

## **20x20 Turnkey Information Packet** **Las Vegas Convention Center**

We are happy to have you as part of the 2012 International CES at the Las Vegas Convention Center in January! We've put together step-by-step instructions to help 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 you can expect your 20' x 20' turnkey booth to include:**

- Black metal with blonde wood grain panels **(100% recyclable)**
- Black carpet **(100% recyclable)**
- 10' x 10' meeting/storage room w/ smoked-plexi door
- (2) one meter counters with black metal and blonde wood grain panels **(100% recyclable)**
- (12) black shelves
- (3) 16" black headers with white company name
- (6) arm lights
- (2) round tables with (4) chairs each (one in open booth space, one in meeting/storage room)
- (3) wastebaskets **(100% recyclable)**
- (3) 1,000-watt outlets



- 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.
- Minor modifications may be made to the package; however, all walls set must remain intact. Additional booth structure is not permitted.
- Any adjustments, additions, substitutions or furnishing extractions for package booths must be made directly with the general contractor, GES. Charges will apply.
- Graphics shown in picture are only an example of what can be done with a 30" x 40" graphic; they are not included. Exhibitors may adhere graphics to panels; however, 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.
- Booth ID sign will be black. Text will be white with exhibiting company name as listed on the Exhibit Space Contract in ALL CAPS.
- If an exhibitor purchases a Turnkey prior to January 2, 2012, it will be set-up by 8 a.m. on January 8, 2012. If a turnkey is purchased after move-in begins, between January 2 and January 9, every effort will be made to set up the turnkey as quickly as possible, but completion is guaranteed by 6 p.m. on January 9, 2012.

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 order 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).

**Be sure to be mindful of the following procedures:**

- **Ordering 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. **Electrical services are provided by GES** and can be found within this information packet. You will need to fill out an **Electrical Outlet Rental Order Form (R-20)**, an **Electrical Lighting Rental Order Form (E-21)**, an **Electrical Labor Order Form (E-3h)**, an **Electrical Boothwork Labor Order Form (E-3a)** and draw your electrical drops on your **Electrical Booth Layout Form (H-3a)**. Each form must be submitted to GES on or before **December 12, 2011**.
- **Ordering phone and Internet** – **Smart City is the provider of all phone and Internet services** and their forms can be found within this information packet. You will need to fill out each form according to the services you will need along with a Booth Layout form to indicate placement. You must turn these forms into Smart City no later than the **December 12, 2011** 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 Friday, December 21, 2011 and this method assures you that you will have your freight delivered by 8 a.m. on your move-in date, Saturday, January 8, 2012. Direct to show site shipments must be scheduled by you to arrive on your target move-in date, Saturday, January 8, 2012. Direct shipments must go through the GES marshalling yard, so the shipment usually does not arrive in your space until the afternoon or evening.
  - Be sure to read the **Material Handling Information (R-1)** to familiarize yourself with GES procedures.
  - Fill out the **Material Handling Order Form (R-2)** and return to GES.
  - Fill out the **Freight Service Questionnaire (R-7)** and return to GES.
  - Fill out the appropriate **Shipping Labels (R-5 and R-6)** depending on which shipping method you chose and affix to each box in your shipment.
- **Signs/Graphics** – All graphics must be either laminated or mounted to a backing such as foamcore. Exhibitors must provide their own Velcro or double-sided tape. Dimensions of the panels can be found on the next page and you can also contact GES to produce special panels at an additional cost. To order custom graphics for your turnkey package, please contact Imelda Trevino at [itrevino@ges.com](mailto:itrevino@ges.com).
- **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.
- **For General Rules and Regulations** - Please refer to the 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 Saturday, January 8, 2012 at 8 a.m. If you have any questions once you arrive on-site, visit the GES Servicer in your hall.

We hope these instructions will provide you with everything you need to prepare for the 2012 International CES. If you have any questions, Please contact Martina Mirabella, Coordinator, CES Operations at [mmirabella@CE.org](mailto:mmirabella@CE.org) or 703-907-5243. We look forward to seeing you in Las Vegas!

A handwritten signature in black ink that reads "Martina Mirabella". The script is cursive and fluid, with the first name and last name clearly distinguishable.

## 2012 International CES

Las Vegas Convention Center, Las Vegas Hilton  
January 10 - 13, 2012

### Las Vegas Convention Center & Las Vegas Hilton

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 2012 International CES.

Please adhere to the following regulations:

#### Sunday, January 8, 2012

- ASAP** Crates should be unpacked and labeled "empty" for removal from the floor as soon as possible.
- 6:00 PM** All crates must be empty and labeled for removal.
- 10:00 PM** All crates will be removed from the building regardless of status.
- 10:00 PM** Visqueen must be removed, rolled and placed in the aisle for removal.

#### Monday, January 9, 2012

- 1:00 PM** Carton, fiber cases and packing material must be empty and labeled.
- 1:00 PM** Accessible storage items must have a work order submitted for pick-up and be labeled for removal.
- 3:00 PM** All booths must be completely set (Carpet is not mandatory at the Las Vegas Hilton as this show location already has existing carpet).
- 3:00 PM** Booth space not occupied by 3:00 PM. will revert to CES.
- 7:00 PM** All aisles must be 100 percent clear of product or any other items that may impede GES in setting down aisle carpet.

**Monday, January 9, 2012** 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.

We both thank you for your cooperation and wish you a successful show.

CES Operations and Global Experience Specialists, Inc. (GES)

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

## 2012 International CES

Las Vegas Convention Center, Las Vegas Hilton  
January 10 - 13, 2012

### ELECTRICAL ORDER CHECKLIST:

- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- ☐ Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- ☐ For safety reasons inspections may be conducted at show site for any electrical work performed by non-GES personnel. A fee of \$ 300.00 may be assessed.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- ☐ You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: Standard U-ground cord cap
  - 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 or Hubbell 3521
  - 60 amp 208 volt 1Ø or 3Ø: Aero Plug Y560P or Daniel Woodhead Plug Y560P
  - 100 amp 208 volt 1Ø or 3Ø: J-Tech Plug J5100P or Litton-Veam Plug CIR01GRH
- ☐ Avoid code violations. Check the electrical code requirements on this information sheet.
- ☐ To secure the discount rate on outlets and labor, the following must be received by the discount deadline date:
  - Complete form of payment including credit card authorization (3rd party see G-3 form)
  - E-2 Electrical Rental Order Form
  - E-3 Electrical Labor Order Form with dates & times
  - H-3 Booth Layout Form or customer supplied scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000watt overhead focus points)

### ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

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

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

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

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

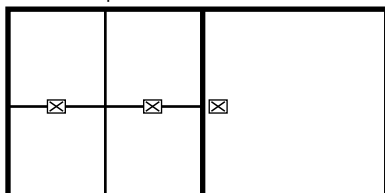
If you have any questions, please call us at 800.475.2098

#### Remember these important facts when ordering labor:

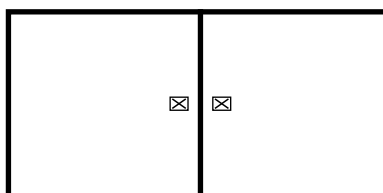
1. Exhibitors can take advantage of an composite rate at the Las Vegas Convention Center (see Power Distribution Labor Order Form, E-3, for rates):  
**Composite:** Rates for Saturday, January 7, 2012, Sunday January 8, 2012 and Monday, January 9, 2012 will be billed at composite rate.
2. Labor is only guaranteed at 8:00 AM Guaranteed start times for January 2 - 9, 2012 before 8:00 AM.
3. There is a minimum of 1 hour in, ½ hour out for all labor ordered.
4. Monday through Friday 8:00 AM to 5:00 PM is straight time. Holidays and weekends are billed at overtime rates.
5. **Labor dismantle is charged at 50% of total labor in. Overtime rates may apply. Monday, January 2, 2012 is an observed holiday for electricians and will be billed at the OT rate.**
6. **A supervision surcharge of 30% will be added to labor performed when exhibitor or exhibitor's representatives are not present.**
7. **Labor ordered at show site will be surcharged at 30%.**

#### Where will my outlet be located?\*

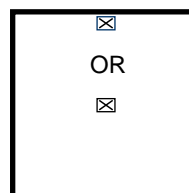
There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



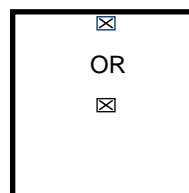
Line Booths



Peninsula Booths



Back-to-Back Peninsula Booths

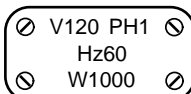


Island/Pavilion Booths

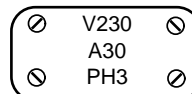
One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.

#### How much power do I need?

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



120 Volt Single Phase  
60 Cycle  
1000 Watts



230 volts  
30 Amps  
3 Phase

Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:  
Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

**\*Please contact GES for specific location of power as sources vary based on location.**

**Island or Pavilion Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

NEED ASSISTANCE?



Follow GES on Twitter for Updates at <http://twitter.com/GESatCES>

Toll Free: 800.475.2098

Tel: 702.515.5970

[www.ges.com/chat](http://www.ges.com/chat)

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Order directly with GES ONLINE at: [www.ges.com](http://www.ges.com)

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**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**2012 International CES** January 10 - 13, 2012 - PLEASE CHECK BOOTH LOCATION

☐ Las Vegas Convention Center ☐ Las Vegas Hilton

**Discount Deadline Date:**

December 12, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL CONTACT'S HOTEL (OPTIONAL)

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

**Price List**
**Important Information**

ITEM#	QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	TOTAL
<b>Lights</b>					
<b>Price includes outlet and labor for light only. Please contact GES at TSE@ts-electric.com for custom lights and lighting packages</b>					
664752		Arm Light, 75 Watt Black*	<b>\$ 121.03</b>	\$181.80	\$
700361		Floodlight, 1000 Watt Overhead**	<b>\$ 270.89</b>	\$405.82	\$
700350		Floodlight, 120 Watt*	<b>\$ 108.15</b>	\$162.74	\$
700352		Floodlight, 120 Watt Double*	<b>\$ 167.12</b>	\$250.81	\$
700337		Track Light Fixture Only***	<b>\$ 54.53</b>	\$81.96	\$
700339		Track with 3 Light Fixtures***	<b>\$ 142.06</b>	\$213.40	\$
<b>I agree in placing this order that I have accepted GES payment Policy and GES Terms &amp; Conditions of Contract.</b>			A. Total All items Ordered		\$
			B. Payment Enclosed		\$
<b>Authorized Signature - Please Sign:</b>			<b>X</b>		
EXHIBITOR'S ELECTRICAL CONTACT NAME & PHONE NUMBER			AUTHORIZED NAME - PLEASE PRINT		DATE

All exhibitor disputes must be resolved at show site, before the close of the show

1. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.

2. Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.

3. **OUTLET LOCATION & DISTRIBUTION**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis. **The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary, to power your booth, it will be charged at a time, material and motorized equipment basis.** See Electrical Labor form E-3

4. **GES JURISDICTION** (Requires labor and/or material) — All distribution of electrical wiring. All facility overhead distribution of electrical wiring, and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.

5. **Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.**

6. **ELECTRICAL LABOR** (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show.

7. **Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates on outlets & labor will be applied, regardless of when the order was received, if either is not provided with your electrical order.**

\* On Stanchion, In-line Booths Only. Labor is not included for all other types of booths and will require a booth work labor order. (see E-3 form)

\*\* May require labor and/or lift at additional charge not available at some locations. See number 7 above for additional requirements.

\*\*\* May require booth work labor. Please call GES at 702-515-5955 for more information

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



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**2012 International CES** January 10 - 13, 2012 - PLEASE CHECK BOOTH LOCATION

☐ Las Vegas Convention Center ☐ Las Vegas Hilton

**Discount Deadline Date:**

December 12, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

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

**Price List**
**Important Information**

ITEM#	NON 24 HR. QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	24 HR. QTY	24 HR. DIS. RATE	24 HR. REG. RATE	TOTAL
<b>120v Motor and Equipment Outlets</b>								
700001		5 Amp/500 Watts, 1/4 HP 120V	\$ 75.71	\$ 113.82		\$ 151.42	\$ 227.64	\$
700002		10 Amp/1000 Watts, 1/4 HP 120V	\$ 143.17	\$ 215.27		\$ 286.34	\$ 430.54	\$
700003		15 Amp/1500 Watts, 1/4 HP 120V	\$ 156.05	\$ 234.33		\$ 312.10	\$ 468.66	\$
700004		20 Amp/2000 Watts, 1/4 HP 120V	\$ 200.34	\$ 300.76		\$ 400.68	\$ 601.52	\$
700005		30 Amp, 1 HP 120V, PLEASE CALL GES FOR QUOTE 702.515.5955						

<b>1P 208v Motor and Equipment Outlets</b>								
<i>requires booth work labor (see E3 form), maximum one(1) connection per outlet</i>								
700012		010 Amp, 1/2 HP 208V / 1Phase	\$231.75	\$337.84		\$463.50	\$675.68	\$
700014		020 Amp, 1 HP 208V / 1Phase	\$299.73	\$449.60		\$599.46	\$899.20	\$
700015		030 Amp, 2 HP 208V / 1Phase	\$337.84	\$506.76		\$675.68	\$1,013.52	\$
700016		060 Amp, 5 HP 208V / 1Phase	\$474.83	\$712.25		\$949.66	\$1,424.50	\$
700017		100 Amp, 10 HP 208V / 1Phase	\$517.06	\$775.59		\$1,034.12	\$1,551.18	\$
700018		200 Amp, 25 HP 208V / 1Phase	\$1,287.50	\$1,931.77		\$2,575.00	\$3,863.54	\$
700019		400 Amp, 208V / 1Phase	\$2,034.75	\$3,052.25		\$4,069.50	\$6,104.50	\$

<b>3P 208v Motor and Equipment Outlets</b>								
<i>requires booth work labor (see E3 form), maximum one(1) connection per outlet</i>								
700022		10 Amp, 1 HP 208V / 3Phase	\$273.98	\$407.37		\$547.96	\$814.74	\$
700024		20 Amp, 3 HP 208V / 3Phase	\$337.84	\$506.76		\$675.68	\$1,013.52	\$
700025		30 Amp, 5 HP 208V / 3Phase	\$447.54	\$671.05		\$895.08	\$1,342.10	\$
700026		60 Amp, 10 HP 208V / 3Phase	\$593.28	\$889.92		\$1,186.56	\$1,779.84	\$
700027		100 Amp, 20 HP 208V / 3Phase	\$789.50	\$1,184.50		\$1,579.00	\$2,369.00	\$
700028		200 Amp, 50 HP 208V / 3Phase	\$1,356.51	\$2,034.77		\$2,713.02	\$4,069.54	\$

<b>3P 380V/220v Motor and Equipment Outlets</b>								
700034		20 Amp, 380V/220V / 3Phase	\$572.25	\$858.50		\$1,144.50	\$1,717.00	\$
700035		30 Amp, 380V/220V / 3Phase	\$645.75	\$968.75		\$1,291.50	\$1,937.50	\$
700036		60 Amp, 380V/220V / 3Phase	\$854.75	\$1,282.25		\$1,709.50	\$2,564.50	\$
700037		100 Amp, 380V/220V / 3Phase	\$1,139.75	\$1,709.75		\$2,279.50	\$3,419.50	\$
700038		200 Amp, 380V/220V / 3Phase	\$1,855.75	\$2,783.75		\$3,711.50	\$5,567.50	\$

<b>3P 480v Motor and Equipment Outlets</b>								
<i>requires booth work labor (see E3 form), maximum one(1) connection per outlet</i>								
700044		20 Amp, 7.5 HP 480V / 3Phase	\$476.89	\$715.34		\$953.78	\$1,430.68	\$
700045		30 Amp, 10 HP 480V / 3Phase	\$538.18	\$807.52		\$1,076.36	\$1,615.04	\$
700046		60 Amp, 20 HP 480V / 3Phase	\$712.25	\$1,068.63		\$1,424.50	\$2,137.26	\$
700047		100 Amp, 50 HP 480V / 3Phase	\$949.66	\$1,425.01		\$1,899.32	\$2,850.02	\$
700048		200 Amp, 100 HP 480V / 3Phase	\$1,546.55	\$2,319.56		\$3,093.10	\$4,639.12	\$

ITEM#	QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	TOTAL
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<b>Transformers/Converter Boxes</b>					
700114		Buck Boost Per Amp (20 Amp minimum)	\$ 4.64	\$ 7.48	\$

<b>I agree in placing this order that I have accepted GES payment Policy and GES Terms &amp; Conditions of Contract.</b>	A. Total All items Ordered \$	B. Payment Enclosed \$
<b>Authorized Signature - Please Sign:</b> <span style="float:right"><b>X</b></span>		
EXHIBITOR'S ELECTRICAL CONTACT NAME & PHONE NUMBER	AUTHORIZED NAME - PLEASE PRINT	DATE

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- OUTLET LOCATION & DISTRIBUTION**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis. **The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary, to power your booth, it will be charged at a time, material and motorized equipment basis.** See Electrical Labor form E-3
- GES JURISDICTION** (Requires labor and/or material) — All distribution of electrical wiring. All facility overhead distribution of electrical wiring, and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.**
- ELECTRICAL LABOR** (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show.
- Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates on outlets & labor will be applied, regardless of when the order was received, if either is not provided with your electrical order.**  
*\* On Stanchion, In-line Booths Only. Labor is not included for all other types of booths and will require a booth work labor order. (see E-3 form)*  
*\*\* May require labor and/or lift at additional charge not available at some locations. See number 7 above for additional requirements.*

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





**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**2012 International CES** January 10 - 13, 2012

Las Vegas Convention Center ONLY

**Discount Deadline Date:**

December 12, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.**

- All distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. 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. Dismantle will be billed at 50% of the installation costs.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour		Incentive Jan 2 - Jan 6, 2012
Electrical, ST	Code: 705061	\$ 78.67
Electrical, OT	Code: 705061	\$ 156.26
Worker per Hour		Composite Jan-7 - Jan 9, 2012
Electrical, Composite	Code: 705061	\$ 155.00

**Straight Time:** Monday, January 2, 2012 through Friday, January 6, 2012 from 8:00 AM to 5:00 PM

**Overtime:** All other times including all day Saturday, Sunday & Holidays

Jan 2, 2011 is an observed holiday for electricians and will be billed as the Overtime rate.

**Composite:** Rates for Saturday, January 7, 2012, Sunday January 8, 2012 and Monday, January 9, 2012 will be billed at composite rate.

**Orders received after the discount deadline date of December 12, 2011. Including orders placed on-site, will be assessed a 30% late order surcharge.**

Aerial lift needs: Please see Hanging Sign form H-1 and H-2

**Please Indicate Service**
**BOOTH WORK** - Please indicate type of work to be performed

☐ Hang lights      ☐ Hang Plasma\*: Size \_\_\_\_\_ Qty \_\_\_\_\_      ☐ Hook-up equipment      ☐ Other \_\_\_\_\_

\*Plasmas 37" and larger require 2 electricians.

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF ELECTRICIAN X	LABOR RATE	=	TOTAL
<b>Booth Work (BW): Labor must be scheduled for each day that labor is required (Item# 705061)</b>							
	AM	AM					
	PM	PM					
	AM	AM					
	PM	PM					
	AM	AM					
	PM	PM					
	AM	AM					
	PM	PM					
	AM	AM					
	PM	PM					

I agree in placing this order that I have accepted GES payment Policy and GES Terms &amp; Conditions of Contract.

Authorized Signature - Please Sign:

<b>X</b>	AUTHORIZED NAME - PLEASE PRINT	DATE	<b>A.</b> Total Labor Ordered	\$
			<b>B.</b> 30% GES Supervision	\$
			<b>C.</b> Payment Enclosed	\$

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original order and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

\*If additional space is needed to order Boothwork Labor, please make an additional copy of this form and submit.



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

**2012 International CES** January 10 - 13, 2012 - PLEASE CHECK BOOTH LOCATION

**Form Deadline Date:**

☐ Las Vegas Convention Center    ☐ Las Vegas Hilton

December 12, 2011

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER	
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

**A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.**

**To receive the discount rate on outlets and labor, the H-3: Booth Layout form or a scaled plan in CAD or PDF format must include main drop locations for power, additional drop locations, electrical distribution, orientation, outlets, fixtures, and all 1000 watt overhead focus points must be attached to this form, as well as a form of payment or emailed to [tse@ts-electric.com](mailto:tse@ts-electric.com). This form must be received by the Discount Deadline Date above.**

## Select Form

- ☐ Electrical Forms (For Non-Standard Distribution)
- ☐ Electrical Hanging Signs - Form H-2e

## Electrical Requirements on Grid

- ☐ Orientation  
☐ Power Distribution  
☐ Main Drop Location  
☐ Legible Print/Layout

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

**BACK OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

[illegible]

Indicate  
Adjacent  
Booth or  
Aisle Number:

Indicate  
Adjacent  
Booth or  
Aisle Number:

**FRONT OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

**\*This form must be returned to GES for your orders to be processed.**

## NEED ASSISTANCE?



 Follow GES on Twitter for Updates at <http://twitter.com/GESatCES>

011005118

**Toll Free: 800.475.2098**

Tel: 702.515.5970

[www.ges.com/chat](http://www.ges.com/chat)

**Order directly with GES ONLINE at: [www.ges.com](http://www.ges.com)**



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911  
702-943-6001 (Fax)

**LAS VEGAS CC**



**EARLY ORDER DEADLINE: 12 / 12 / 11**



Company Name		Booth / Room	
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Billing Address		Show Dates: <b>1 / 10 / 12 To 1 / 13 / 12</b>	
City, State / Country, Zip		Incentive Order Deadline: <b>12 / 12 / 11</b>	
Contact	Telephone Number ( ) - ( )	Email	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa	Expiration Date (MM / YY): ( ) / ( )		
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important! Important!** Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at [www.smartcity.com](http://www.smartcity.com) "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: ( 10 / 100 Base - T )					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 164	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 136	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 6,704	
2. Internet – Networking Services: Equipment					
a. Hub Rental (8 Port) – 10 / 100 Base -T	H8		\$ 150	\$ 164	
b. Hub Rental (24 Port) – 10 / 100 Base -T	H4		\$ 225	\$ 245	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 54	
3. Voice Services: PBX Service – Dial “9” for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 409	\$ 490	
4. Voice Services: Dedicated Line ( Direct line do not dial “9” )					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 409	\$ 490	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only ) upon request	CC / TLD				
6. Special Line Services (For 3 <sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
d. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,452	
e. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 10,082	
f. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 75	\$ 75	
g. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee of \$250 Internet/Network / \$75 Telephone - per line (if ordering service after show move-in has started).					
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue. x (number of lines)					
	SUBTOTAL				
Unused portions of deposits returned with final billing.	ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%				
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

**\*\*\* Incentive Price applies to orders received With Payment 21 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2012 - 030 - 892 -</b>
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ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

## Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider of all Voice, Data and Network services** (wired and wireless) **and installer of all cabling (except Electrical) including but not limited to Voice and Data communications cabling.** This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other non Electrical cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies or individuals.**
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 100 Mbps, full-duplex, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

### Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2012 - 030 - 892 -</b>	

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: Las Vegas CC (030) - NV  
Show: 2012 INTERNATIONAL CES

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2012 - 030 - 892 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



# Floor Plan – Communications Cable

Center: Las Vegas CC (030) - NV  
 Show: 2012 INTERNATIONAL CES

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2012 - 030 - 892 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of all cabling (except Electrical) including but not limited to Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other non Electrical cables fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Audio Visual "AV", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



## **NETWORK SERVICES AT THE LAS VEGAS CONVENTION CENTER**

### **FOR YOUR CONVENIENCE!**

Feel free to contact our on site customer service team at the CES Hotline 702-943-6CES or email [servicedesklvcc@smartcity.com](mailto:servicedesklvcc@smartcity.com).

For general billing or service questions you may also contact our national customer service team at 888-446-6911.

### **FREQUENTLY ASKED QUESTIONS**

- Q. *What type of Internet service should I order?*
- A. **What type of Internet service you need will be dependent on how you intend to use the service. If you have questions regarding what service you need please call our CES Hotline at 702-943-6237 or email [servicedesklvcc@smartcity.com](mailto:servicedesklvcc@smartcity.com).**
- Q. *What is the difference between a Public IP and a Private IP Address?*
- A. **A Public IP is also referred to as a "real" IP commonly used in VPN connections and provides more robust capabilities than a Private IP. A Private IP allows the user to reach the World Wide Web and interact with web pages however, among its variety of limitations, connecting to servers outside of the Las Vegas Convention Center is not supported.**
- Q. *What type of service does Basic EtherNat supply?*
- A. **NetExpress & NetBasic (Shared Services) are the newest shared (Private IP) services provisioned by Smart City allowing a user to utilize uploads speeds of up to 256K – 512K and download speeds up to 512K – 1.5Mb respectively. These services work with a username and password and support one computer per line. These services are only available in a limited quantity.**

Q. *What if I want to webcast or stream information to the Internet, what type of connection would I need?*

**A. Smart City can provide customized dedicated networks at speeds of 1.5Mb to 45Mb and greater. You must order one of these Dedicated networks in order to stream information from your booth. The NetDedicated Plus Service is a High Bandwidth dedicated 3 Mbps of bandwidth and includes 29 IP addresses.**

Q. *I have a router that I intend on using in my booth, will that be a problem?*

**A. YES, routing devices are not allowed on our Shared Services, the use of routers can be very detrimental to performance when used on our network. Smart City reserves the right to disconnect service in any booth when devices attached to the Smart City provided connection (routers of any kind and access points) could possibly be disruptive. Smart City can usually allow most routing devices (programmed and functioning properly) on our customized dedicated networks.**



**TELEPHONE SERVICE**  
**AT THE LAS VEGAS CONVENTION CENTER**  
**FOR YOUR CONVENIENCE!**

Feel free to contact our on site customer service team at the  
CES Hotline 702-943-6CES or email [servicedesklvcc@smartcity.com](mailto:servicedesklvcc@smartcity.com).

For general billing or service questions you may also contact our national customer service team at  
888-446-6911.

**Continued from last year:** All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.

**FREQUENTLY ASKED QUESTIONS**

- Q. *Do I need to dial a "9" to dial outside the convention center?*  
A. **Yes, if you order our Standard Single line or our Multi-Line phone PBX Service. If you order a Dedicated Line you are not required to dial a "9" to call outside the building.**
- Q. *What type of phone service should I order to use with a fax machine?*  
A. **Our Standard Single Line service would be the most appropriate service.**
- Q. *Can I use an ISDN line to access the Internet?*  
A. **Yes, but only if you have your own ISDN modem and your own ISP that has access for an ISDN dial-up account. This service is typically used for broadcasting and is not a recommended service for Internet connections.**
- Q. *What is a dry pair (Section 6 on the order form)?*  
A. **A "Dry Pair" is an extension of a circuit ordered through a 3<sup>rd</sup> party, like Sprint, and connected to equipment in the Smart City demarc. Smart City extends the circuit to the booth for the fee listed on the order form.**
- Q. *How do I order my phone line restricted from long distance?*  
A. **All Smart City telephone lines are unrestricted for long distance unless requested otherwise. A line can be restricted as "CC", allowing the line to make credit card, toll free and local calls, or "IR" which allows all calls except International calls (Intl calls are restricted). To order your line with restricted access choose which type of restriction you require under "Long Distance Restrictions" on our Telephone Services order form.**
- Q. *I have my own multi line phone. Can I bring it with me to the show to use?*  
A. **Smart City's Multi-Line service is one phone line delivered with a digital signal. Only Avaya proprietary telephone equipment will work with this service. Smart City provides all the phones for this line.**



## **CABLING AND FLOOR WORK**

### **AT THE LAS VEGAS CONVENTION CENTER**

#### **FOR YOUR CONVENIENCE!**

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For general billing or service questions you may also contact our national customer service team at 888-446-6911.

#### **FREQUENTLY ASKED QUESTIONS**

*Q. Under what circumstances is it mandatory to use Smart City for booth cabling?*

**A. When the communications cables (telephone, Internet or Fiber) will be laid on the show floor underneath the carpet/flooring or across aisles.**

*Q. How much does the labor for floor work cost?*

**A. Our rate is \$75.00 per hour per technician during normal business hours. Our normal business hours are 8am-5pm Monday through Friday. Labor scheduled on Saturday or Sunday between 8am-5pm is still \$75.00 per hour per technician, however, labor requested before 8am or after 5pm on any day of the week will be billed at the time and a half rate of \$112.50 per hour per technician.**

*Q. How do I know how many hours of floor work I need?*

**A. As a rule of thumb, please estimate one hour of floor work for every four cables that need to be run in the booth. If you have a non standard booth or feel that you may have non standard cabling issues, please call us directly at 702-943-6237 or email us at: [servicedesklvcc@smartcity.com](mailto:servicedesklvcc@smartcity.com)**



Q. *What if I want to run the cable along the trussing in my booth, will Smart City need to perform this work as well?*

**A. No, only cables run under the carpet / flooring, across door ways, aisles and other attendee traffic areas must be run by Smart City.**

Q. *What if I want the cables run under the carpet, but I have my own cables?*

**A. You are more than welcome to supply your own cables for your booth. However, we do ask that you ship them to us so that we receive them no later than December 20, 2011 at the following address:**

Las Vegas Convention Center  
3150 Paradise Rd.  
LVCC Warehouse (Door #12)  
Attn: Smart City/Chris Marsh  
Las Vegas, NV 89109

**Also, please be aware that Smart City is not responsible for customer provided cable / equipment including but not limited to testing or repairing cables.**

Q. *I am exhibiting in a meeting room, will Smart City need to provide the labor to run the cables?*

**A. No, you are more than welcome to run your own cables in a meeting room, however, building regulations prohibit anyone from running cables across entrances or exits in meeting rooms and other attendee traffic areas.**



## ONLINE WEB ORDERING AT THE LAS VEGAS CONVENTION CENTER

You can order Online with Smart City at  
<https://www.smartcitynetworks.com/order/center.aspx?center=030>.

The website is fully functional 24 hours a day.

The screenshot shows the Smart City Networks website. At the top, there is a navigation bar with links for 'Priority Networks, Inc.', 'CCPI', 'Smart City Telecom', and 'Smart City Home'. Below this is a search bar and a contact number: 'Need Assistance? Call us at 1-888-446-6911.' The main navigation menu includes 'Products & Services', 'Place An Order', 'Facilities', 'Media', and 'About'. The 'How To Place An Order' section is highlighted, with the text: 'Placing an order for services is quick, easy, and customer friendly. Just follow these simple instructions:'. A list of 7 steps is provided, detailing the process from activating JavaScript to selecting an event. The first step is marked as '(STEP 1 of 8)'.

Screen content and designs easily steer the customer through the ordering process. Every customer will have the online convenience of requesting services through this website based, user-friendly tool.

The screenshot shows the 'Place An Order' page on the Smart City Networks website. It features the same navigation bar and contact information as the previous page. The 'Place An Order' section is highlighted, with the text: 'Placing an order online for Smart City Networks is a simple and efficient process for our clients and their customers. Before placing an order online it would be helpful to have the following information available:'. A list of 5 items is provided, including 'The convention center location and show name', 'The booth number and aisle number', 'Specified locations for services within booth', and 'Type of services required'. Below this list, there is a confirmation message and a button labeled 'Begin the Online Order Process >>'. At the bottom, there is a McAfee SECURE logo.

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

## 2012 International CES

Las Vegas Convention Center, Las Vegas Hilton  
January 10 - 13, 2012

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 32 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at:  
GESLogistic\_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping 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 truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### 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. For a rate quote please call GES Logistics at 1.888.454.4437.

### 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. GES Logistics domestic shipments can be tracked online by going to:  
[www.ges.com/everything/logistics/tracking/](http://www.ges.com/everything/logistics/tracking/).

### 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.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.

### Estimating Material Handling Charges, *continued*

- **Late Surcharges** – May be charged an additional overtime surcharge
  - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  - b. Freight shipments sent to the show after it has opened.
  - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

### 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.

### 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." GES has no liability for damage to crates or items sent to empty storage in crates.

### 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.

### Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

### 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 this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

**NEED ASSISTANCE?**  Follow GES on Twitter for Updates at <http://twitter.com/GESatCES>

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

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

**2012 International CES** January 10 - 13, 2012 - PLEASE CHECK BOOTH LOCATION

**Form Deadline Date:**  
December 21, 2011

☐ Las Vegas Convention Center ☐ Las Vegas Hilton

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

**GES Warehouse will be closed December 24-26, 2011 in observance of the Christmas Holiday and January 1, 2012 for New Year's Day.**

**Certified Weight Tickets Are Required For All Shipments:**

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

**Advance Shipment to Warehouse (300 lbs. minimum per shipment)**

**Advance Shipments to Warehouse:** GES will receive uncrated carpet and pad at the warehouse. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Crated Materials	
Rate	\$ 54.46 cwt

**Arrival Dates for Shipments:**

**Advance Dates:**

**Tue, Nov 29, 2011:** Advance shipments may begin arriving at warehouse.

**Wed, Dec 21, 2011:** Last day for crated shipments to arrive at the advance warehouse without surcharges. **A \$16.34 per CWT (\$49.02 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.**

**Direct Shipment to Exhibit Site (300 lbs. minimum per shipment)**

**Direct Shipments to Exhibit Site:** Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Crated Materials	
Rate	\$ 39.87 cwt

**Arrival Dates for Shipments:**

**Direct Dates:**

**REFER TO TARGETED FLOORPLAN:** Refer to targeted floorplan for your assigned date. An additional charge of \$12.06 per CWT (\$36.18 minimum) will apply to those shipments not meeting their targeted date and time. Trucks checking in after 2:00 PM can not be **guaranteed** same day unloading and may be subject to off-target surcharges.

Uncrated Materials	
Rate	\$ 48.82 cwt

**Product Arrival:**

Product arrival is scheduled for January 7, 2012. For security purposes it is recommended that products be scheduled to arrive on or after this date. All carrier shipping documents must identify your shipment as product. If your documents do not identify your shipment as product, it may be considered exhibit material and off-target surcharges may apply

**Small Packages:** Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category will be billed at standard material handling rates.

**ADDITIONAL DISCOUNTS AVAILABLE with GES Logistics - Transportation Plus**

**SHIP WITH GES LOGISTICS TO RECEIVE A 10% SAVINGS ON MATERIAL HANDLING WITH TRANSPORTATION PLUS. SEE BROCHURE AND R-2a ORDER FORM FOR DETAILS AND RATES FOR 2012 INTERNATIONAL CES.**

**Please Indicate Below**

**Calculate Total CWT** (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **300** pound minimum per shipment.)

\_\_\_\_\_ pounds ÷ 100 = \_\_\_\_\_ Total CWT

**Shipment Will Be Sent To:**

☐ Exhibit Site ☐ Warehouse

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

**Place Order Here**

(Please Complete R-8 for Using GES Logistics - Domestic Shipping Services)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY = TOTAL PRICE
Small Package, 1st Carton	\$ 44.53	1 \$
Small Package, Each Additional Carton	\$ 10.42	\$

MATERIAL HANDLING DESCRIPTION	PRICE	X CWT	= TOTAL PRICE
A. Payment Enclosed			\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign: X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

**Measure of Damage:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$ .50 (USD) per pound with a maximum liability of \$ 100 (USD) per container, or \$ 1,500.00 (USD) per shipment, whichever is less.

**NEED ASSISTANCE?**  Follow GES on Twitter for Updates at <http://twitter.com/GESatCES>

011005118

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

**Order directly with GES ONLINE at: [www.ges.com](http://www.ges.com)**

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
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**2012 International CES** January 10 - 13, 2012 - PLEASE CHECK BOOTH LOCATION

**Form Deadline Date:**

December 21, 2011

☐ Las Vegas Convention Center ☐ Las Vegas Hilton

**MANDATORY FORM\***

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

## ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

☐ Crated  
☐ Uncrated  
☐ Machinery  
☐ Total

2. Indicate total number of trucks in each category that you will use:

☐ Van Line  
☐ Common Carrier  
☐ Flatbed  
☐ Co. Truck  
☐ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If using a Customs Broker, please print name:

Phone Number \_\_\_\_\_

5. Print the name of person in charge of your move-in:

Phone Number \_\_\_\_\_

6. What is the minimum number of days to set your display?

\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?

\_\_\_\_\_ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

### DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

\_\_\_\_\_  
\_\_\_\_\_



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**2012 International CES**

NAME OF EXHIBITION

011005118

BOOTH NUMBER

**C/O GES**  
**7000 Lindell Road**  
**Las Vegas, NV 89118**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, Nov 29, 2011 - Wednesday, Dec 21, 2011**

GES Warehouse will be closed December 24-26, 2011 in observance of the Christmas Holiday and January 1, 2012 for New Year's Day.

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**2012 International CES**

NAME OF EXHIBITION

011005118

BOOTH NUMBER

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**7000 Lindell Road**  
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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**2012 International CES**

NAME OF EXHIBITION


011005118

BOOTH NUMBER

**C/O GES**  
**Las Vegas Convention Center**  
**3150 Paradise Road**  
**Las Vegas, NV 89109-9096**  
**USA**

**Reference Targeted Floorplan for Dates & Times.**

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces  Global Experience Specialists



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**2012 International CES**

NAME OF EXHIBITION


011005118

BOOTH NUMBER

**C/O GES**  
**Las Vegas Convention Center**  
**3150 Paradise Road**  
**Las Vegas, NV 89109-9096**  
**USA**

**Reference Targeted Floorplan for Dates & Times.**

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces  Global Experience Specialists

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Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**2012 International CES** January 10 - 13, 2012 - PLEASE CHECK BOOTH LOCATION

☐ Las Vegas Convention Center ☐ Las Vegas Hilton

**Refer to order form for services. All orders require a form of payment at time of ordering.**

## MANDATORY FORM\*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER	CONTACT'S HOTEL (OPTIONAL)

### 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 # 800-657-9533 ext 59248

**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 - 12/12/2011)	\$
Cleaning	\$
Electrical (Discount Deadline Date - 12/12/2011)	\$
Stagehand	\$
Other GES Services (Specify)	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> Global Experience Specialists Federal ID #59-1008863 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:
---------------	--------

**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

**NEED ASSISTANCE?**  Follow GES on Twitter for Updates at <http://twitter.com/GESatCES>

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



Lead Management Order Form

**2012 International CES**  
January 10-13, 2012 • Las Vegas, NV



**ORDER NOW**

and maximize the  
impact of your trade  
show participation.

Order online: <https://exhibitorportal.experient-inc.com>

Access Code: RTHFLH

Final deadline to order prior to show 1/4/12

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for: ☐ Exhibiting Company ☐ Third Party 3rd Party Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### SELECT YOUR PREFERRED SYSTEM

on or before 12/12/11	from 12/13/11 to 12/21/11	after 12/21/11	number of units	TOTAL
--------------------------	------------------------------	-------------------	--------------------	-------



**SWAP** - Capture leads on your smart phone anywhere: in the booth, sessions, meetings, events, in the hallway, on the bus - onsite or offsite! Native apps available for iPhone, iPad, Android. Web mobile versions are available for all other internet ready phones. *All leads captured are consolidated in your SWAP Portal.*

\$450 - License and three activations	_____	\$ _____
\$99 - For each additional activation	_____	\$ _____

#### Optium S400

\$325	\$395	\$425	_____	\$ _____
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#### Optium TS600

Survey Option: ☐ None ☐ Standard ☐ Custom

\$425	\$495	\$525	_____	\$ _____
-------	-------	-------	-------	----------



#### SWAP Activations with Reader Purchase

Compliment the ability to capture leads on your **\$400 or TS600** rental by ALSO enabling your staff to capture leads anytime, anywhere on their smart phones. *All leads captured are consolidated in your SWAP Portal.*

\$99 - For each activation			_____	\$ _____
special pricing only available with the purchase of S400 or TS600				

#### Optium RT1000

Survey Option: ☐ None ☐ Standard ☐ Custom

\$425	\$495	\$525	_____	\$ _____
-------	-------	-------	-------	----------

#### ExpoCard Connect

Survey Option: ☐ None ☐ Standard ☐ Custom

\$450	\$525	\$550	_____	\$ _____
-------	-------	-------	-------	----------

*Each additional ExpoCard Connect*

\$250	\$375	\$400	_____	\$ _____
-------	-------	-------	-------	----------

SEE NEXT PAGE FOR SYSTEM DESCRIPTIONS AND REQUIREMENTS

Sub-Total \$ \_\_\_\_\_

8.1% Sales Tax \$ \_\_\_\_\_

System Total \$ \_\_\_\_\_

### OPTIONS

on or before 12/12/11	from 12/13/11 to 12/21/11	after 12/21/11	number of units	TOTAL
--------------------------	------------------------------	-------------------	--------------------	-------

#### Custom Survey for Optium S400

\$100	\$125	\$135	_____	\$ _____
-------	-------	-------	-------	----------

#### Peel and stick labels (Mailed post show)

\$100	\$125	\$135	_____	\$ _____
-------	-------	-------	-------	----------

\* QUANTITY SHOULD MATCH THE NUMBER OF SYSTEM UNITS ORDERED ABOVE

Options Total \$ \_\_\_\_\_

**Order confirmation  
will be delivered  
via email.**

**Note:** All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

#### Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders cancelled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. *Please call for exact quote.*

**Preferred System  
& Options Total**

\$ \_\_\_\_\_

#### Indicate payment method:

- ☐ Check (Must be mailed with order; made payable to Experient)  
☐ Visa ☐ MC ☐ AMEX ☐ DISCOVER

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_

Mail Orders to: Experient • 1888 North Market St. • Frederick, MD 21701

**Fax Credit Card  
Orders to:  
301.694.3286**

Exp: \_\_\_\_/\_\_\_\_

**For Assistance Contact  
Melissa Hopson**

Call 866.221.7921 or 800.787.0475

Email: [melissa.hopson@experient-inc.com](mailto:melissa.hopson@experient-inc.com)

[www.experient-inc.com](http://www.experient-inc.com)

Showcode: CES121

Promo Code: ORD-KIT-NA

(Different from access code at top of page)



# Lead Management Solutions

Don't let the dollars you

spend on exhibiting go to waste!



**SWAP™** is the latest in lead retrieval. Smart phone owners can download an application directly to their phones enabling them to capture leads anywhere: in the booth, sessions, meetings, events, in the hallway, on the bus, etc. Notes can be taken with each lead. Now lead retrieval is no longer limited to the show floor or by show hours.

**All leads captured are consolidated in your SWAP Portal.**



**The Optium™ S400** is the new standard in lead retrieval. This compact, lightweight unit is designed to fit easily on any exhibit booth counter. This unit includes a paper printout, and leads are also instantly captured via an on-board USB drive which allows for quick and easy follow-up. The optional custom lead form printout makes lead qualification a snap. All contact and demographic information is safely backed up in its internal memory.

***Requires electricity.***



**The Optium™ TS600** adds a full color touch screen with easy-to-use onscreen electronic qualification to the Optium product line. The TS600 includes a paper printout as well as an on-board USB drive to instantly capture leads and allow for quick and easy follow-up. Attendee demographic information and survey responses are safely backed up in its internal memory. Standard onscreen qualification is included. If custom questions are desired, please contact our Lead Management Specialist for the custom survey template.

***Requires electricity.***



**The Optium™ RT1000** reader caters to exhibitors who require a mobile method for capturing information and instant access to that data. The RT1000 is a handheld wireless unit that immediately sends leads to a secure, password protected website. Lead follow-up can begin immediately and booth activity can be monitored, in real time, from remote locations. A color screen with a full QWERTY keyboard provides the ability to add custom notes and also allows for easy electronic qualification through a standard or customized survey. If custom questions are desired, please contact our Lead Management Specialist for the custom survey template.

***Battery Powered – No electricity required.***



**ExpoCard™ Connect** For exhibitors that want optimum customization and qualification using their laptop or PC, ExpoCard Connect gives exhibitors the option to use a standard set of key qualifiers or to fully customize an in-depth survey which they can use to qualify each booth visitor. Contact information can be quickly edited for accuracy and the large notes field provides for additional in-depth information capture. Each package includes software, a cable connector and badge reader. Laptops are not included but available under our "Full Service" option - call for details. Please indicate your desired survey level when placing your order. ExpoCard Connect runs off a USB stick and no software installation is required.

**NOTE:** Not all products offered at all shows. For Assistance Call 866.221.7921 or 800.787.0475  
Fax Credit Card Orders to: 301.694.3286 Email: [exhinfo@experient-inc.com](mailto:exhinfo@experient-inc.com)





# ARAMARK

## The Las Vegas Convention Center

*Coming Up!*

**CES 2012**  
**January 10 - 13**

**Contact your sales manager for all of your food and beverage needs!**

**Be sure to meet our ordering deadlines to receive some great discounts!**

**North Hall Exhibitors**  
**Paris Magasiny**  
**702-943-6904**  
**magasiny-paris@aramark.com**

**Central Hall Exhibitors**  
**Trica Runyan**  
**702-943-6827**  
**runyan-trica@aramark.com**

**South Halls 1 & 2 Exhibitors**  
**Kimberly Varvel**  
**702-943-6940**  
**varvel-kimberly@aramark.com**

**South Halls 3 & 4 Exhibitors**  
**Christine Kendzora**  
**702-943-6903**  
**kendzora-christine@aramark.com**



THE GLOBAL STAGE FOR INNOVATION



## Introducing... The Exhibitor Provisions Outlet

We are proud to announce our new **Exhibitor Provisions Outlet!** The concept was created to enable **CES** exhibitors the opportunity to purchase certain snack items and bottled water thru a cash and carry location. A total of three locations will be open on **January 8<sup>th</sup>** and **January 9<sup>th</sup>** from **8am** to **4pm**. The following are the locations with our featured items and pricing:

North Hall Exhibitors – Mojave Grill (N4 Hall)  
Central Hall Exhibitors – Market Fresh Express (C3 Tunnel)  
South Hall Exhibitors – Sandwich Company #1(S2 Hall)

Bottled Water: \$19.00 per case  
Kettle Chips: \$15.00 per 16oz bag  
Ruffle Chips: \$7.50 per 16oz bag  
Lay's Potato Chips: \$7.50 per 16oz bag  
Tortilla Chips: \$7.50 per 16oz bag

Bulk Candy: \$10.00 per pound  
Your choice to mix or match:

Hershey Mini's, Peppermints, Jolly Ranchers and Root Beer Barrels

Nature Valley Oat and Honey Granola Bars: \$1.25 each

\*Please note that all prices are plus 8.1% state sales tax

### Do you know?

- We offer an Early Bird Deadline for catering. **If you order by November 7<sup>th</sup>**, your company will receive an extra **15% off** show pricing.
- The **advance order** deadline is **November 28<sup>th</sup>** which gives you a **10% discount** off of our show pricing.
- Show pricing will go into effect this year on **November 29<sup>th</sup>**

*“Food is our common ground, a universal experience”  
James Beard*

## Check Us Out! On-Line Ordering At:

- <http://www.aramarkconventions.com/lasvegas/>