



Dear IGC East Exhibitor:

This package contains all the information you need to arrange your show shipments, order an electrical outlet, carpeting or rental furniture, check move-in times, book a hotel room, request staff badges, familiarize yourself with facility regulations and much more. Our goal is to make your entire experience as an exhibitor at IGC EAST 2015 really positive from start to finish.

Please take time to carefully look through the enclosed rules & regs, forms and other information. The more informed you are the more smoothly and successfully things will go. A little advance planning will save you money, time and hassles!

Six IMPORTANT notes:

1. Hall opens at noon on Tuesday - all exhibitors must be set up no later than 10am.
2. Set-up begins on Sunday, August 2. Click [HERE](#) to see your assigned move-in time.
3. SAVE TIME & MONEY! Ship your freight to the GES warehouse in advance and skip the long lines at the loading dock. Your freight will be waiting in your booth when you arrive!
4. All booths must have floor-covering. Please bring carpeting or order from GES.
5. Also doing IGC Chicago? Take advantage of the GES caravan to ship your freight from Baltimore to Chicago.
6. Several GES section pages include web links for more info.

As always, we are here to help. Included right up front is a list of who to contact on our staff and amongst our vendors.

2015 marks The IGC Show's ninth year delivering exhibitors like you an ever-larger audience of qualified IGC buyers. As the single industry source for news, insight and information via *IGC Magazine* as well as the IGC Shows, we promise to continue to work hard every year to make your selling experience the most productive of any publication or show!

See you in Baltimore!

Best,


Jeff Morey
CEO, IGC Show Founder & Publisher



Carl Pugh
Show Manager



General Information / Rules & Regulations

Show Location

Baltimore Convention Center
One West Pratt Street
Baltimore, MD 21201
Main number: (410) 649-7000

Show Web Site

www.igcshow.com

Show Hours

Tuesday, August 4 12pm - 6pm
Wednesday, August 5 10am - 6pm
Thursday, August 6 10am - 3pm

Set-up (Click [HERE](#) to see your assigned move-in time)

Sunday, August 2 8am - 5pm
Monday, August 3 8am - 9pm
Tuesday, August 4 8am - 10am

Tear-down

Thursday, August 6 3pm - 11pm
Friday, August 7 7am - 10am

Primary Contacts

IGC Show Mgmt	Lisa Bansavage	lisa@igcshow.com	(203) 682-1664
GES	Terri Morris	tmorris@ges.com	(630) 339-7330

Important Checklist

- Find your assigned move-in and set-up time by clicking [HERE](#)
- Drayage (order through GES [by July 13](#))
- Carpeting (required) and furniture (order through GES [by July 13](#))
- Shipping (contact your favorite carrier or GES)
- Electrical outlets (order from Elden Electrical [by July 14](#))
- Order badges by clicking [HERE](#)
- Enter your online booth description (see your booth confirmation email)
- Order lead retrieval device from RCS before June 12 for lowest rate (see form in back)
- Book a hotel room by clicking [HERE](#) before June 15 for best rates and availability
- Review sponsorship & show directory ad opportunities (email Jeff Morey jeff@igcconnection.com)

NOTE: ELECTRICAL IS ORDERED THROUGH ELDEN. SEE FORM IN BACK OF THIS KIT.



Important Dates & Deadlines

June 30	First day shipments sent to GES may arrive at their warehouse
July 13	Big savings! <u>Last day</u> to get discounted prices on orders from GES orders.
July 14	Last date to place DISCOUNTED electrical orders with Elden Electrical
July 28	Last date shipments may arrive at GES warehouse without \$ penalty
August 2	First day direct shipments may arrive at the Baltimore Convention Center
August 3	Last day direct shipments may arrive at the Baltimore Convention Center (before 6pm)
August 7	Last day to remove your stuff from the Baltimore Convention Center (before 10am)

Hotels

IGC EAST 2015 has discounted rooms set aside for exhibitors and attendees at several major downtown hotels, all right across the street from the convention center. CAUTION: Do NOT purchase a hotel room for anyone who calls or emails claiming to be show management. There are many fraudulent companies doing so. Use only the official IGC hotel web page to make your reservations by clicking [HERE](#)

Directions & Transportation

By Car

Take I-95 north or south to 395 North ("Downtown/Inner Harbor") in Baltimore. The Baltimore Convention Center is straight ahead.

Parking

There are many parking lots within walking distance of the Baltimore Convention Center.

Click [HERE](#) for discounted advance parking reservations.

Click [HERE](#) for a map of parking lot locations.

By Plane

Baltimore Washington International (BWI) has 330 nonstop flights daily to 65 U.S. cities. BWI is a major hub for Southwest and Airtran airlines and is also served by Delta, United, American and Jetblue. Travel distance by taxi to the convention center is typically 18 minutes. You can also take the Light Rail from BWI Airport right to the convention center for just \$1.60 each way. Travel time is about 20 minutes. Get off at the "Convention Center" stop.

By Train

Amtrak's Baltimore, MD station (BAL), located just a five-minute cab ride north of the convention center, has direct service from Philadelphia, New York, Boston and many other cities to the north and south. The "Charm City Circulator" offers free shuttle service to Inner Harbor and the convention center every 15 minutes.

Exhibitor Badges

In keeping with our efforts to provide exhibitors and show visitors with the best possible security, it is important that all exhibitors must wear their exhibitor name badges in clear view at all times. Non-exhibitors will not be permitted in the exhibit hall other than during posted show hours. Exhibitors are prohibited from providing exhibitor badges to show guests. Register for exhibitor badges online to avoid delays onsite by clicking [HERE](#) and use the password provided in your Booth Confirmation Email. Can't find that password? Email lisa@igcshow.com for it. Companies receive up to 3 badges free per 10x10. Additional exhibitor badges are \$35 each.



Decorator/Drayage

The official Independent Garden Center Show decorator and drayage company is:
GES Exposition Services • 7000 Lindell Road • Las Vegas, NV 89118 (do **NOT** ship to this address)
Phone 800-475-2098 Fax 866-329-1437

Questions regarding drayage, furniture rental, shipment of freight, labor, booth cleaning or other special services should be directed to GES. See GES section for details.

Booth Space Includes

- 10' x 10' exhibit space (per booth unit purchased)
- 8' high backdrop with draped fabric (not included with island booth)
- 3' side rails with draped fabric (not included with island booth)
- One-line company identification sign (company name and booth number).

Carpeting – All booths must be carpeted or have some form of floor-covering.

Ice is available for exhibitors who have live plant material in the box at the back of the hall.

Utilities

Elden Electrical provides electrical services. Internet and telecom services are provided by M.C. Dean Inc. See forms at the back of this kit. There is free wireless Internet access on the lobby areas of the Baltimore Convention center only. Internet access from your booth must be purchased.

Work Rules

Exhibitors may perform the following functions as long as they are full-time employees of the exhibiting company.

- Exhibitors with a booth 100 sqft or smaller may work as long as they like without the use of union labor to set up or dismantle their booth.
- Exhibitors with a booth *larger than* 100 sqft may have two full-time exhibitor employees work without union labor for a maximum of one hour during move-in and one hour during move-out to set up or dismantle your booth.
- Use of power tools is not permitted.
- There are no labor restrictions with regards to exhibitors packing, unpacking or placing their own merchandise or products provided they use their own permanent full-time employees.

Plants, Dirt or Ground Cover

If you plan to place anything damp in your booth such as plants or bedding, use ice or water, or lay down any soil or groundcover you must first place a WATERPROOF barrier beneath your booth or carpeting. Failure to do so can result in electrical shock and/or damage to the electrical outlets (at your expense), which are located in the floor. Visqueen plastic covering can be ordered from GES.

Fire Hazard

As per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings or decorations of an explosive or highly flammable character shall not be used. **Natural cut trees as well as other Christmas decorations (wreaths, garland, etc) are strictly prohibited.** Living trees in a "balled" condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.



Hazardous Materials

No exhibitor will be allowed to bring any hazardous material into the exhibit hall for any purpose. IGC East requires the use of empty display containers that have never been filled with hazardous materials. This rule will be strictly enforced. Hazardous materials are defined as any material packaged in a container that has the words "danger", "warning" or "poison" on it, accompanied by a phrase such as, but not limited to, "do not get on skin," "do not get in eyes," "do not breathe dust;" live aerosol spray cans or other similar hazards

Children during Move-In/Move-Out and Show Hours

No children under the age of 14 will be allowed on the show floor at any time before, during or after the show. We appreciate the burden this may create for some of our exhibitors who have family-owned businesses, but safety concerns for all individuals on the show floor will require that we strictly enforce this regulation. Heavy equipment and machinery is prevalent on the show floor, especially during move-in and move-out of IGC East. Safety is always our first priority.

Pets

No animals or pets are permitted in exhibit hall or booths at any time, except for guide dogs. It is also forbidden to house animals in cars or trucks parked on Baltimore Convention Center property.

Move-In/Move-Out Logistics

PLEASE CLICK [HERE](#) TO SEE YOUR ASIGNED MOVE-IN TIME/DATE. All move-in must be completed by 10am on Tuesday, August 4. Move-out will not be permitted until 3 pm on closing day, Thursday, August 6. Any exhibitor removing or dismantling exhibit display prior to 3 pm on closing day may be denied space in future IGC Shows. Show management does its best to attract audiences for the exhibitor and expects to present a full show to all visitors during all scheduled hours of the show. This is the same reason we require somebody in your booth at all times during the show.

Sales Limitations

IGC East is an industry trade show. Direct, individualized sale of items that are taken from any exhibit booth prior to the close of the show is prohibited. This rule is necessary in order to provide all exhibitors balanced security and to help ensure against theft of merchandise.

Sub-Leasing

No exhibitor may assign, sublet or apportion the whole or any part of the booth space assigned, nor permit any other party to exhibit therein, nor distribute any promotional or advertising materials in the assigned space other than those manufactured, grown or sold by exhibitor in the normal course of his/her business without written permission from show management.

Exhibitor Solicitations

Exhibitors must limit their activities to within the confines of their assigned booth space. Exhibitor activities must be conducted in a manner consistent with the non-interference of activities legitimately exercised by other exhibitors. The distribution of exhibitor's product, catalogs, pamphlets, printed material, souvenirs, etc., must remain within the confined area of the assigned booth space, and at no time should protrude, for any distance, into the exhibit hall aisles. No exhibitor's promotional activities will be permitted outside the confines of the assigned exhibit booth, except in such cases as approved by Show Management.



Non-Exhibitor Selling In Aisles

Show Management makes every effort to protect against unauthorized selling within the show exhibit area by individuals not booking space. IGC East requests any individual attempting to sell or market in the aisle, or other areas of the Convention Center, be reported to show management. These individuals are taking advantage of exhibitors who pay for their space and abide by show rules.

Character of Exhibits

IGC East reserves the right to restrict exhibits to products and services of interest to and related to the garden center trade. Management also reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any reason are deemed to be objectionable, and also to prohibit or evict any exhibit which, in the opinion of the management, may detract from the general character of the IGC East. This reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines objectionable. In the event of such restriction or eviction, IGC East is not liable for any refunds for rentals or other exhibit expense.

It is also required that each exhibit space have somebody attending the booth at all times. Exhibitors who fail to staff their booth may not be allowed to exhibit in future shows.

Display Configuration

Exhibit, display or product height in excess of four feet must be confined to the rear five feet of each linear (e.g. - 10x10, 10x20, 10x30) booth. Even within this rear five foot area no signs, partitions, apparatus, shelving, display material, etc., may extend beyond eight feet above the floor. IGC East will strictly enforce this rule, and any violation must be immediately corrected or loss of booth space may result. Show management requires exhibitors request a written variance 21 days in advance for any portion of an exhibit which extends beyond the eight-foot limit.

A request for a variance from IGC East must be submitted no later than 30 days prior to the opening of the show and will be considered only in the case where the extended height serves as an integral part of the display. Variances are not required for live plant material that extends beyond eight feet. However, exhibitors may not use plant material which adversely impacts a neighboring exhibitor. Show management reserves the right of final decision in determining the importance of the display material exceeding standard show rules and regulations.

Special Equipment Restrictions

The operation of any engines is prohibited on the show floor. All displayed engines must have empty fuel tanks and fuel tank caps must be either taped closed or locked. In addition, all battery cables must be disconnected and taped to meet fire department regulations.

The use of loud speakers and public address equipment by exhibitors is prohibited. Exhibits which include the operation of musical instruments, radios or any noise-making equipment must be conducted or arranged so that the noise resulting from the demonstrations will not disturb adjacent exhibitors.



Security

IGC East will attempt to provide adequate security service for the exhibit area during show hours as well as when the show is closed. Show management urges exhibitors to have at least one employee in their booth at all times during move-in and move-out. The ultimate responsibility of security lies with the exhibitor at all times and show management shall not be held liable for the loss or theft of any or all items from an exhibit booth at any time. Exhibitors are particularly encouraged to secure and insure valuable items, including but not limited to TVs, DVD players, computers and monitors, small equipment and tools, cameras, etc. and remove such items immediately upon the close of the show.

Non-Compliance to Rules and Regulations

Each exhibitor, for himself/herself and his employees, substitutes or agents, agrees to abide by the rules and regulations given herein and by subsequent amendments and additions, considered by IGC East to be in the best interest of all exhibitors. Upon non-compliance with the established rules, IGC East reserves the right to prohibit, reject or eject any exhibitor, exhibitor's representative, exhibit (in whole or part) or visitor, with or without giving cause. In the event of restriction or eviction, IGC East is not liable for any refunds on rentals or other exhibit expenses.



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Show Organizer Information and Forms	3
Cover Letter	4
GES Information and Order Forms	11
General Information	12
G-1: Show Information	12
G-11: General Information	13
G-10: Trade Show Tips	14
G-5: Stop. Think. Safety.	15
G-6: Show Site Work Rules	16
G-7: GES Terms & Conditions of Contract	17
G-9: Operation of All Mechanical Lifts	18
G-4: Petroleum Surcharge Information	19
L-3: Notice of Intent to Use EAC and Policies and Procedures	20
L-4: Agreement and Rules and Regulations between GES and EAC	21
SAMPLE COPY: Certificate of Liability Insurance	23
Material Handling	24
R-1: Material Handling Information	24
GES Transportation Plus	25
R-2: Material Handling Order Form	26
Special Handling Brochure	27
R-5: Advance Shipping Labels	28
R-6: Direct Shipping Labels	29
R-3: Pre-Printed Bill of Lading (BOL) and Outbound Labels Request	30
R-7: Freight Service Questionnaire	31
R-8: GES Logistics - Domestic Shipping Quote Form	32
GES Global Transportation Plus	33
R-20: GES Logistics - International Shipping Quote Form	34
R-11: Trailer Accessible Storage Order Form	35
GES Caravan	36
Decorating Services	37
Q-1: Price List	37
Carpet Brochure	42
Standard Furniture Brochure	43
Specialty Furniture Brochure	45
Standard Exhibit Systems Brochure	54
I-2: Digital File Preparation	61
Standard Graphics Brochure	63
Labor Services	64
L-1: Installation & Dismantling Order Form	64



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

L-2: Key Information\Supervised Labor Checklist	65
H-1: Hanging Sign / Truss Labor Information	66
H-2: Hanging Sign / Truss Labor Order Form	67
H-1a: Hanging Sign Shipping Labels	68
T-1: In-Booth Forklift & Labor Order Form	69
J-1: Cleaning Order Form	70
Required Forms	71
G-2: Payment & Credit Card Charge Authorization	71
G-3: 3rd Party Billing Request	72
G-3b: International 3rd Party Billing Request	73
H-3: Booth Layout Form	74
Additional Service Order Forms	75
Baltimore Convention Center Service Manual	76
Electrical	97
Telephone and Internet	103
Business Center	104
Lead Retrieval	105
Index	107

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.



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

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

Backwall Drape: White
 Sidewall Drape: White
 Aisle Carpet Color: Burgundy
 1 - Booth ID Sign

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

Discount Deadline Date

Monday, July 13 GES orders must be received with payment by this date.

Installation

Sunday, August 2	8:00 AM - 5:00 PM	SEE TARGETED MOVE-IN SCHEDULE Please take notice - move in on this day is on overtime, all applicable surcharges will apply
Monday, August 3	8:00 AM - 9:00 PM	SEE TARGETED MOVE-IN SCHEDULE
Tuesday, August 4	8:00 AM - 10:00 AM	SEE TARGETED MOVE-IN SCHEDULE

Show Hours

Tuesday, August 4	12:00 PM - 6:00 PM
Wednesday, August 5	10:00 AM - 6:00 PM
Thursday, August 6	10:00 AM - 3:00 PM

Dismantle

Thursday, August 6	3:00 PM - 11:00 PM	Please take notice - overtime begins at 4:30 PM, all applicable surcharges will apply at that time
Friday, August 7	7:00 AM - 10:00 AM	Please take notice - move out before 8:00 AM is on overtime, all applicable surcharges will apply

Carrier Check-in Post-Show

Friday, August 7 8:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Friday, August 7 10:00 AM 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. GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

Advance Shipments to Warehouse:

c/o GES
 IGC East
 (Your Company Name & Booth Number)
 4801 Hollins Ferry Rd.
 Suite B
 Halethorpe, MD 21227
 USA

Shipments should arrive on or between:

June 30 - July 28, 2015
 Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM
 The GES Advance Warehouse will be CLOSED Thursday, July 2nd and Friday, July 3rd 2015 in observance of Independence Day

Direct Shipments to Exhibit Site:

c/o GES
 IGC East
 (Your Company Name & Booth Number)
 Baltimore Convention Center
 One West Pratt Street
 Baltimore, MD 21201
 USA

Shipments should arrive on:

August 2, 2015, 8:00 AM - 5:00 PM SEE TARGETED MOVE-IN SCHEDULE
 August 3, 2015, 8:00 AM - 9:00 PM SEE TARGETED MOVE-IN SCHEDULE
 August 4, 2015, 8:00 AM - 10:00 AM SEE TARGETED MOVE-IN SCHEDULE

R031015_B052615-1046

Need Assistance?

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



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



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

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.

Custom Exhibits

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

Rental Exhibits

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

Installation and Dismantle Services

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

Graphics

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

Shipping

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

Lighting and Rigging

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

Work Zone

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

How Can I Order My Show Services?

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

Step 1: Go to <https://e.ges.com/083600340/esm>

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

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

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

GES National Servicer[®]

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

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

7000 Lindell Road
 Las Vegas, NV 89118
 Phone: 800.475.2098 / Fax: 866.329.1437
 International Phone: 702.515.5970 / Fax: 702.263.1520
 Online Chat: www.ges.com/chat

GES Servicer[®]

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

Exhibitor Services

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

Need Assistance?

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



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



IGC East
Baltimore Convention Center
August 4 - 6, 2015

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

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

Ordering Trade Show Services

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

Inbound - Move In

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

Showsite

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

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

Work Zone

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

Outbound - Move Out

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

Need Assistance?

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



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



IGC East
Baltimore Convention Center
August 4 - 6, 2015

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.



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



IGC East
Baltimore Convention Center
August 4 - 6, 2015

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.

Carpenter Union

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenter's Union. This includes signs and laying of carpet.

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

The Official Service Contractor shall be responsible for all matters in the Dock area. This shall include but not limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Trade and Public Shows

Two (2) full-time exhibitor employees may work without Carpenter labor for one (1) hour on the move in and one (1) hour on the move out, for booths that are larger than 10'x10'. Exhibitors may work in booths 10'x10' or smaller without the use of Union labor.

The use of power tools is not permitted. As an exhibitor, you will be pleased to know that there are no restrictions or requirements to use union labor for the unpacking and placement of your merchandise or product and equipment tuning or calibrating, provided exhibitors use full-time permanent employees.

Gratuities

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

Work Zone

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

Always Honest Hotline

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

Need Assistance?

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



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



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

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 provide 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

a. **Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
 b. **Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in 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

a. **Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

b. **Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified 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.

c. **Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

e. **Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

f. **Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

g. **Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. **Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order 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.

i. **Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. **Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by 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.

k. **Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to 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

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

b. **Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. **Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

b. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. **Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of 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.

09/08/14

Need Assistance?

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



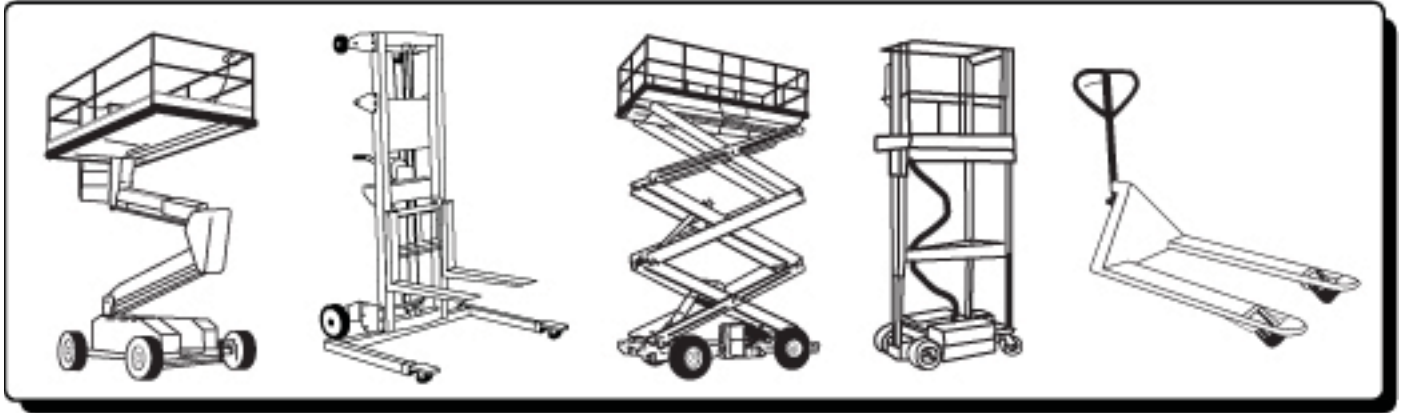
Order Directly Online:

<https://e.ges.com/083600340/esm>

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

IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

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 equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

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.



IGC East
Baltimore Convention Center
August 4 - 6, 2015

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

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

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

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

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



TO BE COMPLETED BY EXHIBITOR

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

Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international exhibitors

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



IGC East
Baltimore Convention Center
August 4 - 6, 2015

Form Deadline Date:
July 3, 2015

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?

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



Order Directly Online:
<https://e.ges.com/083600340/esm>

083600340

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

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



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Form Deadline Date:
 July 3, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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

1. 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.
2. 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.
3. 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.
4. **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.**
5. **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.**
6. **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.**
7. 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.
8. 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)
9. 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.
10. 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.
11. 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), Independent Garden Center (Show Management), IGC East (Show) and Baltimore Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
12. 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.
13. 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.
14. EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
16. 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.
17. The Exhibitor or its EAC should take steps to protect the Exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.

123114

Need Assistance?

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



Order Directly Online:
<https://e.ges.com/083600340/esm>

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

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



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Form Deadline Date:
 July 3, 2015

<small>COMPANY NAME</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
-----------------------------	------------------------------	-----------------------------

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 Servicerenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

PLEASE SIGN

AUTHORIZED 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: _____

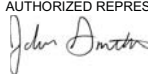
Official Use Only
Accepted by GES Authorized Representative:

PLEASE SIGN

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE



ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/15	
PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234				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.		
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819				INSUREERS AFFORDING COVERAGE		
				INSURER A: Hartford Insurance Company of Illinois		
				INSURER B: Aetna Casualty & Surety Company		
				INSURER C: Travelers Insurance Company		
				INSURER D: Royal Insurance Company		
				INSURER E:		
COVERAGES						
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/15	01/01/16	EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGRREGATE	\$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	01/01/15	01/01/16	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
					AUTO ONLY-EA ACCIDENT	\$
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____				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 \$	XL1234567	01/01/15	01/01/16	EACH OCCURENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/15	01/01/16	<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), Independent Garden Center (Show Management), Baltimore Convention Center (Facility), and IGC East (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: August 4 - 6, 2015 at city of Baltimore.						
CERTIFICATE HOLDER		<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: <input checked="" type="checkbox"/>		CANCELLATION	
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 4801 Hollins Ferry Rd. Suite B Halethorpe, MD 21227				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS		
				AUTHORIZED REPRESENTATIVE  10.		

- | | |
|---|---|
| 1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), Independent Garden Center (Show Management), IGC East (Show) and Baltimore Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES) | 7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer. |
|---|---|

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



IGC East
Baltimore Convention Center
August 4 - 6, 2015

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 33 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

The banner features a teal background on the left with white text. On the right, there are two vertical panels: the top one shows a road with a truck icon, and the bottom one shows a sky with an airplane icon. A dashed white line connects the truck and the airplane, suggesting a shipping route.

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.

IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Form Deadline Date:
 July 13, 2015

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

Transportation Plus: Ship With GES Logistics To Receive A 10% Savings On Material Handling. To set up your saving with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Order Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. For international shipments please call 877.828.4445, or complete the GES Logistics - International Shipping Order 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)

Each exhibitor will receive the first 1,000 lbs of freight for free. The advance shipment rate after the first 1,000 lbs of free freight is \$0.17 per pound.

DIRECT SHIPMENT TO EXHIBIT SITE

Each Exhibitor will receive the first 1,000 lbs of freight for free. The direct shipment rate after the first 1,000 lbs of free freight is \$0.12 per pound when delivered to the facility loading dock.

Exhibitors outside of the main exhibit floor that ship above and beyond the allotted 1,000 lbs allowance will be charged \$0.50 per pound.

All prices will be inclusive of *outbound* (move-out) overtime and special handling.

Note: A 50% surcharge will apply to the above direct shipment rates for any material received during overtime hours.

How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: Sunday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
Overtime: All other times
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 - 4:30 PM; Closed 12:00 PM - 1:00 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 33 days (any materials stored beyond 33 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: A 30% late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:
Tue, Jun 30, 2015: Advance shipments may begin arriving at warehouse.
Tue, Jul 28, 2015: Last day for shipments to arrive at warehouse.
The GES Advance Warehouse will be CLOSED Thursday, July 2nd and Friday, July 3rd 2015 in observance of Independence Day

Direct Dates:
Sun, Aug 2, 2015: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Tue, Aug 4, 2015: Last day for shipments to arrive at exhibit site by 10:00 AM.

Any exhibitor who has a targeted move-in of Sunday, August 2 but does not arrive until Monday, August 3, will not be allowed to check in until after 2 PM Monday and overtime charges will apply. If you have a Sunday target date and are unable to use it you must do one of the following to avoid these charges:

1. Advance ship to the GES warehouse
2. Hand carry from your own vehicle without use of the loading dock
3. Call Vince Siciliano at (630) 339-7376 before July 13 to reschedule your target time.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

Exhibit Site Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

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

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

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

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

Authorized Signature - Please Sign: **X**

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

083600340

Need Assistance?

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

Order Directly Online:
<https://e.ges.com/083600340/esm>

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

IGC East

NAME OF EXHIBITION

0830600340

BOOTH NUMBER

C/O GES

4801 Hollins Ferry Rd.

Suite B

Halethorpe, MD 21227 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, June 30, 2015 - Tuesday, July 28, 2015

The GES Advance Warehouse will be CLOSED Thursday, July 2nd and Friday, July 3rd 2015 in observance of Independence Day

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

IGC East

NAME OF EXHIBITION

0830600340

BOOTH NUMBER

C/O GES

4801 Hollins Ferry Rd.

Suite B

Halethorpe, MD 21227 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, June 30, 2015 - Tuesday, July 28, 2015

The GES Advance Warehouse will be CLOSED Thursday, July 2nd and Friday, July 3rd 2015 in observance of Independence Day

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



28



FROM:



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

IGC East

NAME OF EXHIBITION

0830600340

BOOTH NUMBER

C/O GES
Baltimore Convention Center
One West Pratt Street
Baltimore, MD 21201 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Sunday, Aug 2, 2015 after 8:00 AM - Tuesday, Aug 4, 2015 by 10:00 AM

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

Carrier _____
Number _____ of _____ pieces



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

IGC East

NAME OF EXHIBITION

0830600340

BOOTH NUMBER

C/O GES
Baltimore Convention Center
One West Pratt Street
Baltimore, MD 21201 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Sunday, Aug 2, 2015 after 8:00 AM - Tuesday, Aug 4, 2015 by 10:00 AM

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

Carrier _____
Number _____ of _____ pieces



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

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

IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Form Deadline Date:
 July 13, 2015

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

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 July 13, 2015, 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:	
One West Pratt Street	Baltimore	MD	21201	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 Servicenter®**. 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/083600340/esm>

083600340

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.

MANDATORY FORM*



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Form Deadline Date:
 July 13, 2015

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

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:
 - Crated
 - Uncrated
 - Machinery
 - Total

2. Indicate total number of trucks in each category that you will use:
 - Van Line
 - Common Carrier
 - Flatbed
 - Co. Truck
 - Overseas Container

3. List carrier name(s):

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

 Phone Number

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

 Phone Number

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

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

 lbs.

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

 lbs.

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

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

DIRECT SHIPMENTS ONLY:

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

050115

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.



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

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* _____ *Subject to Applicable Surcharges	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)

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	
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.

() _____ - _____	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.**



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.

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.



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
Pick Up Information		
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)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
Use a separate piece of paper if you need to provide additional weight and dimensions. <input type="checkbox"/> Check this box if you would like to receive a return quote back to origin specified at the top of this form.				Total Gross Weight (7)	Total Value (8)
				kilos	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	Authorized Signature - Please Sign: X	
	<small>AUTHORIZED NAME - PLEASE PRINT</small> _____	<small>DATE</small> _____

<small>SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)</small>
--

GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

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



Order Directly Online:
<https://e.ges.com/083600340/esm>

083600340

050115

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.

IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Discount Deadline Date:
 July 13, 2015

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

Important Information & Rates

Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk.

Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor for deliveries.

Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at 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 – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after the close of the show (delivery charges will apply).

ITEM#	DESCRIPTION	RATE
200513	Access Storage, 1/4 Trailer	\$ 274.75
200513	Access Storage, 1/2 Trailer	\$ 549.00
200513	Access Storage, Full Trailer	\$ 1,098.00

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**. **An advance deposit is required to guarantee storage reservations.**

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

LABOR RATES ARE AS FOLLOWS:

Forklift with Operator	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 278.00	\$ 348.25	\$ 417.25
5,000#, OT Code: 705200	\$ 389.25	\$ 487.25	\$ 584.00
5,000#, DT Code: 705200	\$ 500.50	\$ 626.25	\$ 750.75

Worker per Hour	Discount	Regular	Show Site
Storage, ST Code: 705044	\$ 132.75	\$ 157.75	\$ 189.50
Storage, OT Code: 705044	\$ 199.00	\$ 236.25	\$ 284.00
Storage, DT Code: 705044	\$ 264.50	\$ 315.00	\$ 378.25

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	3% PSP	= GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
Labor Payment Enclosed								\$

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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, 1/4 Trailer	\$ 274.75	1	\$
200513	Access Storage, 1/2 Trailer	\$ 549.00	1	\$
200513	Access Storage, Full Trailer	\$ 1,098.00		\$

Please Indicate
Please describe your product:

A.	Total All items Ordered	\$
B.	Petroleum Surcharge Assessment: 3%	$A \times 3\% = B$ \$
C.	Trailer 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



FROM:
IGC EAST
BALTIMORE, MD
AUGUST 4-6, 2015

TO:
IGC CHICAGO
CHICAGO, IL
AUGUST 18-20, 2015



We focus on the details so you can focus on business.

Join the caravan for discounted, expedited shipping between shows!

Time is critical when on the move between shows. By combining the art of service and expertise with the science of technology and logistics, we're here to guarantee world-class, personalized service. We offer:

- Discounted shipping rates.
- No waiting at the marshalling yard.
- 24/7 online tracking.
- Priority move-in and move-out at GES shows.
- Pre-printed bills of lading and shipping labels.

Book your caravan service today. Contact [Maria Armington](mailto:marmington@ges.com) at marmington@ges.com or [800.842.6309, option 1, extension 4274](tel:800.842.6309)>

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER 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.



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Discount Deadline Date:
 July 13, 2015

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

Carpet

Standard Pre-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
5001	13 oz. Standard Carpet 10'x10'	6.0	162.50	244.00
5002	13 oz. Standard Carpet 10'x20'	6.0	324.75	486.50
5003	13 oz. Standard Carpet 10'x30'	6.0	486.75	730.50

Custom-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	6.0	2.45	3.68
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	6.0	3.35	5.05
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	6.0	3.98	5.90

Padding

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	6.0	0.65	0.97

Visqueen Plastic Covering for Protection

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
500410	Carpet Plastic Covering, Per Sq.Ft.	6.000	0.31	0.44

Carpet Package

Custom Cut Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400021	13 oz. Carpet Package, Per Sq.Ft. Includes 10% Off: 13 oz. Standard Custom-Cut Carpet, Padding, Visqueen and 3 Day(s) of Cleaning.	6.0	3.82	5.81
400022	26 oz. Plush Carpet Package, Per Sq.Ft. Includes 10% Off: 26 oz. Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) of Cleaning.	6.0	4.63	7.04
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft. Includes 10% Off: 50 oz. Ultra Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) of Cleaning.	6.0	5.19	7.80

Furniture and Accessories

Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	6.0	76.50	114.75
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	6.0	75.50	113.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	6.0	55.00	82.75
300053	Stool, Contemporary, 17"W 18"D 48"H	6.0	101.00	152.00

Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300057	Table, Rectangle, 24"x36"x30" High	6.0	101.00	152.00
300056	Table, Square, 24"x24"x30" High	6.0	93.75	140.50
300059	Table, Starbase, 30" Diameter x 40" High	6.0	204.00	306.50
300058	Table, Starbase, 40" Diameter x 30" High	6.0	204.00	306.50

Skirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3004	Table 4', Skirted 4 Sides, 24" x 30" High	6.0	111.00	166.50
3006	Table 6', Skirted 3 Sides, 24" x 30" High	6.0	143.25	214.75
3008	Table 8', Skirted 3 Sides, 24" x 30" High	6.0	172.50	258.75
3007	Table, Skirt 4th Side	6.0	35.50	53.00

Skirted Counters

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	6.0	138.75	208.50
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	6.0	171.25	257.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	6.0	199.00	298.50
3017	Counter, Skirt 4th Side	6.0	47.00	71.00

Risers

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300193	Riser 4', Double Tier, 48"x8"x16" High	6.0	61.50	92.25
300191	Riser 4', Single Tier, 48"x8"x8" High	6.0	43.25	65.00
300194	Riser 6', Double Tier, 72"x8"x16" High	6.0	78.75	118.25
300192	Riser 6', Single Tier, 72"x8"x8" High	6.0	61.50	92.25

Custom Booth Drape

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3001	Drape, 3' High, Per Foot, 4' Minimum	6.0	16.95	25.50
3002	Drape, 8' High, Per Foot, 4' Minimum	6.0	20.40	30.25

Display Furniture

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300073	Display Case 4', Corner View	6.0	590.75	885.75
300074	Display Case 4', Full View	6.0	573.75	860.75
300075	Display Case 4', Half View	6.0	573.75	860.75
300076	Display Case 4', Quarter View	6.0	573.75	860.75
300078	Display Case 5', Full View	6.0	592.00	888.75
300079	Display Case 5', Half View	6.0	590.75	885.75
300080	Display Case 5', Quarter View	6.0	590.75	885.75
300082	Display Case 6', Full View	6.0	607.75	911.00
300083	Display Case 6', Half View	6.0	607.75	911.00
300084	Display Case 6', Quarter View	6.0	607.75	911.00
300088	Display Case 7', Vertical	6.0	794.50	1,191.75

Accessories

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300124	Aisle Stanchion Chain, Plastic, Per Foot	6.0	4.82	7.25
300123	Aisle Stanchion, without Chain	6.0	27.00	40.50
300103	Aluminum Easel	6.0	39.50	59.75
300111	Bag Stand	6.0	97.75	147.00
300102	Coat Rack	6.0	87.00	130.50
300104	Garment Rack	6.0	97.75	147.00
300106	Literature Rack	6.0	87.00	130.50
300201	Pegboard, White, 4'x8'	6.0	152.00	228.00
300015	Rod, 6' to 10' Telescopic	6.0	12.50	18.80
300120	Sign Holder, Bell Base	6.0	79.00	118.75
300108	Sign Holder, Chrome, 22"x28"	6.0	97.75	147.00
300211	Tackboard, 4'x8'	6.0	159.75	239.25
300112	Ticket Tumbler, Small, Table Top	6.0	135.25	203.25
300113	Wastebasket	6.0	17.20	25.75
300118	Waterfall Stand	6.0	87.00	130.50

Furniture Package

Furniture Package 1

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.	6.0	243.41	365.40

Furniture Package 2

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	6.0	474.48	712.13

Specialty Furniture

Seating - Sofas and Loveseats

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	6.0	463.00	694.75
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	6.0	383.00	575.00
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	6.0	1,090.00	1,640.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	6.0	1,336.75	2,005.25
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	6.0	705.50	1,058.75
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	6.0	446.00	669.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	6.0	519.75	779.75
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	6.0	878.25	1,315.50
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	6.0	482.00	723.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	6.0	895.25	1,347.25
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	6.0	608.00	911.50
305268	Sofa, Tangiers, 78"L 37"D 36"H	6.0	412.00	618.00

Seating - Club Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	6.0	558.00	837.25
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	6.0	740.25	1,110.25
305073	Chair, Barcelona, White, 30"L 30"D 31"H	6.0	829.75	1,245.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	6.0	539.00	808.25
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	6.0	555.00	832.75
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	6.0	357.00	535.50
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	6.0	310.00	465.00

R032015_B052615-1046

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER 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.		
COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Tables - Conference

305032	Table, Conf., Mahogany, 96"L 42"W 29"H	6.0	535.75	804.25
305177	Table, Conf., Manhattan, 42" Round 29"H	6.0	308.00	461.75
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"	6.0	271.00	407.00
305281	Table, Conf., White Laminate, 42" Round 29"H	6.0	219.00	329.00
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H	6.0	601.00	902.00

Tables - Martini Bar

305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	6.0	3,847.75	5,771.75
305003	Table, Bar, Martini, 50"L 50"D 47"H	6.0	1,109.25	1,664.00

Product Display

305002	Bookcase, Graphite, 36"L 13"D 71"H	6.0	337.25	506.00
305001	Bookcase, Mahogany, 36"L 13"D 71"H	6.0	337.25	506.00
305053	Etagere, Black, 30"L 16"D 70"H	6.0	297.25	445.00
305052	Etagere, Pewter, 30"L 16"D 70"H	6.0	297.25	445.00
305215	Pedestal, Black Plastic, 24"L 24"D 36"H	6.0	409.50	614.25
305216	Pedestal, Black Plastic, 24"L 24"D 42"H	6.0	483.75	725.75
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	6.0	438.50	657.75
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	6.0	353.00	530.00
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	6.0	422.00	633.00
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	6.0	353.00	530.00
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	6.0	422.00	633.00

Office and Utility Furniture

305040	Credenza, Graphite, 72"L 24"D 29"H	6.0	472.00	708.50
305039	Credenza, Mahogany, 72"L 24"D 29"H	6.0	552.00	828.50
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	6.0	464.75	697.00
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	6.0	512.00	767.50
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"	6.0	255.00	383.00
305059	File, Lateral, Graphite, 36"L 20"D 29"H	6.0	398.75	598.50
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	6.0	428.25	643.00

Lamps

305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	6.0	297.25	445.50
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	6.0	220.75	331.00

Convenience Packages

GEM Package

404200	GEM #3 10' x 10' Package Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.	6.0	3,730.70	5,597.75
404201	GEM #4 10' x 20' Package Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard Contemporary Stools, (1) Wastebasket.	6.0	8,565.70	12,849.75

Standard Furniture Package

404001	Chair Package A Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	6.0	374.20	561.75
404023	Display Case Package A Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) 6' Half View Display Case.	6.0	1,013.75	1,521.50
404024	Display Case Package B Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) 6' Half View Display Case.	6.0	964.75	1,447.00
404011	Stool Package A Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.	6.0	423.20	636.25

Standard Skirted Furniture Package

404002	Chair Package B Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.	6.0	313.45	470.00
404012	Stool Package B Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"x42", (1) Wastebasket.	6.0	390.45	586.75

Specialty Furniture Package

404104	Bar Package Includes: (2) White Oslo Barstools, (1) Martini Bar.	6.0	1,658.25	2,488.50
404101	Barcelona Club Package Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.	6.0	1,741.00	2,611.50
404103	Deluxe Chair Package Includes: (2) New York Chairs, (1) Cafe Table 36"x29".	6.0	717.25	1,075.50
404105	Premium Pedestal Package Includes: (2) Black Banana Barstools, (1) Locking Pedestal.	6.0	739.50	1,107.75

Specialty Furniture Package

404106	Premium Stool Package Includes: (2) White Banana Barstools, (1) Bar Table 30"x42".	6.0	588.00	880.50
404108	South Beach Club Collection Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).	6.0	1,724.25	2,586.75

Standard Exhibits

20x20 Exhibits

600005	Exhibit System GEM #5, 20'x20' Island	6.0	10,480.50	15,721.00
--------	---------------------------------------	-----	------------------	-----------

10x20 Exhibits

600004	Exhibit System GEM #4, 10'x20' Inline	6.0	8,346.50	12,520.00
--------	---------------------------------------	-----	-----------------	-----------

10x10 Exhibits

600002	Exhibit System GEM #2, 10'x10' Inline	6.0	1,699.75	2,549.75
600003	Exhibit System GEM #3, 10'x10' Inline	6.0	3,206.50	4,809.50

6ft Table Display

600001	Exhibit System GEM #1, 6' Tabletop Display	6.0	1,603.00	2,404.50
--------	--	-----	-----------------	----------

Accessories

600410	Exhibit, Ad Board, 1M x 8'	6.0	554.50	831.75
600110	Exhibit, Armight Black	6.0	82.50	123.50
600103	Exhibit, Counter, 1M Curved	6.0	764.00	1,146.75
600101	Exhibit, Counter, 1M x 1/2M x 40"H	6.0	386.75	580.75
600102	Exhibit, Counter, 2M x 1/2M x 40"H	6.0	530.50	795.50
600221	Exhibit, Light Box, Large 37"x85"	6.0	704.25	1,056.25
600222	Exhibit, Light Box, Medium 37"x56"	6.0	556.00	833.75
600223	Exhibit, Light Box, Small 37"x28"	6.0	343.50	514.75
661931	Exhibit, Panel, Slatwall, 1M x 8'	6.0	484.75	727.50
600291	Exhibit, Panel, Wirewall, 1M	6.0	474.00	711.00
600243	Exhibit, Shelf, 1M x 10" Deep	6.0	64.75	97.00

Graphics and Signage

Graphics and Signage

600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	6.0	240.25	360.75
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	6.0	185.75	278.75
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	6.0	196.75	294.75
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	6.0	355.00	532.75
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	6.0	218.50	327.75
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	6.0	464.50	696.75
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	6.0	327.75	491.75
601099	Printed Cardboard Base for Freestanding Boards	6.0	21.35	32.25

R032015_B052615-1046

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER 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.

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Carpet Information

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Precut

Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.

Custom Cut

Guaranteed to be high quality carpet, and includes visqueen plastic covering. Custom-Cut carpet orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Padding

GES offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

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.

Furniture & Accessories Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

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

Specialty Furniture Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items. Custom orders are available. Please call for quote.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

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

Standard Exhibits Information

Prices include delivery, rental, installation, and removal. For Custom Exhibits, please send a request to email address exhibitdesign@ges.com.

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 begins will be charged **100%** of original price.

Graphics & Signage Information

Order graphics and **upload artwork files** directly online:

<https://e.ges.com/083600340/signs>

R032015_B052615-1046

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.



IGC East
Baltimore Convention Center
August 4 - 6, 2015

Discount Deadline Date:
July 13, 2015

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

Place Order Here

ITEM CODE	DESCRIPTION	COLOR CODE	PRICE EACH or PRICE/SQ.FT. X	QUANTITY or TOTAL SQ.FT. =	TOTAL (\$) X	3% PSP	= SUBTOTAL (\$) X	TAX (%)*	= GRAND TOTAL (\$)
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$

*Calculate tax only if the item is identified as having a tax on the price list.

Payment Enclosed	\$
------------------	----

Color Options

- 13 oz. Carpet Colors**
Black (41), Blue (42), Blue Jay (56), Burgundy (43), Emerald Green (44), Gray (40), Pepper (52) or Red (49). Gray will be provided if no color is indicated on your order.
- 26 oz. Plush Custom-Cut Carpet Colors**
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) or Snow (80). Dove will be provided if no color is indicated on your order.
- 50 oz. Ultra Plush Custom-Cut Carpet Colors**
Bisque (81), Black (41), Cabernet (82), Graphite (83), Iceberg (84), Midnight (85), Seascape (86), Sterling (87) or Teal (55). Iceberg will be provided if no color is indicated on your order.
- Column Drapes**
Beige (54), Black (41) or White (50). Black will be provided if no color is indicated on your order.
- Table Skirt Color**
Beige (54), Black (41), Blue (42), Burgundy (43), Forest Green (45), Gold (46), Gray (40), Mauve (47), Purple (48), Red (49), Teal (55) or White (50). Gray will be provided if no color is indicated on your order.
- Standard Exhibit Panel Type and Color**
Coated: Black (C41), Coated: Oxford White (C50), Coated: Prism Blue (C42), Coated: Silver Gray (C79), Fabric: Black (F41), Fabric: Blue (F42) or Fabric: Gray (F40). Gray Fabric Panel will be provided if no color is indicated on your order.
- Standard Exhibit Trim Metal Color**
Black (41) or Silver (79). Silver will be provided if no color is indicated on your order.

Exhibit System Header Copy



Signs will be black text on white background.
If Custom ID is not required, please indicate ID copy. Print or type.



Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/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.

<p>I agree in placing this order that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and the Information as outlined by each line of business on the preceding pages.</p> <p>Authorized Signature - Please Sign: X</p>	
<p>AUTHORIZED NAME - PLEASE PRINT</p>	<p>DATE</p>

Need Assistance?

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

© 2015 Global Experience Specialists, Inc. (GES)

Order Directly Online: <https://e.ges.com/083600340/esm> 083600340

R032015_B052615-1046

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) 



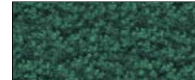
Blue (42)



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



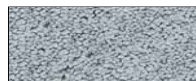
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



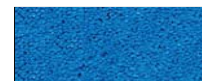
Navy (75)



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:

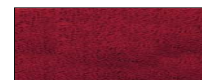
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



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



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



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



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



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

Skirted Tables



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



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



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

Table Skirt Colors

 Beige (54)	 Black (41)	 Blue (42)	 Burgundy (43)
 Forest Green (45)	 Gold (46)	 Gray (40)	 Mauve (47)
 Purple (48)	 Red (49)	 Teal (55)	 White (50)

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.

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'



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

Seating - Sofas and Loveseats



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



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"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



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



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



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



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H



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



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



305268 - Sofa, Tangiers, 78"L 37"D 36"H

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



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



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



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



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H

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

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



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"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



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"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



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



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



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



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



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



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



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



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



305269 - Chair, Tangiers, 34"L 37"D 36"H



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H

Seating - Ottomans



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"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



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H



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



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



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



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



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



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



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

Seating - Office and Utility Seating



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



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



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



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



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



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



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



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



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



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



305207 - Barstool, Zooney Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue



Silver Textured

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



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



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Tulip Chrome Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Tulip Chrome Base, 36" Round 29"H

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



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



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



305302 - Table, Bar, Silver Textured Grain/Tulip Chrome Base, 30" Round 42"H



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



305303 - Table, Bar, White Laminate/Tulip Chrome Base, 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

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 - End Tables



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



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



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16" Round 17"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

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.



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



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



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



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H



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

Tables - Martini Bar



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



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

Product Display



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



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



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



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



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



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



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



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"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.

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



305294 - Desk, Writing/Work Table, White Laminate/White, 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

Lamps



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

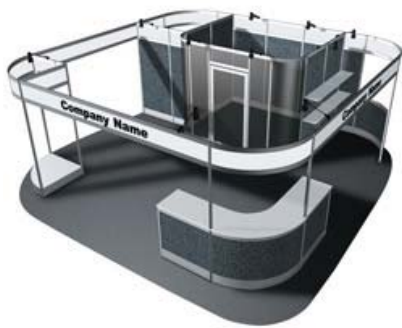


305205 - Lamp, Table, Mason, Silver, 16" Round 26"H

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"



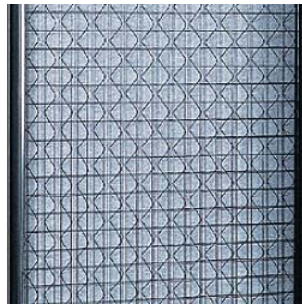
600222 - Exhibit, Light Box, Medium 37\"x56"



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

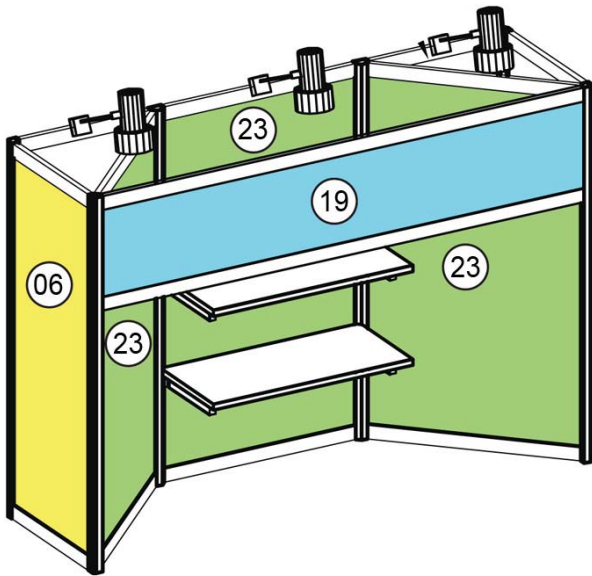
-  Coated: Black (C41)
-  Coated: Oxford White (C50)
-  Coated: Prism Blue (C42)
-  Coated: Silver Gray (C79)
-  Fabric: Black (F41)
-  Fabric: Blue (F42)
-  Fabric: Gray (F40)

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 - \$152.75 /Regular Price - \$229.25

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$63.00 /Regular Price - \$94.75

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$101.00 /Regular Price - \$151.75

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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

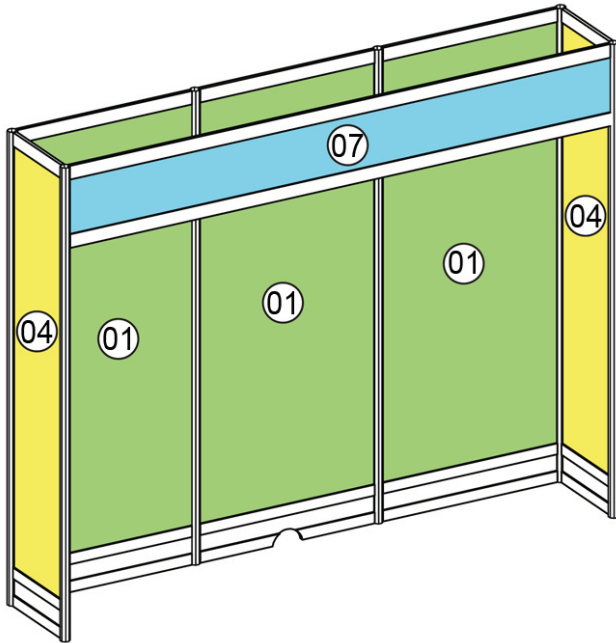
Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



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 #2, 10 x 10 (600002)



- 01** 608301 **38 1/8" wide x 86 1/4" tall**
Discount Price - \$420.25 /Regular Price - \$630.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 **18 7/16" wide x 86 1/4" tall**
Discount Price - \$210.00 /Regular Price - \$315.25
Produced on 3/16" Thick White Foamcore
- 07** 608307 **117" wide x 12" tall**
Discount Price - \$179.25 /Regular Price - \$269.25
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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

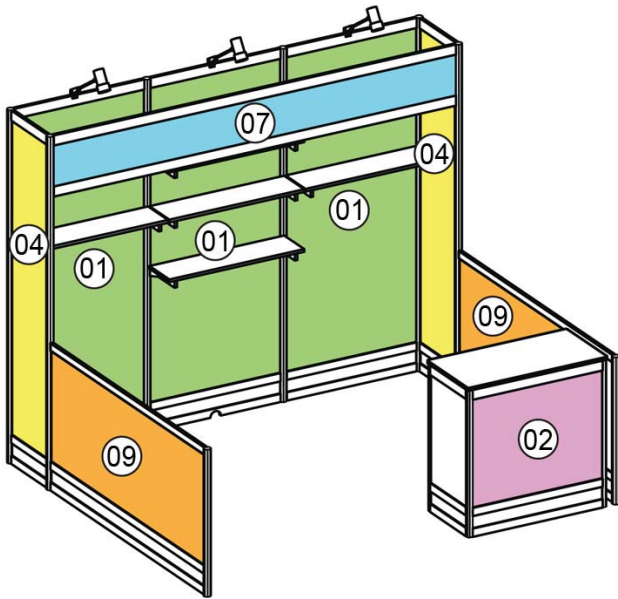
Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



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 #3, 10 x 10 (600003)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$420.25 /Regular Price - \$630.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$210.00 /Regular Price - \$315.25
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$179.25 /Regular Price - \$269.25
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$147.50 /Regular Price - \$221.75
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$298.25 /Regular Price - \$447.75
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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

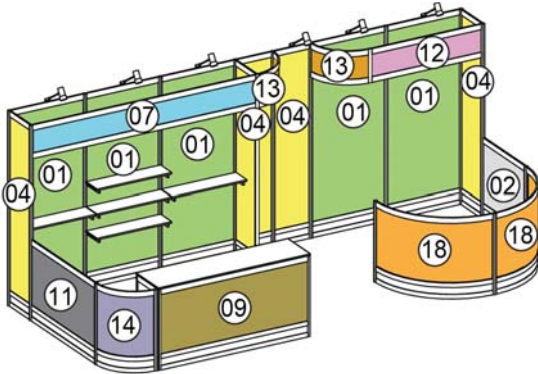
Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



Exhibit #4, 10 x 20 (600004)



- 12** 608312 **57 7/8" wide x 12" tall**
Discount Price - \$92.00 /Regular Price - \$138.00
Produced on 3/16" Thick White Foamcore
- 13** 608313 **29 3/4" wide x 12" tall**
Discount Price - \$45.75 /Regular Price - \$69.00
Produced on 1/8" Thick White Foamacell
- 18** 608318 **60 3/4" wide x 30 1/4" tall**
Discount Price - \$235.50 /Regular Price - \$353.25
Produced on 1/8" Thick White Foamacell
- 09** 608309 **77 1/2" wide x 30 1/4" tall**
Discount Price - \$298.25 /Regular Price - \$447.75
Produced on 3/16" Thick White Foamcore
- 14** 608314 **29 3/4" wide x 30 1/4" tall**
Discount Price - \$114.50 /Regular Price - \$171.75
Produced on 1/8" Thick White Foamacell

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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

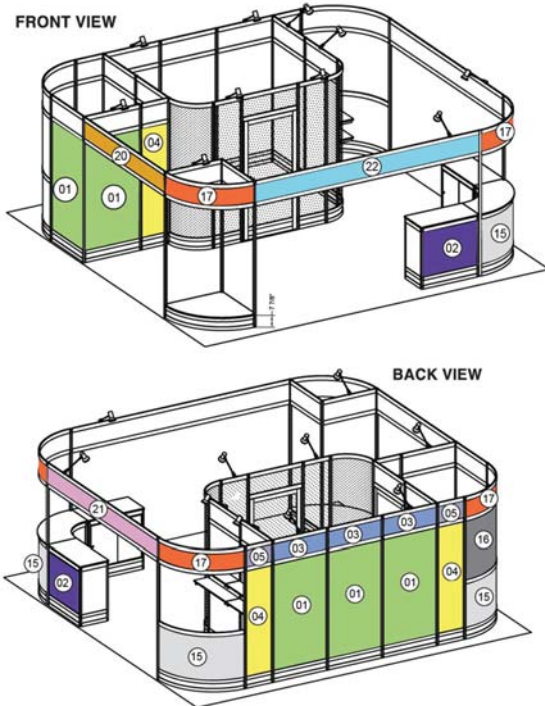
Link: <https://file.ges.com/>

- 01** 608301 **38 1/8" wide x 86 1/4" tall**
Discount Price - \$420.25 /Regular Price - \$630.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 **18 7/16" wide x 86 1/4" tall**
Discount Price - \$210.00 /Regular Price - \$315.25
Produced on 3/16" Thick White Foamcore
- 11** 608311 **57 7/8" wide x 30 1/4" tall**
Discount Price - \$88.50 /Regular Price - \$132.50
Produced on 3/16" Thick White Foamcore
- 02** 608302 **38 1/8" wide x 30 1/4" tall**
Discount Price - \$147.50 /Regular Price - \$221.75
Produced on 3/16" Thick White Foamcore
- 07** 608307 **117" wide x 12" tall**
Discount Price - \$179.25 /Regular Price - \$269.25
Produced on 3/16" Thick White Foamcore



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 #5, 20 x 20 (600005)



21 608321 **136 9/16" wide x 12" tall**
Discount Price - \$138.00 /Regular Price - \$206.75
Produced on 3/16" Thick White Foamcore

20 608320 **97 3/16" wide x 12" tall**
Discount Price - \$148.50 /Regular Price - \$222.75
Produced on 1/8" Thick White Foamcore

17 608317 **60 11/16" wide x 12" tall**
Discount Price - \$171.75 /Regular Price - \$257.75
Produced on 1/8" Thick White Foamcell

02 608302 **38 1/8" wide x 30 1/4" tall**
Discount Price - \$147.50 /Regular Price - \$221.75
Produced on 3/16" Thick White Foamcore

03 608303 **38 1/8" wide x 12" tall**
Discount Price - \$59.00 /Regular Price - \$88.25
Produced on 3/16" Thick White Foamcore

05 608305 **18 7/16" wide x 12" tall**
Discount Price - \$45.75 /Regular Price - \$69.00
Produced on 3/16" Thick White Foamcore

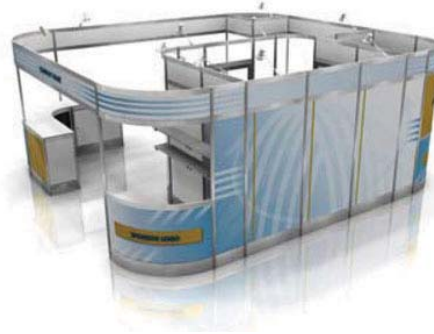
01 608301 **38 1/8" wide x 72 3/8" tall**
Discount Price - \$420.25 /Regular Price - \$630.00
Produced on 3/16" Thick White Foamcore

04 608304 **18 7/16" wide x 72 3/8" tall**
Discount Price - \$210.00 /Regular Price - \$315.25
Produced on 3/16" Thick White Foamcore

16 608316 **60 11/16" wide x 40 1/4" tall**
Discount Price - \$281.25 /Regular Price - \$422.25
Produced on 1/8" Thick White Foamcell

15 608315 **60 11/16" wide x 30 1/4" tall**
Discount Price - \$235.50 /Regular Price - \$353.25
Produced on 1/8" Thick White Foamcell

22 608322 **156 1/4" wide x 12" tall**
Discount Price - \$238.75 /Regular Price - \$358.75
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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>

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



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

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

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

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	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, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and require additional hourly charges. Artwork should be created at actual size, however for larger files, such as banner artwork, files can be scaled down to accommodate the limits of the software. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files as defined herein.



AI / EPS
(vector)



GIF
(raster)

Vectors
 Editable Text

Vectors
 Outlined Text

Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. See visual.

Artwork produced in vinyl, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not suitable because the vinyl plotter cannot interpret raster images. See visual.



Low resolution
(72 dpi)



High resolution
(300 dpi)



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 uses Pantone colors, please supply a Pantone color reference. Some colors are more likely to be achieved than others, 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

Outline all fonts before sending the files. If you are using a program where this is not an option, include all fonts with your files. Open Type Fonts (OTF) are preferred.

GES TRANSFER SITE

Please use our GES ftp transfer utility site to send file/s directly to your contact, no login required. Just enter the following information:

- Your email address in the "Your Email Address:" field
- Your contact's email address (gesgraphics@ges.com) in the "Recipient Email Address:" field
- Your company name/event name, event location and any other specifics associated with your graphic file under "Comments:"

Click next, browse to find your file/s and lastly, click the upload button to send.

The FTP transfer site is located at <https://file.ges.com/>

Need Assistance?

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



Order Directly Online:
<https://e.ges.com/083600340/esm>

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



IGC East
Baltimore Convention Center
August 4 - 6, 2015

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 files 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.

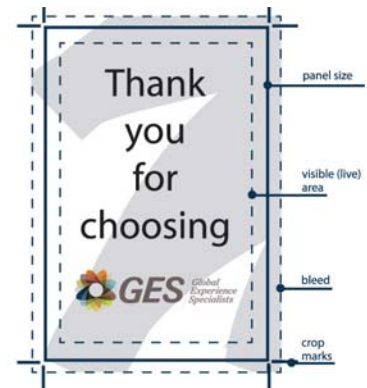


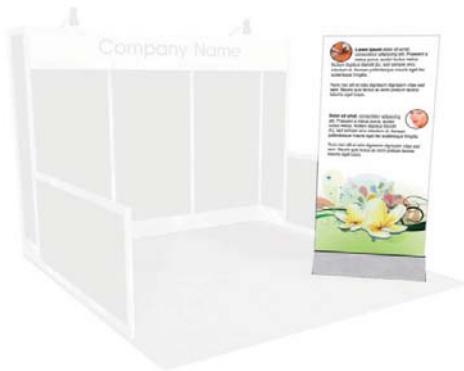
figure a.

Need Assistance?

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

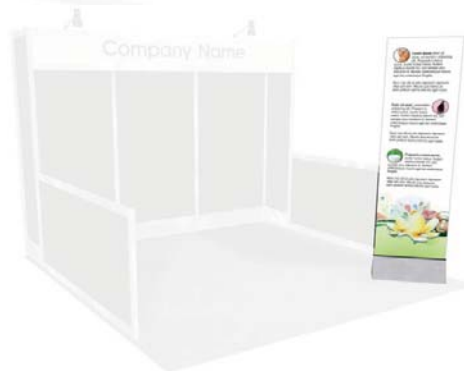


38" Ad Board



- 600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)
- 600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided
Includes cardboard base, graphic and delivery. Printed base available at additional cost.

24" Ad Board



- 600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)
- 600528 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided
Includes cardboard base, graphic and delivery. Printed base available at additional cost.

22" x 28" with Sign Holder



- 600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided
- 600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



- 600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

Banner is available horizontal or vertical. Includes silver grommets.

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

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

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



IGC East
Baltimore Convention Center
August 4 - 6, 2015

Discount Deadline Date:
July 13, 2015

Go to below link to view images and information:
<http://ges.com/ecomm/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.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (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	\$ 113.50	\$ 142.25	\$ 170.50
Install & Dismantle, OT Code: 705000	\$ 170.50	\$ 213.00	\$ 255.75

Straight Time: Sunday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times.

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. Authorized Signature - Please Sign: <input checked="" type="checkbox"/> _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____						A.	Total Labor Ordered	\$
						B.	25% (\$50.00 min) GES Supervision	\$
						C.	Payment Enclosed	\$

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

Need Assistance?

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



Order Directly Online:
<https://e.ges.com/083600340/esm>

083600340

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.

MANDATORY FORM*



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Discount Deadline Date:
 July 13, 2015

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

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method GES Logistics Common Carrier AirFreight Vanline Other _____
 Carrier (if known) _____
 Contact _____ Phone _____
 Number of Crates _____ Shipped By _____ Date _____
 Number of Fiber Cases _____ Color _____ Pro Number _____
 Target Date _____ Loose Display _____ Crated Display _____
 Shipped To: (Check One) Warehouse Showsite

Setup Information for GES Installation

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

Did You Order ---

Electrical Outlets Yes No Electrical Labor/Boothwork Yes No Electrical Under Carpet Yes No

Electrical Drawings Attached Sent to the Official Electrical Contractor With the Exhibit
 Booth Cleaning Yes No Other Items _____
 Furniture Yes No
 A/V Equipment Yes No
 Telephone/Internet Yes No

Tear-down Information for GES Dismantle

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

Outbound Freight Information

Outbound Freight Charges _____
 PrePaid Collect (for non-GES Logistics Shipments only)
 Bill To _____
 GES Storage _____

Consigned To _____
 Address _____
 City/State/Zip/Postal Code/Country _____
 Second Consignee _____
 Address _____
 City/State/Zip/Postal Code/Country _____

Method GES Logistics Common Carrier AirFreight Vanline Other _____
 Carrier (if known) _____
 Contact _____ Phone _____
 Exhibitor-completed GES' Outbound Material Handling Form attached: Yes No
 Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: Yes No

Emergency Contact Information / Showsite Contact

Name _____ Title _____
 Telephone _____ Cell Phone _____
 Other Means of Contacting This Person _____
 Contact's Hotel _____ Arrival _____ Departure _____
 Purchasing Authorization Yes No

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

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/083600340/esm>

110314

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



IGC East
Baltimore Convention Center
August 4 - 6, 2015

Hanging Signs

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

Remember:

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

**Please complete and return the
Hanging Sign / Assembly Labor Order Form (H-2) by July 13, 2015.**

To receive the Discount Price, you must complete and return the Hanging Sign / Truss Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by July 13, 2015. The hanging sign must also arrive at the GES warehouse by July 29, 2015 to receive the Discount Price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.

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

Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by July 29, 2015 to receive the Discount Price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

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

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



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.



IGC East
Baltimore Convention Center
August 4 - 6, 2015

Discount Deadline Date:
July 13, 2015

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

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

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

Important Information & Rates

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

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

LABOR RATES ARE AS FOLLOWS:

Lift w/3 Workers Per Hour	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 566.50	\$ 708.00	\$ 850.00
High Lift, OT Code: 705300	\$ 708.00	\$ 885.00	\$ 1,060.00
Scissor Lift, ST Code: 705301	\$ 741.00	\$ 926.00	\$ 1,110.00
Scissor Lift, OT Code: 705301	\$ 927.00	\$ 1,160.00	\$ 1,390.00
Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST Code: 705020	\$ 100.00	\$ 125.00	\$ 150.00
Rigging, Hanging Sign, OT Code: 705020	\$ 150.00	\$ 188.00	\$ 225.00

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

Please Indicate Service

- GES Supervised (OK to Proceed)**
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- Indicate workers needed for installation and dismantling.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

- Type of Sign** (Select one sign type per order)
 Banner Structural Signage Systems
- Shape of Sign** (Select one sign type per order)
 Square Rectangle Triangle
 Circle Other _____

Dimensions & Weight of Sign
 Width _____ Length _____ Height _____ Weight _____ lbs
 # _____ Structural Pick Points: # of Pounds _____ at each point

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet
Is Your Sign Electrical? if yes, order power requirements on the Electrical Services Order Form in this manual.
 Yes No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign Information.
 Yes No

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

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	= TOTAL	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	\$
Authorized Signature - Please Sign:						B.	25% (\$50.00) GES Supervision	\$
X	AUTHORIZED NAME - PLEASE PRINT				DATE	C.	Payment Enclosed	\$

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

Need Assistance?

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

Order Directly Online:
<https://e.ges.com/083600340/esm>

083600340

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

H-1a



FROM:



FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

IGC East

NAME OF EXHIBITION

0830600340

Booth Number

C/O GES

4801 Hollins Ferry Rd.
Suite B
Halethorpe, MD 21227
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, June 26, 2015 - Wednesday, July 29, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

IGC East

NAME OF EXHIBITION

0830600340

Booth Number

C/O GES

4801 Hollins Ferry Rd.
Suite B
Halethorpe, MD 21227
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, June 26, 2015 - Wednesday, July 29, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



89

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.



IGC East
Baltimore Convention Center
August 4 - 6, 2015

Discount Deadline Date:
July 13, 2015

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	\$ 278.00	\$ 348.25	\$ 417.25
5,000#, OT Code: 705200	\$ 389.25	\$ 487.25	\$ 584.00
5,000#, DT Code: 705200	\$ 500.50	\$ 626.25	\$ 750.75

Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 98.25	\$ 122.50	\$ 147.25
Freight, OT Code: 705030	\$ 148.25	\$ 185.50	\$ 222.50
Freight, DT Code: 705030	\$ 196.75	\$ 246.25	\$ 295.50

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

*Rates include taxes for equipment used.

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:

X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

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

Need Assistance?

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



Order Directly Online:
<https://e.ges.com/083600340/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.

IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Discount Deadline Date:
 July 13, 2015

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

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.50	\$ 0.78
500600	Duration of Show (per sq. ft. per day)	\$ 0.38	\$ 0.60
500602	Per Day (per sq. ft. per day)	\$ 0.48	\$ 0.75
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 0.63	\$ 0.93
Mopping and Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 0.32	\$ 0.46
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	\$ 97.75	\$ 147.00
501010	Porter Service, 501-1500 sq.ft., Per Day	\$ 297.50	\$ 445.75
501010	Porter Service, 1501-3000 sq.ft., Per Day	\$ 357.50	\$ 536.75
501010	Porter Service, 3001 sq.ft. & Up, Per Day	\$ 419.25	\$ 629.00

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%**.

Please Indicate Service **Place Order Here**

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:

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

ITEM#	DESCRIPTION	TOTAL SQ FT	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			\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Payment Enclosed		A + B = C	\$

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

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

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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

MANDATORY FORM*


IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Form Deadline Date:
 July 13, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP/POSTAL CODE 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, Inc. (GES)
 c/o Bank of America **Account #:** 7188101819
 901 Main Street, TX1-492-07-14 **Wire ABA Routing #:** 026009593
 Dallas, TX 75202-3714 USA **ACH ABA Routing #:** 071000039
Telephone # 702-263-2795 or 702-914-5112 **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.**

Card Number	<input type="checkbox"/>	Corporate Card	<input type="checkbox"/>	Personal Card
PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard *Signature Required Below <input type="checkbox"/> VISA <input type="checkbox"/> American Express		

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

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

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

_____ DATE
AUTHORIZED NAME - PLEASE PRINT

Need Assistance?

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

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

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.

IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Form Deadline Date:
 July 13, 2015

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

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Exhibiting Company Contact Email Address _____

Please Sign X

 Exhibiting Company Authorized Signature

 Exhibiting Company Authorized Name - Please Print

 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.

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

All Services If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

- | | | | | | |
|---|--|---|--------------------------------------|---|---|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics | <input type="checkbox"/> I & D Labor | <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Hanging Sign Labor |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs | <input type="checkbox"/> Transportation | |
| <input type="checkbox"/> Other (Please Specify) _____ | | | | | |

Step 3. Provide the Third Party contact information

Third Party Company Name _____

Third Party Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact's Email Address _____

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

Cardholder Name - Please Print _____

Billing Address _____

City _____ State _____ Zip _____

Card Number _____ Expiration Date _____

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign X

 Third Party Cardholder's Signature

 Third Party Cardholder's Name - Please Print

 Date

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

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

Need Assistance?

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

Order Directly Online: <https://e.ges.com/083600340/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.



IGC East
Baltimore Convention Center
August 4 - 6, 2015

Form Deadline Date:
July 13, 2015

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

Return this form when a third party (any party other than Exhibiting Company) ("AGENT") should be billed for services. Please complete all steps below to avoid processing delays.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name _____

Exhibiting Company Address _____ City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____ Exhibiting Company Contact's Email Address _____

Card Number _____ Expiration Date _____

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign _____
Exhibiting Company Authorized Signature

_____ I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.

_____ Exhibiting Company Authorized Name - Please Print _____ Date

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

- All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below.
- Booth Cleaning Exhibit Systems GES Logistics I & D Labor Forklift Labor Hanging Sign Labor
 Material Handling Rental Carpet Rental Furniture Signs Transportation
 Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name _____

Third Party Company Address _____ City _____ State _____ Zip/Postal Code _____ Country _____

Phone _____ Fax _____ Contact's Email Address _____

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

Cardholder Name - Please Print _____

Billing Address _____

City _____ State _____ Zip/Postal Code _____ Country _____

Card Number _____ Expiration Date _____

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign _____
Third Party Cardholder's Signature

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

_____ Third Party Cardholder's Name - Please Print _____ Date

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

Need Assistance?

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

Order Directly Online:
<https://e.ges.com/083600340/esm>

083600340

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.

MANDATORY FORM*



IGC East
 Baltimore Convention Center
 August 4 - 6, 2015

Form Deadline Date:
 July 13, 2015

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

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- Hanging Signs/Truss - Form H-2
- Display Cases - Form Q-1
- Pegboard / Tackboard - Form Q-1
- Special Colored Drape - Form Q-1
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form Q-1
- Pad and Carpet (if you are not carpeting your entire booth) - Form Q-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/083600340/esm>

020915

Additional Service Order Forms

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: **07/14/15**

E M



The Power People

ELECTRICAL EXHIBITION SERVICES

1 West Pratt Street, Baltimore, MD 21201
Ph: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	IGC East 2015		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	AUGUST 4 - 6, 2015	EVENT #:	085027BA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-0314BA

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT EXHIBIT HALLS A-G & BALLROOMS					
500 WATTS (5 AMPS)	_____	_____	90.00	125.00	_____
1000 WATTS (10 AMPS)	_____	_____	115.00	150.00	_____
1500 WATTS (15 AMPS)	_____	_____	130.00	180.00	_____
2000 WATTS (20 AMPS)	_____	_____	155.00	215.00	_____
120 VOLT ALL OTHER AREAS					
500 WATTS (5 AMPS)	_____	_____	95.00	145.00	_____
1000 WATTS (10 AMPS)	_____	_____	120.00	175.00	_____
1500 WATTS (15 AMPS)	_____	_____	135.00	215.00	_____
2000 WATTS (20 AMPS)	_____	_____	165.00	250.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	285.00	350.00	_____
30 AMPS	_____	_____	340.00	460.00	_____
60 AMPS	_____	_____	475.00	630.00	_____
100 AMPS	_____	_____	800.00	1165.00	_____
208 VOLT THREE PHASE					
30 AMPS	_____	_____	470.00	640.00	_____
60 AMPS	_____	_____	700.00	900.00	_____
100 AMPS	_____	_____	1140.00	1540.00	_____
200 AMPS	_____	_____	2150.00	2690.00	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt \$3 Per Amp with 20 amp
Transformer (20 amp minimum charge) Total Amps: _____ x 3.00 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	25.00	_____
POWER STRIP	_____	25.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	80.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	120.00	_____
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	_____	227.00	_____

PLACE TOTAL HERE

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

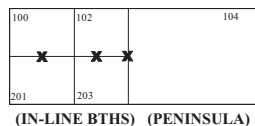
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

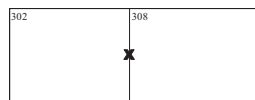
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

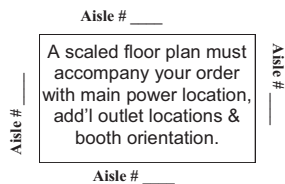
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



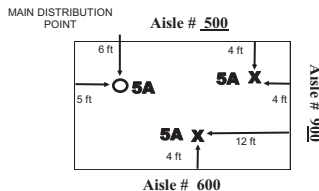
(IN-LINE BTHS) (PENINSULA)



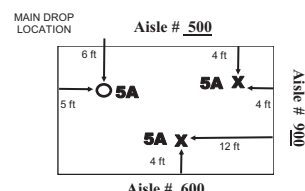
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 07/14/15



The Power People
ELECTRICAL EXHIBITION SERVICES
 1 West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	IGC East 2015		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	AUGUST 4 - 6, 2015	EVENT #:	085027BA

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214

* \$25 processing fee MUST be included with transfer.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214
 6900 Westcliff Drive, Las Vegas, NV 89145
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

VISA **MASTER CARD** **AMX** **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #													
CREDIT CARD NUMBER:										EXP DATE:			
CARD HOLDER SIGN:							PRINT NAME:						
EMAIL ADDRESS:										THIRD PARTY: YES or NO			
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE													
ADDRESS:							CITY:			ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 07/14/15



The Power People

ELECTRICAL EXHIBITION SERVICES
 1 West Pratt Street, Baltimore, MD 21201
 Ph: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	IGC East 2015		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	AUGUST 4 - 6, 2015	EVENT #:	085027BA

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

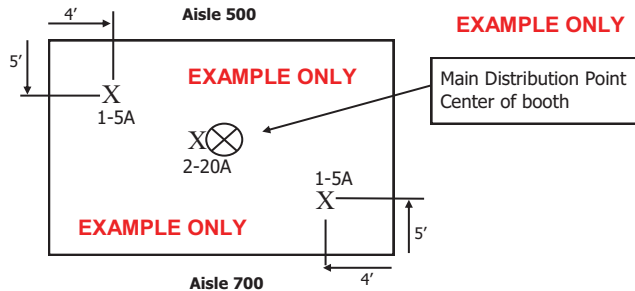
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|---|
| 1. Electrical distribution under carpet | 5. Wiring of overhead signs |
| 2. Connection of all 208V or higher services | 6. Assembly & Installation of lighting hung from truss or ceiling |
| 3. Hardwiring of any electrical apparatus | 7. Installation of lighting requiring tools for installation |
| 4. Overhead power distribution | |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space:
 - Floor plans must include exact outlet locations with dimensions or be to scale.
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
 Contact Name _____
 Contact Company _____
 Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Order Deadline Date: 07/14/15



ELECTRICAL EXHIBITION SERVICES
 1 West Pratt Street, Baltimore, MD 21201
 Ph: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	IGC East 2015		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	AUGUST 4 - 6, 2015	EVENT #:	085027BA

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 80.00 per hour
 Monday-Friday 8:00am - 4:30pm, excluding holidays
 Overtime 120.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for a quote.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.



Baltimore Convention Center
1 West Pratt Street
Baltimore
Maryland 21201-2499

TELECOMMUNICATIONS SERVICE ORDER FORM

For The Most Up-to-Date Order Form, Please Visit:
http://www.bccenter.org/downloads/files/telecom_proof.pdf

Services Provided by:
M.C. Dean, Inc.

For service and order inquiries please contact Martin Husbands
at (410) 649-7097 or via Fax at 1-877-819-4023

EVENT NAME:	Today's Date:	Your Expected Setup Date:	Requested Date of Connection
EXHIBITOR NAME:	Onsite/Event Day Contact & Phone #	Booth(s) or Room #(s):	

TELEPHONE SERVICE: Standard phone service includes the one-time installation and removal of a single line, a handset if needed, and up to a 25 foot cord.
HIGH SPEED INTERNET: High speed internet access guarantees a *minimum* data rate of 512k and includes the one-time installation and removal of a single network connection and up to a 25 foot cord.
EQUIPMENT RETURN: All equipment and cabling that is damaged, or is not returned to the Baltimore Convention Center will be billed to the responsible party.
RATE CHANGE: All rates are subject to change without notice.

†STANDARD RATE: The 'Standard Rate' (see below) will be applied to all orders not received 21 days prior to show opening date.

Item Qty.	TELEPHONE SERVICES	ADVANCED RATES	STANDARD RATES	EXTENDED TOTALS
	Single Analog Telephone Line: Unlimited local dialing and incoming calls (PBX Switched 'Dial-'2" phone line with public number. Best suited for standard Incoming & Outgoing Voice Communications)	\$295 (Per Line, Per Event)	\$395 (Per Line, Per Event)	\$ -
	Dedicated Analog Telephone Line: Unlimited local dialing and incoming calls (Standard Direct-Dial phone line with public number. Best suited for Outgoing Credit Card & Modem Service)	\$325 (Per Line, Per Event)	\$425 (Per Line, Per Event)	\$ -
	Multi Line/Digital Telephone Line: Unlimited local dialing and incoming calls (PBX Switched 'Dial-9" phone line with public number. Best suited for standard Incoming & Outgoing Voice Communications)	\$395 (Per Line, Per Event)	\$475 (Per Line, Per Event)	\$ -
	ISDN BRI: Client must provide their own ISDN Router. (Usage charge will be billed at \$0.03 for local /per Min and \$0.28 for long distance per Min)	\$645 (Per Line, Per Event)	\$968 (Per Line, Per Event)	\$ -
	Long Distance Capability: If yes, enter Qty. of lines needing LD. *A credit card# must be provided (below) to receive LD capability	*Any LD Usage Will Be Billed Following Event At \$0.25/Min		
	Telephone Handsets Required? If yes, enter Qty. of lines needing Handsets.	*Single Line Handsets Provided As Needed At No Addtl Charge		

Qty. **Voice Mail - \$20** (Per Line, Per Event) Qty. **Call Forwarding - \$5** (Per Line, Per Event) Qty. **Call Waiting - \$10** (Per Line, Per Event) \$ -

Item Qty.	INTERNET / SPECIALTY SERVICES / EQUIPMENT	ADVANCED RATES	STANDARD RATES	EXTENDED TOTALS
	High Speed Internet Access (HSIA): An internet connection is required for any exhibitor requiring internet service. The internet connection includes one 10/100BaseT shared media port and one IP address. If additional nodes will be connected, additional IP Addresses must be purchased.	\$995	\$1,325	\$ -
	Wireless Internet Access: Provides 802.11G internet access for one wireless client (requires unique username & password). If additional wireless clients will be connected, additional username & passwords must be purchased.	\$795	\$1,095	\$ -
	Dedicated T1. + 8 Additional IP Addresses: A 1.5Mb of dedicated bandwidth between exhibitor & BCC Internet Service Provider. **NEW>> Dedicated 3Mbps thru 30Mbps also available. Please call for pricing and availability.	\$2,795	\$3,795	\$ -
	Additional IP Addresses are for all <u>additional</u> users of each HSIA base connection. Exhibitors must purchase one IP address for each node/user also using internet service. No proxy server, Network Address Translation (NAT), or any other type of gateway or IP sharing device may be used to provide access for multiple nodes through the purchase of a lesser number of IP addresses. In the event such a device is used, one IP address must be purchased for the gateway and one for each node using the gateway. - (Hub/Switch required)	\$125	\$150	\$ -
	VLAN/Point-to-Point Connection	\$250	\$285	\$ -
	Hub/Switch Rental: These are typically 4 to 8 port, unmanaged 10/100BaseT devices.	\$100	\$125	\$ -
	Hub/Switch Rental: These are typically 16 port, unmanaged 10/100BaseT devices.	\$200	\$225	\$ -
	Patch Cables: Patch cables are available in lengths from 25 to 50 feet. These are Category-5, 10/100BaseT patch cables.	\$35	\$50	\$ -
	Cable Television Connection: Services provided by Comcast	\$295	\$450	\$ -
	Technical Support for issues not related to the physical connectivity of ordered services will be charged at a rate of \$65 per hour with minimum one hour charge.	\$65 (Per Hour)		

Every effort will be made to have service(s) available for use at least 4 hours prior to the date and time indicated in the "... Services First Required" block located in the top-right corner of this form. Lines will be installed using the most logical placement unless a detailed diagram is provided by the customer with this form. Disconnection will generally occur within 1 hour after published close of event.

Special Instructions:	Subtotal	\$ -
	6% PSC Taxes	\$ -
	Grand Total	\$ -

--- CHECK OR CREDIT CARD PAYMENT INFORMATION MUST ACCOMPANY ORDER ---

--- ALL CREDIT CARD CHARGES WILL APPEAR UNDER THE NAME - "Openband" ---

PAYMENT AMOUNT ENCLOSED \$ _____ CHECK NUMBER _____
 AMEX VISA MASTERCARD (If Applicable)
 CREDIT CARD NUMBER _____ EXPIRATION _____
 NAME ON CREDIT CARD _____ CVC Code _____
 (Exactly as it appears on credit card) (from back of card)
 AUTHORIZED SIGNATURE _____
 (Must be signed in ink) *My signature also authorizes any unpaid balance be charged to this credit card.*

Company: _____ **INDIVIDUAL PLACING ORDER: {Required}**
 Address: _____ Name: _____
 City: _____ Email Address: _____
 State: _____ Zip: _____ Contact Phone No: _____

N
O
T
E
S



Welcome

ABC Imaging welcomes you! Conveniently located in the Baltimore Convention Center, our team is available to support you with last minute needs.



PRINTING/REPRODUCTION/ GRAND FORMAT

Digital Printing: Print What You Need When You Need It

We provide competitive quotes for any print /reproduction job. And, because we are located in the convention Center, you save money on shipping.

Our sophisticated web portal allows you to order online from any location and have the manual, poster, banner, etc., waiting for you at the Convention Center.

- Posters, Banners
- Manuals and Booklets
- Presentations
- Training & Operational Materials
- Brochures and Flyers
- Grand Format
- Newsletters and other Marketing Collateral
- Direct mail, including self-mailers, postcards and letters.
- Professional folding, inserting, sealing, labeling and postage application services.
- Business cards and letterhead



FAXING, RETAIL & NOTARY SERVICE

- We provide both domestic and international faxing capabilities.
- We offer the most requested office supplies for sale for customer convenience.
- We are staffed with authorized personnel to handle all notary services needed.



PROMOTIONAL ITEMS

Lanyards, badges, promotional items, convention/promotional bags, souvenirs, identification labels, etc.



SHIPPING AND RECEIVING

We can receive your shipments and store and deliver your packages for your event. We also ship out your packages after your event is completed via FedEx, UPS, USPS, and Carrier Service.

- Packages
- Boxes
- Booths
- Banners
- Retail



EQUIPMENT RENTAL

We specialize in short term office equipment rentals including:

- High volume digital
- Mid volume digital
- Low volume digital
- Desktop
- Computer rental
- Laptops
- Color copiers
- Printer rental
- Fax machines
- Heavy duty shredders

ABC Imaging

1 West Pratt Street, Baltimore, MD 21201

Phone: 410.649.7196 | Cell: 202.438.7272

e-mail: cjohnson@abcimaging.com | e-mail: eking@abcimaging.com

www.abcimaging.com/bcc.htm



Lead Management Services

Lead Retrieval Unit Descriptions

All device options provide leads on a cloud server with a secure personalized exhibitor portal for lead follow-up and download. Leads can be downloaded in Excel or tab delimited file as many times as you want by anyone with the login information. Leads will be available on the cloud for up to 3 months after the event.



ExpoSmart is a lead retrieval app for your phone; it is compatible with Android and iOS smart phones. By scanning the QR code on the attendee badge you can quickly capture leads without the need to rent hardware. With ExpoSmart, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud in real time for immediate access. With the ExpoSmart application on your own smartphone you can extend the opportunities to capture leads, you do not have to be in your booth to scan a badge anymore. Perfect for social functions, networking lounges etc.



ExpoAccess is a lead retrieval device which includes a high speed pistol grip scanner linked to a Blackberry smart phone via Bluetooth. By scanning the QR code on the attendee badge you can quickly capture leads. With ExpoAccess, qualifiers are optional and you can add notes to each lead. Leads are automatically uploaded to the cloud in real time for immediate access.



ExpoScan is an Android device with a lead retrieval app, perfect for those that don't want to use their own phone. By scanning the QR code on the attendee badge you can quickly capture leads. With ExpoScan, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud at the end of the event once the unit is returned.

Upgrade/Add On Options to Devices for Increased ROI:

Custom Qualifiers: Company specific questions can be added to each lead for enhanced follow up. Up to 20 questions with 20 answers each can be included. By going to your personnel rcsreg.com/myleads portal you can easily enter your questions/answers that will automatically appear on your lead retrieval device or smart phone.

ExpoAction: Automatically send a simple text based email to the attendees that you have scanned thanking them for visiting your booth. emails can be sent immediately as you scan or at a chosen future time.
(Real time emails only available with ExpoSmart and ExpoAccess)

For Additional Information and to Save Order Online Now: www.rcsreg.com/leads/igce2015



Lead Retrieval Order Form

ITEM	UNIT PRICE			QUANTITY	TOTAL
SMART PHONE APPLICATION:					
	Early Bird	Advance	On-Site	(Prices quoted in U.S. dollars only)	
	Thru 6/12	6/13-6/17	7/18-8/6		
<input type="checkbox"/> ExpoSmart - Single Phone Access	\$ 179.00	\$ 229.00	\$ 279.00	X _____	= \$ _____
<input type="checkbox"/> ExpoSmart - Up to 5 Phone Access (Compatible with Android and iPhone)	\$ 349.00	\$ 449.00	\$ 549.00	X _____	= \$ _____
HAND HELD UNITS:					
<input type="checkbox"/> ExpoAccess - Real time leads (Includes real time leads online - no download required)	\$ 350.00	\$ 455.00	\$ 560.00	X _____	= \$ _____
<input type="checkbox"/> ExpoScan - Post show leads (Data is available online after the event)	\$ 275.00	\$ 360.00	\$ 440.00	X _____	= \$ _____
OPTIONAL SERVICES:					
<input type="checkbox"/> Custom qualify mode (Available for ExpoSmart, ExpoAccess, and ExpoScan only)	\$ 100.00	\$ 130.00	\$ 160.00	X _____	= \$ _____
<input type="checkbox"/> ExpoAction email (Available for all units)	\$ 100.00	\$ 200.00	\$ 300.00	X _____	= \$ _____
<input type="checkbox"/> Delivery & pick-up (Please provide an on-site mobile phone number below to schedule your delivery)			\$ 125.00	X _____	= \$ _____
Processing Fee					\$ 10.00
Avoid processing fee and order online					
TOTAL					\$ _____

CONTACT INFORMATION	
Name _____	Booth # _____
Company _____	Mobile Phone _____
Address _____	email _____
City, ST, Zip _____	(email receipt will be sent once order is processed)
Country _____	email _____
	(email confirmation will be sent once order is processed)

ORDER ONLINE FOR SECURE INSTANT PROCESSING OF YOUR ORDER

www.rcsreg.com/leads/igce2015

PAYMENT:	
- a confirmation will be sent when order is processed if email provided -	
Credit Card - Orders must be processed online or sign and fax this form to 805-477-0592 , then call 805-654-0171 to complete your payment	
Check (US funds drawn on a US bank) - Make payable to REGISTRATION CONTROL SYSTEMS	
Mail completed form with check to: EXHIBITOR SERVICES DESK REGISTRATION CONTROL SYSTEMS 1833 Portola Rd., Suite C Ventura, CA 93003	Phone: 805-654-0171 email: exhibitorserv@rcsreg.com Orders must be pre-paid. No purchase orders will be accepted.

To ensure availability, order early.
 No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.
 Please return units within one hour of the close of the event.
 Non-returned units recovered by RCS will be charged a full delivery charge.
 Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _____
 (signature required for faxed or mailed in orders)



IGC East
Baltimore Convention Center
August 4 - 6, 2015

3

3rd Party Billing Request, Page 72

A

Additional Service Order Forms, Page 75

Advance Shipping Labels, Page 28

Agreement and Rules and Regulations
between GES and EAC, Page 21

B

Baltimore Convention Center Service
Manual, Page 76

Booth Layout Form, Page 74

Business Center, Page 104

C

Carpet Brochure, Page 42

Certificate of Liability Insurance: **SAMPLE
COPY**, Page 23

Cleaning Order Form, Page 70

Cover Letter, Page 4

D

Digital File Preparation, Page 61

Direct Shipping Labels, Page 29

Domestic Shipping Quote Form: **GES
Logistics**, Page 32

E

Electrical, Page 97

F

Freight Service Questionnaire, Page 31

G

General Information, Page 13

GES Caravan, Page 36

GES Global Transportation Plus, Page 33

GES Information and Order Forms, Page 11

GES Logistics - Domestic Shipping Quote
Form, Page 32

GES Logistics - International Shipping
Quote Form, Page 34

GES Terms & Conditions of Contract, Page
17

GES Transportation Plus, Page 25

H

Hanging Sign / Truss Labor Information,
Page 66

Hanging Sign / Truss Labor Order Form,
Page 67

Hanging Sign Shipping Labels, Page 68

I

In-Booth Forklift & Labor Order Form, Page
69

Installation & Dismantling Order Form, Page
64

International Pavilion 3rd Party Billing
Request, Page 73

International Shipping Quote Form: **GES
Logistics**, Page 34

K

Key Information\Supervised Labor
Checklist, Page 65

L

Lead Retrieval, Page 105



**IGC East**

Baltimore Convention Center

August 4 - 6, 2015

M**Material Handling Information, Page 24****N****Notice of Intent to Use EAC and Policies and Procedures, Page 20****O****Operation of All Mechanical Lifts, Page 18****P****Payment & Credit Card Charge Authorization, Page 71****Petroleum Surcharge Information, Page 19****Pre-Printed Bill of Lading (BOL) and Outbound Labels Request, Page 30****Price List, Page 37****R****R-2: Material Handling Order Form, Page 26****S****SAMPLE COPY: Certificate of Liability Insurance, Page 23****Shipping Labels: Advance, Page 28****Shipping Labels: Direct, Page 29****Show Information, Page 12****Show Organizer Information and Forms, Page 3****Show Site Work Rules, Page 16****Special Handling Brochure, Page 27****Specialty Furniture Brochure, Page 45****Standard Exhibit Systems Brochure, Page 54****Standard Furniture Brochure, Page 43****Standard Graphics Brochure, Page 63****Stop. Think. Safety., Page 15****Supervised Labor Checklist & Key Information, Page 65****T****Telephone and Internet, Page 103****Terms & Conditions of Contract: GES, Page 17****Trade Show Tips, Page 14****Trailer Accessible Storage Order Form, Page 35**