



Alexis Park Exhibitor Manual

Section 10: Installation, Dismantling, Labor

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Exhibit Installation and Hours

Exhibit installation hours on January 3, 2006 are from 2 to 7 p.m.
Hours on January 4 are

8 a.m. to 7 p.m. Please allow several hours for your freight to be delivered to your booth when arranging for installation labor. **All exhibits must be set by 6 p.m. on January 4. Work will not be permitted on incomplete exhibits during show hours.**

Late Work Permits, issued by CES Operations may be obtained under certain circumstances. We encourage you to complete your exhibit installation during specified hours, if at all possible. Additional security may be required at the exhibitor's expense if late work permits are needed.

Checking-In at the Alexis Park

Exhibit rooms will be available for exhibitor set-up at 2 p.m. on January 3, 2006. All exhibitors must register at the front desk of the Alexis Park to place a credit card deposit on file for incidentals or suite damages, and to obtain room keys. Alexis Park will not open exhibit suites or give access to any exhibit. Exhibitors will be required to show a photo ID and company business card with their name at the time of check in.

Installation Schedule

Tuesday, January 3, 2006

- Exhibitors may set-up their display from 2 to 7 p.m. GES will have all crated, advance shipped freight in the suites at this time unless the exhibitor has requested otherwise. Such shipments will be held until the exhibitor arrives and makes arrangements for delivery with the GES Exhibitor Servicer in Suite 2110.
- All shipments and shrink wrapped pallets/skids must fit within the suite door size of 34" wide by 78" high. Pallets/skids which do not fit through the doorway must be dismantled in order to have individual cartons placed in your exhibit suite prior to your arrival.
- Pallets/Skids that do not fit through the doorway or exceed 150 lbs. and require delivery to a second level suite **WILL AUTOMATICALLY BE BROKEN DOWN** and placed in your exhibit suite. Written notification is required should you elect **NOT** to allow GES to break down your pallets/skids. Additionally, it could take up to four hours or longer for labor to break the shipment and deliver to your exhibit suite. Exhibitors that elect **NOT** to allow GES to break down and deliver their shipments must go to the GES Servicer in suite 2110 to request your shipment be delivered to your suite. Please refer to the 'Notification and Special Material Handling' form in this section.
- All crates should be unpacked and labeled "empty" for removal from the show floor or exhibit suite as soon as possible.
- All crates must be empty and labeled no later than 6 p.m. on January 4.

Wednesday, January 4, 2006

- Cartons and packing materials must be labeled and out of your suite/booth before 1 p.m.
- All displays must be set by 6 p.m.
- All visqueen (lightweight, plastic covering) should be rolled up and placed in the aisle/hallway by 8 p.m.

The above times and dates will be strictly enforced to insure the show opening on time. We appreciate your cooperation.

Labor/General Information

GES Exposition Services has been named the official labor contractor. Labor will be assigned on a first-come, first-served basis. Please place your labor order, included in this section, as early as possible to avoid overtime labor charges. Plan to begin your labor at least four hours after your initial delivery time.

LABOR RATES:

Straight Time \$61.60

Overtime* \$ 110

*Before 8 a.m. and after 5 p.m. weekdays and all hours Saturday, Sunday, and holidays. Jurisdictions on the use of labor are included in this section in detail.

All labor is paid adequately. Please refrain from offering tips or additional payments. Any demands for such payments should be reported to Show Management immediately. If you encounter any difficulty with labor or if you are not satisfied with the work performed, please report it to the GES Exhibitor Servicer in Suite 2110, or your Floor Manager / CES Operations in Suite 2109. Please refrain from voicing your complaints directly to labor personnel.

The person in charge of your exhibit should carefully inspect and sign all work order forms. If there is a question about the charges, do not sign the bill. Bring it to the GES Exhibitor Servicer in Suite 2110 and discuss it with the person in charge. **Please let CES Operations and GES Management know about your problems when they occur. It is difficult to correct a problem after the close of the show.**

Crate Removal, Storage and Return

Exhibitors will not be permitted to store crates, boxes or cartons in their booth or suite during the show period. This is a fire and safety regulation that will be strictly enforced.

"Empty" labels will be distributed at the GES Exhibitor Servicer in Suite 2110. Crates, cartons and boxes that are properly labeled will be removed, stored and returned at no additional charge to the exhibitor.

Crates and cartons that are not properly marked may be destroyed.



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Accessible Storage

Reserve supplies and literature **CANNOT** be stored behind your back wall or drape. *Anything found in these areas will be removed.*

Empty crates and fiber cases may not be stored in accessible storage. Boxes and cartons are allowed to be stored in accessible storage and must be comparable in size to what is stored in them. Accessible storage items are subject to inspection. A one-time fee of \$40.80 per pallet is charged for storage, with a one pallet minimum. Each time the materials are accessed there is a minimum half-hour labor charge (straight time / over time, whichever is applicable). If a forklift is required, there is a \$48.45 forklift fee per access.

Accessible storage arrangements can be made at the GES Exhibitor Servicer in Suite 2110. Should you have advance questions about this service, please contact the GES Exhibitor Servicer at (800) 475-2098 or via e-mail at www.ges.com/contact.

Exhibit Dismantling and Hours

Exhibitors are not permitted to dismantle their booths prior to 4 p.m. on Sunday, January 8. The GES Exhibitor Servicer in Suite 2110 can assist you in planning your labor and freight movement for move-out. Exhibitors must make arrangements with GES for labor by 2 p.m. on January 7.

The GES Exhibitor Servicer can also supply labels, bills of lading, etc., and will assist you in scheduling your exhibit removal. If you have questions concerning shipping or dismantling, please resolve them at the GES Exhibitor Servicer as soon as possible to avoid problems later.

An outbound material handling form must accompany all outgoing shipments. GES will load your freight on your designated carrier. If you prefer to ship by a non-official carrier, you must name that carrier on the bill and contact that carrier to arrange a pick-up. Check with the GES Servicer in Suite 2110 for more details on shipping out.

Fill out a Bill of Lading for each shipment showing correct count of pieces, weight, destination and billing. Return the bill to the GES Exhibitor Servicer when your shipment is packed, labeled and ready for pickup.

Dismantling will commence at 4 p.m. on Sunday, January 8. Early dismantling may jeopardize your priority standing and participation at a future CES.

Dismantling Schedule

Saturday, January 7, 2006

- The GES Exhibitor Servicer can assist you in planning your labor and freight movement for move-out. Exhibitors must make arrangements with GES for labor by 2 p.m.

Sunday, January 8, 2006

- Dismantling will commence at 4 p.m.
- Early dismantling may jeopardize your priority standing and participation at a future CES show

Monday, January 9, 2006

- All exhibitors must be checked out of the exhibit suite by 11 a.m.
- Alexis Park will allow your outgoing shipments to remain in the suite until 4 p.m. on that day if you are using GES to return ship. If you are using anyone other than GES you must remain with the items and have them picked up by 11 a.m.

Please share this information with your staff or Exhibitor Appointed Contractor (EAC). There will also be GES labor on-site if you require additional assistance.

Hand-Carried Materials

Please pick-up an Equipment Removal Pass from Show Management in Suite 2109 to provide you with outbound access for your hand-carried products.

Dismantling Do's and Don'ts

- **DO** stay in your booth/suite with your product until the shipper has picked it up. Neither CES, GES Exposition Services or Alexis Park can assume responsibility for lost or stolen product.
- **DO** make sure your booth/display have appropriate insurance coverage in case of theft or damage.
- **DO** request after-hours electrical power if needed (Booth Only).
- **DO** confirm your scheduled labor for dismantling.
- **DON'T** dismantle before 4 p.m. on January 8; all exhibits must remain intact until that time.
- **DON'T** block "No Freight" hallways and aisles.
- **DON'T** enter crate storage areas.
- **DON'T** give gratuities.
- **DON'T** take plants and flowers; these are rental-only items and must be returned.



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Exhibitor Appointed Contractors (EACs)

An Exhibitor-Appointed Contractor (EAC) is any company other than the designated "official" contractors listed in this service manual, which provides a service (display set-up / tear down, security personnel, florists, photographers, audio/visual, etc.) and needs access to your exhibit any-time during the installation, show dates and dismantling.

CES Operations will consider exceptions to the use of CES official contractors only in the following cases:

1. Permission has been requested by the exhibitor in writing on the exhibitor's company letterhead, or using the Letter of Intent Form.

Authorization requests must come from the exhibiting company.

2. The following EAC paperwork must be completed: EAC Agreement, Worker Badge Order Form, Certificate of Insurance (Requests must be accompanied by original Certificates of Insurance for worker's compensation, property damage and personal injury policies of one million dollars (\$1,000,000) each. The Consumer Electronics Association, GES, and the appropriate exhibit show locations must be named as additional insured's. Certificates with the coverage's listed above must also be sent to GES Exposition Services. All documentation must be received before commencing work on the property of the Alexis Park. You may obtain this EAC paperwork from the online exhibitor manual at www.CESweb.org or e-mail the CES Operations team at CESops@CE.org.

3. CES and GES have been advised of the name, address and contact of each EAC being used.

4. The EAC paperwork noted above must be received by CES Operations before 5 p.m. EST, December 6, 2005.

Exceptions to the use of CES official contractors will be granted only if they do not interfere with or prejudice the orderly set-up, interim services or dismantling of the exhibit. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by CES Operations or in its lease with the LVCC, Las Vegas Hilton, and Alexis Park.

No requests, addendum or substitutions to an exhibitor's appointed contractor selection received after the deadline of 5 p.m. EST on December 6 will be considered.

Failure to meet any of the above steps could jeopardize the EACs ability to obtain proper authorization for installation, servicing or dismantling of exhibiting companies. Use of EACs is subject to CES' contractual obligations, security and safety requirements. If any exhibitor brings an EAC onto the exhibit floor, that exhibitor is responsible for that contractor's worker's compensation and liability insurance certificates, and must send them to CES, GES and the appropriate show location. Under no circumstances shall these procedures be circumvented.