



THE GLOBAL STAGE FOR INNOVATION

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## **10x10 Turnkey B1 Information Packet** **Las Vegas Convention Center**

We are happy to have you as part of the 2013 International CES at the Las Vegas Convention Center in January! We've put together step-by-step instructions to help you plan for the show and ensure that your CES experience is as seamless as possible. Please read through the following information explaining your turnkey booth exhibit space, what forms you need to fill out and how to best prepare for the show.

### **Here is what your 10'x10' turnkey booth will include:**

- Graphic panels as shown are included provided graphic artwork is received by November 19, 2012
  - 2 backlit panels
  - 1 header panel
  - 1 counter panel
  - 1 center panel
  - Other panels on the booth are optional
- Black carpet (100% recyclable)
- 2 counter-height charcoal contemporary stools
- 1 30" diameter x 40" high starbase table
- 1 wastebasket (100% recyclable)
- Electrical for backlit graphic panels
- 1 500-watt outlet



### **Rules and Regulations:**

- Exhibitors may commission GES to produce additional graphics panels. Please email your files to [Jennifer Murray](#) by November 19, 2012
- Exhibitors may affix Velcro-backed signage and graphics. All graphics must be either laminated or mounted to a backing, such as foamcore. Exhibitors must provide their own adhesive, such as Velcro or double sided tape and may not puncture or put holes in structure
- Walls will not support monitors or other heavy materials
- Substitutions and variations to the package are not allowed
- Exhibitors must abide by all rules and regulations as printed on the Exhibit Space Application/Contract, as well as in the Exhibitor Manual
- Exhibitors are responsible for being aware of any restrictions to their booths, such as "late set" booths, low ceiling areas, columns
- All walls set must remain intact. Additional booth structure is not permitted

- If an exhibitor purchases a Turnkey prior to January 2, 2013, it will be set-up by 8 a.m. on January 7, 2013. If a turnkey is purchased between January 2 and January 7, every effort will be made to set up the turnkey as quickly as possible, but completion is guaranteed by 6 p.m. on January 7, 2013

### **What to order:**

Exhibitors will be responsible for all aspects of their turnkey display over and above what is included in your package. This includes custom graphics, additional electrical, Internet, etc. All necessary forms are included in this information packet and may also be found in the full CES Exhibitor Manual at [www.CESweb.org/manual](http://www.CESweb.org/manual).

**Please note – Electrical and Internet orders are handled separately at the Venetian.** If your exhibit space is located in the Venetian, please refer to the Venetian Exhibit Space Manual (<https://ordering.ges.com/011006050>) and contact SES for any electrical/internet needs at [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com) or at 702-733-5031. GES handles [shipping](#) and graphic orders at all show venues, please just be sure to reference the correct manual for your orders.

- **Additional electrical** – Ordering additional electrical before the deadline is critical for turnkey exhibitors. Because there is standard carpet, it is extremely difficult and time consuming to fish wires under the carpet if electrical is ordered once the carpet has been laid. For ordering additional electrical beyond what is included in your package, visit <https://ordering.ges.com/011005119/electrical>. If you have any questions placing these orders, contact GES at [www.ges.com/chat](http://www.ges.com/chat) or call 800-475-2098. You will need to fill out and draw your electrical drops on your [Electrical Booth Layout Form \(H-3a\)](#). Orders must be submitted to GES on or before **December 10, 2012**.
- **Phone and Internet – Smart City is the provider of all phone and Internet services** which features online ordering [here](#). You must place your order with Smart City no later than the **December 12, 2012** deadline.
- **Shipping** – You have two options for your shipment. You can ship to the GES warehouse in advance, or you may ship directly to show site. Advance warehouse shipments must arrive on or before Wednesday, December 19, 2012 and this method assures you that you will have your freight delivered by 8 a.m. on Friday, January 4, 2013. Direct to show site shipments must be scheduled by you to arrive on this date. Direct shipments must go through the GES marshalling yard, so the shipment usually does not arrive in your space until the afternoon or evening.
  - For all information regarding shipping visit <https://ordering.ges.com/011005119/shippingmhinfo>, if you have any additional questions regarding freight, please contact GES at [www.ges.com/chat](http://www.ges.com/chat) or call [800-475-2098](tel:800-475-2098).
- **Signs/Graphics** – Graphics for Turnkey B must be provided to [Jennifer Murray](#) at GES by November 19, 2012. Any additional graphics must be either laminated or mounted to a backing, such as foamcore. Exhibitors must provide their own adhesive, such as Velcro or double sided tape and may not puncture or put holes in structure.
- **Payment** – Be sure to fill out the **Payment and Credit Card Charge Authorization Form (G-2)** once you are finished filling out all of your GES order forms. (Find this form below)
- **For General Rules and Regulations** - Please refer to the LVCC Exhibitor Manual at [www.cesweb.org/exhibitors/manual](http://www.cesweb.org/exhibitors/manual). You can also check out hot topics and show planning resources at [www.cesweb.org/exhibitors/showPlanning](http://www.cesweb.org/exhibitors/showPlanning).

**What you need to know on-site:**

Your turnkey booth will be fully assembled by Monday, January 7, 2013. If you have any questions once you arrive on-site, visit the GES Servicenter in your hall.

We hope these instructions will provide you with everything you need to prepare for the 2013 International CES. If you have any questions, Please contact [Alex Davis](#), Specialist, CES Operations at 703-907-5243. We look forward to seeing you in Las Vegas!

A handwritten signature in black ink that reads "Alex Davis". The signature is written in a cursive, flowing style.

## Turnkey Package B1

- Non-graphics backwall and counter panel inserts are white (100% recyclable)
- Graphic panels as shown are included provided artwork is received by November 19, 2012
  - Two (2) backlit panels
  - One (1) header panel
  - One (1) counter panel
  - One (1) center panel*other panels on the booth are optional*
- Black carpet (100% recyclable)
- Two (2) counter-height charcoal contemporary stools
- One (1) 30" diameter x 40" high starbase table
- One (1) wastebasket (100% recyclable)
- Electrical for back-lit graphic panels
- One (1) 500-watt outlet
- Exhibitors may affix Velcro-backed signage and graphics. Walls will not support monitors or other heavy materials
- Exhibitors must provide their own velcro
- Exhibitors may commission GES to produce additional graphics for the optional panels. Email your files to Jennifer Murray at [jmurray@ges.com](mailto:jmurray@ges.com) by November 19, 2012
- Substitutions and variations to the package are not allowed
- Any additional booth structure is not permitted





**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.**

**2013 International CES**  
Las Vegas Convention Center  
January 8 - 11, 2013

**Form Deadline Date:**  
Refer to order form for services

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER

## Payment Policy

**Payment for Services** — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

**Discount Prices** — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

**Method of Payment** — Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank 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. Global Experience Specialists 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 wire transfer payment information:

**Beneficiary: Global Experience Specialists**

c/o Bank of America  
901 Main Street, TX1-492-07-14  
Dallas, TX 75202-3714 USA  
Telephone # 888-715-1000 ext 50118

**Account #:** 7188-1-01819  
**ABA Routing #:** 0260-0959-3  
**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 address listed on the order forms:

- 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.**

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

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

## Calculation of Orders

	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Hardwall Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor (Discount Deadline Date - 12/10/2012)	\$
Cleaning	\$
Electrical (Discount Deadline Date - 12/10/2012)	\$
Plumbing	\$
Stagehand	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> Global Experience Specialists Federal ID #59-100863 GES is exempt from backup withholding tax.	\$

**To simplify payment,** send a check payable to Global Experience Specialists, Inc. (GES) 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.**

<b>PLEASE SIGN</b>	<b>X</b>
AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE	

AUTHORIZED NAME - PLEASE PRINT

DATE  
011005119

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

