

Material Handling Information

2006 International CES

Alexis Park • January 5-8, 2006

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 30 days prior to your show.
- · Delivery of Shipments to your booth by check-in time of 2:00 pm.
- 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.
- Shipments received at the GES Warehouse between November 28, 2005 and December 29, 2005 will be at no charge. Shipments received after December 29, 2005 will be assessed a Late to Warehouse surcharge of \$13.80 per cwt (300 lb min - \$41.40).

How to Ship to Exhibit Site (not advisable)

- · Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage 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 trusses, make sure it is loaded last so it can be unloaded first.
- Direct to Showsite shipments will be billed at \$20.40 per cwt (300 lb min - \$61.20).

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.

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.

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.

Oversized Pallets / Skids

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 4 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 Servicenter 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.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter** 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."

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 Servicenter**. 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.

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.

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 your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- Liability GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- Measure of Damage If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of \$0.50 per pound per package, \$100 per package, or \$1500 per occurrence.
 - a. Damages will be limited to a declared value, if you fill in a Declared Value Amount, check the box requesting Excess Declared Value, and pay the appropriate charges for Excess Declared Value. (Maximum allowed declared value \$100,000)
- Cost Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- Not Insurance Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.





Pre-Printed Outbound Material Handling Request

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

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DEADLINE DATE:
December 15, 2005

Please complete this form and return it to the **GES Servicenter** or GES Service Executive before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

		SHIPPING INFORMATION		
FROM:				
COMPANY		EMAIL ADDRESS		BOOTH NUMB
ADDRESS	STREET	CITY	STATE	ZIP COUNT
PHONE		FAX		PURCHASE ORDER NUMB
	NG DESTINATION 1: Number of Labels N			
COMPANY		EMAIL ADDRESS		BOOTH NUMB
ADDRESS	STREET	CITY	STATE	ZIP COUNT
PHONE		FAX		PURCHASE ORDER NUMB
_	NG DESTINATION 2: Number of Labels N			
COMPANY		EMAIL ADDRESS		BOOTH NUMB
ADDRESS	STREET	CITY	STATE	ZIP COUNT
PHONE		FAX		PURCHASE ORDER NUMB
EXCESS. Note 1: value is Note 2: Excess	declared. Declared value \$ Exideclared value is not available for items li	r package, \$100.00 per package, or \$1,5 cess declared value available from GES,	up to \$100,000.00.	
Once y Service order for	your shipment is packed and ready senter located in Suite #2110. Verif	to be picked up, please return the or fy the piece count, weight, and that t s without paperwork turned in will	☐ Next Day ☐ 2nd Day ☐ Deferred utbound material Ihe signature is on	☐ Full Pad ☐ Partial Pad ☐ Crated nandling order form to the GE the outbound material handlir
GES d	oes not accept responsibility for a	ny exhibitor property left on the sh	ow floor unattend	ded.
COMPANY		EMAIL ADDRESS		BOOTH NUMB
AUTHORIZE X	ED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE F	PRINT	DA
				Las Veg



Notification of Special Material Handling Dismantling & Delivery of Oversized Pieces

2006 International CES

Alexis Park • January 5-8, 2006

FORM MUST BE RETURNED BY: December 2, 2005

Oversized Pallets / Skids

All shipments and shrink-wrapped pallets/skids must fit within the suite door size of 34" wide x 78" tall. Pallets/skids that do not fit through the doorway must be dismantled in order to have individual cartons placed in your exhibit suite prior to your arrival.

New this year: 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 4 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 Servicenter in Suite 2110 to request your shipment be delivered to your suite.

GES WILL BREAK DOWN AND DELIVER SHIPMENTS TO YOUR SUITE AUTOMATICALLY UNLESS WRITTEN NOTIFICATION IS PROVIDED.

If you DO NOT want GES to break down your shipment and place it within the suite prior to your arrival, you must

	:34
The deadline for notification is December 2, 2005.	
☐ I DO NOT want GES to break down and deliver my oversized freight or freight exceeding 150 lbs prior to my arrival. I understand this will significantly delay delivery to my suite. Questions may be directed to Jeri Willingham at jbwillingham@lisco.com	е
Exhibiting Company:	_
Booth No.:	_
Contact Name:	_
Business Phone:	_
Business Fax:	_
Cellular Phone:	_
Email Address:	_
Carrier Delivering Freight:	_
No. of Pieces: Weight:	_



Shipping Information

2006 International CES

Alexis Park • January 5-8, 2006

Material Handling Contractor: GES EXPOSITION SERVICES 7000 Lindell Road Las Vegas, Nevada 89118 (702) 515-5500

Attn: Imelda Trevino (itrevino@ges.com)

Material handling (drayage) charges for your shipment(s), <u>crated and directed in advance to the GES</u> Warehouse, are covered in your CES Exhibit Space Costs.

The material handling package includes:

- GES will receive Advance Shipments at their warehouse starting Monday, November 28, 2005 through Thursday, December 29, 2005.
- Shipments that arrive at the Warehouse after December 29, 2005 will be charged a Late to Warehouse fee of \$13.80 / cwt (\$41.40 minimum).
- Receiving and storing of crated materials ONLY at the GES warehouse (the warehouse cannot receive uncrated shipments) for up to 30 days.
- GES will provide confirmation on receipt of shipment.
- Reloading onto trucks and delivery to the Alexis Park
- Delivery to your room/suite (booth) to which freight is specifically addressed. (Use the labels included in this kit, make copies if more labels are needed).
- Removal of empty shipping containers from the exhibit room, storing, and returning these items at end of show.
- Reloading freight on carriers, at showsite, for return to your specified destination. Carriers should be directed to check-in at the marshaling yard prior to arriving at the Alexis Park. Marshaling yard location and map to be sent under separate cover.

The GES Warehouse will be closed December 23-26, 2005 in observance of the Christmas Holiday.

Direct shipments to showsite may arrive January 3 & 4, 2006 only and will be billed at \$20.40 per cwt (300 lb min)

All drivers must check in at the marshaling yard for dispatch to Alexis Park.

Due to limited space at Alexis Park, direct shipments are discouraged.

<u>Single consigned shipments with delivery to multiple rooms/suites</u> are subject to a Time and Materials charge, in addition to the Material Handling rates. Advance Warehouse shipments must arrive on or before Thursday, December 29, 2005. Please refer to the labels contained in this section of the manual.

Please refer to GES Terms & Conditions of Contract (G-7) for additional information.



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ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING.

TO:

EXHIBITING COMPANY

2006 International CES - Alexis Park

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES

7000 Lindell Road

Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE: December 29, 2005.

Carrier _____

Number _____ of ____ pieces



ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING.

TO:

EXHIBITING COMPANY

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C/O GES EXPOSITION SERVICES

7000 Lindell Road

Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE: December 29, 2005.

Carrier _____

Number _____ of ____ pieces

GES.



ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING.

TO:

EXHIBITING COMPANY

2006 International CES - Alexis Park

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES

7000 Lindell Road

Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE: December 29, 2005.

Carrier _____ of ____ pieces

GES.



ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING.

TO:

EXHIBITING COMPANY

2006 International CES - Alexis Park

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES 7000 Lindell Road

Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE: December 29, 2005.

Carrier .		
Number	r of	pieces





POV Material Handling Information

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Privately-owned Vehicles (POVs)

If you are delivering materials in your own small privately-owned vehicle (POV) and would like assistance unloading and delivering materials to your booth, you are eligible to take advantage of the new Cartload Service offered by GES. Exhibitors can bypass marshaling and go directly to the POV Quick Stop area at the Alexis Park for assistance. A map to this area will be provided upon check-in.

Cost for this service is \$40.80 per cartload and this service is available during move-in beginning Tuesday, January 3rd from 2:00 pm - 5:00 pm and on Wednesday, January 4th from 8:00 am - 5:00 pm. During move-out, this service will be available on Sunday, January 8th from 6:00 pm - 10:00 pm and on Monday, January 9th from 8:00 am - Noon.

VEHICLES THAT QUALIFY:









Sedan

Van

Pick-up

Sports Utility Vehicle

VEHICLES THAT DO NOT QUALIFY (AND NEED TO GO THROUGH MARSHALING):







Stakebed



Semi



Flatbed

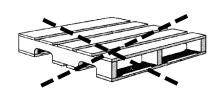


Rentals



Trailers

NOT ACCEPTABLE:







Marshaling Yard & Direct Deliveries Information

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IMPORTANT NOTICE

GES Exposition Services will establish a Marshaling Yard to ease congestion in the vicinity of Alexis Park. A map to the Marshaling Yard will be provided under separate cover.

PLEASE NOTE: Marshaling Yard locations have changed. Thomas & Mack and Wet & Wild will no longer be used. GES Exposition Services is currently establishing new marshaling yard locations for Direct Shipments. A notification and maps will be sent to you under separate cover as soon as marshaling yard locations are finalized.

Once received, it is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to showsite deliveries.
 All vehicles that qualify for Quick Stop may bypass marshaling and proceed directly to Alexis Park.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at Alexis
 Park as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort
 is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the
 number of vehicles arriving to unload, the type of loads being unloaded at the Alexis Park, the number of booths on
 a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report
 to be signed out and obtain the light weight. This determines the total weight of your shipment. Shipments may be
 billed at the heavy weight if a driver fails to return to the marshaling yard after unloading.
- MARSHALING YARD HOURS: 6:00 AM 6:00 PM during show move-in and move-out days.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact the GES National Servicenter at (800) 475-2098 or Imelda Trevino at (702) 263-1584 (itrevino@ges.com).



Marshaling Yard Map

2006 International CES

Alexis Park • January 5-8, 2006

Freight Marshaling

GES will establish a truck marshaling yard for the 2006 International CES Show. All vehicles must check in with the GES Staff at the marshaling yard prior to unloading (except qualified POVs).

All trucks checking in at the marshaling yard prior to 2:00 PM on published move-in days will be unloaded the same day.

To avoid unnecessary idle time, please keep this in mind when ordering your installation labor.

Please call Imelda Trevino for more information: (702) 263-1584 (itrevino@ges.com)

Thank you!



PLEASE NOTE:

Marshaling Yard locations have changed. Thomas & Mack and Wet & Wild will no longer be used.

GES Exposition Services is currently establishing new marshaling yard locations for Direct Shipments.

A notification and maps will be sent to you under separate cover as soon as marshaling yard locations are finalized.





GES Logistics Shipping Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 888.454.4437 • FAX: 702.515.5972 **International Exhibitors Only:** Phone: 702.515.5970 • FAX: 702.515.5972

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Storage Service Order Form



RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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DEADLINE DATE:
December 15, 2005

"Full Service" Advantages After The Show Keep Your Exhibit Materials in the Las Vegas Area Avoid Double Loading and Unnecessary Shipping Costs

CES Special Storage Rates Are As Follows:

\$42.35 per 100 lbs (1,000 lb min based on advance payment)

Includes:

- Return to GES Warehouse at close of show
- 11 months storage
- Auto-transfer to advance freight for 2007 show
- Guaranteed on target

NOTE: Additional warehouse fees may apply to shipments removed from GES storage to attend local non-GES shows or shows outside of the Las Vegas area. Please call for details.

GES Exposition Services now has available warehouse space in the Las Vegas area with facilities and services to:

- **A**. Receive and hold your equipment and/or exhibition materials.
- B. Optional Billing Cycles
- **C.** Provide delivery services for outbound shipping and/or local delivery.
- **D.** Ability to access your freight with a notice of three business days.
- **E.** Freight for next show will receive priority service.
- **F.** Provide complete personalized supervision.

Contact GES at (702) 515-5751 for special rates.

In addition, our facilities include a Graphics Department and a Carpenter Shop.

COMPANY EMAIL ADDRESS BOOTH NUMBER