



## CES Exhibitor Manual



### Section 11: Installation / Dismantling / Labor

In this section you will find:

What's New in 2007?	Page 2
Installation Schedule	Page 2
Clean Floor Policy	Page 3
Labor / General Information	Page 4
Crate Removal and Storage	Page 4
Accessible Storage	Page 4
Show Break	Page 5
Target Move-Out Information: LVCC, Sands, Hilton Exhibitors	Page 5
Target Move-Out Information: Venetian Exhibitors	Page 5
Dismantling Labor	Page 5
Labor at Show Break	Page 6
Hand-Carried Materials	Page 6
Privately-Owned Materials	Page 6
Commercial Freight Forwarders	Page 6
Dismantling Do's and Don'ts	Page 7
Delayed Access at Show Break Flyer	
GES I&D Services Brochure	
GES I&D Services Information	
GES Installation and Dismantling Order Form	
GES Stagehand Labor Order Form (LVCC/Hilton only)	
GES Notice of Intent to Use an EAC	
GES Official Contractors Information	
Sample Certificate of Insurance	
GES Las Vegas Show Site Work Rules	



## CES Exhibitor Manual



### What's New In 2007?

- Target Move-In/Move-Out booklets have been included in this manual and are designed to help you have a smooth move-in and move-out experience at CES.
- In lieu of a dismantling schedule this year, refer to the target move-out information included in the Shipping and Material Handling section of this manual.
- Budget accordingly! The 2007 CES show date pattern is shifting to Monday through Thursday; therefore, overtime charges for weekend work will apply.
- All exhibit halls will be dark for two (2) days this year! No exhibitor activity will be permitted on Sunday, December 31, 2006 and Monday, January 1, 2007.
- The first day of move-in at the Sands will not take place until January 2, 2007. Please be sure to consult your target maps to plan your trip to Las Vegas accordingly.



### Installation Schedule

If you are a LVCC, Sands or Hilton exhibitor, determine your target move-in date by utilizing the color-coded Target Move-In/Move-Out booklet in this manual. Exhibit installation hours are 7:30 a.m. – 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 up by 3 p.m. on Sunday, January 7. Work will not be permitted on incomplete exhibits during show hours.**

If you are a Venetian meeting room exhibitor, you will be able to begin moving into your assigned meeting room at 1 p.m. on Saturday, January 6. If you ship your freight to the GES advance warehouse, your freight will be delivered to your meeting room by 1 p.m., as well.

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

**Display product may arrive any time after your official target move in, however, we strongly recommend delaying delivery to your booth until Thursday, January 4, 2007 in order to avoid possible theft.**

**Although perimeter security is provided, exhibitors should order their own booth security in case product needs to be delivered prior to this date.**



## CES Exhibitor Manual



## Clean Floor Policy



Due to the volume of display crates and the limited aisle space available during show setup, a Clean Floor Policy will be enforced for the 2007 International CES. Please adhere to the following regulations:

### Saturday, January 6, 2007

- ASAP** Crates should be unpacked and labeled "empty" for removal from the floor as soon as possible.
- 6 p.m.** All crates must be empty and labeled for removal.
- 10 p.m.** All crates will be removed from the building regardless of status.
- 10 p.m.** Visqueen must be removed, rolled and placed in the aisle for removal.

### Sunday, January 7, 2007

- 1 p.m.** Carton, fiber cases and packing material must be empty and labeled.
- 1 p.m.** Accessible storage items must have a work order submitted for pick-up and be labeled for removal.
- 3 p.m.** All booths must be completely set. (Carpet is not mandatory at the Venetian or Hilton as this show location already has existing carpet).
- 3 p.m.** Booth space or meeting rooms not occupied by 3 p.m. will revert to CES.
- 5 p.m.** Visqueen should be rolled up and placed in the aisle.
- 7 p.m.** All aisles must be 100 percent clear of product or any other items that may impede GES in setting down aisle carpet.

**Sunday, January 7** is scheduled as a product testing, booth touch-up and rehearsal day. These procedures are intended to facilitate the convenience of arrival and set-up for the exhibitor and to ensure that CES opens on schedule.





## CES Exhibitor Manual



### Labor/General Information

GES Exposition Services is the official labor contractor. Labor will be assigned on a first-come, first-serve basis. 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 target delivery time.



#### LABOR RATES:

Straight Time	\$63.41	Overtime*	\$113.26
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*\*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 CES Operations immediately. If you encounter any difficulty with labor or if you are not satisfied with the work performed, report it to the GES Servicenter, your Floor Manager or CES Operations. 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 Servicenter and discuss it with the person in charge. Let GES Management and CES Operations know about your problems when they occur. It is difficult to correct a problem after the close of the show.

### Crate Removal and Storage

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

"Empty" labels will be distributed at the GES Servicenter. 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.**

### Accessible Storage

Reserve supplies and literature cannot be stored behind your back wall or drape. Anything found in these areas will be removed. Accessible storage arrangements can be made at the GES Servicenter.

Empty crates and cartons may not be stored in accessible storage. Boxes and cartons stored in accessible storage must be comparable in size to what is stored in them. Accessible storage items are subject to inspection.



## CES Exhibitor Manual



### Show Break

LVCC and Las Vegas Hilton exhibitors are not permitted to dismantle their booths prior to the show closing at 4 p.m. on Thursday, January 11. Sands/Venetian exhibitors are not permitted to dismantle their booths prior to the show closing at 3 p.m. on Thursday, January 11. Early dismantling may jeopardize your priority standing and participation at a future CES.

### Target Move-Out Information: LVCC, Sands and Hilton Exhibitors

New this year, we have restructured the move-out process and developed a targeted system which provides you with a clear explanation of when your booth needs to be dismantled, packed, and ready for removal and shipping.

Consult your Target Move-In/Move-Out booklet and find the color-coded Move-Out floorplan for your hall location to determine your designated day to schedule outbound shipping for your freight. You will also find the following information on the Target Move-Out floorplans:

- Time frame for Empty Returns – we strongly recommend that you schedule your dismantling labor with these return times in mind
- Completion time that your booth must be packed and ready to go
- Time frame for your outbound material handling form to be turned in to the GES Servicenter
- Time frame for your carrier to check-in

Please refer to the Shipping and Material Handling section for more information and details regarding the new target move out procedures. If you have questions, please contact GES at (702) 515-5719 or [cesfreight@ges.com](mailto:cesfreight@ges.com).

### Target Move-Out Information: Venetian Exhibitors

All cartons and fiber cases will be returned to exhibitors by 8 p.m. on Thursday, January 11. All crates will be returned by midnight. All freight/materials must be removed from your assigned meeting room by 5 p.m. on Friday, January 12.

### Dismantling Labor

The GES Servicenter can assist you in planning your labor and freight movement for move-out. Exhibitors must make arrangements with GES Exposition Services for labor by 2 p.m. on Wednesday, January 10. GES will maintain Exhibitor Servicenters at each CES show location through the move-out period. These desks will 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 Servicenter as soon as possible to avoid problems later.

GES reserves the right to provide dismantling labor on any exhibits that have not met the target move-out time published for the packing of their exhibit, so please use your targeted move-out floor plan as a reference and useful planning tool. Be sure to share this information with your staff or Exhibitor Appointed Contractor (EAC).



## CES Exhibitor Manual



### Labor at Show Break



As an additional safety and security measure, **no workers will be permitted on the show floor until one hour after the show closes on Thursday at the LVCC and Sands, one half hour at the Hilton.** This includes all I&D labor, electricians, stagehands, cleaners, vendors and all EAC workers. The only exception is teamster labor to roll the aisle carpet one half hour after the show break at the LVCC and Sands.

What does this mean for you? If you have labor scheduled for the show break, please adjust the start time so that your labor begins one hour after the show break (one half hour at the Hilton). GES will make the adjustment accordingly for their labor, but it is your responsibility to reschedule all other contract labor (EACs, a/v companies, etc.). A flyer detailing this procedure is included in this section for your reference.

### Hand-Carried Materials

Pick-up a Merchandise Pass from one of the Floor Managers to provide you with outbound access for your hand-carried product.

### Privately-Owned Vehicles

All exhibitors with private cars, station wagons and small mini-vans needing to be loaded on Thursday, January 11, must adhere to the following procedures:

- Go to the GES Servicenter and fill out a Material Handling form with the correct number of pieces and estimated weight. The GES Servicenter will direct you from there.
- Exhibitors' vehicles will be loaded out on a first-come, first-serve basis from the time they hand in their Material Handling form.
- The loading crew will go to the exhibitor's booth or meeting room and load only with the exhibitor present. Any discrepancies from the bill must be indicated and initialed by the exhibitor before being accepted. If your freight is not packed and ready when the loading crew arrives, your vehicle will go to the back of the line.
- The exhibitor must escort their freight to the freight door.
- The exhibitor should bring someone else along to remain with the freight while the exhibitor gets the vehicle.

### Commercial Freight Forwarders

Fill out a Material Handling form for each shipment showing correct count of pieces, weight, destination and billing. Return the bill to the GES Servicenter when your shipment is packed, labeled and ready for pickup.

GES will ship your freight by the best way possible. If you wish to ship by a specific carrier, you must name that carrier on the bill and contact that carrier to arrange pickup. Alert your carrier to check-in at the Marshaling Area. If your carrier does not pick-up your freight on schedule, GES will ship your freight by the best method available.



## CES Exhibitor Manual



### Dismantling Do's and Don'ts

- **DO** stay in your booth or meeting room with your product until the shipper has picked it up. Neither CES nor GES can assume responsibility for lost or stolen product.
- **DO** return your telephone set(s) to the appropriate telecommunications office.
- **DO** return your badge reader(s) to Expo Exchange at the Exhibitor Service Desk.
- **DO** request after-hours electrical power if needed.
- **DO** confirm your scheduled labor for dismantling.
- **DON'T** dismantle before the official show closing. LVCC and Hilton shouldn't dismantle until 4 p.m. on Thursday, January 11. Sands/Venetian exhibitors should not dismantle until 3 p.m. on Thursday, January 11.
- **DON'T** block "No Freight" aisles.
- **DON'T** enter crate storage areas.
- **DON'T** give gratuities.
- **DON'T** take plants/flowers since they are rental-only and need to be returned.



LAS VEGAS CONVENTION AND VISITORS AUTHORITY  
SECURITY DEPARTMENT

Attention All Contract Security, GES Workers, Contract Cleaners,  
I&D Workers and EAC's

**IMPORTANT INFORMATION FOR YOU  
REGARDING CES  
SHOW CLOSE SCHEDULE**

With the exception of aisle carpet removers there will be  
**NO ADMISSION TO THE EXHIBIT HALL FLOORS**

on Thursday, January 11, 2007 for  
Teamsters, Electricians, Plumbers, I&D Workers, Contract Cleaners,  
Vendors, or other EAC's (Exhibitor Approved Contractors)  
until 5:00PM.

There will be a one-hour period between 4:00PM – 5:00PM  
to allow for carpet roll-up and exhibitor/attendee exit.

All workers are to report to the area of Freight Door 42 for wristbands and  
will enter their assigned halls through the freight doors at 5:00PM.

Workers are to use freight door access only and will not be admitted to  
exhibit halls through concourse or lobby doors until after 6:00PM  
on Thursday, January 11, 2007.

It is the policy of LVCVA that no person employed by, or otherwise associated with any decorator, exhibitor appointed contractor, vendor or any other entity working on LVCVA property, shall remove any product, material or other items from LVCVA buildings, freight yards or service roads, regardless of how it was obtained, without the written permission of the Director of Security or his designee. This is to include material that is discarded, abandoned or given away. Any person in possession of such described material shall be presumed to be in possession of stolen property, regardless of the material's condition or usefulness, and will be subject to permanent trespass from all LVCVA facilities and subject to arrest. Possession includes the movement of property into any parking lot or vehicle. (Exceptions include a person's verifiable personal property such as items necessary to perform one's job, lunch containers or clothing.) Carts, forklifts and other means of conveyance used in conducting the contractor's business shall not be allowed within the Orange Lot 2 or any other LVCVA parking lot except for such times as the lot is leased as exhibit space. Exceptions require the approval of the Director of Security or his designee.

*Thank you in advance for your compliance with this policy.*



# I&D SERVICES

# How do I order GES<sup>®</sup> I&D SERVICES?

**Step 1:** Contact a GES representative at 800.475.2098 for ordering assistance. As a GES I&D Services client you will be in a unique position to leverage our dual status as both a leading official services contractor and premier provider of traditional “white-glove” service. Only GES I&D can offer you the following services:

## Labor

- As your official service contractor, we have access to the best labor.
- On-site personnel during move-in, show hours and move out.
- Full-time installation and dismantling professionals.
- Consistent, qualified crews from start to finish.

## Customer Service

- Immediate access to GES freight, electrical, and decorating divisions.
- Ability to order GES services on site at I&D service area.
- Single point of contact for billing and payment.
- Priority status on the show floor for move-in and expedited return of empties.

## Equipment and Supplies

- Thoroughly stocked job boxes.
- Up-to-date tools and equipment.
- Forklifts on call for in-booth crate movement.
- Carpenter shop at show site.
- Graphics shop at show site (when available).
- 24-hour runner service.

## Additional Services

- Pre-show coordination of services.
- Standard or custom rental exhibits to fit your needs.
- Repair or refurbishment to match existing displays.
- Custom built exhibits.
- Logistical assistance with transportation and storage on your tradeshow schedule.
- Nationwide single point of contact.
- Pre-show estimates of labor services.
- Post-show review of all services for next year's planning.

## True Nationwide Coverage

- Atlanta, Baltimore, Birmingham, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, Montreal, Nashville, New Jersey, New Orleans, Orlando, Philadelphia, Phoenix, Portland, Reno, Sacramento, Salt Lake City, San Antonio, San Diego, San Francisco, San Jose, Seattle, St. Louis, Tampa, Toronto, Washington, D.C.

We also have labor, transportation, and storage packages available between this show and many other shows on your schedule.



## I & D Services

**2007 International CES**

January 8-11, 2007

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# Our Trade Show Professionals Will

- Ensure freight is received correctly and in your booth space prior to labor being dispatched.
- Supervise the installation and dismantling to ensure the correct and careful handling of your display.
- Coordinate with the electrical and furniture divisions for accurate show services delivery and installation.
- Package and label your empty display cases and boxes for storage during the show.
- Wipe down your display properties after installation.
- Review all of your show services to ensure 100% satisfaction on your part.
- Coordinate with you regarding any packing materials that may be required for the shipping of your product.
- At show close, work with freight to ensure a careful and expedited return of your empty cases.
- Carefully dismantle, repack and label your display materials for shipping.
- Complete and submit an outbound material handling form R-1 and fax you a copy with the outbound tracking number.

***See Labor Order Form L-1 and check the GES Supervised box.***

# Installation & Dismantling Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 866.814.1705 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: [www.ges.com/contact](http://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.

## 2007 International CES — PLEASE CHECK BOOTH LOCATION

January 8-11, 2007  Las Vegas Convention Center  Las Vegas Hilton  
 Sands Expo and Convention Center  The Venetian

**DEADLINE DATE:**  
**December 18, 2006**

COMPANY NAME

EMAIL ADDRESS

BOOTH #/MTG. ROOM #

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.  
 TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.

### IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is requested for the start of the working day 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 and equipment is one (1) hour per worker and equipment. All equipment and labor is charged in one (1) hour increments per worker and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

DISPLAY LABOR RATES	Times	Hourly Regular Rates
Straight Time	Between 8:00 AM and 5:00 PM Weekdays	\$ 63.41
Overtime	Before 8:00 AM and after 5:00 PM Weekdays and all day Saturdays, Sundays and Holidays	\$ 113.26

The minimum charge for labor and equipment is one (1) hour per worker and equipment. All equipment and labor is charged in one (1) hour increments per worker and equipment.

### PLEASE INDICATE SERVICE

### PLACE ORDER HERE

- GES SUPERVISED (OK TO PROCEED)**  
*Please complete "Key Information" form (L-2)*  
 GES will supervise labor to:  
 • Unpack and install display before exhibitor arrival at show site.  
 • Dismantle, pack, and arrange to ship display after show closing.  
 • Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VI, Labor.  
 A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
 Exhibitor will supervise.  
 • Indicate workers needed for installation and dismantling  
 • GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.
- **GES is responsible for the following type of booth:**  
 Pop-up       Two Story       Custom  
 Other: \_\_\_\_\_

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
<i>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</i>						1. Total Labor Ordered
						\$
						2. 30% (\$50.00) GES Supervision
						\$
						3. Payment Enclosed
						\$
Authorized Signature: <b>X</b>						
						AUTHORIZED NAME - PLEASE PRINT
						DATE

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

**Labor ordered at Exhibit Site will incur a 30% Walk-up Surcharge.**



# Stagehand Labor Order Form

E-7-LV

TRADE SHOW  
ELECTRICAL®

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 866.814.1705 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: [www.ges.com/contact](http://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.

## 2007 International CES — PLEASE CHECK BOOTH LOCATION

January 8-11, 2007

Las Vegas Convention Center  Las Vegas Hilton

**DISCOUNT DEADLINE DATE:**  
**December 11, 2006**

COMPANY NAME	EMAIL ADDRESS	BOOTH #/MTG. ROOM #
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If your booth space is at the Sands Expo or The Venetian, please refer to the SES brochure located in the "Sands/The Venetian Show Utilities" section of this Exhibitor Manual.

- TSE needs an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide an engineered print with load prior to **DISCOUNT/DEADLINE DATE** may delay your move-in date.
- Stagehand Labor - Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 5:00 p.m. Monday through Friday and Saturdays, Sundays and Holidays will be at the overtime rate.
- Labor ordered at show site will incur a 30% walk up charge.
- Time will commence: Per exhibitors request. (Failure to start labor at the requested time will result in a four (4) hour minimum charge per Stagehand requested, unless 24-hour advance notice is provided in writing). Labor calls for stagehands will incur a four (4) hour minimum charge.
- Time must be allowed for workmen to gather necessary tools from the labor desk, have the work checked by the exhibitor and return tools to the labor desk. Stagehand labor is based on four-hour minimums. **For Pre Rigging:** Please contact TSE for Pre Rigging availability.

**Who is designated by the Client to order Stagehands and sign work order hard cards:**

Name and Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

### TSE is Responsible for the Following • Specify as Required

HOURLY RATES	STRAIGHT TIME		OVERTIME	HOURLY RATES	STRAIGHT TIME		OVERTIME
High Rigger	\$ 75.60	\$ 150.15		Projectionist	\$ 68.90	\$ 131.65	
Ground Rigger	\$ 68.90	\$ 131.65		A/V Technician	\$ 96.20	\$ 182.60	
Theatrical Stage Electric	\$ 68.90	\$ 131.65		Sound Technician	\$ 96.20	\$ 182.60	
Programmer	\$ 96.20	\$ 182.60					

	DATE	TIME	# OF WORKERS	X	HOURS / WORKER	= TOTAL WORKERS HOURS	@ RATE	TOTAL
High Rigger								
Ground Rigger								
Theatrical Stage Electric								
Programmer								
Projectionist								
A/V Technician								
Sound Technician								

EQUIPMENT	SIZE	START DATE & TIME	DISCOUNT	REGULAR	TOTAL
Manlift (w/Crew)			\$ 326.15	\$ 489.60	
Scissor Lift*			\$ 131.35	\$ 197.00	
Forklift*			\$ 135.75	\$ 211.90	
Genie Hand Cranks*			\$ 53.00	\$ 79.50	

\*Plus operator at prevailing rates

1. Total for all items ordered

2. PAYMENT ENCLOSED

<b>Projection Equipment</b>		<b>Lighting - Dimmable/Programable</b>	
Type: _____	Quantity: _____	<input type="checkbox"/> Robotic and/or moving mirror lights <input type="checkbox"/> Theatrical lighting <input type="checkbox"/> Lekos <input type="checkbox"/> Parcans <input type="checkbox"/> Fresnels <input type="checkbox"/> Studio and motion picture lights <input type="checkbox"/> Other: _____	
Mounted To:			
<input type="checkbox"/> Wall of structure <input type="checkbox"/> Ground-supported truss			
<input type="checkbox"/> Suspended truss <input type="checkbox"/> Other: _____			
<b>Video Walls</b>		<b>Speakers/Sound Equipment</b>	
Dimension of completed wall: _____		Size: _____	Quantity: _____
<input type="checkbox"/> Monitor on suspended truss		<input type="checkbox"/> Wall of structure <input type="checkbox"/> Ground-supported truss	
<input type="checkbox"/> Monitor connected to cameras		<input type="checkbox"/> Suspended truss <input type="checkbox"/> Other: _____	
<input type="checkbox"/> Power requirements for wall			
Will a forklift be required: <input type="checkbox"/> Yes <input type="checkbox"/> No			

TSE maintains jurisdiction over the installation, operation and dismantling of all electrical equipment, including: audio, projection and studio lighting, including television cameras, monitors and plasmas, lighting control systems and dimming system, ground support and flown trussing including rigging of electrical chain hoist and all items fastened to the truss. During show days all programming and standby will be done through TSE Stagehands. Exceptions reviewed by management.

050506

# Notice of Intent to Use Exhibitor-Appointed Contractor

L-4

**RETURN TO:** GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 866.814.1705 • FAX: 866.329.1437  
**International Exhibitors Only:** Phone: 702.515.5970 • FAX: 702.263.1520      **Contact us Online:** [www.ges.com/contact](http://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.

## 2007 International CES — PLEASE CHECK BOOTH LOCATION

January 8-11, 2007     Las Vegas Convention Center     Las Vegas Hilton  
 Sands Expo and Convention Center     The Venetian

**DEADLINE DATE:**  
**December 8, 2006**

COMPANY NAME	EMAIL ADDRESS	BOOTH #/MTG. ROOM #
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A non-Official Contractor is a company other than the "general" or "official" service provider on the show, or third party service provider designated by show management in the exhibitor kit as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

**Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services with all necessary information by the deadline date indicated above.**

Contract/Display House _____	
Street Address _____	
City, State, Zip _____	
Phone (area code _____) _____	Fax (area code _____) _____
Contact: _____	
Description of Proposed Service for Exhibitor: _____	

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules drafted by the International Association for Exposition Managers.

### Rules & Regulations

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
3. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
6. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
7. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or GES management.
10. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name

badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

**For Insurance and safety reasons, the official contractor designated in this service kit must be used for services such as:**

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

**No exceptions will be made**

### Tips to Exhibitor Appointed Contractors (EACs)

1. Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle" you or your client depending upon your billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.



# Official Contractors Information

## 2007 International CES

January 8-11, 2007

### OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

### EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. **GES Exposition Services and Show Management must be named as additional insureds.**
3. Any exhibitor who has identified a exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with GES or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.
4. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
5. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificates of Insurance shall name both GES Exposition and Show Management as additional insureds. See attached example.
  - c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
  - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
  - h. Must coordinate all of its activities with GES Exposition Services.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

# ACORD<sub>TM</sub> CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE

## PRODUCER

YOUR INSURANCE AGENT'S NAME AND ADDRESS

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

### INSURED

YOUR COMPANY NAME AND ADDRESS

INSURER A: National Union Fire Ins. Co. of Pittsburgh 19445-001

INSURER B: Travelers Indemnity Company

INSURER C: Hartford Underwriters Ins. Co.

INSURER D:

INSURER E:

## COVERS

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY  <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> Incl. Blanket <input type="checkbox"/> Contractual Coverage <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC	TJXYZ1234567	01/01/03	01/01/04	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ (If any) MED EXP (Any one person) \$ (If any) PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY  <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	TJMLM7895432	01/01/03	01/01/04	COMBINED SINGLE LIMIT (EA accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY  <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A	EXCESS LIABILITY  <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	4005871132TB	01/01/03	01/01/04	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	83ABCDE8077	01/01/03	01/01/04	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	OTHER CARGO	4005116486TB	07/31/02	07/31/03	\$250,000 Per Shipment

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

GES Exposition Services, Inc. is hereby named as Additional Insured, except for Workers' Compensation.

GES Exposition Services, Inc. and/or the consignor is included as Loss Payee.

The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory.

## CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

GES EXPOSITION SERVICES, INC.  
 A VIAD CORP COMPANY  
 950 GRIER DRIVE  
 LAS VEGAS, NV 89119



# Las Vegas Show Site Work Rules

## 2007 International CES

January 8-11, 2007

### Union Information

To assist you in planning your participation in your Las Vegas area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. **Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.**

#### Teamsters Union

- *Exhibit Labor*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

- *Freight Handling*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

GES Exposition Services has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. GES Exposition Services will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

### Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a "live feed" is required. In the case of "live feed" requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth floor; Exhibitors may plug-in their equipment into the 1 (one) 20A/120VAC receptacle. An electrician must be called for any increase in electrical service. Exhibitors may hang up to 4 (four) small clip-on lights per booth.

Electricians must be called for distribution of power in excess of 20A/120VAC per booth and all concealed and under carpet wiring. Electricians distribute all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. SES hoists signs weighing 200 lbs. or greater at the Sands Exposition.

- *Trusses*

*Ground supported*, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians.

*Suspended trusses*, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

### Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

### Tipping

**Our work Rules prohibit the SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping of any form is not allowed.**

### Always Honest

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.