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## Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

### Exhibitor loss prevention guidelines at showsite

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is ongoing. Wearing of appropriate attire includes footwear with hard soles and protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.

GES TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE TO ANY PARTIES

### I. Definitions:

**GES:** GES Exposition Services, Inc., d/b/a 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.

**Carrier:** Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

**Shipper:** Party who tenders Goods to Carrier for transportation.

**Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services.

**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:** 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:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised 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.

**By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

### III. Customer Obligations

**Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

**Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. 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 Obligations

#### Indemnification:

**Customer to GES:** Except to the extent of GES's own negligence and/or willful misconduct, 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, relating to or arising from performance under this Agreement.

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 its' behalf of Customer or present at Customers' invitation.

**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 assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

**V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

#### VI. GES Liability for Loss or Damage to Goods

**Negligence standard:** 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.

**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 should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

**Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

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

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

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

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

**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. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, 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.

**Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight:** GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

**Concealed Damage:** GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

**Unattended Booth:** GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers 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 Customers' 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.

**Measure of damage:** GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

**Excess Declared Value:** If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by GES.** Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

**No 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, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

**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 or delivery of Goods, whichever is later.

**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 below.

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 sixty (60) 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 the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

**Filing of suit:** Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

**VII. Jurisdiction, Choice of forum.** This Agreement 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.

#### VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "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's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$.60) of the actual cash value per article. 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, if any 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 Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

RETURN TO: GES Exposition Services • 2001 South 15th Avenue, Phoenix, AZ 85007  
 Phone: 602.254.3073 • FAX: 602.254.7405

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

DISCOUNT DEADLINE DATE:

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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PRICE LIST			
ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>BOOTH FURNITURE</b>			
5401	Plastic Contour Chair, 32x18x18.5	\$ 30.00	\$ 60.00
5402	Contemporary Chair, 31x23x18	\$ 40.00	\$ 70.00
5404	Contemporary Stool, 48x17x18	\$ 50.00	\$ 80.00
5409	Round Starbase Table, 40x30h	\$ 90.00	\$ 120.00
5412	Round Starbase Table, 30x40h	\$ 90.00	\$ 120.00
<b>DISPLAY TABLES</b>			
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 50.00	\$ 75.00
5805	Skirted 6' Table, 24x30	\$ 65.00	\$ 90.00
5806	Skirted 8' Table, 24x30	\$ 80.00	\$ 105.00
5807	4th Side Skirted, Optional	\$ 35.00	\$ 50.00
<b>DISPLAY COUNTERS</b>			
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 50.00	\$ 75.00
5809	Skirted 6' Counter, 24x42	\$ 65.00	\$ 90.00
5810	Skirted 8' Counter, 24x42	\$ 80.00	\$ 105.00
5811	4th Side Skirted, Optional	\$ 35.00	\$ 50.00
<b>RISERS</b>			
5812	4' Single Tier, 7" or 15", 8"w	\$ 26.70	\$ 40.05
5813	6' Single Tier, 7" or 15", 8"w	\$ 37.85	\$ 56.80
5814	4' Double Tier, 7" and 15", 8"w	\$ 37.85	\$ 56.80
5815	6' Double Tier, 7" and 15", 8"w	\$ 49.00	\$ 73.50
<b>VACUUMING FOR DURATION OF SHOW</b>			
9070	Price per square foot, per day of show	\$ 0.20	\$ 0.30
<b>VACUUMING BEFORE SHOW OPEN ONLY</b>			
9072	Price per square foot	\$ 0.25	\$ 0.35

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>BOOTH ACCESSORIES</b>			
5801	Pegboard, White (1/4" Hole)	\$ 104.70	\$ 157.05
5816	Tackboard, Gray	\$ 110.25	\$ 165.40
5817	Wastebasket	\$ 13.40	\$ 20.10
5730	Bell Base Sign Holder	\$ 54.55	\$ 81.85
5731	Chrome Sign Holder	\$ 54.55	\$ 81.85
5732	Aluminum Easel	\$ 43.45	\$ 65.20
5733	Clothes Tree	\$ 60.15	\$ 90.25
5734	Bag Stand	\$ 60.15	\$ 90.25
5735	Garment Rack	\$ 60.15	\$ 90.25
5736	Waterfall Stand	\$ 60.15	\$ 90.25
5737	Literature Rack	\$ 74.15	\$ 111.25
0565	Telescopic Rod, 6' to 10'	\$ 15.60	\$ 23.40
0566	8' Upright Pipe	\$ 14.50	\$ 21.75
<b>STANDARD CARPET</b>			
<i>Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.</i>			
5304	9'x10' 16 oz. Standard Booth Carpet	\$ 120.00	\$ 170.00
5305	9'x20' 16 oz. Standard Booth Carpet	\$ 238.00	\$ 320.00
5306	9'x30' 16 oz. Standard Booth Carpet	\$ 366.00	\$ 430.00
<b>PADDING</b>			
<i>GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.</i>			
5313	Padding	price/sq ft \$ 1.40	\$ 2.10
<b>Cancellation Policy:</b> Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
<i>Prices include delivery, installation, rental, and removal.</i>			

<b>PLEASE INDICATE CHOICE</b>	<b>PLACE ORDER HERE</b>
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**Table/Counter Skirt Color** (Item #'s 5804-5811 ONLY). Gray will be provided if no color is indicated below:  
 Beige       Forest Green       Red  
 Black       Gold       Teal  
 Blue       Gray       White  
 Burgundy       Purple

**Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY).  
 6' Table       8' Table

**Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY).  
 6' Table       8' Table

**Tackboard/Pegboard Physical Alignment** (Item #'s 5801 & 5816 ONLY).  
 Horizontal       Vertical

**16 oz. Standard Carpet Color** (Item #'s 5304-5306 ONLY). Gray will be provided if no color is indicated below:  
 Black       Forest Green       Red  
 Blue       Gray       Stone Blue  
 Burgundy       Purple       Teal

**Calculate Total Square Footage**  
 Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5304	9'x10' 16oz. Standard Carpet		1	\$
5305	9'x20' 16oz. Standard Carpet		1	\$
5306	9'x30' 16oz. Standard Carpet		1	\$
				\$
				\$
				\$
				\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE
9070	Vacuuming Duration			(#days)	\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
5313	Carpet Padding			\$
9072	Vacuuming Before Show Only			\$

<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>	1. Total All Items Ordered	\$
	2. 8.5% Rental Tax	\$
	3. Payment Enclosed	\$
<b>Authorized Signature – Please Sign:</b> <input checked="" type="checkbox"/>		
AUTHORIZED NAME - PLEASE PRINT	DATE	

# Electrical Rental Information



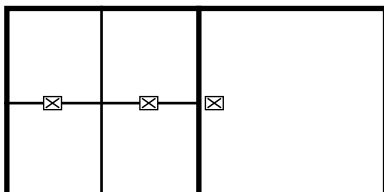
## ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: *Standard U-ground cord cap*
  - 20 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead 26T10 or Hubbell 3521*
  - 60 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead Trade Show Plug Y560P*
  - 100 amp 208 volt 1Ø or 3Ø: *Litton Veam Trade Show Plug CIR01GRH*
- Avoid code violations. Check the electrical code requirements on this information sheet.
- Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- Place your order before the discount rate deadline date and save on your electrical order!
- Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

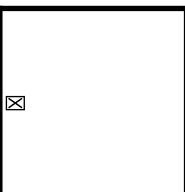
**If you have any questions, please call us at 800.475.2098**

## Where will my outlet be located?

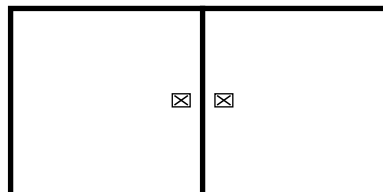
There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:



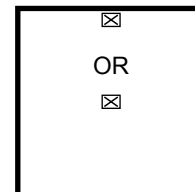
**Line Booths**



**Peninsula Booths**



**Back-to-Back Peninsula Booths**



**Island Booths**

*One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.*

## How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1  120 Volt Single Phase  
 Hz60 60 Cycle  
 W1000  1000 Watts

V230  230 volts  
 A30 30 Amps  
 PH3  3 Phase

## ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. **Please leave all 2-wire cords at home!**



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

**DISCOUNT DEADLINE DATE:**

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

By signing and delivering this form to Trade Show Electrical, customer agrees to all terms and conditions printed on this form. To receive the discount rate, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

**Price List**

**Important Information**

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>120V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6001	5 Amp / 500 Watts	\$ 85.00	\$ 105.00
6002	10 Amp / 1000 Watts	\$ 100.00	\$ 120.00
6004	20 Amp / 2000 Watts	\$ 130.00	\$ 150.00
6005	30 Amp / 3000 Watts	<b>Call for Quote</b>	
<b>1Ø 208V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6006	10 Amp	\$ 155.00	\$ 185.00
6007	20 Amp	\$ 180.00	\$ 215.00
6008	30 Amp	\$ 220.00	\$ 260.00
6071	50 Amp	\$ 330.00	\$ 395.00
6009	60 Amp	\$ 395.00	\$ 475.00
6010	100 Amp	\$ 585.00	\$ 890.00
6012	200 Amp	\$ 1050.00	\$ 1425.00
<b>3Ø 208V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6013	10 Amp	\$ 180.00	\$ 245.00
6014	20 Amp	\$ 245.00	\$ 290.00
6015	30 Amp	\$ 375.00	\$ 455.00
6073	50 Amp	\$ 540.00	\$ 645.00
6016	60 Amp	\$ 670.00	\$ 805.00
6017	100 Amp	\$ 850.00	\$ 1275.00
6019	200 Amp	\$ 1425.00	\$ 2135.00
<b>3Ø 480V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6021	20 Amp	\$ 445.00	\$ 670.00
6022	30 Amp	\$ 510.00	\$ 765.00
6023	60 Amp	\$ 715.00	\$ 1075.00
6024	100 Amp	\$ 970.00	\$ 1455.00
6025	200 Amp	\$ 1625.00	\$ 2437.00
<b>ACCESSORIES</b>			
6060	Plug Strip / 6 way	\$ 15.00	\$ 25.00
6061	Extension Cord	\$ 20.00	\$ 30.00

- **\*Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate rate.**
- Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- **OUTLET LOCATION & DISTRIBUTION** — All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
- **TSE JURISDICTION (Requires labor and/or material)** — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- **All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
- **ELECTRICAL LABOR (See Electrical Labor Order Form)** — Labor rates are subject to labor contract effective at time of show. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one (1) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

Please include a Booth Layout for placement of outlets.

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

<sup>1</sup>On Stanchion, In-line Booths Only.

<sup>2</sup>May require labor and/or lift at additional charge not available at some locations.

**Please Indicate Choice**

**Place Order Here**

☐ Do you need dedicated and 24 hour power?  
 Yes       No

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			1. Total All Items Ordered	\$
			2. 8.5% Applicable Tax	\$
			3. Payment Enclosed	\$
Authorized Signature – Please Sign: <b>X</b>				
			AUTHORIZED NAME - PLEASE PRINT	DATE



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

**DISCOUNT DEADLINE DATE:**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**By signing and delivering this form to Trade Show Electrical, customer agrees to all terms and conditions printed on this form. To receive the discount rate, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.**

**Price List**

**Important Information**

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>GAS</b>			
Natural Gas, 1025-1030 BTU/cubic foot at 7" water column pressure (4oz.)			
7011	Compressed Nitrogen Cylinders	\$ 123.25	\$ 185.00
7012	Additional Cylinders	P.O.R.	P.O.R.
7013	Regulators	\$ 92.00	\$ 138.00
7014	1/4" x 25' Air Hose <sup>2</sup>	\$ 92.00	\$ 138.00
<b>WATER 1/2" FEED UP TO 50', 3/4" DRAIN UP TO 50'</b>			
Please indicate as required, plus add labor below			
7015	1-50 Gallons, per unit	\$ 76.00	\$ 100.00
7016	51-250 Gallons, per unit	\$ 135.00	\$ 160.00
7017	251-500 Gallons, per unit	\$ 180.00	\$ 240.00
7018	501-1000 Gallons, per unit	\$ 245.00	\$ 295.00
Additional water over 1000 gallons, call for quote at 623.433.7100			

Continuous connect or disconnect not included, water requests longer than 50' call for quote at 623.433.7100. Repairs, non-standard hook-ups and or special placement requires an additional charge of one hour labor minimum.

Please include a Booth Layout for placement of outlets.

<sup>2</sup>For Cylinders Only

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

- **LABOR** — Laying of any lines under carpet or other flooring, or spotting from ceiling will be an additional labor charge.
- **IMPORTANT CONDITIONS AND REGULATIONS**
- All material and equipment furnished by TSE for this service order shall remain TSE property and shall be removed ONLY by TSE at the close of the show.
- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by exhibitor prior to close of exposition, no exceptions.
- Prices based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without TSE "Plumbing Personnel". However, all service connections to such equipment must be made by TSE "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, TSE "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- TSE must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- All outlets will be installed on the floor at the backwall of the booth.
- TSE Plumbing will not be responsible for sediment, color or taste of water in water line.
- All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor a labor charge may be added.
- A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

**Place Order Here**

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. 8.5% Applicable Tax	\$
	3. Payment Enclosed	\$
Authorized Signature – Please Sign: <b>X</b>		
	AUTHORIZED NAME - PLEASE PRINT	DATE



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

**DISCOUNT DEADLINE DATE:**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.  
TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. All labor is charged in one (1) hour increments per worker. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

<b>DISCOUNT LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:</b>		<b>ELECTRICIAN/PLUMBER</b>
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 80.00 per hour
Overtime	Monday through Friday 4:30 PM to 12:00 AM, and Saturdays 8:00 AM to 12:00 AM	\$ 115.00 per hour
Double Time	Monday through Saturday 12:00 AM to 8:00 AM, and all day on Sundays & Holidays	\$ 165.00 per hour

<b>REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:</b>		
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 120.00 per hour
Overtime	Monday through Friday 4:30 PM to 12:00 AM, and Saturdays 8:00 AM to 12:00 AM	\$ 172.50 per hour
Double Time	Monday through Saturday 12:00 AM to 8:00 AM, and all day on Sundays & Holidays	\$ 247.50 per hour

<b>Please Indicate Service</b>	<b>Place Order Here</b>
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- TSE SUPERVISED (OK TO PROCEED)**  
**Please provided a Booth Layout**  
TSE will supervise labor to:  
• Distribute power under carpet.  
*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*
- ▶ **TSE is responsible for the Following:**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
<b>1. Total Labor Ordered</b>						\$
<b>2. 25% (\$50.00) TSE Supervision</b>						\$
<b>3. Payment Enclosed</b>						\$
<b>Authorized Signature: X</b>						
AUTHORIZED NAME - PLEASE PRINT						DATE

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.



# Telephone & Internet Order Form

RETURN TO: GES Exposition Services • 2001 S. 15th Avenue, Phoenix, AZ 85007 • Phone: 602.567.1002 • FAX: 602.254.7405

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

**DISCOUNT DEADLINE DATE:**

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

## Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>TELEPHONE</b>			
8328	1 Phone Line, <i>Includes Long Distance</i>	<b>\$ 225.00</b>	\$ 325.00
8340	Basic Handset	<b>\$ 20.00</b>	\$ 55.00
8341	Multiple Line Handset	<b>\$ 100.00</b>	\$ 175.00
8330	Conference Calling	<b>\$ 450.00</b>	\$ 675.00
8342	ISDN - BRI	<b>\$ 450.00</b>	\$ 600.00

*Delivery, installation, rental, and dismantling are included in package price per show.*

**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%.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>INTERNET</b>			
8331	Basic Ethernet, 256 KB	<b>\$ 150.00</b>	\$ 250.00
8332	External Ethernet, 1 MB	<b>\$ 500.00</b>	\$ 600.00
8333	Wifi	<b>\$ 150.00</b>	\$ 200.00
8334	Wifi, \$25.00 for first 2 Hours, then per hour thereafter is...		\$ 25.00
8335	Wireless Integration Fee*	<b>Call for Quote</b>	

*\*Allows external wireless systems to use house WiFi.*

**If you have pricing questions about these services, please call 602-567-1002.**

**If you have technical questions about these services, please call 623-433-7010.**

## Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				1. Total All Items Ordered	\$
				2. 8.5% Applicable Tax	\$
				3. Payment Enclosed	\$
<b>Authorized Signature – Please Sign:</b>				<b>X</b>	
				AUTHORIZED NAME - PLEASE PRINT	DATE



# Cleaning Order Form

RETURN TO: GES Exposition Services • 2001 S. 15th Avenue, Phoenix, AZ 85007 • Phone: 602.567.1002 • FAX: 602.254.7405

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

**DISCOUNT DEADLINE DATE:**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### Price List

**If you have any questions about this service, please call 623.433.7326.**

***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%.*

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>BOOTH CLEANING</b>			
9071	Vacuuming price/sq ft/day	\$ 0.20	\$ 0.30

<b>Please Indicate Service</b>	<b>Place Order Here</b>
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> **Calculate Total Square Footage**  
 Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

> **Please list dates Vacuuming Per Day Service is needed:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE	
9071	Vacuuming Per Day				\$	
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>					1. Total All Items Ordered	\$
					2. 8.5% Applicable Tax	\$
					<b>3. Payment Enclosed</b>	\$
<b>Authorized Signature – Please Sign:</b>					<b>X</b>	
AUTHORIZED NAME - PLEASE PRINT					DATE	

