ 824.75	404108	South Beach Club Collection <i>Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).</i>	\$ 2,105.00	\$ 3,163.00

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: 7%		C x 7% = 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?

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Order Directly Online:

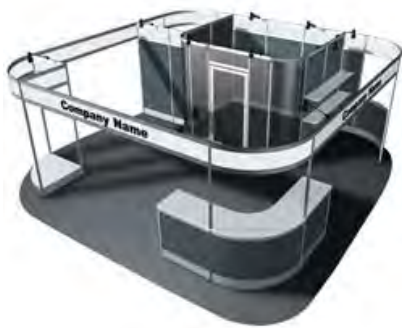
<https://e.ges.com/071600098/esm>

071600098

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"



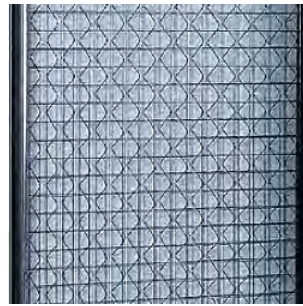
600222 - Exhibit, Light Box,
Medium 37"x56"



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



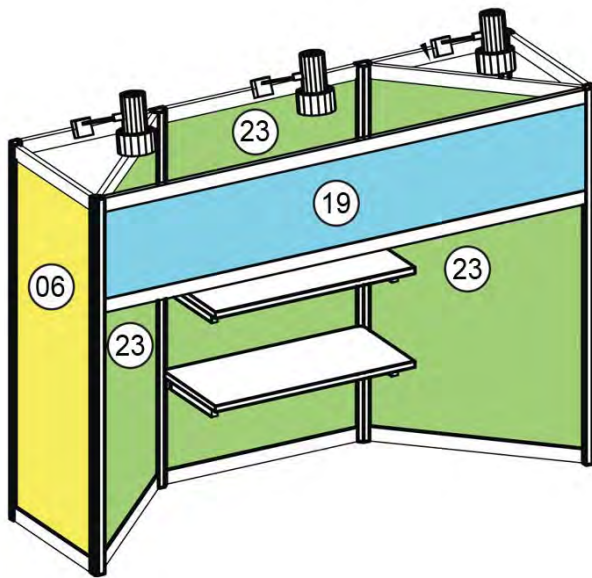
Black (41)



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 - \$170.00 /Regular Price - \$255.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$70.75 /Regular Price - \$106.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$113.00 /Regular Price - \$170.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

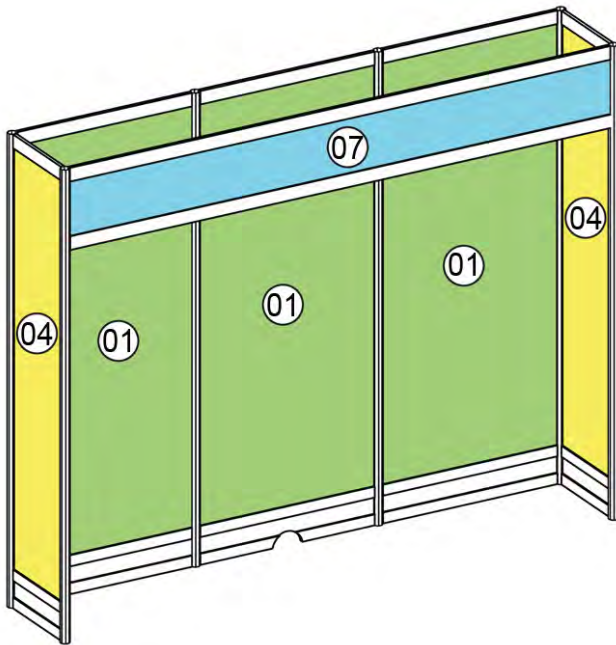
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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 86 1/4" tall

Discount Price - \$469.00 /Regular Price - \$704.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$236.00 /Regular Price - \$354.00

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$200.00 /Regular Price - \$300.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

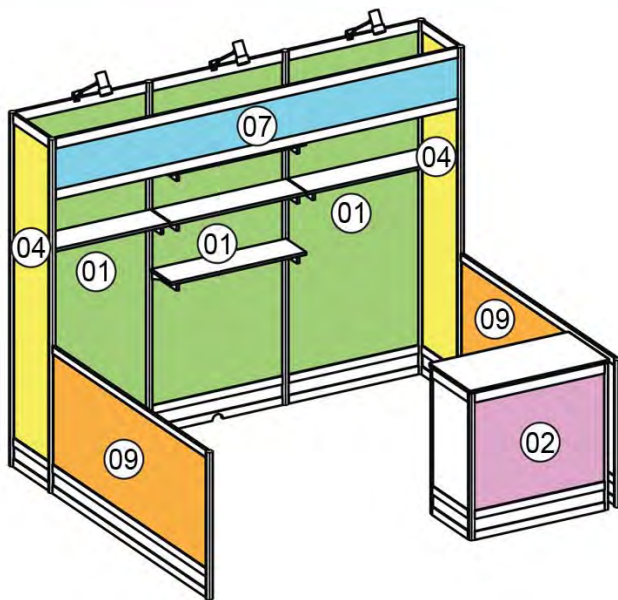
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) 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 86 1/4" tall

Discount Price - \$469.00 /Regular Price - \$704.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$236.00 /Regular Price - \$354.00

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$200.00 /Regular Price - \$300.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$164.00 /Regular Price - \$246.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$335.00 /Regular Price - \$503.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

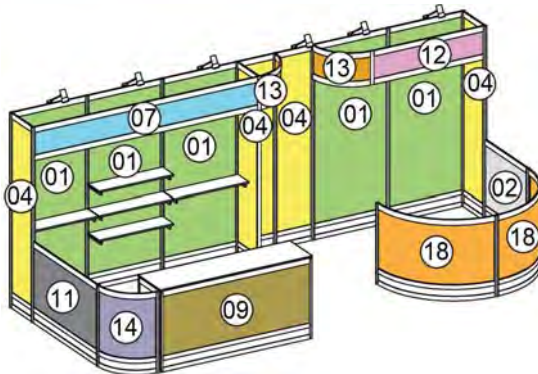
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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 - \$103.00 /Regular Price - \$155.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$51.50 /Regular Price - \$77.25

Produced on 1/8" Thick White Foamacell

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

Discount Price - \$263.00 /Regular Price - \$395.00

Produced on 1/8" Thick White Foamacell

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

Discount Price - \$335.00 /Regular Price - \$503.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$128.00 /Regular Price - \$192.00

Produced on 1/8" Thick White Foamacell

01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$469.00 /Regular Price - \$704.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$236.00 /Regular Price - \$354.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$99.00 /Regular Price - \$149.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$164.00 /Regular Price - \$246.00

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$200.00 /Regular Price - \$300.00

Produced on 3/16" Thick White Foamcore



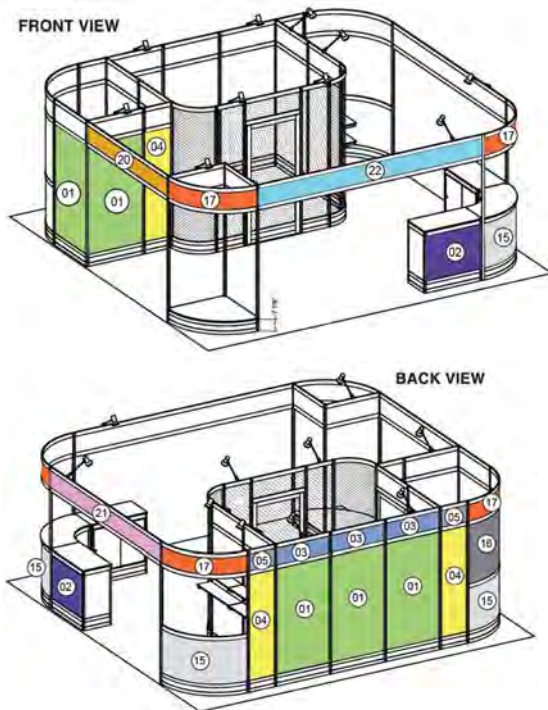
All Prices listed above are Per Panel.

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.

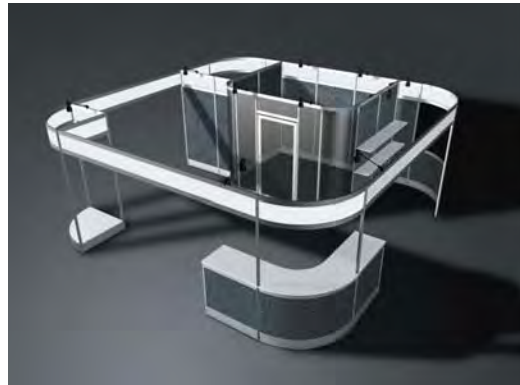
For additional questions, please contact:
Patti Ott
630.295.6141

Exhibit #5, 20 x 20 (600005)



- 21** 608321 136 9/16" wide x 12" tall
Discount Price - \$154.00 /Regular Price - \$231.00
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall
Discount Price - \$166.00 /Regular Price - \$249.00
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall
Discount Price - \$192.00 /Regular Price - \$288.00
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$164.00 /Regular Price - \$246.00
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall
Discount Price - \$65.75 /Regular Price - \$98.75
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall
Discount Price - \$51.50 /Regular Price - \$77.25
Produced on 3/16" Thick White Foamcore

- 01** 608301 18 7/16" wide x 86 1/4" tall
Discount Price - \$469.00 /Regular Price - \$704.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$236.00 /Regular Price - \$354.00
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$314.00 /Regular Price - \$471.00
Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$263.00 /Regular Price - \$395.00
Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall
Discount Price - \$267.00 /Regular Price - \$401.00
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:

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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.

American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Discount Deadline Date:
May 26, 2014

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

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	\$ 13,390.00	\$ 20,090.00	661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 620.00	\$ 930.00
10x20 Exhibits				600291	Exhibit, Panel, Wirewall, 1M	\$ 605.00	\$ 908.00
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 8,990.00	\$ 13,490.00	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 82.25	\$ 123.00
10x10 Exhibits				600262	Tackboard, Gem, 4' X 8'	\$ 707.00	\$ 1,060.00
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 2,170.00	\$ 3,260.00	Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 4,080.00	\$ 6,120.00				
6ft Table Display							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 2,060.00	\$ 3,090.00				
Accessories							
600410	Exhibit, Ad Board, 1M x 8'	\$ 707.00	\$ 1,060.00				
600110	Exhibit, Armlight Black	\$ 105.00	\$ 158.00				
600103	Exhibit, Counter, 1M Curved	\$ 979.00	\$ 1,470.00				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 493.00	\$ 740.00				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 676.00	\$ 1,010.00				
600221	Exhibit, Light Box, Large 37"x85"	\$ 899.00	\$ 1,350.00				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 710.00	\$ 1,070.00				
600223	Exhibit, Light Box, Small 37"x28"	\$ 438.00	\$ 657.00				

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: 7%		C x 7 % = 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/ecom/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


Order Directly Online:

<https://e.ges.com/071600098/esm>

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American Society for Engineering Education Annual Conference

Indiana Convention Center

June 15 - 17, 2014

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers and seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS6	ai, eps
Adobe Photoshop CS6	tiff (LZW), jpeg (high quality)
Adobe InDesign CS6	indd (include all links)
Adobe Acrobat	PDF (press quality setting)

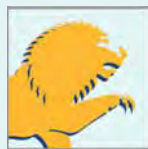
Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

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

Text @ 100%

Vectors

Outlined Text

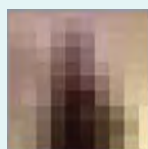
Vector Artwork

For the best quality, create in **vector format** (ai or vector eps).

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

Artwork produced in vinyl, for example; solid company logos 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 Image



High Resolution Image

Bitmap/Raster Artwork

Tif and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. **If** the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



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. OTF (open type fonts are preferred).

GES Transfer Site:

Gather all your production layout files and all your high resolution artwork into a single folder, named with the client name. Please include fonts. Drop this folder onto your Stuff-it program. Use either the .sit, .sea, or .zip compression.

Connect to the web address: <http://file.ges.com> in your web browser and follow the user-friendly instructions. Please note: a GES representative's email address is required.

FTP (File Transfer Protocol) Information: We request that you upload your file(s) based on the region in which your event is located.

However, the FTP host address is always <ftp://csftp.ges.com>

For Central Region Shows Chicago, New York, New Jersey, Philadelphia) the user name is **gescentfp** and the password is **t7od4cfz***

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Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif LZW compression or .psd embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember!

- You **MUST** add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You **MUST** provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) **BEFORE** you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

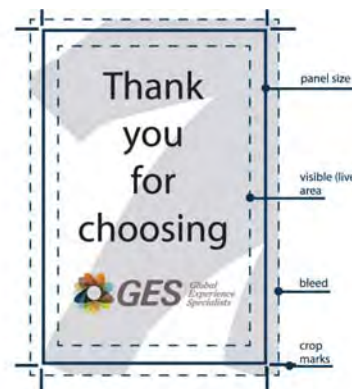


figure a.

Need Assistance?

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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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American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Discount Deadline Date:
May 26, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 107.00	\$ 161.00
600506	Sign, 11"x14"	\$ 38.00	\$ 57.00
600507	Sign, 14"x22"	\$ 54.25	\$ 81.50
600508	Sign, 14"x44"	\$ 110.00	\$ 165.00
600509	Sign, 20"x60"	\$ 213.00	\$ 320.00
600510	Sign, 22"x28"	\$ 110.00	\$ 165.00
600512	Sign, 28"x44"	\$ 218.00	\$ 327.00
600514	Sign, 40"x60"	\$ 428.00	\$ 642.00
600515	Sign, 48"x96"	\$ 819.00	\$ 1,230.00
600501	Sign, 7"x11"	\$ 38.00	\$ 57.00
600502	Sign, 7"x44"	\$ 54.25	\$ 81.50
600547	Easel Back	\$ 12.00	\$ 18.00

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)	\$ 218.00	\$ 327.00
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	\$ 283.00	\$ 425.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 258.00	\$ 387.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 417.00	\$ 626.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 386.00	\$ 579.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 547.00	\$ 821.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	\$ 232.00	\$ 348.00

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

- ☐ Black ☐ White ☐ Gray
☐ Printed Base -Additional Cost Discount: \$25.25 Regular: \$38.00 (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.

<ftp://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 x 3 % = B	\$
C.	Subtotal		A + B = C	\$
D.	Sales Tax: 7%		C x 7 % = 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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Order Directly Online:

<https://e.ges.com/071600098/esm>

071600098

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.*

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American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Discount Deadline Date:

May 26, 2014

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.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Full-Time employees of the exhibiting company may install and dismantle displays.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half 1/2 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 (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.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 95.00	\$ 119.00	\$ 142.50
Install & Dismantle, OT Code: 705000	\$ 143.00	\$ 179.00	\$ 214.50
Install & Dismantle, DT Code: 705000	\$ 190.00	\$ 238.00	\$ 285.00

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	TOTAL # OF WORKERS	LABOR RATE	TOTAL	3% PSP	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	\$
						B.	25% (\$50.00 min) GES Supervision	\$
Authorized Signature - Please Sign:						C.	Payment Enclosed	\$
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.

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<https://e.ges.com/071600098/esm>

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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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Indiana Convention Center
June 15 - 17, 2014

Form Deadline Date:
May 26, 2014

MANDATORY FORM*

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

Did You Order ---

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

Tear-down Information for GES Dismantle

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

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

Consigned To _____

Address _____

City/State/Zip/Country _____

Second Consignee _____

Address _____

City/State/Zip/Country _____

☐ Vanline ☐ Other _____

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

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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 assigned consisting of a forklift with an operator.

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/Operator Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 246.00	\$ 308.00	\$ 369.00
5,000#, OT Code: 705200	\$ 344.00	\$ 430.00	\$ 516.00
5,000#, DT Code: 705200	\$ 442.00	\$ 553.00	\$ 663.00

Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 96.50	\$ 121.00	\$ 144.75
Freight, OT Code: 705030	\$ 145.00	\$ 181.00	\$ 217.50
Freight, DT Code: 705030	\$ 193.00	\$ 241.00	\$ 289.50

*Rates include taxes for equipment used.

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
☐ **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	3% PSP	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:			AUTHORIZED NAME - PLEASE PRINT			DATE		
X								

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/071600098/esm>

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.
American Society for Engineering Education Annual Conference
 Indiana Convention Center
 June 15 - 17, 2014

Discount Deadline Date:
 May 26, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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)	\$ 0.46	\$ 0.69
500602	Per Day (per sq. ft. per day)	\$ 0.74	\$ 1.11
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 0.75	\$ 1.13
Mopping and Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 0.38	\$ 0.57
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	\$ 120.00	\$ 180.00
501010	Porter Service, 501-1500 sq.ft., Per Day	\$ 362.00	\$ 543.00
501010	Porter Service, 1501-3000 sq.ft., Per Day	\$ 437.00	\$ 656.00
501010	Porter Service, 3001 sq.ft. & Up, Per Day	\$ 513.00	\$ 770.00

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%**.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 42.00	\$ 52.50	\$ 63.00
Porter Service, OT Code: 705010	\$ 62.75	\$ 78.50	\$ 94.25

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
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
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 Servicercenter**. 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			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	= TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						\$

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/071600098/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

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American Society for Engineering Education Annual Conference
Indiana Convention Center
June 15 - 17, 2014

Form Deadline Date:
May 26, 2014

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 ACH/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 ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists (GES)

c/o Bank of America	Account #: 7188-1-01819
901 Main Street, TX1-492-07-14	Wire ABA Routing #: 0260-0959-3
Dallas, TX 75202-3714 USA	ACH ABA Routing #: 122000030
Telephone # 888-715-1000 ext 50118	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	\$
Cleaning	\$
Other GES Services (Specify)	\$
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



Order Directly Online:

<https://e.ges.com/071600098/esm>

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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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June 15 - 17, 2014

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May 26, 2014

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
EXHIBITING FIRM STREET ADDRESS CITY STATE ZIP PHONE FAX <i>The items checked below are to be invoiced to the Exhibiting Firm:</i> <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 <input type="checkbox"/> GES Logistics <input type="checkbox"/> Other (Please Specify) _____ 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. <div style="display: flex; justify-content: space-between;"> <div> PLEASE SIGN X _____ AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT DATE </div> <div> PLEASE SIGN X _____ CARDHOLDER'S SIGNATURE _____ CARDHOLDER NAME - PLEASE PRINT DATE </div> </div>	CARDHOLDER'S NAME PLEASE PRINT CARDHOLDER'S BILLING ADDRESS CITY STATE ZIP COUNTRY Account Number _____ - _____ - _____ - _____ EXPIRATION DATE _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express 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.

 ☐ 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
THIRD PARTY STREET ADDRESS CITY STATE ZIP PHONE FAX <i>The items checked below are to be invoiced to the Third Party:</i> <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 <input type="checkbox"/> GES Logistics <input type="checkbox"/> All Services <input type="checkbox"/> Other (Please Specify) _____ 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). <div style="display: flex; justify-content: space-between;"> <div> PLEASE SIGN X _____ AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT DATE </div> <div> PLEASE SIGN X _____ CARDHOLDER'S SIGNATURE _____ CARDHOLDER NAME - PLEASE PRINT DATE </div> </div>	CARDHOLDER'S NAME PLEASE PRINT CARDHOLDER'S BILLING ADDRESS CITY STATE ZIP COUNTRY Account Number _____ - _____ - _____ - _____ EXPIRATION DATE _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express 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.

Need Assistance?

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May 26, 2014

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.

- ☐ 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



Order Directly Online:
<https://e.ges.com/071600098/esm>

071600098

Additional Service Order Forms



2014 Electrical Service Order

FAX with complete credit card information or purchase order to **317-262-3419**

OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium– Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225

OR order online at <http://www.icclos.com>

Utility Department
317-262-3467
utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

Please TYPE or PRINT legibly

ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies. **Note: All booth power is connected from the floor.**

120 volts	Qty	Advance	Standard	TOTAL
5 amp (550 watts)		\$ 92.00	\$ 131.00	\$
10 amp (1100 watts)		\$ 119.00	\$ 168.00	\$
15 amp (1650 watts)		\$ 146.00	\$207.00	\$
20 amp (2200 watts)		\$159.00	\$225.00	\$
If 24 hr service, is required - Add 50% to original connection chg	5A	\$ 46.00	\$ 65.50	\$
	10A	\$ 59.50	\$ 84.00	\$
	15A	\$ 73.00	\$ 103.50	\$
	20A	\$ 78.00	\$ 112.50	\$

Labor Charge for Requested Placement

Location of ANY electrical (per hour) **\$ 91.00**

****NOTE:** For requested placement – attach diagram with location measurements and direction orientation.

SPECIAL ELECTRICAL SERVICE includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

208 VOLTS / SINGLE PHASE				
Per Single Connection	Qty	Advance	Standard	TOTAL
20 amp		\$288.00	\$460.00	\$
30 amp		\$350.00	\$559.00	\$
40 amp		\$399.00	\$638.00	\$
50 amp		\$458.00	\$732.00	\$
60 amp		\$490.00	\$785.00	\$
100 amp		\$800.00	\$1280.00	\$

208 VOLTS / 3 PHASE				
20 amp		\$357.00	\$571.00	\$
30 amp		\$450.00	\$719.00	\$
40 amp		\$509.00	\$815.00	\$
50 amp		\$538.00	\$861.00	\$
60 amp		\$573.00	\$916.00	\$
100 amp		\$1020.00	\$1632.00	\$

Standard USA voltages are available (call 317-262-3467 for pricing)
208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase

		\$	\$	\$
		\$	\$	\$

All other voltages are special order and require 30 day notice prior to show setup

RENTAL ITEMS

Includes 7% IN Sales Tax	Qty	Advance	Standard	TOTAL
Quad Box (4 outlets)		\$ 24.92	\$ 41.50	\$
Extension Cord		\$ 24.92	\$ 41.50	\$
3/250 Watt Floodlight Stanchion (electric included)		\$ 134.38	\$199.23	\$
TOTAL ELECTRIC ORDER (U.S. FUNDS)				\$

NO REFUNDS AFTER INSTALLATION OF SERVICE.

CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____)
(Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/14 – subject to change without notice.

ICCLOS ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **REQUESTED PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. **Note: All booth power is connected from the floor.** Payment IN FULL must be received for such services prior to installation.
5. **ALL ELECTRICAL CONNECTIONS,** installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center/Stadium. **"House electricians" may at any time check voltage and amperage at any booth.** Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house electrician" make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCLOS can install as part of the initial installation. When approved by a "house electrician," normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "house electrician" has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by a "house electrician" only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours..
20. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
21. **MISCELLANEOUS MATERIALS,** if required, will be billed at time of service at cost plus 15% plus 7% Indiana Sales tax.
22. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
23. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
24. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
25. **REFUNDS:** After installation — NO REFUND.
26. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than \$15.00 must be made in writing.
27. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
28. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



Booth/Room #: _____ Event Name: _____

Date: _____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft

Utility Department
317-262-3467
utilities@icclos.com

2014 Broadcast Video Service Order

FAX with complete credit card information or purchase order to 317-262-3419
OR Mail completed form with check, credit card information, or purchase order to:
 Indiana Convention Center & Lucas Oil Stadium – Utility Department
 100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

This form should be used for rebroadcasting video and audio signals between two points within the building (i.e. overflow areas,) or to a point outside the facility (i.e. conference meetings, special speakers, etc.).

VIDEO (including 2 Audio Connections)

From Point A

(location) _____

To Point B

(location) _____

QTY	Analog (Per Day)	Digital (Per Day)	TOTAL
	\$1,050.00	\$1,470.00	\$
Miscellaneous Service --- Call for Rates (317-262-3467)			
			\$
			\$
SERVICE SUB-TOTAL			\$
One-time \$200.00 connect and test fee added to the <u>per day</u> charge for <u>in-house</u> video only.			\$
SERVICE TOTAL (U.S. DOLLARS)			\$

SPECIAL INSTRUCTIONS:

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____ __)
 (Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM. NAME MUST BE LEGIBLE

Prices effective 1/1/14 – subject to change without notice.

NO REFUNDS AFTER INSTALLATION OF SERVICE.
 CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

ICCLOS POLICIES & CONDITIONS

1. **FULL PAYMENT MUST BE RECEIVED BEFORE SERVICE CAN BE INSTALLED.**
2. **ALL** equipment must conform to all federal, state and local state fire and safety codes.
3. **ICCLOS reserves the right** to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
5. **OBSTRUCTIONS:** The Exhibit Hall utility floor pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
6. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
7. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the Exhibitor and will remain the property of ICCLOS.
8. **MISCELLANEOUS MATERIALS** will be charged for on-site at cost plus 15% plus 7% Indiana Sales Tax.
9. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
10. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **PRIOR** to close of event.
11. **CANCELLATIONS:** Cancellations must be received prior to set-up of event in order to receive refund.
12. **REFUNDS:** NO REFUNDS after installation of service.
13. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
14. **NON-SUFFICIENT FUND CHECKS (NSF)** service charge of \$30.00 on NSF checks will be assessed. **NO** checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
15. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



Utility Department
317-262-3467
utilities@icclos.com

2014 Cable Television Service Order

FAX with complete credit card information or purchase order to 317-262-3419
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium– Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

PAYMENT MUST ACCOMPANY ORDER

BASIC CABLE TELEVISION SERVICE / LOCAL HD PROGRAMMING charges include the cost of a single cable connection and a temporary line to your booth. All facility equipment and cables must remain at the close of the event or the Exhibitor will be billed for their replacement. To receive HD programming, you, the Exhibitor, must provide your own HD receiver capable of receiving Off-Air programming (an RF cable connection).

QTY	ADVANCE RATE	STANDARD RATE	TOTAL
	\$ 248.00	\$ 347.00	\$

ORDERS RECEIVED LESS THAN TEN (10) DAYS PRIOR TO CONNECTION WILL NOT BE CONSIDERED.

SPECIAL CABLE TELEVISION SERVICE

Special Cable service and/or placement requires additional labor of \$37.20/hr and a four (4) hour minimum.	TOTAL
	\$
SERVICE TOTAL (U.S. FUNDS)	\$

SPECIAL INSTRUCTIONS:

Service installed to the rear center of the booth. If other than a standard booth, please attach a drawing.

____ Island Booth ____ Standard Booth ____ Two Story Booth

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

Please TYPE or PRINT legibly

Event Name _____

Event Date _____ Booth/Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____
Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____ __)
(Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/14

ICCLOS POLICIES & CONDITIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.** Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance Orders will receive priority service.
2. **UNDER NO CIRCUMSTANCES** will there be sharing of services between exhibitors.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes. ICCLOS reserves the right to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
5. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of exhibitor material are subject to removal or relocation in the event ICCLOS staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
6. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
7. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
8. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of the first event day.
9. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the exhibitor and will remain the property of ICCLOS.
10. **REQUESTS for "Special Service"** (see form) must be received by the ICCLOS 30 days prior to scheduled exhibitor arrival and move-in.
11. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
12. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
13. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by exhibitor **PRIOR** to close of event.
14. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
15. **REFUNDS:** **NO REFUNDS** after installation of service.
16. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
17. **NON-SUFFICIENT FUND CHECKS (NSF):** service charge of \$30.00 on NSF checks. **NO** checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
18. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



SIGN & BANNER HANGING ORDER FORM

Return to: **INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**
ATTN: EVENT COORDINATION DEPARTMENT
100 South Capitol Avenue
Indianapolis, IN 46225
(317) 262-3400 Fax (317) 262-3399

In order to best serve you, we need specific information as to the size, weight, location, timing and special needs for signage.
Please complete this form and return it to the above address no less than two weeks prior to the installation date.
All signage must comply with the regulations listed below. **(Please print or type)**

Date: _____ E-Mail Address: _____

Event Name: _____ Booth Number: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

PAYMENT INFORMATION: ☐ AMX ☐ Discover ☐ MasterCard ☐ Visa
Acct. # _____ 3-Digit Auth. Code _____ Exp. Date _____

I authorize post show billing on a time and materials basis.

Authorized by: _____ Signature: _____
(Please print)

Sign Dimensions: Height: _____ Width: _____ Depth: _____ Weight: _____ Material: _____

Shape: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle Other: _____

Sign location: (In relation to layout of booth)

Booth layout with sign location

Does your sign require power? _____ How much? _____

(If so, electrical service order must accompany this order)

Installation Time: _____ Installation Date: _____

First choice: ☐ 9AM – 12PM ☐ 1PM – 5PM _____

Second Choice: ☐ 9AM – 12PM ☐ 1PM – 5PM _____

Other: _____

Dismantling:

☐ I will take my sign/banner with me immediately following show.

☐ My sign/banner will be shipped with rest of my booth.

Installations and removals are scheduled to accommodate all requests in the most efficient manner.

ON-SITE CONTACT: _____ ON-SITE CONTACT CELL PHONE #: _____

Special requests: _____

SIGNAGE REGULATIONS

1. ALL SIGN REQUESTS MUST BE APPROVED BY SHOW MANAGEMENT AND THE ICCLOS.
2. ALL BOOTH SIGNS WILL BE HUNG AT A SPECIFIED DISTANCE AS PRESCRIBED BY SHOW MANAGEMENT. IF SHOW MANAGEMENT DOES NOT HAVE SUCH SPECIFICATIONS, THEN ALL BOOTH SIGNS WILL BE HUNG AT A UNIFORM DISTANCE FROM FLOOR TO BOTTOM OF SIGN.
3. ALL SIGNS SHOULD BE ASSEMBLED AND READY FOR HANGING WITH PROPERLY CONSTRUCTED FRAMES AND GROMMETS OR EYE-BOLTS. BANNERS MUST HAVE A TOP AND BOTTOM POCKET TO RECEIVE PIPE. THE ICCLOS RESERVES THE RIGHT TO REFUSE TO HANG ANY SIGN DEEMED UNSAFE.
4. SIGNS REQUIRING AC POWER MUST MEET ELECTRICAL CODES AND HAVE A GROUNDED POWER SUPPLY.
5. ALL MATERIALS MUST COMPLY WITH STATE AND LOCAL BUILDING CODES.
6. ALL SIGNS MUST BE HUNG AND REMOVED BY ICCLOS PERSONNEL.
7. THE ICCLOS RESERVES THE RIGHT TO DETERMINE THE EXACT LOCATION OF SIGNAGE BASED ON STRUCTURAL LIMITATIONS OF THE BUILDING.
8. DELIVERY OF SIGNAGE TO BE COORDINATED WITH SHOW MOVE-IN.
9. THE INSTALLATION AND REMOVAL WILL BE BASED ON THE SHOW MOVE-IN/MOVE-OUT SCHEDULE.

FOR ADDITIONAL INFORMATION, CALL THE INDIANA CONVENTION CENTER & LUCAS OIL STADIUM (ICCLOS)

3/13



Utility Department
317-262-3467
utilities@icclos.com

2014 Telephone Service Order

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
 Indiana Convention Center & Lucas Oil Stadium – Utility Department
 100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

INDIANA CONVENTION CENTER AND LUCAS OIL STADIUM SERVICES				
SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL	QTY
DIGITAL Telephone ¹ VOIP Service with Unlimited Local Calling	\$271.00	\$361.00	\$	
ANALOG Service with Unlimited Local Calling(CREDIT CARD MACHINE, FAX, modem)	\$271.00	\$361.00	\$	
Unlimited Domestic Long Distance per Phone	\$50.00	\$50.00	\$	
Dry Pair ²	\$258.00	\$344.00	\$	
Additional Services: (ISDN,T1 Extension, Dark Fiber)	Call for Quote		\$	
TOTAL (U.S. FUNDS)			\$	

¹ No charge or deposit is required for the basic phone set. If the phone set is not returned to the Utility Department at the close of the show, a fee of \$250.00 will be billed.

² Dry pairs may require additional time and material charges.

DIALING "9" IS REQUIRED TO GET AN OUTSIDE LINE

NO REFUNDS AFTER INSTALLATION OF SERVICE

Cancellations must be received prior to set-up of event in order to receive refund.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check# _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____ __)
 (Must be valid one month after event)

 AUTHORIZED BY (PRINTED NAME)

 AUTHORIZED BY (SIGNATURE)

Prices effective 1/1/14 – subject to change without notice.

INTERNET ACCESS: Provided by an exclusive contracted provider to the Indiana Convention Center and Lucas Oil Stadium. Please see www.icclos.com for additional information.

TELEPHONE RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rates. All order forms must be completed in full – incomplete order forms could result in delayed processing and possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by ICCLOS and DO NOT include connecting equipment to provided services. Special placement, connecting of equipment, relocation of service will result in additional charges. Payment **IN FULL** must be rendered for such services before the close of business the day service is connected.
4. **ALL EQUIPMENT** must conform to all federal, state and local state fire and safety codes.
5. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all connections, equipment and facilities, which any customer uses while in the Center/Stadium.
6. **UNDER NO CIRCUMSTANCES** shall utilities be shared between Exhibitors.
7. **ALL MATERIAL AND EQUIPMENT** furnished by ICCLOS for this service order shall remain ICCLOS's property and shall not be removed from the Center/Stadium at the close of the show.
8. **UNLESS OTHERWISE DIRECTED**, ICCLOS electricians/telecom personnel are authorized to cut floor coverings to permit installation of service.
9. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
10. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
11. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by Show Management.
12. **ANY SPECIAL EQUIPMENT** that must be utilized in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
13. **MISCELLANEOUS MATERIALS** purchased in order to complete an assembly, will be charged on site at cost plus 15% plus 7% Indiana Sales Tax.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **CLAIMS** for lost service, no service, or damages will NOT be considered unless filed by Exhibitor prior to close of show.
16. **CANCELLATION** must be received prior to set-up of event in order to receive refund.
17. **REFUNDS** will not be considered after installation of service.
18. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail or refunded on the credit card used. Claims for refunds for less than \$15.00 must be made in writing to the ICCLOS Accounting Department.
19. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a \$30.00 service charge for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check.
20. **FINAL CHARGES (INVOICES) AND REFUNDS FOR OVER PAYMENT** will not be available until 30 days after the of the event. Credit card receipts or confirmations of orders can be faxed after processing.



FLOOR PLAN – TELEPHONE LINES

Booth/Room #: _____ Event Name: _____

Date: _____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911 • 702-943-6001 (Fax)



2014 CUSTOMER CONTRACT

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline:	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):	
Sec Code:			
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #18 – This document**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
i. Additional Block of 29 IP Addresses / Devices (Dedicated Svc- Public or Private)	IA-T-29		\$ 995	\$ 1,245	
2. Internet – Networking Services: Equipment					
a. Switch Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Special Line Services (For 3 rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
4. Special Quote – Attachment A or SOW (if applicable)					
MI (Call 888-446-6911 for quote)					
5. Distance Fee of \$500 for each Internet / Network line outside the convention venue. x (number of lines)					
				SUBTOTAL	
Unused portions of deposits returned with final billing.				ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%	
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

*** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show. ***

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name

Authorized Signature

Date

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2014 - 014 -
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ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=014>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

INTERNET - NETWORK SERVICE CONTRACT

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show. **Base Price** applies to (a) all orders received from One (1) to Thirteen (13) days before first day of show or (b) orders received on or before the 14 day Incentive Deadline without payment.
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).
13. **Network Security Declaration:** The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.
14. There will be a \$25 service charge for all returned checks.
15. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
16. **Internet Security Disclaimer:** Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
17. **Use of Network Connection:** (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
18. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
19. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.
20. **Any additional cost incurred by SMART CITY to:** 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
21. **Equipment Management:** (a) Hubs, Switches, wireless devices, and other Internet / Network rental equipment are normally delivered / reclaimed by Smart City. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to Smart City following close of the show.
22. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
23. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed.
24. Prices are based upon current rates and are subject to change without notice.
25. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
26. Any unpaid balance after close of show will incur a 1.5% / month service charge.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the owner, operator and/or manager of the Facility; (3) The owner, operator and/or manager of the Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the owner, operator and/or manager of the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the owner, operator and/or manager of the Facility will have no obligation to continue providing such service unless the owner, operator and/or manager of the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the owner, operator and/or manager of the Facility under any lease or any other occupancy agreement between such Customer and the owner, operator and/or manager of the Facility.

27. A valid Credit Card number with signature **MUST** be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
28. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City**.
29. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=014>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Indiana CC + Lucas Oil Stdm (014) - IN

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2014 - 014 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2014 - 014 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.



2014 OFFICIAL : Audio-Video-Data Order Form

Video / Misc. Equipment	Qty	Pre-Show Daily Rate	On-Site Daily Rate	Total	Required Customer Information
DVD Player		\$50	\$70		PLEASE PRINT
Blu Ray/DVD Player		\$65	\$91		Exhibitor Name:
34" Cart with Skirt		\$40	\$56		Address:
54" Cart with Skirt		\$60	\$84		City:
Safelock Stand		\$40	\$56		State: Zip Code:
50' VGA Cable		\$25	\$35		Ordered By:
50' HDMI Cable		\$35	\$49		Telephone:
Laptop Computer		\$125	\$175		Fax:
Other Equipment Please Call					e-Mail:
Video / Display	Qty	Pre-Show Daily Rate	On-Site Daily Rate	Total	Required Delivery Information
Video / Data LCD Projector (3000 Lumens)		\$250	\$350		Exhibit Booth #:
17" LCD Flat Screen Monit (DATA / COMPUTERS ONLY)		\$75	\$105		Preferred Delivery Date:
22" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$95	\$133		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
32" Flat Panel - Includes Stand		\$150	\$210		On Site Contact:
42" Flat Panel - Includes Stand		\$225	\$315		Cell or Pager #:
52" Flat Panel - Includes Stand		\$275	\$385		Signature:
60" Flat Panel - Includes Stand		\$400	\$560		Terms and Conditions
Projection Screens	Qty	Pre-Show Daily Rate	On-Site Daily Rate	Total	1. Representative MUST BE on-site at for Delivery. 2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth. 3. Fee does not include service or technical assistance. 4. Order form and final payment must be received 10 days prior to event date. 5. Cancellation must be received 7 days prior to delivery date to avoid charges.
8' Tripod Screen with Skirt		\$25	\$35		
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Wired Handheld Microphone		\$45	\$63		
Wireless UHF Mic (Lav - Headset - Handheld) Circle 1		\$125	\$175		
Powered Speaker System (2 Speakers w/ Stands)		\$200	\$280		Ordering Process Email Form To: events@3riversentertainment.com Fax Form To: 412-224-4408 (please unblock number) Questions about your order email av@3riversentertainment.com
Additional Sound Systems Available - Please Call					
4 Channel Mono Audio Mixer		\$35	\$49		
CD Player (Single Track)		\$45	\$63		
Miscellaneous Equipment	Qty	Pre-Show Daily Rate	On-Site Daily Rate	Total	
Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automates Please Call for Pricing					Payment Processing PLEASE MAIL CHECKS TO: Three Rivers Entertainment and Production 1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
Totals PAYMENT IS DUE WHEN ORDER IS PLACED					
EQUIPMENT TOTAL:				1	
Number of Days				2	
SUBTOTAL: (Line 1 multiplied by Line 2)				3	
DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$100.00 minimum)				4	
SUBTOTAL:				5	
STATE SALES TAX: (7% of Line 3)				6	
TOTAL DUE:				7	
Method of Payment					For billing inquiries please email: events@3riversentertainment.com
<input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD A credit card authorization form must be filled out and submitted when paying by credit card.					
Equipment Received By _____ Date _____					Audio Visual Service

Exhibitor Terms and Conditions

This confirms the following Agreement between _____ (herein referred to as Lessee), and **Three Rivers Entertainment, Inc.** (Herein referred to jointly and severably as TREP). TREP agrees to rent Purchaser equipment described on the attached equipment list (Herein referred to as "Equipment") subject to the following Terms and Conditions:

1. **RENTAL** - Rental prices do not include labor, delivery, set up or electrical services.
2. **INDEMNIFICATION AND RISK OF LOSS OR DAMAGES** - It is understood and agreed that LESSEE is renting equipment for a specified period of time and is responsible for its safe return. All rental equipment must be returned to TREP in the same condition as it was in at the time of delivery. LESSEE hereby agrees to be billed for any damage to, or loss of, any "Equipment" damaged or lost during the entire term of the Rental. It is understood that Purchaser assumes liability for any and all personal injuries or damage to property that occur at Engagement including, but not limited to, those caused by any guests, employees, contractors or participants at Engagement. Purchaser shall indemnify, defend and hold TREP, its agents, employees and performers harmless from and against all claims, losses, liabilities, costs, expenses, obligations, and damages including, without limitation, litigation costs and reasonable attorneys' fees sustained, incurred or required to be paid by TREP that relate to or arise out of this Agreement. Purchaser further agrees to assume responsibility for any and all attorneys' fees and other legal expenses incurred by TREP to enforce this contract with respect to the conditions stated above. LESSEE authorizes TREP to charge LESSEE credit card for any damaged or missing equipment and agrees to waive it's right to dispute such charges as TREP may charge for missing or damaged equipment.
3. **LIMITATION OF LIABILITY** - In recognition of the relative risks and benefits of the Engagement to both the Purchaser and TRE, the risks have been allocated such that the Purchaser agrees, to the fullest extent permitted by law, to limit the liability of TREP to the Purchaser for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of TREP to the Purchaser shall not exceed TREP's total fee for services rendered on this Engagement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
4. **CANCELLATIONS/WAIVER OF DISPUTES** - All Equipment rental fees are non-refundable. LESSEE's Credit Card will be charged immediately upon receiving the signed order. All fees are 100% non-refundable. LESSEE waives it's right to any dispute process that is offered by LESSEE'S credit card company or financial institution.
5. **PAYMENT TERMS** - Full payment, including any applicable tax and a 10% credit card fee is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. It is LESSEE'S responsibility to immediately advise a TREP technician of any problem with any piece of Equipment. If you are exempt from payment of sales tax, TREP requires you to forward an exemption certificate for the State in which the services are to be used along with your rental. Failure to provide your tax exempt certificate will result in a non-refundable sales tax charge on your order. Additional service charges and/or labor charges may be assessed for installations that are unusual or labor intensive. Service may be interrupted if any payment is not received in full. There is a 50.00 charge, plus any other applicable expenses, to reprocess the method of payment submitted for a rental if your credit card is declined.

LESSEE

Date Signed

*****Please write your entities' legal name on the line at the top of this sheet, indicating name of LESSEE*****



CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below per the terms and conditions in your contract. Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 10% additional charge due to the loss of the "cash/check" payment discount for services and/or equipment.

Please complete the information below:

I _____ authorize **Three Rivers Entertainment, inc.**
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 10% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: _____

Billing Address _____ Phone# _____
City, State, Zip _____ Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Company Name _____

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 10% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc.



**AMERICAN
TRADESHOW
SERVICES**

For More Information Call-985-809-0600, dial 1

Optimize
your **ROI**
with
**Lead
Retrieval**

Collect
**Quality
Leads**
in a format
You Can Use
Instantly

**MORE
SALES**

#	Date	Time	ID#	First Name	Last Name	Title	Company	Address
1	6/3/2010	8:01:30 AM	123769	Iris	Lead	President	ABC Corporation	123 Main Street
2	6/3/2010	8:02:34 AM	124469	Peter	Smith	Marketing	Fleur De Lis Inc.	456 Royal Street
3	6/3/2010	8:07:12 AM	112133	Marcus	William	Owner	Cartel & Kennedy LLP	678 Market Street
4	6/3/2010	8:09:58 AM	397412	Bety	Acrian	Owner	Sweet and Sour, Inc.	957 Lime Street
5	6/3/2010	8:12:36 AM	951753	John	Jacob	Director of Marketing	America Market Supplies Company	15897 Highway 100B
6	6/3/2010	8:20:20 AM	332158	Bob	Barker	Pricing Manager	Audio Corporation	885 Pasadena Way
7	6/3/2010	8:21:45 AM	332387	Wendy	Anders	Project Assistant	Audio Corporation	3857 Esplanade Avenue
8	6/3/2010	9:01:07 AM	478143	Paul	Smith	Sales Representative	Form Building Inc.	1671 St. Charles Avenue
9	6/3/2010	9:10:34 AM	141251	Michael	De	President	Form Building Inc.	44 Union Way
10	6/3/2010	9:12:43 AM	154214	Steven	De	Director of Sales	Building Concepts	969 Presidents Place
11	6/3/2010	9:17:01 AM	957431	Sarah	Browne	Administrative Assistant	Baker's Dozen Company	13 Cassidy Road
12	6/3/2010	9:25:09 AM	435495	Milton	Bradley	Agent	Tundemaks	1 Park Place



EXPOPRO MOBILE™
*Be Mobile.
Be Green.*

- Wireless Handheld Unit
- Large Color Touch Screen display
- Allows personalized note taking
- Extended Life Battery
- Paperless, Green option
- Leads on USB

- Easy-to-Use Point & Shoot
- Color Touch Screen Display
- Allows personalized note taking

- Highspeed Printer
- Leads on USB and Paper
- Reprint Individual Lead or All
- Unlimited Paper Supply

EXPOPRO PLUS™

*Easy-to-Use
Desktop Unit.*



- Custom Survey Software
- Program Runs Directly from USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop



**LEADS IN
A FLASH™**
Custom to Your Needs.

Additional Products and Services

GreenPlus ELR™ BRAND NEW SERVICE

The green option to reduce your cost and increase your exposure, ATS's Electronic Literature Rack offers you a paperless approach to distributing marketing materials. Within one week post-show, attendees that visited your booth will receive a customized email with access to your company's brochures in electronic form allowing them to retain an archive to your literature for when they most need it-when they are ready to buy!

Delivery & Training

ATS technicians deliver pre-ordered equipment prior to and after the event. In addition, our technician will train booth personnel on how to best use the unit.

Custom Qualifiers

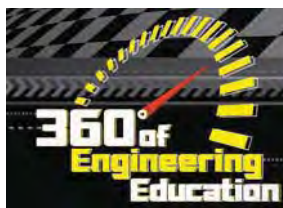
ATS creates a list of exhibitor's custom qualifiers that can include products and/or services and loads it into the unit; can be easily attached to a prospect's record.

Custom Survey

ATS creates a custom survey that can include up to 10 personalized questions.

The ATS Standard...

- *Leads on 64mb USB drive, yours to keep
- *Easily imported into Excel, Outlook, ACT!
- And other major sales tracking programs
- *Each lead may contain Name, Company, Title, Address, Phone, Fax, Email, Qualifiers, and personal notes (determined by the association)
- *Random Drawing Raffle Feature on all units
- *20 Standard Qualifiers for Easy Follow-up
- *Free Technical Support Before, During & After the show



2014 ASEE Annual Conference & Exposition

JUNE 15-18
Indiana Convention Center
Indianapolis IN



217 General Patton Avenue
Mandeville, LA 70471

ASEE 2014

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, MAY 16, 2014

1 Choose Your Unit(s)

EXPOPRO PLUS™

Easy-To-Use Desktop Unit



- Easy-To-Use Point & Shoot
- Color Touch screen display
- Allows Personalized Note Taking
- High-speed Printer
- Reprint Individual Lead or All
- Leads on USB and Paper

\$ 195.00 \$ 245.00 x _____ = _____

EXPOPRO MOBILE™

Be Mobile. Be Green.



- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Leads on USB
- Extended Life Battery

\$ 245.00 \$ 295.00 x _____ = _____

LEADS IN A FLASH™

Custom to Your Needs



- Windows-based Custom Survey Software
- Programs Runs Directly From USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop

\$ 300.00 \$ 400.00 x _____ = _____

2 Add Optional Services

GreenPlus ELR™

\$ 150.00 \$ 150.00 ☐ = _____

Delivery & Setup

\$ 65.00 \$ 85.00 ☐ = _____

Custom Qualifiers

\$ 60.00 \$ 80.00 x _____ = _____

Custom Survey

\$ 60.00 \$ 80.00 x _____ = _____

3 Add It Up

Total Due (in US Funds)

= \$ _____

All fields are required. Please include a Payment Authorization Form with your order.

4 Fill It Out and Sign

COMPANY

BOOTH NO.

THIS LINK WILL BE SENT TO ALL ATTENDEES SCANNED BY YOUR SCANNER

WEBSITE

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE NO.

FAX NO.

ORDER CONTACT

EMAIL ADDRESS

ONSITE CONTACT

ONSITE CELL PHONE

Order Online:

www.atsleads.com

User Name: ASEE2014

Password: 2214

Fax Credit Card Orders to:

985-809-1888

Email Order:

orders@american-tradeshow.com

Mail Check Orders to:

American Tradeshow Services

Attn: Exhibitor Services

217 General Patton Avenue

Mandeville, LA 70471

To Call Order In

or Ask Questions:

985-809-0600, dial 1



Custom Qualifiers Template

Fax To: 985-809-1888

DISCOUNT DEADLINE:

FRIDAY, MAY 16, 2014

\$60 before deadline
\$80 after deadline
(COST PER UNIT)

The following is a list of the standard action codes that are included with your unit rental.

Add to Mailing List

Current Customer

Distributor

Has Purchasing Authority

Have Sales Rep Call

Hot Lead!

Inquiry Only

Interested Buyer

OEM

Product A

Product B

Product C

Product D

Product E

Product F

Schedule Demonstration

Send Literature

Send Pricing Info

VAR

Wants Presentation

**To personalize these codes, or
use your own codes, please fill in
this template.**

Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

The Following Characters May Not Be Entered As Part Of An Action Code:

Apostrophes ('), Slashes (/), Backslashes (\),

Dots (.), Carrots (^), and Quotes ("")

Company

Booth Number

[illegible]

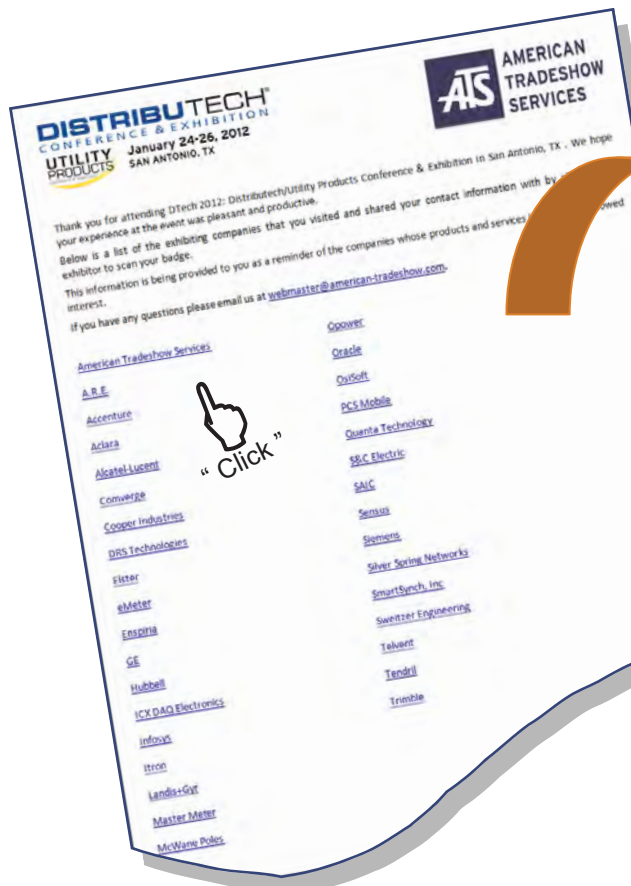
If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.

**NEW Feature
Included with your
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- ExpoRecall™ is an email that is sent to the attendees immediately after the show reminding them of the exhibitors that they were scanned by at the Expo. Included in this email will be your company name and a link to your website.

*Your Website
is just a
Click Away!*



REPORTING

**American Society for Engineering
Education Annual Conference**

Indiana Convention Center
June 15-17, 2014

**Convention
Plant
Rental**

6620 Hohman Ave. Hammond, IN 46324
(219) 932-1214 Fax: (219) 937-5771
www.conventionplantrental.com
Email: info-request@conventionplantrental.com

IF YOU REQUIRE FLORAL OR PLANT SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION & FORWARD A COPY TO CONVENTION PLANT RENTAL.

FLORAL ARRANGEMENTS

- ___ ROUND OR OBLONG @ \$65.00 - \$75.00 and up
___ ONE SIDED @ \$65.00 - \$75.00 and up
___ COLORS DESIRED & DESCRIPTION _____

TROPICAL PLANTS AND BLOOMING PLANTS

- ___ 2 FEET HIGH @\$30.00
___ 3 FEET HIGH @\$35.00
___ 4 FEET HIGH @\$45.00
___ 5 FEET HIGH @\$55.00
___ 6 FEET HIGH @\$70.00
___ 8 FEET HIGH @\$90.00
___ POTTED FERNS @\$35.00 ___ Table Planter @ \$35.00
___ POTTED BLOOMING MUMS @\$25.00 - COLORS: ___ YELLOW ___ WHITE ___ LAVENDER ___ BRONZE
___ POTTED BLOOMING AZALEAS @ \$35.00

PRICE INCLUDES: PRODUCT, DELIVERY,
DECORATIVE POT COVER, MAINTENANCE, AND REMOVAL

POT COVER SELECTION:

___ WHITE ___ BLACK ___ BASKET

CONSULT US FOR ANY SPECIALTY ITEMS NOT LISTED ABOVE. OUR DESIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS FITTING YOUR DISPLAY AT NO EXTRA CHARGE. STOCK INCLUDES WIDELY DIVERSIFIED DECORATIVE MATERIAL TO CARRY OUT UNUSUAL DESIGNS AND COLOR SCHEMES. VARIETIES MAY VARY FROM LOCATION AND SEASON.

IF YOU WOULD LIKE TO SCHEDULE AN APPOINTMENT WITH OUR DESIGN CONSULTANT, PLEASE CALL OUR PRODUCTION DEPARTMENT AT (219) 932-1214.

PAYMENT POLICY

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE.

TERMS: CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS

Customer Information

Company Name: _____ Address: _____
City, State, Zip: _____ Contact Name: _____
Phone: _____ Fax: _____ Email: _____
Booth #: _____

Billing Information

Credit Card #: _____ Exp. Date: _____ Security Code: _____
Name On Card: _____ Billing Address: _____
City, State, Zip: _____ Signature: _____

RETURN COPY TO:

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