



Dear Exhibitor,

Thank you for your support and participation in the 2006 North American Regional Epilepsy Congress. This exhibitor information is your key to successful participation in our tradeshow, so it is important that both your company tradeshow coordinator as well as your on-site personnel become familiar with the contents. If an outside "Exhibitor Appointed Contractor" will be setting up your exhibit, you will need to provide them with the web link to review these forms.

On this web site you will find all of your tradeshow requirements including your badge order form, GES order forms, San Diego Convention Center order forms, and outside vendor forms to help maximize your tradeshow investment. Be sure to take advantage of show discounts by ordering your products and services prior to the deadline dates.

We are pleased to welcome Corcoran Conferon Expositions, LLC (CCE) as our new exhibit marketing company. They have a great deal of tradeshow management experience and are known for their ability to work with exhibitors to create a positive tradeshow experience. CCE's staff are very experienced, and produce more than three dozen shows annually, making them one of the largest producers of trade association expositions in the country. CCE will be on-site to assist you in San Diego.

Should you have any questions regarding the exhibitor service kit, please refer to the specific form in question for the appropriate contact phone number. For any other inquiries, feel free to contact:

Lea LeFeber  
Corcoran Conferon Expositions, LLC  
Phone: 312-541-0567  
Email: Lea@corcexpo.com

Again, thank you for exhibiting at the 2006 North American Regional Epilepsy Congress. We want you all to have a very successful show experience, so take the time to plan your requirements carefully. We look forward to seeing you in San Diego!

Sincerely,

Jeffrey D. Melin, M.Ed., CMP  
Director of Meetings & Events

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

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# Show Information

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

### Official Service Contractor

GES Exposition Services  
7050 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098  
FAX (in USA): 866.329.1437  
Contact us Online: [www.ges.com/contact](http://www.ges.com/contact)

International Calls: 702.515.5970  
International Faxes: 702.263.1520

### Show Information

Backwall Drape: Navy Blue / Green / White  
Sidewall Drape: Navy Blue  
Exhibit Hall Carpet Color: Hall is Not Carpeted  
Aisle Carpet Color: Blue  
Booth Size: 10' x 10'  
One-line ID Sign (7" x 44") Provided Automatically

### Important Dates *Be sure to check all order forms for **additional** deadlines.*

<b>Tuesday,</b>	<b>November 14</b>	Discount Deadline for orders received with payment, 14 days prior to exhibitor move-in
<b>Tuesday,</b>	<b>October 31</b>	Advance Shipments may begin arriving at Warehouse
<b>Tuesday,</b>	<b>November 28</b>	Last day for Advance Shipments to arrive at Warehouse without surcharges
<b>Friday,</b>	<b>December 1</b>	Direct Shipments may begin arriving at Exhibit Site
<b>Saturday,</b>	<b>December 2</b>	3:00 pm / Last day for Direct Shipments to arrive at Exhibit Site
<b>Friday,</b>	<b>December 1</b>	Installation 8:00 am – 6:00 pm
<b>Saturday,</b>	<b>December 2</b>	8:00 am – 6:00 pm
<b>Sunday,</b>	<b>December 3</b>	Show Hours 7:30 am – 4:30 pm
<b>Monday,</b>	<b>December 4</b>	7:30 am – 4:30 pm
<b>Monday,</b>	<b>December 4</b>	Dismantle 4:30 pm – 12 midnight
<b>Tuesday,</b>	<b>December 5</b>	8:00 am – 12 noon
<b>Tuesday,</b>	<b>December 5</b>	All exhibitor materials must be removed by 12 noon

### Shipping Addresses

#### Advance Shipments to Warehouse

c/o GES Exposition Services  
491 'C' Street  
Chula Vista, CA 91910

**Shipments should arrive on or before:**  
November 28, 2006

#### Direct Shipments to Exhibit Site

c/o GES Exposition Services  
San Diego Convention Center  
111 West Harbor Drive  
San Diego, CA 92101

**Shipments will be accepted beginning:**  
December 1, 2006

### GES Servicer®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

[Click here](#)

**Exhibitor Registration Form  
American Epilepsy Society  
2006 Annual Meeting  
San Diego, CA**

[illegible]

Total Add'l Reps \_\_\_\_ X \$75=\_\_\_\_ Total Enclosed  
Amt Enclosed \$\_\_\_\_\_ Make checks payable to AES or MC / Visa / Amex #

Submit this spreadsheet to [conferenceregistration@aesnet.org](mailto:conferenceregistration@aesnet.org). Spreadsheet and payment must be received by Nov. 1.

9/22/2006 - FORM - Exhibitor Rep List-2.xls

**Description of Booths**—Booths are 10' x 10'. They consist of 8' high background drapery and 3' high division curtains of flameproofed fabric suspended from aluminum stanchions. Drapery will be blue, green, and white. The exhibit area will have blue aisle carpeting. One 7" x 44" identification sign is furnished for each exhibitor. Exhibitors receive a listing in the exhibit section of the program book for the Meeting. A free virtual "booth" on the AES Virtual Exhibition Center is also available to booth exhibitors (see enclosed order form).

**Information Packet**—Exhibitors will receive a packet of information from GES Exposition Services on the exhibition schedule, facility, set-up and break-down procedures, drayage, furniture and special item rental, labor order forms and service utility forms including electrical, air/water/drain, telecommunications and Internet.

**Installation**—Our official exhibit contractor will install booths on Thursday, November 30. Booths will be available to exhibitors Friday, December 1, 8:00 a.m.-6:00 p.m. and Saturday, December 2, 8:00 a.m.-6:00 p.m. Displays must be ready for showing by 6:00 p.m. on Saturday, December 2. All materials must be removed from the area between 4:30 p.m. and Midnight on Monday, December 4, and between 8:00 a.m. and Noon on Tuesday, December 5. Unclaimed space will be reassigned without refund. AES reserves the right to reject any materials or services offered by the exhibitor if there is any conflict with the Society's policies and principles.

**Material Handling**—Members of the teamster union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials provided materials can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

**Display Labor**—Members of the decorator union claim jurisdiction over all set up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. Exhibitors may set up their exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, the exhibitor must use union personnel supplied by the Official Decorating Contractor. When union labor is required, the exhibitor may provide full-time company personnel to work along with a union installer on a one-to-one basis.

Employees should be prepared to produce appropriate company identification when engaged in these activities. Exhibitors may employ display houses or exhibit manufacturers to supervise the installation or dismantle of their exhibit. Workers of this type are not permitted to physically erect and/or dismantle their exhibit, unless they are members of the appropriate Local Union. Exhibitor Appointed Contractor forms will be supplied in the Service Kit.

**Size and Weight Limitations**—The size and weight load on display floor should not exceed 150 pounds per square foot. All exhibits must be approved by AES 30 days prior to the meeting. Exhibits must conform to the size of the allocated space and must not obstruct the view or interfere with other exhibits. All demonstrations, discussions, or activities such as distribution of descriptive literature of any kind must be confined to the exhibitor's own booth. No exhibitor shall assign, sublet, or share the whole or any part of the assigned space without the approval of AES.

**Shipping Information**—GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. GES will not be responsible, however, for any material they do not handle. GES will have COMPLETE control of the loading docks at all times. If you wish to unload or load, you must

report to the GES Marshalling Yard. Do not proceed to the docks until told to do so. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense. The Fire Marshal absolutely prohibits the storage of empty containers in the Exhibit Hall. Arrangements are available with GES to store empty crates. Please refer to the Freight Information Sheet in the Service Kit for the handling of empties, disposal of skids, etc. Due to the move-in schedule and space limitations, it is recommended that all exhibit freight be sent to GES, the official service contractor. For information or a quote, please call us at 1-888-454-4437.

**Gratuities**—Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and GES.

**In General**—Craftspeople at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to GES and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to crafts personnel. Any question regarding contract labor should be directed to the Exhibit Manager or GES.

**Liability for Losses**—Neither the American Epilepsy Society, International League Against Epilepsy, Canadian League Against Epilepsy, GES Exposition Services, or the San Diego Convention Center will be responsible for loss or damage resulting from any cause connected with transfer, installation, maintenance, storage, or removal of exhibits or management of the exhibition. The exhibitor assumes complete responsibility and liability for all injury to any and all persons or property in any way connected with exhibitor's display or caused by the exhibitor, his agents, representatives or employees. Proof of insurance is required in advance.

**Protection of Property**—Nothing shall be pasted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage they may cause.

**Regulation Enforcement**—Failure by exhibitors to comply with these or any other regulations or any amendments thereto may be sufficient cause for AES to require immediate removal of the exhibit or the offending exhibitor, who will forfeit all right to exhibit at future shows sponsored by AES, together with all fees and rentals paid, and AES may lease any space so forfeited to another exhibitor.

**Cancellation**—Exhibition space that has been confirmed may be cancelled except for your \$200 fee prior to August 31, 2006. No refunds will be granted after this date. If the exhibit is cancelled due to circumstances beyond the control of the American Epilepsy Society or the San Diego Convention Center, all payments connected with space rental will be refunded.

**Official Service Contractor:**

GES Exposition Services  
7050 Lindell Road  
Las Vegas, NV 89118-4702

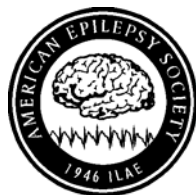
**Phone** 800-475-2098 | **Fax** 866.329.1437

**E-mail** [servicenter@ges.com](mailto:servicenter@ges.com)

**International calls** 702.515.5970

**International faxes** 702.263.1520

**Plan now to Exhibit at the 2007 AES ANNUAL MEETING** — December 1-5, 2007  
Philadelphia Convention Center • Philadelphia, PA



## **AES – EXHIBIT HALL RULES & REGULATIONS**

- AES does not provide insurance for exhibitors' property. Exhibitors must insure their exhibit materials, goods and equipment against theft, damage, fire, accident or loss of any kind.
- All giveaway items with the exception of pens, pencils, luggage tags, pocket calendars, and the exhibitor's product must be submitted for approval to Show Management three (3) weeks prior to the opening of the exposition. Noisemakers of any kind will not be permitted. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.
- To ensure safety and security, no strollers, carriages, wheeled luggage or wheeled briefcases will be allowed the Exhibit Hall during exhibit hours.
- All signs and banners suspended from the Exhibit Hall ceiling must be submitted as a sponsorship.
- Limited food and beverage choices are available to order for booth service. Alcoholic beverages are not allowed in the Exhibit Hall.
- Children are not allowed in the Exhibit Hall at any time.

### **BADGES**

- Exhibitor badges will be distributed at Exhibitor Registration in the Registration area. Any changes, corrections, or additions to the badges done on site will be charged \$75.
- Admission to the Exhibit Hall will be restricted to registered exhibit personnel.
- Badges must be worn at **all** times.
- Exhibit personnel will be allowed access to the Exhibit Hall one hour prior to the official exhibit hours.
- Anyone wishing to enter the Exhibit Hall must wear an official AES badge.

**American Epilepsy Society**San Diego Convention Center • December 3 - 4, 2006

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# ATTENTION

Hanging Signs are a sponsored activity only  
at the AES Annual Meeting.

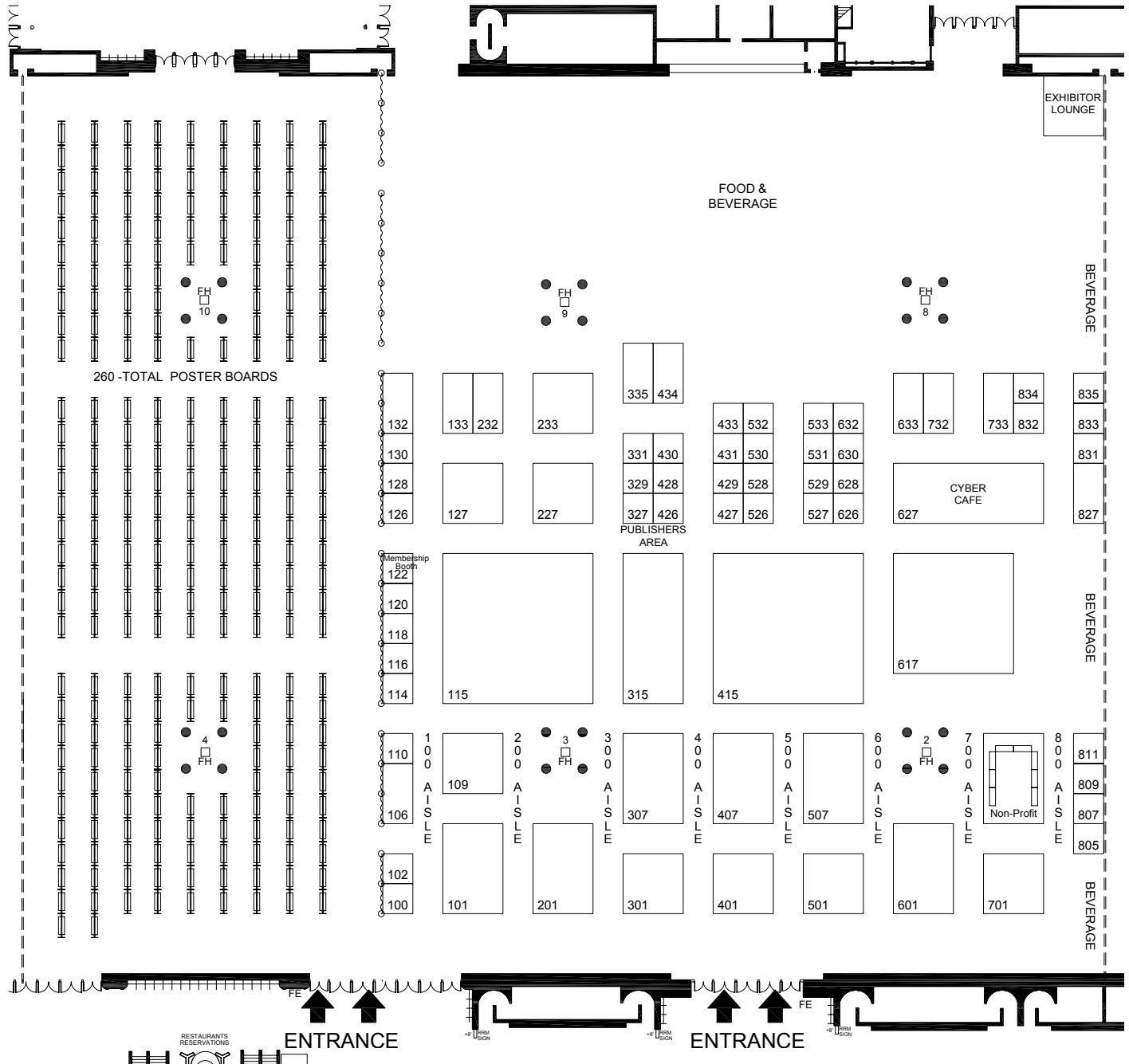
For information and available opportunities,  
please contact:

Jeff Melin at the AES Office  
860.586.7505, ext. 562

# American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

ALL BOOTHS 10'x10' UNLESS OTHERWISE NOTED.



SAN DIEGO CONVENTION CENTER  
LOWER LEVEL HALL B1, B2  
SAN DIEGO, CA

**As of 9/19/06**



**American Epilepsy Society**

San Diego Convention Center • December 3 - 4, 2006

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Kit contents and information.

By following the information below, you will enjoy a smooth trade show experience.

**Ordering Trade Show Services.**

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

**Inbound - Move In.**

- Confirm your furnishings orders with the GES National Servicer<sup>SM</sup>. You should receive a confirmation of your order within 3-5 days of placement.
- Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your number is on each label.

**Showsite.**

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

**Outbound - Move out.**

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.

**American Epilepsy Society**

San Diego Convention Center • December 3 - 4, 2006

We have included this page to help you better understand the role of the general services contractor, the services we offer and provide tips to maximize your cost savings.

**What is a General Services Contractor?**

GES® has been selected as the general contractor by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

**GES Show Services.***Booth Furniture & Accessories*

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

*Booth Carpet*

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, and grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

*Custom Exhibits*

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. For information, please call 866.553.5589 or visit our design gallery at [www.ges.com](http://www.ges.com).

*Rental Exhibits*

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. For more information, please call 800.475.2098 or visit our design gallery at [www.ges.com](http://www.ges.com).

*GES Installation & Dismantle Services*

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the general service contractor on this show, GES provides you with the best labor and on-site personnel from move-in through move-out.

*Graphics*

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

*GES Logistics*

GES Logistics offers one stop shopping, 24/7 toll free tracking and simplified rates. As your general contractor, your booth is in our control throughout the entire process. Call 888.454.4437 to have your "shipping made easy".

*GES Lighting & Rigging*

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

**How Can I Order my Show Services?****1. GES Online**

GES Online makes ordering GES products and services fast, simple and secure by following these simple instructions:

- Step 1: Go to [www.ges.com](http://www.ges.com) and log on to GES Online using your user id and password.
- Step 2: Once logged in, select your show or sign up for the show you are ordering services for
- Step 3: Select the product or service you are interested in from the catalog
- Step 4: Once you are satisfied with your choices, simply check out to process the order

Additionally, GES Online allows you to review show-specific product literature, download third party vendor forms, access show and order information 24/7 and review order history on previous GES show. For Online ordering help call 888.437.3976.

**2. GES National Servicer<sup>SM</sup>**

The GES National Servicer provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre-and post-show orders

Contact us by going to: [www.ges.com/contact](http://www.ges.com/contact)

**3. GES Servicer<sup>®</sup>**

Once you are at the show, the GES Servicer is on site to place any last minute orders and provide show information.

**Exhibitor Services.**

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

# ATTENTION:

## PETROLEUM SURCHARGE INFORMATION

In order to offset the effects of increasing fuel costs being felt by every citizen and industry in North America, GES® Exposition Services has enacted a Petroleum Surcharge Program.

The Petroleum Surcharge will result in a 2% increase on all services published in the exhibitor service manual with the exception of GES® Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueens, propane fuel and diesel fuel.

GES thanks you for your continued support and patience during this critical time.

GES®

everythingexposition

Exposition Services Exhibits & Design Graphics Logistics  
Electrical Installing & Dismantling Technology Event Services

888.454.4437 [www.ges.com](http://www.ges.com)

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

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

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DEADLINE DATE:  
November 14, 2006

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #	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** — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, 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 \$25.00 fee for returned NSF checks.*

**Third Party Billing** — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services 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.

\*If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

### Bank wire transfer payment information:

**Beneficiary:** GES Exposition Services  
 c/o Bank of America, Illinois  
 231 La Salle Street  
 Chicago, IL 60693 USA  
 Telephone # 312.828.5000  
**Account #:** 7188-1-01819  
**ABA Routing #:** 0260-0959-3  
**SWIFT Address:** BOFAUS3N  
**CHIPS Address:** 0959

**Address for routing identifiers if requested:**  
 100 West 33rd Street, New York, NY 10001 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 Servicenter<sup>SM</sup> at 800.475.2098 or visit the GES Servicenter<sup>®</sup> 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.**

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 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.

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

PLEASE  
SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

### Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE  
EXPIRATION  
DATE

EXPIRATION DATE

☐ MasterCard

☐ VISA

☐ Diners Club

☐ Discover

☐ American Express

☐ Corporate

☐ Personal

Account Number

	-		-		-	
--	---	--	---	--	---	--

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

PLEASE  
SIGN

X

CARDHOLDER'S SIGNATURE

DATE

### Calculation of Orders

TOTAL

Exhibit System Rental	\$
Furniture & Accessories	\$
Carpet	\$
Cleaning	\$
Labor	\$
Material Handling	\$
GES Electrical	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Petroleum Surcharge Assessment @ 2%	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

**To simplify payment,** send a check payable to GES Exposition, Inc. 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 No.  Dated

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

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

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DEADLINE DATE:  
November 14, 2006

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

### Exhibiting Firm

EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Exhibiting Firm:

- |   |   |
|---|---|
| <input type="checkbox"/> All Services                 | <input type="checkbox"/> Booth Cleaning             |
| <input type="checkbox"/> I & D Labor                  | <input type="checkbox"/> Rental Furniture           |
| <input type="checkbox"/> Signs                        | <input type="checkbox"/> Material Handling In & Out |
| <input type="checkbox"/> Transportation Charges       |   |
| <input type="checkbox"/> Other (Please Specify) _____ |   |

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

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

### Exhibiting Firm Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ Corporate  
☐ Personal

- ☐ MasterCard  
☐ VISA  
☐ Diners Club  
☐ Discover  
☐ American Express

Account Number

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

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

### Third Party

THIRD PARTY		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Third Party:

- |   |   |
|---|---|
| <input type="checkbox"/> All Services                 | <input type="checkbox"/> Booth Cleaning             |
| <input type="checkbox"/> I & D Labor                  | <input type="checkbox"/> Rental Furniture           |
| <input type="checkbox"/> Signs                        | <input type="checkbox"/> Material Handling In & Out |
| <input type="checkbox"/> Transportation Charges       |   |
| <input type="checkbox"/> Other (Please Specify) _____ |   |

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

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

### Third Party Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ Corporate  
☐ Personal

- ☐ MasterCard  
☐ VISA  
☐ Diners Club  
☐ Discover  
☐ American Express

Account Number

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

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

**American Epilepsy Society**

San Diego Convention Center • December 3 - 4, 2006

**Safety is very important for everyone working in the exhibit hall - especially you!**

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

**Exhibitor loss prevention guidelines at showsite**

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is ongoing. Wearing of appropriate attire includes footwear with hard soles and protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.



# Show Site Work Rules

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

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### **Union Information**

To assist you in planning your participation in your San Diego area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### **Decorators Union**

Members of this union claim jurisdiction over all set up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half ( $\frac{1}{2}$ ) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one-half ( $\frac{1}{2}$ ) hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

### **Teamsters Union**

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

### **Electrical Union**

Members of the IBEW claim jurisdiction for hardwiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

### **Gratuities**

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### **Always Honest Hotline**

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.

# GES Terms & Conditions of Contract

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

GES TERMS AND CONDITIONS ARE SUBJECT TO  
CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE  
TO ANY PARTIES

### I. Definitions:

**GES:** GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;

**Agents:** GES' agents, sub-contractors, carriers, and the agents of each.

**Customer:** Exhibitor or other party requesting Services from GES.

**Carrier:** Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

**Shipper:** Party who tenders Goods to Carrier for transportation.

**Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services.

**Cold Storage:** Holding of Goods in a climate controlled area.

**Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows.

**Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.

**Show Site:** The venue or place where an exposition or event takes place.

**Supervised Labor:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.

**Un-Supervised Labor:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

### II. Scope:

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

**By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

### III. Customer Obligations

**Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

**Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

### IV. Mutual Obligations

#### Indemnification:

**Customer to GES:** Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

**GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

**V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

#### VI. GES Liability for Loss or Damage to Goods

**Negligence standard:** GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.

**Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

**Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

**Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

**Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

**Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

**Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

**Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any

claims that result from Customers' supervision or failure to supervise assigned labor.

**Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight:** GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management.

In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

**Concealed Damage:** GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

**Unattended Booth:** GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

**Measure of damage:** GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

**Excess Declared Value:** If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form** and paying by the appropriate additional charge in advance of the commencement of services by GES. Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

**No Insurance:** GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

**Notice of loss or damage:** In order to have a valid claim notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

**Filing of claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

**Filing of suit:** Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

**VII. Jurisdiction, Choice of forum.** This Agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

**VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.**

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.



# Fire Department Regulations

## American Epilepsy Society

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### INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

### VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

### COMBUSTIBLES

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

### OBSTRUCTIONS

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

### ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are illegal.

### COMPRESSED CYLINDERS

1. Compressed cylinders must be attached to a stand if used upright or laid flat on floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

### COOKING AND/OR WARMING DEVICES

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M.
2. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

### HEAT PRODUCING EQUIPMENT

Welding, soldering or any open flame devices are prohibited.

# Material Handling Information

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Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

### Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- 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.

### How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- 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 trusses, make sure it is loaded last so it can be unloaded first.

### Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

### Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

### Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

### Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

### Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicer**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

### Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, regrading, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

### Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

### GES Limits of Liability & Excess Declared Value

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

# GET GES® TRANSPORTATION PLUS **SAVE 10%** ON MATERIAL HANDLING

GES® Logistics turns an exhibiting necessity into an added show value with GES® Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES® Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

- **Your Shipping Partner**

GES® Logistics gives you reliable service and great rates on air and ground shipping. You can also save 10% on round-trip shipping with GES® Roundtrip Plus. Count on GES as your shipping partner.

- **Smooth Integration**

Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

**For more info call 888.454.4437  
or visit us online at [www.ges.com/logistics](http://www.ges.com/logistics)**



**Logistics**  
shipping made easy

Exposition Services Exhibits & Design Graphics Logistics  
Electrical Installing & Dismantling Technology Event Services  
888.454.4437 [www.ges.com](http://www.ges.com)

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DEADLINE DATE:  
November 14, 2006

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 12:00pm - 12:30pm & Holidays.

### ADVANCE SHIPMENTS TO GES WAREHOUSE (200 POUND MINIMUM PER SHIPMENT)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

**Rates include:** 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.

**Standard Kit Rates Are:** Complete the Calculation of Material Handling Charges on the bottom of this form if not using Transportation Plus.

#### Crated Materials

ST/ST	\$ 82.25 cwt	\$ 164.50 min
ST/OT	\$ 106.75 cwt	\$ 213.50 min
OT/OT	\$ 131.50 cwt	\$ 263.00 min

#### Materials Requiring Special Handling\*

ST/ST	\$ 94.50 cwt	\$ 189.00 min
ST/OT	\$ 123.00 cwt	\$ 246.00 min
OT/OT	\$ 151.25 cwt	\$ 302.50 min

**Ship with GES Logistics to receive your Transportation Plus Savings. Rates Are:**

To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8B) included in this exhibitor services manual and fax it to 702.515.5972, or email us at [logistics@ges.com](mailto:logistics@ges.com). Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

#### Crated Materials

ST/ST	\$ 74.03 cwt	\$ 148.06 min
ST/OT	\$ 96.08 cwt	\$ 192.16 min
OT/OT	\$ 118.35 cwt	\$ 236.70 min

#### Materials Requiring Special Handling\*

ST/ST	\$ 85.05 cwt	\$ 170.10 min
ST/OT	\$ 110.70 cwt	\$ 221.40 min
OT/OT	\$ 136.13 cwt	\$ 272.26 min

### DIRECT SHIPMENTS TO EXHIBIT SITE (200 POUND MINIMUM PER SHIPMENT)

**Rates include:** 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.

**Standard Kit Rates Are:** Complete the Calculation of Material Handling Charges on the bottom of this form if not using Transportation Plus.

#### Crated Materials

ST/ST	\$ 77.25 cwt	\$ 154.50 min
ST/OT	\$ 100.25 cwt	\$ 200.50 min
OT/OT	\$ 123.50 cwt	\$ 247.00 min

#### Materials Requiring Special Handling\*

ST/ST	\$ 88.75 cwt	\$ 177.50 min
ST/OT	\$ 115.50 cwt	\$ 231.00 min
OT/OT	\$ 142.00 cwt	\$ 284.00 min

#### Uncrated Materials

ST/ST	\$ 108.00 cwt	\$ 216.00 min
ST/OT	\$ 140.50 cwt	\$ 281.00 min
OT/OT	\$ 173.00 cwt	\$ 346.00 min

**Ship with GES Logistics to receive your Transportation Plus Savings. Rates Are:**

To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8B) included in this exhibitor services manual and fax it to 702.515.5972, or email us at [logistics@ges.com](mailto:logistics@ges.com). Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

#### Crated Materials

ST/ST	\$ 69.53 cwt	\$ 139.06 min
ST/OT	\$ 90.23 cwt	\$ 180.46 min
OT/OT	\$ 111.15 cwt	\$ 222.30 min

#### Materials Requiring Special Handling\*

ST/ST	\$ 79.88 cwt	\$ 159.76 min
ST/OT	\$ 103.95 cwt	\$ 207.90 min
OT/OT	\$ 127.80 cwt	\$ 255.60 min

#### Uncrated Materials

ST/ST	\$ 97.20 cwt	\$ 194.40 min
ST/OT	\$ 126.45 cwt	\$ 252.90 min
OT/OT	\$ 155.70 cwt	\$ 311.40 min

**SMALL PACKAGE:** 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. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.

First Carton.....	\$ 30.00
Each Additional Carton.....	\$ 7.00

**\*NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.

- **Straight Time:** Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.
- **Overtime:** All other times, Saturdays, Sundays, Holidays.
- Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.
- Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
- Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

#### EXCESS DECLARED VALUE OPTION:

**Note 1:** Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

**Note 2:** Declared value \$\_\_\_\_\_. Excess declared value available from GES, up to \$100,000.00. Excess declared value is not available for items listed on form G-7.

☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

### CALCULATION OF MATERIAL HANDLING CHARGES

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total pieces:	
Total Weight (200 lbs minimum per shipment):	÷ 100 =	x Rate:	= \$
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total cartons:	= \$

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

#### ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:

**Advance Date: November 28, 2006,** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

**Direct Date: December 1, 2006,** First day for shipments to arrive at the exhibit site.

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

Authorized Signature: **X**

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT	DATE

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER	
<b>PICK UP INFORMATION</b>					
DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)					WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

<b>DELIVERY INFORMATION</b>					
DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

<b>METHOD OF SHIPMENT</b>					
<b>Ground:</b> <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs*      Shipments 101 lbs and up* _____ *Subject to applicable surcharges		<b>Air:</b> <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred <b>*Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.</b>		<input type="checkbox"/> Special Instructions (Additional charges may apply)	

<b>WEIGHT &amp; DIMENSIONS (FINAL RATE SUBJECT TO CORRECT WEIGHT &amp; DIMENSIONS)</b>											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____ via: _____						Total pieces: _____					
Total Weight (200 lbs minimum per shipment): _____ ÷ 100 = _____						x Rate: _____ = \$ _____					
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____ via: _____						Total cartons: _____ = \$ _____					

Hazardous Materials Contact Number  
( ) \_\_\_\_\_ - \_\_\_\_\_

**ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:**  
**Advance Date: November 28, 2006**, Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**  
**Direct Date: December 1, 2006**, First day for shipments to arrive at the exhibit site.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.  <b>Authorized Signature – Please Sign:</b> _____	1. Total Estimated Charges	\$
	2. 30% Late Arrival Surcharge	\$
	3. Excess Declared Value	\$
	4. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT _____		DATE _____

### EXCESS DECLARED VALUE OPTION:

**Note 1:** STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.

**Note 2:** Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

**Note 3:** Declared value \$ \_\_\_\_\_. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.  
☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).



# Pre-Printed Outbound Material Handling Request

**R-3**

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

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

**American Epilepsy Society**  
San Diego Convention Center • December 3 - 4, 2006

**DEADLINE DATE:**  
**November 14, 2006**

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

## SHIPPING INFORMATION

### FROM:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

### SHIPPING DESTINATION 1: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

### SHIPPING DESTINATION 2: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

## METHOD OF SHIPMENT

Please Select Desired Method of Shipment Below:

- ☐ **GES Logistics:**
- ☐ **Ground**
  - ☐ **Air**
    - ☐ **Next Day Delivery**
    - ☐ **2nd Day Delivery**
    - ☐ **Deferred Delivery**
  - ☐ **Van Line** – ☐ Full Pad ☐ Partial Pad ☐ Crated
  - ☐ **Specialized Service:** \_\_\_\_\_

### EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$\_\_\_\_\_. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

- ☐ **Other:** \_\_\_\_\_
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Common Carrier</b> | <input type="checkbox"/> <b>Air</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Next Day</li><li><input type="checkbox"/> 2nd Day</li><li><input type="checkbox"/> Deferred</li></ul> | <input type="checkbox"/> <b>Van Line</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Full Pad</li><li><input type="checkbox"/> Partial Pad</li><li><input type="checkbox"/> Crated</li></ul> |
|--|--|---|

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicerenter**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at exhibitor's expense.**

**GES does not accept responsibility for any exhibitor property left on the show floor unattended.**



# Storage Service Order Form

R-4

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

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

**American Epilepsy Society**  
San Diego Convention Center • December 3 - 4, 2006

**DEADLINE DATE:**  
**November 14, 2006**

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

**"Full Service" Advantages After The Show  
Keep Your Exhibit Materials in the San Diego Area —  
Avoid Double Loading and Unnecessary Shipping Costs**

GES Exposition Services now has available 180,000 square feet of warehouse space in the San Diego area with facilities and services to:

- A.** Receive and hold your equipment and/or exhibition materials.
- B.** Provide delivery services for outbound shipping and/or local delivery.
- C.** Facilitate interstate shipping.
- D.** Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available, at a cost, through our Graphics Department to refurbish materials between shows.

**Storage Rates Are As Follows:**

Freight routed to warehouse for carrier pick-up and/or	
Forwarding Instructions .....	(1000 lb. minimum).....\$12.00 cwt.
GES Warehouse for an upcoming GES show .....	(1000 lb. minimum).....\$7.00 cwt.
Storage per month .....	minimum charge of \$45.00 per month or.....\$4.50 cwt.
Warehouse handling in .....	(1000 lb. minimum).....\$4.75 cwt.
Warehouse handling out.....	(1000 lb. minimum).....\$4.75 cwt.

**GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.**

*Please add 25% per service for uncrated materials.*

**All storage services, other than advance warehousing, are subject to the terms of the GES' storage agreement. Exhibitors must insure their own goods while in storage. Failure to pay storage fees in a timely manner will result in a lien against your property.**

☐ **Yes!** We are interested in storing our exhibition materials in the San Diego area after this show.

Please contact our representative \_\_\_\_\_

Telephone: \_\_\_\_\_

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY

**American Epilepsy Society**  
NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
491 'C' Street  
Chula Vista, CA 91910

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
**November 28, 2006.**

Carrier \_\_\_\_\_

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



# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY

**American Epilepsy Society**  
NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
491 'C' Street  
Chula Vista, CA 91910

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
**November 28, 2006.**

Carrier \_\_\_\_\_

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



# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY

**American Epilepsy Society**  
NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
491 'C' Street  
Chula Vista, CA 91910

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
**November 28, 2006.**

Carrier \_\_\_\_\_

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



# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY

**American Epilepsy Society**  
NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
491 'C' Street  
Chula Vista, CA 91910

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
**November 28, 2006.**

Carrier \_\_\_\_\_

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





# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**American Epilepsy Society**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
San Diego Convention Center  
111 West Harbor Drive  
San Diego, CA 92101

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
**December 1, 2006.**

Carrier \_\_\_\_\_

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

GES

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**American Epilepsy Society**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
San Diego Convention Center  
111 West Harbor Drive  
San Diego, CA 92101

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
**December 1, 2006.**

Carrier \_\_\_\_\_

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

GES

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**American Epilepsy Society**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
San Diego Convention Center  
111 West Harbor Drive  
San Diego, CA 92101

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
**December 1, 2006.**

Carrier \_\_\_\_\_

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

GES

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**American Epilepsy Society**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
San Diego Convention Center  
111 West Harbor Drive  
San Diego, CA 92101

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
**December 1, 2006.**

Carrier \_\_\_\_\_

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

GES



# Freight Service Questionnaire

**R-7**

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

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

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

**DEADLINE DATE:**

**November 14, 2006**

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:

\_\_\_\_\_  
Their Phone \_\_\_\_\_

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

\_\_\_\_\_  
Their Phone \_\_\_\_\_

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. Failure to provide these 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?

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



# Marshaling Yard & Direct Deliveries Information

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

### IMPORTANT NOTICE

GES Exposition Services has established a Marshaling Yard to ease congestion in the vicinity of San Diego Convention Center and to better utilize the available dock space at the convention center.

A map to the Marshaling Yard is provided on the next page.

**A \$20.00 per shipment fee will be added to your invoice for use of this yard.**

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to showsite deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at San Diego Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload, the type of loads being unloaded at the convention center, the number of booths on a truck, etc.
- After unloading, all vehicles are returned to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$20.00 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.

**If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at 800.475.2098.**

# Marshaling Yard Map - San Diego Convention Center

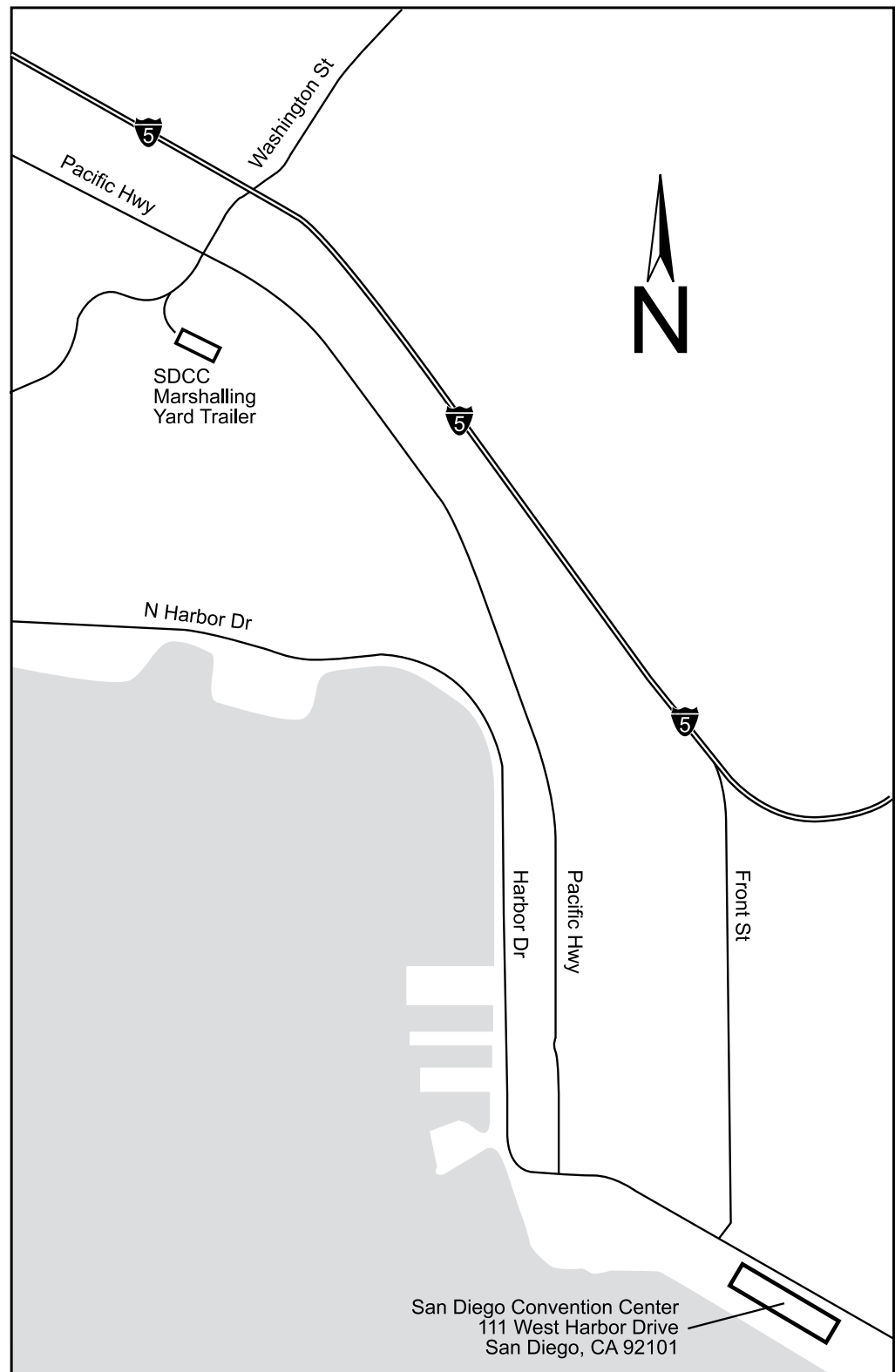
## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

**All drivers must check in at the Washington Street marshalling yard.**

**Please forward the following information to your carriers:**

- 1) From Interstate 5, exit west on Washington Street**
- 2) Drive West toward the airport.**
- 3) At fork, veer left.**
- 4) Check in at SDCC trailer.**



# Carpet Order Form

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

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

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DISCOUNT DEADLINE DATE:

November 14, 2006

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

### PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>STANDARD CARPET</b>			
<i>Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.</i>			
5304	9'x10' 16 oz. Standard Booth Carpet	\$ 130.40	\$ 195.60
5305	9'x20' 16 oz. Standard Booth Carpet	\$ 255.75	\$ 383.65
5306	9'x30' 16 oz. Standard Booth Carpet	\$ 393.70	\$ 590.55

<b>VISQUEEN PLASTIC COVERING FOR PROTECTION</b>			
<i>Includes installation and removal.</i>			
5312	Plastic Covering	price/sq ft \$ 0.55	\$ 0.85

<b>PADDING</b>			
<i>GES Offers the finest padding used in the industry, a 5/8" double-netted rebound pad. We guarantee your satisfaction.</i>			
5313	Padding	price/sq ft \$ 1.15	\$ 1.75

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>CUSTOM-CUT CARPET</b>			
<i>Guaranteed new carpet and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.</i>			
5309	16 oz. Standard Custom	price/sq ft \$ 2.20	\$ 3.30
5310	26 oz. Plush Custom	price/sq ft \$ 3.00	\$ 4.50
5311	50 oz. Ultra Plush Custom	price/sq ft \$ 3.60	\$ 5.40

*Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (Please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.*

*Prices include delivery, installation, rental, and removal.*  
**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

### PLEASE INDICATE CHOICE

#### ➤ 16 oz. Standard Carpet Color (Item #'s 5304-5309 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Black ☐ Forest Green ☐ Red  
☐ Blue ☐ Gray ☐ Stone Blue  
☐ Burgundy ☐ Purple ☐ Teal

#### ➤ 26 oz. Plush Carpet Color (Item # 5310 ONLY). Dove will be provided if no color is indicated below:

- ☐ Cement ☐ Lava Rock ☐ Royal Blue  
☐ Charcoal ☐ Navy ☐ Silky Beige  
☐ Cobalt ☐ Onyx ☐ Silver  
☐ Dove ☐ Red ☐ Snow

#### ➤ 50 oz. Ultra Plush Carpet Color (Item # 5311 ONLY). Iceberg will be provided if no color is indicated below:

- ☐ Bisque ☐ Graphite ☐ Seascape  
☐ Black ☐ Iceberg ☐ Sterling  
☐ Cabernet ☐ Midnight ☐ Teal

#### ➤ Electrical Under Carpet?

- ☐ Yes ☐ No

#### ➤ Calculate Total Square Footage

Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

### PLACE ORDER HERE

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5304	9'x10' 16oz. Standard Carpet		1	\$
5305	9'x20' 16oz. Standard Carpet		1	\$
5306	9'x30' 16oz. Standard Carpet		1	\$

ITEM #	DESCRIPTION	TOTAL SQ FT X PRICE/SQ FT = TOTAL PRICE
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

ITEM #	DESCRIPTION	TOTAL SQ FT X PRICE/SQ FT X 7.75% TAX	= TOTAL PRICE
5312	Plastic Covering		\$

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

1. Total All Items Ordered	\$
2. Payment Enclosed	\$

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
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# Furniture Package Order Form

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

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

**American Epilepsy Society**  
 San Diego Convention Center • December 3 - 4, 2006

**DISCOUNT DEADLINE DATE:**  
**November 14, 2006**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
<p><b>GES Furniture Packages offer significant savings!</b>                  Rent any furniture package and save 10% off the regular price, if these items were rented separately.</p>		

## PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5410	Furniture Package 1 <i>Includes: (1) 6' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i>	<b>\$ 210.05</b>	\$ 315.20	5411	Furniture Package 2 <i>Includes: (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket</i>	<b>\$ 493.05</b>	\$ 739.70

*Prices include delivery, installation, rental, and removal.*

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

## PLEASE INDICATE CHOICE

## PLACE ORDER HERE

➤ **Table Skirt Color** (Item # 5410 ONLY). Gray will be provided if no color is indicated below:

- |                                   |                                       |                                 |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige    | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Black    | <input type="checkbox"/> Gold         | <input type="checkbox"/> Red    |
| <input type="checkbox"/> Blue     | <input type="checkbox"/> Gray         | <input type="checkbox"/> Teal   |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Mauve        | <input type="checkbox"/> White  |

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
5410	Furniture Package 1			\$
5411	Furniture Package 2			\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>		1. Total All Items Ordered		\$
		2. Payment Enclosed		\$
<b>Authorized Signature – Please Sign:</b>				<b>X</b>
AUTHORIZED NAME - PLEASE PRINT				DATE



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

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## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

**DISCOUNT DEADLINE DATE:**

**November 14, 2006**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>SEATING COLLECTIONS - NEWPORT</b>			
5500	BLSD: Loveseat, Charcoal Leather	\$ 578.50	\$ 867.75
5501	BCOD: Corner, Charcoal Leather	\$ 397.50	\$ 596.25
5502	BSED: 3 pc. Sectional, Charcoal Leather	\$ 1145.00	\$ 1717.50
5503	BCHD: Armless Chair, Charcoal Leather	\$ 342.75	\$ 514.15
<b>SEATING COLLECTIONS - SOUTH BEACH</b>			
5504	BSO2: 3 pc. Sectional, Platinum Suede	\$ 1055.50	\$ 1583.25
5505	BOTS: Wedge Ottoman, Platinum Suede	\$ 183.50	\$ 275.25
5506	BSO1: Sofa, Platinum Suede	\$ 479.75	\$ 719.65
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 227.75	\$ 341.65
5508	BSC9: Pantan Side Chair, White	\$ 160.25	\$ 240.40
<b>SEATING COLLECTIONS - RIO</b>			
5509	BSOK: Sofa, Blue Suede/Chrome Leg	\$ 494.00	\$ 741.00
5510	BCHK: Chair, Blue Suede/Chrome Leg	\$ 383.25	\$ 574.90
<b>SEATING COLLECTIONS - LISBON</b>			
5511	BSOC: Sofa, Black Leather	\$ 576.75	\$ 865.15
5512	BLSC: Loveseat, Black Leather	\$ 527.75	\$ 791.65
5513	BCHC: Chair, Black Leather	\$ 401.00	\$ 601.50
<b>SEATING COLLECTIONS - FLORENCE</b>			
5514	BSOG: Sofa, Cream	\$ 444.00	\$ 666.00
5515	BCHG: Chair, Cream	\$ 360.50	\$ 540.75
<b>SEATING COLLECTIONS - CAPPUCCINO</b>			
5516	BOCL: Occasional Chair, Chocolate	\$ 278.00	\$ 417.00
<b>SEATING COLLECTIONS - MONACO</b>			
5517	BSOL: Sofa, Gold Suede	\$ 519.75	\$ 779.65
5518	BOCK: Chair, Camouflage	\$ 353.00	\$ 529.50
<b>SEATING COLLECTIONS - KEY WEST</b>			
5519	BSOM: Sofa, Black	\$ 410.50	\$ 615.75
5520	BLSM: Loveseat, Black	\$ 365.75	\$ 548.65
5521	BOCB: Tub Chair, Black	\$ 282.00	\$ 423.00
<b>SEATING - CLUB CHAIRS</b>			
5503	BCHD: Newport Armless Chair, Charcoal	\$ 342.75	\$ 514.15
5501	BCOD: Newport Corner, Charcoal Leather	\$ 397.50	\$ 596.25
5513	BCHC: Lisbon Chair, Black Leather	\$ 401.00	\$ 601.50
5515	BCHG: Florence Chair, Cream	\$ 360.50	\$ 540.75
5510	BCHK: Rio Chair, Blue Suede/Chrome Leg	\$ 383.25	\$ 574.90
5522	BOCH: Barcelona Chair, Black	\$ 584.25	\$ 876.40
5521	BOCB: Tub Chair, Black	\$ 282.00	\$ 423.00
5518	BOCK: Chair, Camouflage	\$ 353.00	\$ 529.50
<b>SEATING - OTTOMANS</b>			
5505	BOTS: South Beach Ottoman, Platinum	\$ 183.50	\$ 275.25
5523	BOTQ: Square Ottoman, White Leather	\$ 255.75	\$ 383.65
5524	BOTN: Bench Ottoman, White Leather	\$ 307.00	\$ 460.50
5525	BOTP: Square Ottoman, Black Leather	\$ 255.75	\$ 383.65
5526	BOTM: Bench Ottoman, Black Leather	\$ 307.00	\$ 460.50
5527	BOTH: Cube Ottoman, Black Leather	\$ 80.25	\$ 120.40
5528	BOTE: Cube Ottoman, Raspberry	\$ 80.25	\$ 120.40
5529	BOTB: Cube Ottoman, Natural	\$ 80.25	\$ 120.40
5530	BOTC: Cube Ottoman, Lemon	\$ 80.25	\$ 120.40
5531	BOTD: Cube Ottoman, Blueberry	\$ 80.25	\$ 120.40
5532	BOTF: Cube Ottoman, Chocolate Brown	\$ 80.25	\$ 120.40
5533	BOTG: Cube Ottoman, Russet	\$ 80.25	\$ 120.40
5534	BOTL: Half Round Ottoman, White	\$ 306.00	\$ 459.00
5535	BOTK: Half Round Ottoman, Black	\$ 306.00	\$ 459.00
<b>SEATING - CHAIRS</b>			
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 227.75	\$ 341.65
5536	BOCX: Tub Occasional Chair, Black	\$ 208.75	\$ 313.15
5516	BOCL: Cappuccino Chair, Chocolate	\$ 278.00	\$ 417.00
5537	BOCR: Stage Chair, Red Slipcover	\$ 153.50	\$ 230.25
5538	BOCC: Stage Chair, Camel Slipcover	\$ 153.50	\$ 230.25
5539	BOCY: Stage Chair, Onyx Slipcover	\$ 153.50	\$ 230.25

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>SEATING - CHAIRS (Continued)</b>			
5540	BOCZ: Stage Chair, Beige Slipcover	\$ 153.50	\$ 230.25
5541	BSCR: Pantan Side Chair, Orange	\$ 160.25	\$ 240.40
5542	BSCY: Pantan Side Chair, Yellow	\$ 160.25	\$ 240.40
5508	BSC9: Pantan Side Chair, White	\$ 160.25	\$ 240.40
5543	BSC1: NY Chair, Onyx/Maple Back/Chrome	\$ 151.25	\$ 226.90
5544	BSC4: Jetson Chair, Black	\$ 147.00	\$ 220.50
5545	BSC6: Manhattan Chair, Oyster	\$ 178.00	\$ 267.00
5546	BSC3: Brewer Chair, Onyx/Black	\$ 111.00	\$ 166.50
5547	BSC2: Brewer Chair, Grey/Chrome	\$ 111.00	\$ 166.50
5548	BCO4: Iso Mesh Chair, Black	\$ 232.50	\$ 348.75
5549	BXC6: Altura Guest Chair, Black Crepe	\$ 222.00	\$ 333.00
5550	BXC3: Luxor Guest Chair, Black Leather	\$ 244.75	\$ 367.15
5551	BCS2: Stacking Chair, Red	\$ 99.50	\$ 149.25
5552	BCS1: Stacking Chair, Blue	\$ 99.50	\$ 149.25
<b>SEATING - BARSTOOLS</b>			
5553	BBS1: Ohio Barstool, Red/Chrome	\$ 170.00	\$ 255.00
5554	BBS2: Ohio Barstool, Black/Chrome	\$ 170.00	\$ 255.00
5555	BBS3: Ohio Barstool, Grey/Chrome	\$ 170.00	\$ 255.00
5556	BBST: Banana Barstool, White/Chrome	\$ 118.75	\$ 178.15
5557	BBSS: Banana Barstool, Black/Chrome	\$ 118.75	\$ 178.15
5558	BBSD: Oslo Barstool, Blue	\$ 217.00	\$ 325.50
5559	BBSC: Oslo Barstool, White	\$ 217.00	\$ 325.50
5560	BBSL: Gin Barstool, Maple/Chrome	\$ 153.00	\$ 229.50
5561	BBSN: Jetson Barstool, Black	\$ 196.25	\$ 294.40
<b>SEATING - OFFICE &amp; UTILITY SEATING</b>			
5562	BSC5: Tilt Executive Arm Chair, Black	\$ 206.50	\$ 309.75
5563	BXC2: Luxor Mid Back Executive, Black	\$ 275.50	\$ 413.25
5564	BXC1: Luxor High Back Executive, Black	\$ 302.50	\$ 453.75
5565	BXC5: Altura Mid Back Executive, Black	\$ 257.00	\$ 385.50
5566	BXC4: Altura High Back Executive, Black	\$ 269.00	\$ 403.50
5567	BTCT: Tablet Chair, Flip Top	\$ 111.25	\$ 166.90
5568	BSY1: Altura Task Chair, Black Crepe	\$ 109.00	\$ 163.50
5569	BDF1: Altura Drafting Stool, Black Crepe	\$ 158.50	\$ 237.75
5570	BSC8: Flex Side Wheel Chair	\$ 120.00	\$ 180.00
<b>TABLES - CAFÉ</b>			
5571	BZTK: 30" Maple, Black Base	\$ 166.75	\$ 250.15
5572	BZTP: 36" Maple, Black Base	\$ 194.75	\$ 292.15
5573	BZTJ: 30" Graphite Nebula, Black Base	\$ 166.75	\$ 250.15
5574	BZTN: 36" Graphite Nebula, Black Base	\$ 194.75	\$ 292.15
5575	BZTM: 36" Grey Nebula, Black Base	\$ 194.75	\$ 292.15
5576	BZTF: 36" Metallic Silver, Black Base	\$ 215.50	\$ 323.25
5577	BZTB: 36" Brushed Red, Black Base	\$ 166.75	\$ 250.15
5578	BZTC: 36" Brushed Blue, Black Base	\$ 166.75	\$ 250.15
5579	BXTK: 30" Maple, Tulip Chrome Base	\$ 222.50	\$ 333.75
5580	BXTJ: 36" Maple, Tulip Chrome Base	\$ 264.25	\$ 396.40
5581	BXTN: 30" Graphite Nebula, Chrome Base	\$ 222.50	\$ 333.75
5582	BXTM: 36" Graphite Nebula, Chrome Base	\$ 264.25	\$ 396.40
5583	BXTN: 36" Grey Nebula, Chrome Base	\$ 264.25	\$ 396.40
5584	BXTF: 36" Metallic Silver, Chrome Base	\$ 271.00	\$ 406.50
5585	BXTB: 36" Brushed Red, Chrome Base	\$ 222.50	\$ 333.75
5586	BXTC: 36" Brushed Blue, Chrome Base	\$ 222.50	\$ 333.75
<b>TABLES - BAR</b>			
5587	BVTK: 30" Maple, Black Base	\$ 173.75	\$ 260.65
5588	BVTP: 36" Maple, Black Base	\$ 213.50	\$ 320.25
5589	BVTJ: 30" Graphite Nebula, Black Base	\$ 173.75	\$ 260.65
5590	BVTN: 36" Graphite Nebula, Black Base	\$ 213.50	\$ 320.25
5591	BVTM: 36" Grey Nebula, Black Base	\$ 213.50	\$ 320.25
5592	BVTF: 30" Metallic Silver, Black Base	\$ 226.75	\$ 340.15
5593	BVTB: 30" Brushed Red, Black Base	\$ 173.75	\$ 260.65
5594	BVTC: 30" Brushed Blue, Black Base	\$ 173.75	\$ 260.65

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## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DISCOUNT DEADLINE DATE:

November 14, 2006

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

### PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>TABLES - BAR (Continued)</b>			
5595	BWTK: 30" Maple, Tulip Chrome Base	\$ 226.75	\$ 340.15
5596	BWTP: 36" Maple, Tulip Chrome Base	\$ 267.00	\$ 400.50
5597	BWTJ: 30" Graphite Nebula, Chrome Base	\$ 226.75	\$ 340.15
5598	BWTN: 36" Graphite Nebula, Chrome Base	\$ 267.00	\$ 400.50
5699	BWTM: 36" Grey Nebula, Chrome Base	\$ 267.00	\$ 400.50
5600	BWTF: 30" Metallic Silver, Chrome Base	\$ 280.25	\$ 420.40
5601	BWTB: 30" Brushed Red, Chrome Base	\$ 226.75	\$ 340.15
5602	BWTC: 30" Brushed Blue, Chrome Base	\$ 226.75	\$ 340.15

#### TABLES - MARTINI BAR

5603	BBR1: Bar/Counter	\$ 876.00	\$ 1314.00
5604	BBRC: 3 pc. Bar/Counter Circle	\$ 2330.50	\$ 3495.75

#### TABLES - CONFERENCE

5605	BCE2: Geo Rectangle, Glass/Chrome	\$ 324.25	\$ 486.40
5606	BCF2: Geo Rectangle, Glass/Black	\$ 324.25	\$ 486.40
5607	BCE1: Geo Square, Glass/Chrome	\$ 212.75	\$ 319.15
5608	BCF1: Geo Square, Glass/Black	\$ 201.00	\$ 301.50
5609	BCG1: Manhattan, Glass/Black	\$ 243.25	\$ 364.90
5610	BCB2: 6' Graphite Nebula	\$ 360.25	\$ 540.40
5611	BCB3: 8' Graphite Nebula	\$ 443.50	\$ 665.25
5612	BCD2: 6' Grey Nebula	\$ 360.25	\$ 540.40
5613	BCD3: 8' Grey Nebula	\$ 443.50	\$ 665.25
5614	BCA2: 6' Rectangle Brandy	\$ 300.75	\$ 451.15
5615	BCA3: 8' Rectangle Brandy	\$ 373.75	\$ 560.65
5616	BCA4: 10' Rectangle Brandy	\$ 462.75	\$ 694.15
5617	BCC2: 6' Rectangle Maple	\$ 302.25	\$ 453.40
5618	BCC3: 8' Rectangle Maple	\$ 375.00	\$ 562.50
5619	BCC4: 10' Rectangle Maple	\$ 458.75	\$ 688.15
5620	BCB1: 42" Round Graphite Nebula	\$ 267.00	\$ 400.50
5621	BCD1: 42" Round Grey Nebula	\$ 268.25	\$ 402.40
5622	BCA1: 42" Round Brandy	\$ 261.25	\$ 391.90
5623	BCC1: 42" Round Maple	\$ 264.75	\$ 397.15

#### TABLES - COCKTAIL

5624	BC1E: 36" Round Silverado	\$ 209.75	\$ 314.65
5625	BC1D: Soho, Steel Base/Chocolate Top	\$ 275.50	\$ 413.25
5626	BC1G: 20" Round Paris, Bunching	\$ 125.25	\$ 187.90
5627	BC1K: Inspiration	\$ 238.50	\$ 357.75
5628	BC1F: Geo Rectangle, Glass/Black	\$ 177.50	\$ 266.25
5629	BC1C: Geo Rectangle, Glass/Chrome	\$ 182.25	\$ 273.40
5630	BC1M: Visions, Cherry	\$ 172.00	\$ 258.00
5631	BC1H: West Indies	\$ 226.25	\$ 339.40
5632	BC1L: Chestnut/Graphite	\$ 204.00	\$ 306.00

#### TABLES - END TABLES

5633	BE1E: 24" Round Silverado	\$ 197.25	\$ 295.90
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ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>TABLES - END TABLES (Continued)</b>			
5634	BE1D: Soho, Steel Base/Chocolate Top	\$ 238.50	\$ 357.75
5635	BE1K: Inspiration	\$ 226.25	\$ 339.40
5636	BE1F: Geo Square, Glass/Black	\$ 158.75	\$ 238.15
5637	BE1C: Geo Square, Glass/Chrome	\$ 164.75	\$ 247.15
5638	BE1M: Visions, Cherry	\$ 153.00	\$ 229.50
5639	BE1H: West Indies	\$ 183.50	\$ 275.25
5640	BE1L: Chestnut/Graphite	\$ 178.75	\$ 268.15

#### PRODUCT DISPLAY

5641	BBC1: Bookcase, Maple	\$ 248.00	\$ 372.00
5642	BBC2: Bookcase, Brandy	\$ 247.75	\$ 371.65
5643	BET1: Etagerie, Silver Finish	\$ 234.25	\$ 351.40
5644	BET2: Etagerie, Black	\$ 234.25	\$ 351.40
5645	BPDL: Pedestal w/Locking Door, Black	\$ 346.50	\$ 519.75
5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 172.00	\$ 258.00
5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 172.00	\$ 258.00
5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 232.25	\$ 348.40
5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 232.25	\$ 348.40
5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 293.00	\$ 439.50
5651	BPDF: Pedestal, Graphite Nebula 24x24x36	\$ 293.00	\$ 439.50
5652	BPDG: Pedestal, Grey Nebula 24x24x42	\$ 308.75	\$ 463.15
5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 308.75	\$ 463.15
5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 333.50	\$ 500.25
5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 333.50	\$ 500.25

#### OFFICE & UTILITY FURNITURE

5656	BJD1: Executive Desk, Maple	\$ 376.25	\$ 564.40
5657	BJD2: Executive Desk, Brandy	\$ 356.50	\$ 534.75
5658	BCR1: Storage Credenza, Maple	\$ 393.75	\$ 590.65
5659	BCR2: Storage Credenza, Brandy	\$ 358.25	\$ 537.40
5660	BL21: Lateral File, Maple	\$ 314.50	\$ 471.75
5661	BL22: Lateral File, Brandy	\$ 293.00	\$ 439.50
5662	BPO1: Lecturn Podium, Cherry	\$ 222.00	\$ 333.00
5663	BPO2: Podium, Adjustable Height	\$ 461.50	\$ 692.25
5664	BPO3: Kiosk, Black/Maple	\$ 352.75	\$ 529.15
5665	BCP3: Training Table, Privacy Panel/Grey	\$ 227.75	\$ 341.65
5666	BCP5: Computer Table, Graphite Nebula	\$ 234.00	\$ 351.00
5667	BWD2: Writing Desk, Graphite	\$ 233.75	\$ 350.65

#### LAMPS

5668	BLAF: Lumalight Lamp, Red	\$ 233.75	\$ 350.65
5669	BLAD: Lumalight Lamp, White	\$ 233.75	\$ 350.65
5670	BLAE: Lumalight Lamp, Orange	\$ 233.75	\$ 350.65
5671	BLA1: Floor Lamp, Pewter	\$ 115.75	\$ 173.65
5672	BLA2: Parisian Lamp, Pewter	\$ 114.50	\$ 171.75
5673	BLA3: Lamp, Ruby	\$ 114.50	\$ 171.75

### PLACE ORDER HERE

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Custom orders are available. Please call for quote.

Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

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

Authorized Signature - Please Sign: X

1. Total All Items Ordered \$

2. Payment Enclosed \$

AUTHORIZED NAME - PLEASE PRINT DATE



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

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

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

**DEADLINE DATE:**  
**November 14, 2006**

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

### PRICE LIST

ITEM #	DESCRIPTION	PRICE
5905	7" x 11" Sign	\$ 50.00
5906	7" x 44" Sign	\$ 64.50
5907	11" x 14" Sign	\$ 66.50
5908	14" x 22" Sign	\$ 76.25
5909	14" x 44" Sign	\$ 104.25
5910	22" x 28" Sign	\$ 104.25
5911	28" x 44" Sign	\$ 150.50
5912	10" x 60" Sign	\$ 111.75
5913	20" x 60" Sign	\$ 169.50
5914	40" x 60" Sign	\$ 229.25
5915	48" x 96" Sign	\$ 450.00
5930	Additional Words cost/word	\$ 1.25
5931	Easel Back	\$ 4.25

All standard signs are digitally produced on foamcore. Standard signs include up to 10 words and a selection of colors.

#### CUSTOM SIGNS

GES maintains fully-equipped graphics shops that offer:

Graphic Design	Large Format Printing
Desktop Publishing	POP Displays
Backlit Graphics	Lamination
Vinyl Graphics	Logo Reproduction
Graphics Presentation	Vinyl Banners

For custom work and quotation, please contact us at:  
[gesgraphics@ges.com](mailto:gesgraphics@ges.com)

### PLEASE INDICATE CHOICE

### PLACE ORDER HERE

➤ **Background Color** (Item #'s 5905-5915 ONLY). White will be provided if no color is indicated below:

☐ Black ☐ Green ☐ White  
☐ Blue ☐ Red ☐ Yellow

➤ **Copy Color** (Item #'s 5905-5930 ONLY). Black will be provided if no color is indicated below:

☐ Black ☐ Green ☐ White  
☐ Blue ☐ Red ☐ Yellow

➤ **Indicate Physical Alignment** (Item #'s 5905-5915 ONLY).

☐ Horizontal ☐ Vertical

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				1. Total All Items Ordered \$
				2. 7.75% Rental Tax \$
				3. Payment Enclosed \$
Authorized Signature – Please Sign: <b>X</b>				
AUTHORIZED NAME - PLEASE PRINT				DATE

**COMPLETE COPY**

Please Print. Attach a layout to this form if necessary.



# Graphics File Standards

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

### ***Sending your graphic and image files to the GES Creative Services Department***

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving and in order to insure the best quality graphics and images from your digital files and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

#### **Acceptable Media: All media should be formatted for use on a PC\***

- Floppy disk - 3.5"
- Iomega Zip disk – 100 MB
- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R *only*)
- Email attachment (limited to maximum size of 2mb)

**When sending disks, label them as follows:** *Exhibitor Name / Show / Show Date / City of event*

*\*For disk types not listed above, please contact a Creative Services Professional (see the "Still have Questions? Section below)*

#### **Acceptable File Formats\*\***

##### **VECTOR**

This type of artwork is resolution independent and hence can be enlarged or reduced without any loss of quality.

<b><u>EXTENSION</u></b>	<b><u>PROGRAM</u></b>	<b><u>VERSION</u></b>
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs (vector .eps preferred)
.ai	Adobe Illustrator	Version 10.0 or earlier

**BITMAP:** If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150-300 dpi. Lower resolutions or ratios will result in lower image quality. File size should not exceed 100 MB.

**AVOIDING ADDITIONAL COSTS:** Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria listed above.

*\*\*For file types not listed here (QuarkExpress, FreeHand, InDesign or .PDF files), please contact a Creative Services Professional.*

#### **Typeface/Font Handling**

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

#### **Proofs and Colors:**

**IMPORTANT:** *Always send 100% accurate proofs (color laser prints) with your disk. Identify all specific spot colors (PMS) within your file and on the provided proofs. In the absence of color specifications, all graphics will be produced as is without color corrections.*

#### **Still Have Questions?**

*If you still have questions or concerns about your artwork, file formats and method of delivery, please contact us at [gesgraphics@ges.com](mailto:gesgraphics@ges.com) (please indicate what city your event is being held in).*

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DISCOUNT DEADLINE DATE:

November 14, 2006

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.

TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

### IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

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

#### DISCOUNT DISPLAY LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 84.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays & Sundays	\$ 148.00 per hour

#### REGULAR DISPLAY LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 109.75 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays & Sundays	\$ 192.50 per hour

#### PLEASE INDICATE SERVICE

#### PLACE ORDER HERE

##### ☐ GES SUPERVISED (OK TO PROCEED)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI, Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

##### ☐ EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

##### ➤ GES is responsible for the following type of booth:

- ☐ Pop-up      ☐ Two Story      ☐ Custom  
☐ Other: \_\_\_\_\_

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM	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 & Conditions of Contract.			1. Total Labor Ordered			\$
			2. 25% (\$50.00) GES Supervision			\$
			3. Payment Enclosed			\$
Authorized Signature: <b>X</b>						
AUTHORIZED NAME - PLEASE PRINT						DATE

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



# Key Information

L-2

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

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

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DEADLINE DATE:  
November 14, 2006

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

### Inbound Freight Information

Carrier \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_ Pro Number \_\_\_\_\_  
Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

### Set-up Information for GES Installation

<input type="checkbox"/> Set Up Drawings Attached _____	<input type="checkbox"/> Rental Carpet Color _____
<input type="checkbox"/> Set Up Drawings With Exhibit _____	<input type="checkbox"/> Own Carpet Color _____
<input type="checkbox"/> Case/Crate Number _____	<input type="checkbox"/> Padding _____
<input type="checkbox"/> Number of Workers required for set up _____	Approximate time for set up _____
<input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____	Special Equipment Required _____

### Did You Order —

Electrical	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Under Carpet	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical Drawings	<input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor	<input type="checkbox"/> With the Exhibit	
Booth Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Items	_____
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____
A/V Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____
Telephone	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____

### Outbound Freight Information

Outbound Freight Charges \_\_\_\_\_ Consigned To \_\_\_\_\_  
☐ Prepaid ☐ Collect Address \_\_\_\_\_  
☐ Bill To \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
\_\_\_\_\_ Second Consignee \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_  
☐ GES Storage \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other \_\_\_\_\_  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_  
Other Means of Contacting This Person \_\_\_\_\_  
Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
Purchasing Authorization ☐ Yes ☐ No

060305

# Official Contractors Information

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

### OFFICIAL SERVICE CONTRACTORS

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

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

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

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

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

### EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. **GES Exposition Services and Show Management must be named as additional insureds.**

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



<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/03		
<b>PRODUCER</b> ABC Insurance Agency                      Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent    (212) 555-6102 ext. 1234					THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>INSURED</b> Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349                      Fax: (212) 555-9819					INSUREERS AFFORDING COVERAGE			
					INSURER A: Hartford Insurance Company of Illinois			
					INSURER B: Aetna Casualty & Surety Company			
					INSURER C: Travelers Insurance Company			
					INSURER D: Royal Insurance Company			
					INSURER E:			
COVERAGES								
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INS R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS			
A	GENERAL LIABILITY	000P98298-AI1	01/01/03	01/01/04	EACH OCCURENCE	\$1,000,000		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 50,000		
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000		
	<input type="checkbox"/>				PERSONAL & ADV INJURY	\$1,000,000		
	<input type="checkbox"/>				GENERAL AGGRREGATE	\$2,000,000		
	GENERAL AGGREGATE LIMIT APPLIES PER:				PRODUCTS-COMP/OP AGG	\$2,000,000		
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/03	01/01/04	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000		
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$		
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$		
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$		
	<input checked="" type="checkbox"/> HIRED AUTOS							
	<input checked="" type="checkbox"/> NON-OWNED AUTOS							
	<input type="checkbox"/>							
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT	\$1,000,000		
	<input checked="" type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$		
	<input type="checkbox"/>				AGG	\$		
A	EXCESS LIABILITY	XL1234567	01/01/03	01/01/04	EACH OCCURRENCE	\$1,000,000		
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$1,000,000		
	<input type="checkbox"/> DEDUCTIBLE					\$		
	<input type="checkbox"/> RETENTION \$					\$		
						\$		
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/03	01/01/04	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER			
	E.L. EACH ACCIDENT				\$1,000,000			
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000			
	E.L. DISEASE - POLICY LIMIT				\$1,000,000			
D	OTHER Professional Liability	000P98298-AI1	01/01/03	01/01/04	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000		
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> GES Exposition Services, Inc. is hereby named as Additional Insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES Exposition, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory.								
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION				
GES Exposition Services, Inc. A VIAD Corp Company 950 Grier Drive Las Vegas, NV 89119				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC				

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

**DEADLINE DATE:**  
**November 14, 2006**

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

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

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

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

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

### Rules & Regulations

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

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

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

**No exceptions will be made**

### Tips to Exhibitor Appointed Contractors (EACs)

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

**Please Note:** To avoid any complications at showsite, be sure to have the following data completed and on file with GES:

- Contract with Decorators Local 831
- Third Party Billing with GES

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DISCOUNT DEADLINE DATE:

November 14, 2006

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.

TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

### IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

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

#### DISCOUNT LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Straight Time Monday through Friday 8:00 AM to 4:30 PM  
Overtime All other times Monday through Friday, and all day on Saturdays & Sundays

FORKLIFT W/OPERATOR	EXTRA LABORER(S)
\$ 136.50 per hour	\$ 84.50 per hour
\$ 191.00 per hour	\$ 148.00 per hour

#### REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Straight Time Monday through Friday 8:00 AM to 4:30 PM  
Overtime All other times Monday through Friday, and all day on Saturdays & Sundays

\$ 177.50 per hour	\$ 109.75 per hour
\$ 248.50 per hour	\$ 192.50 per hour

#### PLEASE INDICATE SERVICE

##### GES is responsible for the Following:

- |                                     |                                      |                                      |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating  | <input type="checkbox"/> Unskidding  | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling   | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating   |
| <input type="checkbox"/> Reskidding |                                      |                                      |

#### PLACE ORDER HERE

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

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required. Invoice will be calculated according to actual hours worked.



# Booth Layout Form

H-3

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

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

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DEADLINE DATE:  
November 14, 2006

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

- ☐ Electrical Forms (For Non-standard Distribution) — *Form E-1*
- ☐ Show Cases — *Form A-1*
- ☐ Pegboard / Tackboard — *Form A-1*
- ☐ Special Colored Drape — *Form A-1*
- ☐ Standard Exhibit Systems (If exhibit size is smaller than booth size) — *Form D-1*
- ☐ Hardwall Exhibit Systems (If exhibit size is smaller than booth size) — *Form Z-1*
- ☐ Pad and Carpet (If you are not carpeting your entire booth) — *Form C-1*

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.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)

Indicate  
Adjacent  
Booth or  
Aisle Num-  
ber:  
\_\_\_\_\_


Indicate  
Adjacent  
Booth or  
Aisle Num-  
ber:  
\_\_\_\_\_

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)

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## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DISCOUNT DEADLINE DATE:

November 14, 2006

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>CM LODESTAR CHAIN HOISTS*</b>			
4400	1/2-Ton Hoist, 1,000 lbs. maximum	\$ 250.00	\$ 290.00
4401	1-Ton Hoist, 2,000 lbs. maximum	\$ 290.00	\$ 320.00
<b>TOMCAT ALUMINUM TRUSS*</b>			
4402	12" Box Truss per foot	\$ 15.00	\$ 20.00
4403	12" Corner Block	\$ 75.00	\$ 105.00
<b>ROTATING MOTORS*</b>			
4404	500 lbs. Capacity	\$ 250.00	\$ 350.00
4405	250 lbs. Capacity	\$ 220.00	\$ 310.00
4406	100 lbs. Capacity	\$ 175.00	\$ 245.00
*Price reflects rental for one week. 30% will be added for each additional week.			
<b>PICK POINTS</b>			
	Price each, plus labor	\$ 90.00	\$ 150.00
<b>TRUSS LIGHTING**</b>			
	PAR 64 Cans	\$ 50.00	\$ 85.00

\*\*Labor, Aerial Lift and Electrical Power are not included.  
Please see Electrical Order Form E-2 and E-3.

Sign and/or truss points exceeding 200 lbs. will require a hoist.

Order your chain hoists and truss through GES Exposition Services and save transportation and freight charges as well as costly downtime. Hoists include: temporary electrical power, transportation charges, and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.

Supplies are limited. Please verify availability by calling 619-498-6300.

**Note:** Pick points are a San Diego Convention Center facility exclusive.

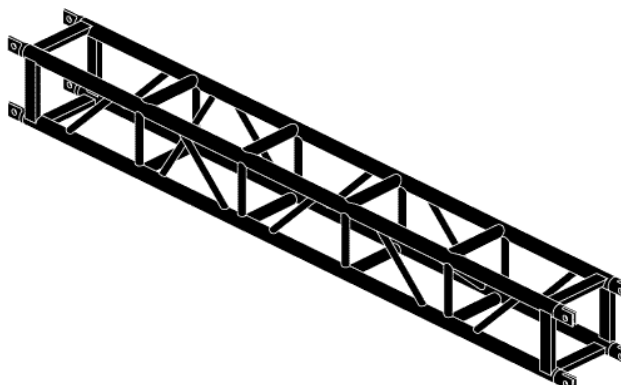
If order is placed after the deadline date, a 4 hour minimum will apply.

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

### PLACE ORDER HERE



ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered		\$
		2. Payment Enclosed		\$
Authorized Signature – Please Sign: <b>X</b>				
		AUTHORIZED NAME - PLEASE PRINT		DATE



# Cleaning Order Form

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

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## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DISCOUNT DEADLINE DATE:

November 14, 2006

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

### PRICE LIST

ITEM # DESCRIPTION PRICE

#### VACUUMING

Includes emptying your wastebasket nightly.

9071 Vacuuming Per Day.....price per square foot per day \$ 0.32  
9072 Vacuuming Before Show Open Only.....price/sq ft \$ 0.44

#### SHAMPOOING

9073 Shampooing Before Show Open Only.....price/sq ft \$ 0.72

#### MOPPING & WAXING

9074 Mopping & Waxing Before Show Open Only.....price/sq ft \$ 0.48

#### PERIODIC PORTER SERVICE

GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included. Calculate by your booth size.

9075 0-500 sq ft.....per day \$ 76.55  
9076 501-1500 sq ft.....per day \$ 107.20  
9077 1501-3000 sq ft.....per day \$ 137.75  
9078 3001 sq ft and above.....per day Call for quote

#### DISCOUNT PORTER SERVICE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4-hour Daily Minimum).

Straight Time Monday through Friday 8:00 AM to 4:30 PM \$ 31.40 per hour  
Overtime All other times Monday through Friday, and all day on Saturdays & Sundays \$ 42.15 per hour

#### REGULAR PORTER SERVICE LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4-hour Daily Minimum).

Straight Time Monday through Friday 8:00 AM to 4:30 PM \$ 40.65 per hour  
Overtime All other times Monday through Friday, and all day on Saturdays & Sundays \$ 54.75 per hour

#### PLEASE INDICATE SERVICE

#### PLACE ORDER HERE

##### ► Calculate Total Square Footage

Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

##### ► Would you like us to call you and give you a quote for hourly porter service?

☐ Yes ☐ No

##### ► Please list dates Vacuuming Per Day/Periodic Porter Service is needed:

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

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the GES Servicenter. GES will be unable to adjust invoices after the close of the show.

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE
9071	Vacuuming Per Day			2	\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
9072	Vacuuming Before Show Only			\$
9073	Shampooing Before Show Only			\$
9074	Mop/Wax Before Show Only			\$

ITEM #	DESCRIPTION	PRICE	X NO.OF DAYS	= TOTAL PRICE
	Periodic Porter Service			\$

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

1. Total All Items Ordered \$  
2. Payment Enclosed \$

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT DATE

# Electrical Rental Information

## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

### SAVE MONEY & CONSERVE ELECTRICITY

GES and TSE are working with the **San Diego Convention Center** on an **Energy Conservation Plan**. We are requesting that you please turn off the electrical devices in your booth at the end of the show each day. SDCC will be shutting off the power in the exhibit hall approximately 30 minutes after the published show hours and turning the power on about 30 minutes prior to show opening.

If you have not ordered 24-hour power and require your power to be continuous you should order it immediately at the GES Servicecenter. If your booth happens to be in the same circuit as another customer that has ordered 24-hour power and you have NOT shut down the power in your booth, you will be charged for 24- hour power as well.

If you do not require 24-hour power, PLEASE turn off you electrical devices at the end of each show day. As part of this conservation plan, we will be strictly enforcing our 24-hour power policy. Please help us and save the added expense if you don't require the extra electricity. Thank you.

### 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.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- ☐ 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.
- ☐ 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: *Daniel Woodhead 26T10 or Hubbell 3521*
  - 60 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead Trade Show Plug Y560P*
  - 100 amp 208 volt 1Ø or 3Ø: *Litton Veam Trade Show Plug CIR01GRH*
- ☐ Avoid code violations. Check the electrical code requirements on this information sheet.
- ☐ Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- ☐ Place your order before the Discount Rate deadline date and save on your electrical order!
- ☐ Payment must be included with your order to secure the Discount Rate. Include check or credit card authorization.

If you have any questions, please call us at 800.475.2098

### 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.

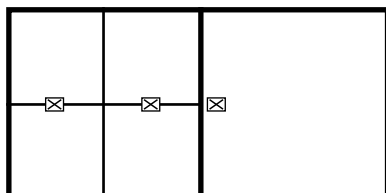
If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

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:

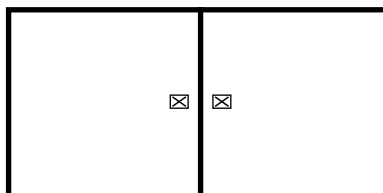
- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, 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!**

### Where will my outlet be located?

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula 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:

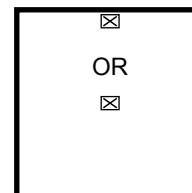


Line Booths



Peninsula Booths

Back-to-Back Peninsula Booths

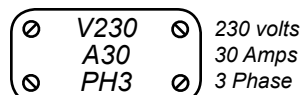
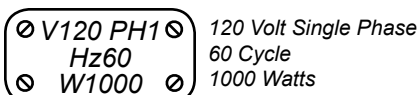


Island Booths

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.



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## American Epilepsy Society

San Diego Convention Center • December 3 - 4, 2006

DISCOUNT DEADLINE DATE:

November 14, 2006

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

By signing and delivering this form to Trade Show Electrical, 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 #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
120V MOTOR & EQUIPMENT OUTLETS			
6001	5 Amp / 500 Watts	\$ 99.50	\$ 149.25
6002	10 Amp / 1000 Watts	\$ 179.25	\$ 268.90
6004	20 Amp / 2000 Watts	\$ 235.25	\$ 352.90
6005	30 Amp / 3000 Watts	Call for quote	
1Ø 208V MOTOR & EQUIPMENT OUTLETS			
6006	10 Amp	\$ 311.25	\$ 466.90
6007	20 Amp	\$ 441.00	\$ 661.50
6008	30 Amp	\$ 495.50	\$ 743.25
6009	60 Amp	\$ 659.00	\$ 988.50
6010	100 Amp	\$ 876.75	\$ 1315.15
6012	200 Amp	\$ 1421.25	\$ 2131.90
3Ø 208V MOTOR & EQUIPMENT OUTLETS			
6013	10 Amp	\$ 414.75	\$ 622.15
6014	20 Amp	\$ 587.75	\$ 881.65
6015	30 Amp	\$ 660.50	\$ 990.75
6016	60 Amp	\$ 878.25	\$ 1317.40
6017	100 Amp	\$ 1168.50	\$ 1752.75
6019	200 Amp	\$ 1894.50	\$ 2841.75
3Ø 480V MOTOR & EQUIPMENT OUTLETS			
6021	20 Amp	Call for quote	
6022	30 Amp	Call for quote	
6023	60 Amp	Call for quote	
6024	100 Amp	Call for quote	
6025	200 Amp	Call for quote	
TRANSFORMER(S)			
Used to boost 208V to 230V – Circle outlets requiring boost.			
6020	Boost Amp, 20 Amp Min.	Price/Amp \$ 3.00	\$ 4.50
LIGHTS			
Price includes outlet and labor for light only.			
6040	75 Watt Clip-on <sup>1</sup>	\$ 179.25	\$ 268.90
6026	150 Watt <sup>1</sup>	\$ 235.25	\$ 352.90
6027	Double 150 Watt <sup>1</sup>	\$ 255.00	\$ 382.50
6029	Overhead Quartz <sup>2</sup>	\$ 411.50	\$ 617.25
ACCESSORIES			
6060	Plug Strip / 6 way	\$ 16.00	\$ 16.00
6061	Extension Cord	\$ 20.00	\$ 20.00

Please include Booth Layout form (H-3) for placement of outlets.

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

- \*Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate rate.
- Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- 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 additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.
- TSE JURISDICTION** (Requires labor and/or material) — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring. 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.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect 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.
- ELECTRICAL LABOR** (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 3:30 p.m. and Saturdays, Sundays, and holidays will be at the Overtime Rate. A 20% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present, with a \$25.00 minimum. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

<sup>1</sup>On Stanchion, In-line Booths Only.

<sup>2</sup>May require labor and/or lift at additional charge not available at some locations.

### PLEASE INDICATE CHOICE

### PLACE ORDER HERE

- Do you need dedicated and 24 hour power?  
☐ Yes ☐ No

To receive the **Discount Rate**, the booth layout form (Form H3) or a scaled plan for electrical distribution must be attached to this form or emailed to: [ccrissman@ges.com](mailto:ccrissman@ges.com)

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered		\$
Authorized Signature – Please Sign:		2. Payment Enclosed		\$
		<b>X</b>		
		AUTHORIZED NAME - PLEASE PRINT		DATE



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**American Epilepsy Society**  
San Diego Convention Center • December 3 - 4, 2006

**DISCOUNT DEADLINE DATE:**  
**November 14, 2006**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.**

**TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., 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.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect 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 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. All labor is charged in one (1) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

### DISCOUNT LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Straight Time Monday through Friday 8:00 AM to 4:30 PM  
Overtime All other times Monday through Friday, and all day on Saturdays & Sundays

**ELECTRICIAN** \$ 89.50 per hour  
**AERIAL LIFT** \$ 195.00 per hour  
\$ 179.00 per hour \$ 195.00 per hour

### REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Straight Time Monday through Friday 8:00 AM to 4:30 PM  
Overtime All other times Monday through Friday, and all day on Saturdays & Sundays

\$ 116.50 per hour \$ 253.50 per hour  
\$ 232.50 per hour \$ 253.50 per hour

PLEASE INDICATE SERVICE	PLACE ORDER HERE
-------------------------	------------------

#### ☐ TSE SUPERVISED (OK TO PROCEED)

**Please complete "Booth Layout" form (H-3)**

TSE will supervise labor to:

- Distribute power under carpet.

**A 20% (\$25.00 minimum) surcharge will be added to the labor rates above for this professional supervision.**

#### ☐ EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling

#### ➤ TSE is responsible for the Following:

##### Power Distribution

- ☐ E1 - Concealed wiring in walls, headers, or displays
- ☐ E2 - In front of hard walls at the back of booth
- ☐ E3 - Above tile floor
- ☐ E4 - Distribution from outlets to equipment

##### Equipment Connections

- ☐ E5 - Electrical motors and/or controls
- ☐ E6 - Breaker panels or power distribution panels
- ☐ E7 - Interconnection between equipment
- ☐ E8 - Electrical apparatus equipment wiring

##### Lights

- ☐ E9 - Separately attached light tracks
- ☐ E10 - Track light heads

##### General Lighting

- ☐ E11 - Fluorescent/Incandescent
- ☐ E12 - Overhead
- ☐ E13 - Lighting mounted separate to exhibit structure
- ☐ E14 - Light boxes
- ☐ E15 - Neon

##### Other Electrical

- ☐ E16 - Co-axial cable runs to booths
- ☐ E19 - Specify type:

##### Satellite Dish Installation and/or Assembly

- ☐ E20 - Exhibitor supplying satellite

##### Booth to Booth Cable Runs

- ☐ E25 - Specify type:

##### Monitors

- ☐ E26 - Quantities:
- ☐ E27 - Size:
- ☐ E28 - Mounted to:
- ☐ E29 - Counter top
- ☐ E30 - Suspended Truss
- ☐ E31 - Wall of structure

##### Video Antenna Feeds

- ☐ E34 - Please specify:

##### Projection Equipment

- ☐ S1 - Type:
- ☐ S2 - Quantity:
- ☐ S3 - Mounted to wall of structure
- ☐ S4 - Mounted to ground-supported truss
- ☐ S5 - Mounted to suspended truss
- ☐ S5 - Other:

##### Video Walls

- ☐ S6 - Dimension of completed wall
- ☐ S7 - Monitor on suspended truss
- ☐ S8 - Monitor connected to cameras
- ☐ S9 - Power requirements for wall:
- ☐ S10 - Forklift required
- Lighting - Dimmable Programmable**
- ☐ S11 - Robotic and/or moving lights
- ☐ S12 - Theatrical Lighting:
- ☐ S13 - Lekos
- ☐ S14 - Parcans
- ☐ S15 - Fresnels
- ☐ S16 - Studio and motion picture lights
- ☐ S17 - Other:

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	
	AM PM	AM PM				\$	
	AM PM	AM PM				\$	
	AM PM	AM PM				\$	
	AM PM	AM PM				\$	
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>						1. Total Labor Ordered	\$
						2. 20% (\$25.00) GES Supervision	\$
						3. Payment Enclosed	\$
<b>Authorized Signature: X</b>						AUTHORIZED NAME - PLEASE PRINT DATE	

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



Service Provided by:  
SMART CITY  
3720 HOWARD HUGHES PKWY  
LAS VEGAS, NEVADA 89109  
888-446-6911  
702-943-6001 (FAX)



## TELEPHONE SERVICE CONTRACT

Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed? Yes No</i>	Show Dates: ____/____/____ To ____/____/____
Billing Address		Orders are late starting: (see item # 7 - 8 below)	
City, State/Country, Zip		E-mail	
Contact	Telephone ( ) -		Fax Number ( ) -
Credit Card No.	Expiration /	Cardholder Signature(2)	Print / Type Cardholder Name

Description of Service	Type	QTY	(Price + Local/Long Distance Deposit 1 per Channel)	Total
<b>1. Standard Line ( PBX, must dial 9 then the number )</b>				
a. Line without a telephone (unrestricted long distance)	LO		( \$ 245 + \$ 25 )	
b. Single Line Instrument Upon Request	SL / DI			
c. Multi-Line Phone w/1 main Number & 1 rollover line (unrestricted)	ML		( \$ 335 + \$ 25 )	
d. Refundable Multi-Line Instrument Deposit (6)	ML-INST		\$ 100	
<b>2. Dedicated Line ( Direct line do not dial 9 )</b>				
a. For Modem use (no Instrument) (unrestricted) – Limited Quantity	DL		( \$ 375 + \$ 25 )	
<b>3. Telephone Special Services</b>				
a. Long Distance Restrictions (Local / Credit Card)	TLD / CC		\$ 15	
b. ISDN Line 128 K BRI (2B + D) (unrestricted) – Limited Quantity	IP		( \$ 500 + \$ 200 )	
<b>4. Dry Pair ( 3<sup>rd</sup> Party Circuit Extended from D-Mark to Booth ) – Must order circuit / dial tone from local Bell Co or Other Provider.</b>				
a. Analog Extended POTS line from D-Mark to Booth	DP		\$ 200	
b. ISDN BRI Extended circuit from D-Mark to Booth	IS		\$ 300	
c. DSL Extended circuit from D-Mark to Booth	HL		\$ 400	
d. T-1 Extended voice circuit from D-Mark to Booth	T1		\$ 2,000	
e. Special Quote – Attachment A or SOW (if applicable)	MT		(Call 888-446-6911 for quote)	
<b>5. Other</b>			(Call 888-446-6911 for quote)	
<b>6. Distance Fee of \$100 for each line outside the convention center.</b>			<b>( \$ 100 ) x ( number of lines )</b>	
<b>7. Expedite Charge \$75 per Line (if ordered less than 21 days prior to 1<sup>st</sup> day of show move-in).</b>			<b>x ( number of lines )</b>	
<b>8. On Site / Move – In order fee of \$150 per line (if ordering service after show move-in has started).</b>			<b>x ( number of lines )</b>	
			<b>SUBTOTAL</b>	
<b>All unused portions of deposits returned with final billing.</b>			<b>ESTIMATED 15% TAX / FEES DEPOSIT = SUBTOTAL x 15%</b>	
<b>PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>	

### Notes:

- Deposit is for Local Calls, Long Distance Calls, Toll Free / 800# Calls, and Calling Card Calls. Additional LD deposits for International accounts may apply and will be determined upon request for service.
- For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
- Installations are due 24 hours prior to show opening.
- Attach any required additional floor plans/diagrams.
- Smart City accepts payment in US dollars drawn on a US Bank or a credit card (AMEX, VISA, MC). Make all checks payable to: **Smart City**.
- One Multi-Line Instrument Deposit is required for each Multi-line Circuit ordered.
- All unused instrument/access deposits will be returned (within 60 days of show close) after final reconciliation of your bill.

\*\*\*\*\* Credit card authorization must be on file for LD Access or Applicable Taxes / Fees. \*\*\*\*\*

Customer Acceptance of Terms and Conditions: \_\_\_\_\_ Date: \_\_\_\_\_

<p>Indicate location in Booth with an X.</p> <p>Island <input type="checkbox"/></p> <p>Standard <input type="checkbox"/></p> <p><b>Important!</b> Important! Important!</p> <p><b>Include floor plan w/orientation. A move fee starting at \$100 per line may apply to relocate the circuit after it is Installed.</b></p>	<p><b>FOR SMART CITY USE:</b></p> <p>Type of Service _____ Exhibitor No. <b>05 – 025 -</b></p> <p>Extension #(s) _____ Payment Rec'd _____</p> <p>Special Instructions _____</p> <p>CSR _____ DATE _____</p>
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## LIMITATION OF LIABILITY

Except for claims for physical injury to persons, SMART CITY and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory; whether or not SMART CITY or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states, the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their telecommunications service(s).

(1) All Exhibitor contracts are solely between SMART CITY and the prospective Exhibitor; (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 Exhibitor, under any Exhibitor Contract including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor 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 services 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 Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or any other occupancy agreement between such Exhibitor and the Facility.

## TERMS AND CONDITIONS

<p>1. <b>Payment</b> in full and order must be received no later than 21 days prior to first day of show move-in or a <b>\$75.00</b> per line expedite charge will be applied. If ordering on site or after show move-in has started there is a <b>\$150.00 per circuit</b> charge applied. Any unpaid balance after close of show will incur a 1.5% / month finance charge.</p> <p>2. 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. Smart City's Federal ID is 65-0524748.</p> <p>3. <b>Conditions for processing service contract / On-time Installation:</b>  <b>(a)</b> Payment for service must accompany contract. <b>(b)</b> Incomplete contract forms will delay processing, please provide all information requested. <b>(c)</b> Booth number(s) must be identified on face of form. <b>(d)</b> Complete Floor Plan itemizing location of circuit(s) in booth must be designated on form or customer provided diagram(s) 2 days before move-in date. <b>(e)</b> Customer provided / ordered circuits must be installed and working 2 days before show move-in. <b>(f)</b> Customers must provide Smart City with Circuit Number and Provider's name. <b>(g)</b> Orders / changes received within 3 days of show move-in will be worked after other orders are complete.</p> <p>4. <b>Equipment Management:</b>  <b>(a)</b> Exhibitors should pick up telephone equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill. <b>(b)</b> The exhibitor 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 by 5:00 p.m. the day following close of the show. <b>(c)</b> The Smart City Service Desk will be open to handle equipment rentals during move-in and show.</p> <p>5. Any problems should be reported to the Smart City Service Desk.</p> <p>6. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.</p> <p>7. <b>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 may be billed to the Exhibitor at the prevailing rate.</b></p> <p>8. 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.</p> <p>9. <b>CANCELLATION</b> – <b>(a)</b> 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. <b>(b)</b> Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. <b>(c)</b> Credit will not be given for service installed and not used.</p>	<p>10. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except on request.</p> <p>11. There will be a \$25.00 service charge for all returned checks.</p> <p>12. <b>Long Distance and Directory Assistance:</b>  <b>(A)</b> Toll restricted requests will restrict lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be restricted (this includes all long distance calls). <b>(B)</b> All lines will be restricted from "976" and "900" dialing unless otherwise requested. <b>(C)</b> Smart City will provide a detailed listing of all calls made on the line.</p> <p><b>A \$0.25 per minute charge on all "1-800, 950" and credit card calls will apply to the duration of the call that is over 15 minutes. The "1-800, 950" type call surcharge does not apply to Dedicated Lines, item #2a.</b></p> <p><b>A \$2.00 surcharge per call will be charged on all directory assistance, Information, 0+ and Operator assisted calls.</b></p> <p><b>NOTE: THE EXHIBITOR IS RESPONSIBLE FOR ALL LOCAL, LONG DISTANCE, DIRECTORY ASSISTANCE AND OPERATOR ASSISTED CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).</b></p> <p>13. In the case of a call which is not connected, but where the called telephone is allowed to ring for more than 30 seconds, our telephone equipment will automatically place a charge on your account as if the call had been completed. To avoid such charges, we suggest that you observe the time when placing calls.</p> <p>14. The number(s) assigned to you are for the duration of this event only. Service cannot be moved or transferred outside of the Center and intercept service cannot be provided.</p> <p>15. Prices are based upon current rates and are subject to change without notice.</p> <p>16. When you place an emergency 911 call (except from a dedicated, or ISDN line) the call will be routed to building security for handling and notification of 911. Smart City will not be liable for any loss, damage or expense, directly or indirectly resulting from customer's use or inability to use the 911 emergency notification system.</p>
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Complete and Return To

\*\*\* ORDERING SERVICES \*\*\*      \*\*\* FLOOR PLANS \*\*\*

**MAIL CHECK OR FAX PAYMENT W/ORDER AND FLOOR PLAN TO:**

**SMART CITY**

**3720 HOWARD HUGHES PKWY SUITE #190**

**LAS VEGAS, NEVADA 89109**

**(888) 446-6911    FAX (702) 943-6001**

# Floor Work/Labor – Communication Cables

Center: San Diego CC (025) - CA  
 Show: \_\_\_\_\_

Booth Name: \_\_\_\_\_  
 Booth/Room #: \_\_\_\_\_  
 Customer/Ref 05-025-

**Smart City installs Voice and Data communications cabling.** This includes cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3 and 5) and all other data and telecommunication cable 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 on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main drop "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 Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

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

**I / H / P / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**P**" 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 and 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.



Service Provided by:  
SMART CITY  
3720 HOWARD HUGHES PKWY  
LAS VEGAS, NEVADA 89109  
888-446-6911  
702-943-6001 (FAX)



## NETWORK SERVICE CONTRACT

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Orders are late starting: (see item # 4 - 5 below)	
City, State/Country, Zip		E-Mail	
Contact	Telephone Number ( ) -		Fax Number ( ) -
Credit Card No.	Expiration /	Cardholder Signature (1)	Print / Type Cardholder Name

Description of Service	Type	QTY	( Price + Deposit )	Total
<b>1. Standard Line Services ( 10-Base-T ):</b>				
a. Shared Ethernet Service (Single Public IP address)	SE		( \$ 1,295 )	
b. Additional Public IP Address / Device (Ethernet)	IA-S		( \$ 150 )	
c. Shared EtherNAT Service (Single Private IP address)	NE		( \$ 995 )	
d. Additional Private IP Address / Device (EtherNAT)	IA-N		( \$ 125 )	
e. RapidData® T-1 Internet Services (Includes 29 IP addresses)	TS		( \$ 5,900 )	
f. Wireless Internet (Up to 256 Kbps) (See T's + C's #13)	WI		( \$ 595 )	
<b>2. Equipment Rental</b>				
a. 8 Port Hub Rental – 10 Base T	H8		( \$ 150 + \$ 25 )	
b. 24 Port Hub Rental – 10 Base T	H4		( \$ 225 + \$ 25 )	
c. 50 foot Patch cable – Cat 5	PC		( \$ 50 )	
<b>3. Special Line services</b>				
a. T-1 Extended data circuit from D-Mark to Booth (See Note 11)	T2		( \$ 2,000 )	
b. DS-3 Extension from D-Mark to Booth (See Note 11)	T3		( \$ 9,000 )	
c. Labor / Floor Work Fee per hour ( minimum 2 hours )	FW	____/hr	( \$ 100 )	
d. Cable TV / Satellite FEED ( includes cable run to booth )	SCT		( \$ 500 )	
e. Point to Point and Multi-Point Networking	MI		(Call 888-446-6911 for quote)	
f. Special Configurations / Engineering / VPN / Web Casting	VP/MI		(Call 888-446-6911 for quote)	
g. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)	
<b>4. Expedite Charge \$250 per Line (if ordered less than 21 days prior to 1<sup>st</sup> day of show move-in) x (number of lines)</b>				
<b>5. On Site / Move-In order fee of \$500 per line (if ordering service after show move-in has started) x (number of lines)</b>				
<b>6. Distance Fee of \$500 for each line outside the convention venue ( \$ 500 ) x (number of lines)</b>				
<b>SUBTOTAL</b>				
<b>Unused portions of deposits returned with final billing. ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>				
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>				<b>GRAND TOTAL</b>

### Notes:

- For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
- Smart City Network's Federal ID is 65-0524748.
- Smart City accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to: Smart City.*
- Installations are due 24 hours prior to show opening.
- Customer provided / ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide Smart City with circuit Number and provider's name.
- Attach any required additional floor plans / diagrams.
- Rates listed include a single IP address, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
- Due to the nature of the Internet, Smart City cannot guarantee any level of performance or accessibility beyond our gateway.
- The choice of Internet Service Provider (ISP) is at the sole discretion of Smart City.
- 10Mbps and less service are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.
- T-1 / DS-3 orders must be placed 45 days prior to move-in date.

\*\*\*\*\* Credit card authorization must be on file for all Services and applicable Taxes / Fees. \*\*\*\*\*

**Customer Acceptance of Terms and Conditions:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Indicate location in Booth With an X.</b> Island <input type="checkbox"/> Standard <input type="checkbox"/> <b>Important! !</b> <b>Include floor plan w/orientation. A move fee starting at \$ 200 per line may apply to relocate the circuit after it is installed.</b>	<b>FOR SMART CITY USE:</b>		Type of Service:		Exhibitor No. <b>05 - 025 -</b>	
					Payment Rec'd:	
					CSR: _____ Date: _____	
	IP Address	Subnet	Gateway	Primary DNS	Secondary DNS	



## LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Smart City and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not Smart City or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states; the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their network attachment.

(1) All Exhibitor Contracts are solely between Smart City and the prospective Exhibitor; (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 Exhibitor, under any Exhibitor Contract, including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor 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 services 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 Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by Smart City under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or other occupancy agreement between such Exhibitor and the Facility.

## TERMS AND CONDITIONS

- |  |  |
|--|--|
| <p><b>1. Payment in full</b> and order must be received no later than 21 days prior to the first day of show move-in or a <b>\$250.00 per circuit expedite charge</b> will be applied. If ordering on site or after show move-in has started there is a <b>\$500.00 per circuit</b> charge applied. Any unpaid balance after close of show will incur a 1.5% / month finance charge</p> <p><b>2.</b> 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.</p> <p><b>3. Conditions for processing service contract / On-time Installation:</b></p> <p style="padding-left: 20px;">(a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of circuit(s) in booth must be designated on form or customer provided diagram(s) 2 days before move-in date. (e) Customer provided / ordered circuits must be installed and working 2 days before show move-in. (f) Customers must provide Smart City with Circuit Number and Provider's name. (g) Orders / changes received within 3 days of show move-in will be worked after other orders are complete.</p> <p><b>4. Equipment Management:</b></p> <p style="padding-left: 20px;">(a) Exhibitors should pick up hubs, wireless devices and other rental equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill. (b) The exhibitor 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 by 5:00 p.m. the day following close of the show. (c) The Smart City Service Desk will be open to handle equipment rentals during move-in and show.</p> <p><b>5.</b> Any problems should be reported to the Smart City Service Desk.</p> <p><b>6.</b> Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.</p> <p><b>7. Any additional cost incurred by SMART CITY to:</b> 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 may be billed to the Exhibitor at the prevailing rate.</p> <p><b>8.</b> 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.</p> <p><b>9.</b> Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except on request.</p> <p><b>10.</b> There will be a \$25.00 service charge for all returned checks.</p> | <p><b>12. Use of Network Connection:</b></p> <p style="padding-left: 20px;">(A) The network attachment to be provided by Smart City may be used only by the directors, officers and employees of the company, its guests and its agents and consultants while performing service for the company and <b>cannot be resold or distributed to other companies.</b> The services being provided by Smart City will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (B) Users of Smart City services <b>shall not disrupt</b> any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. (C) All devices for which Smart City directly or indirectly provides Internet/Network connectivity must pay a <b>device charge</b> or <b>purchase</b> a Smart City assigned <b>IP address.</b></p> <p><b>13. Wireless Specific:</b> The use of any wireless device that interferes with the facility wireless data frequency is prohibited.</p> <p><b>14. Internet Performance Disclaimer:</b> 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 backbones beyond any facility we service.</p> <p><b>15. Internet Security Disclaimer:</b> Smart City does not provide security, such as but not limited to firewalls etc. for any data circuit(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.</p> <p><b>16. VIRUS PROTECTION REQUIREMENT – WARNING</b> - Smart City requires that all devices directly or indirectly accessing Smart City's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device which adversely impacts Smart City's Network will be disconnected from the network with or without prior notice at Smart City's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.</p> |
|--|--|
- 11. 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 installed and not used.

### Complete and Return To

\*\*\* ORDERING SERVICES \*\*\*

\*\*\* FLOOR PLANS \*\*\*



**MAIL CHECK OR FAX PAYMENT W/ORDER AND FLOOR PLAN TO:**  
**SMART CITY**  
 3720 HOWARD HUGHES PKWY SUITE #190  
 LAS VEGAS, NEVADA 89109  
 (888) 446-6911 FAX (702) 943-6001

VISIT US ON THE WEB AT: [WWW.SMARTCITY.COM](http://WWW.SMARTCITY.COM)

# Network Security Declaration

Center: San Diego CC (025) - CA

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer Ref #: 05 - 025 -

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 – 69, 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 \*\*\***

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

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

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

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

# Wireless Performance Declaration

Center: San Diego CC (025) - CA

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer Ref #: 05 - 025 -

## Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / b / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 b / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the internet, Smart City highly recommends Customer(s) purchase hard wired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

## Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, NO Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

**I herby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.**

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

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

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

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_





# LEAD RETRIEVAL SERVICE

1st North American Regional Epilepsy Congress  
Annual Meetings of the American Epilepsy Society &  
Canadian League Against Epilepsy

Booth # :

December 3 - 4, 2006  
San Diego Convention Center  
San Diego, CA

**NOTE :** There is **Limited availability of Electronic Units**. Please order this service before Nov 17, 2006. Avoid long lines and last minute rush, pick-up your rental equipment as soon as possible.

SERVICE	UNIT PRICE			QUANTITY	TOTAL
	Before 11/17/06	11/18 - 11/30	On-Site		
<b>1. EXPO-5000</b> 2D Bar Code Reader ( Reader, 2d Gun, Printer, 3.5" Disk Drive) includes 1 Roll of Paper, 1 disk	\$225.00	\$265.00	\$325.00	X _____	= \$ _____
<b>2. EXPO-4000</b> 2D Bar Code Reader ( Reader, 2d gun, Printer) includes 1 Roll of Paper	\$195.00	\$235.00	\$295.00	X _____	= \$ _____
<b>3. EXPO-Mobility +</b> 2D Bar Code Reader Handheld battery powered reader. (Data supplied in CVS and Excel formats on USB memory stick supplied by RSI)	\$325.00	\$375.00	N/A	X _____	= \$ _____
<b>Custom Query Programing</b> (Available with Expo-5000 Only, Please call for details)	\$50.00	\$100.00	N/A	X _____	= \$ _____
<b>Additional Rolls of Paper</b>	\$5.00	\$10.00	\$15.00	X _____	= \$ _____

**Note :** Electrical Service is required for Expo units. Electrical Service not supplied by RSI.

Total : \$ \_\_\_\_\_

**Please note :** There is a limited availability of lead units on-site, on-site rentals will be on a first come first served basis. Registration Systems Inc. does not guarantee availability to all exhibitors who do not pre-order. **Order your equipment early!**

Rental units are available for **pick-up and return** at RSI's Service Desk.  
**Please return units within one hour of close of the show.** Charges  
for: Expo5000 and Expo4000 \$2500.00 ea., Expo Mobility+ \$1500.00 will be  
made for any equipment Lost or Damaged.

*Payment must accompany your order.  
Purchase orders will not be accepted.  
Payment must be in U.S. currency.*

**NO REFUNDS** after November 17, 2006

## Payment Method

Check ☐ Visa ☐  
Master Card ☐ AmEx ☐

Credit Card Number: \_\_\_\_\_

Card Exp. Date: \_\_\_\_\_

Check here to receive a faxed credit card receipt ☐

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

Credit Card Information must be complete for processing

**Credit Card Orders Must be signed for processing**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone : \_\_\_\_\_

Fax : \_\_\_\_\_

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

Authorized

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

Order must be signed for processing

Mail or Fax your completed form with payment made payable to:

Expo-5000 # : \_\_\_\_\_ Signature \_\_\_\_\_  
MagPrint # : \_\_\_\_\_  
Imprinter # : \_\_\_\_\_ Picked-Up by \_\_\_\_\_

**Pick-Up Confirmation Official Use Only**

**Registration Systems, Inc.**

**P.O. Box 447, 48 Main Street**

**Livingston Manor, N.Y. 12758**

**Phone (845) 439-3887 Fax (845) 439-3898**

Fed ID# 222903103

# Maximize your show investment!

## Capture more leads and more information with a lead retrieval system from Registration Systems.

Sales leads, it's the reason your exhibiting at the show. But if you don't get, or capture them in a usable manner you've wasted your time and money. Collect all the information you need for a complete comprehensive follow-up program with a state of the art lead retrieval system from Registration Systems.

RSI's lead retrieval systems allow you to capture all the data you need both accurately and immediately! You'll leave the show with a complete record of every visitor to your booth. You'll have a complete profile of their company including size, type of business and the products and or services of greatest interest to them.

**1 Expo 5000 SYSTEM / 2-D BAR CODE READER** - Reads a special 2-dimensional bar code printed right on the attendee's badge. You get instant printout of the data and the data is stored on an integrated floppy disk so that you can take all of the information back to your office without having to transcribe the information. The data on the disk can be imported into just about every data base, contact manager and word processing program available including ACT!, Goldmine, Word for Windows, etc. (Requires electrical service not supplied by Registration Systems.)

**2 Expo 4000 SYSTEM / 2-D BAR CODE READER** - Similar to the EXPO 5000 except there is no floppy disk storage of the data. Easily reads 2d barcode that is printed on the paper badge provided to every attendee. Instantaneous printout of the information contained on the attendee's badge. Fast, easy to use and reliable. (Requires electrical service not supplied by Registration Systems.)

**3 Expo Mobility+ 2-D BAR CODE READER** - Handheld and battery powered, Mobility+ at just 7.5 oz. allows for unrestricted movement in your booth. Data is downloaded to a USB memory stick that you take with you at the end of the show. Two file formats are supplied on the memory stick, Comma Delimited (CVS file) and MS Excel. The data on the stick can be imported into just about every data base, contact manager and word processing program available including ACT!, Goldmine, Word for Windows and Excel. With the included Excel file no file conversion is needed just load Excel open the file and you're ready to follow up your leads.

16Mb USB memory stick supplied by RSI with each Expo Mobility+ rented.

(Mobility+ must be returned to Registrations Systems service deck in the registration area for recharging at end of each show day.)



# RSI

**Note: Not all systems are available at all shows. See other side of this form to see which systems are available for this event.**

**Registration Systems Inc.,** 48 Main Street, PO Box 447, Livingston Manor, NY 12758  
(845) 439-3887 Fax: (845) 439-3898



**1<sup>st</sup> North American Regional Epilepsy Congress –  
Annual Meetings of the American Epilepsy Society & Canadian League Against Epilepsy  
December 3-4, 2006 - San Diego Convention Center, San Diego, CA**

**COMPUTER & VIDEO EQUIPMENT ORDER FORM**

**ORDERING:** To order audio-visual equipment for your booth, please fill out this form including payment information and fax to the number listed above by **November 23<sup>rd</sup>, 2006**. An additional 20% will be added for orders received after this date.

**PRICES:** Listed rates are for the entire show. Labor is a one time charge unless the order is extensive. On-site cancellations will be refunded 50% of the rental charges.

**DELIVERY:** ***Your on-site contact must be present to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.***

**EXHIBITOR INFORMATION**

Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Ordered By: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Fax: \_\_\_\_\_

**ON-SITE INFORMATION**

On-site Contact: \_\_\_\_\_  
On-site Contact Phone #: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Removal Date: \_\_\_\_\_ Time: \_\_\_\_\_

DESCRIPTION	QTY	SHOW RATE
<b>PERSONAL COMPUTERS</b>		
P4 / 1.6 GHz 256mb / 20gb / 48 x CD		\$275.00
P4 / 2.4 GHz 512mb / 40gb / DVD-CDRW		\$325.00
MAC G5 512mb / 40gb / DVD-CDRW		\$500.00
<b>LAPTOP COMPUTERS</b>		
P3 / 700 MHz 256mb / 12gb / DVD / 56k		\$300.00
P3 / 1.5 GHZ 256mb / 30gb / DVD-CDRW		\$350.00
P4 / 2.4 GHZ 512mb / 40gb / DVD-CDRW		\$400.00
MAC G4 / 512mb Ram / DVD-CDRW		\$400.00
<b>PERIPHERALS</b>		
Amplified Speaker – each set of two		\$70.00
Keyboard and Mouse		\$35.00
<b>PROJECTION SCREENS</b>		
5' Tripod Screen w/ Black Skirt		\$50.00
6' Tripod Screen w/ Black Skirt		\$50.00
<b>AUDIO EQUIPMENT</b>		
Wireless UHF Hand Held / Lavalier		\$275.00
Powered Speaker		\$175.00
4 Channel Audio Mixer		\$75.00

DESCRIPTION	QTY	SHOW RATE
<b>DATA DISPLAY MONITORS &amp; STANDS</b>		
17" Flat Screen LCD Monitor		\$250.00
20" Flat Screen LCD Monitor		\$300.00
37" Plasma Display Monitor (w/ built-in speakers)		\$950.00
42" Plasma Display Monitor		\$950.00
50" Plasma Display Monitor		\$1500.00
60" Plasma Display Monitor		\$2000.00
Plasma Monitor Floor Stand		\$200.00
Cobra Floor Stand for Plasma Display		\$325.00
Plasma Monitor Side Attached Speakers		\$150.00
(Side Attached Speakers available on 42", 50", & 60" models)		
<b>VIDEO EQUIPMENT &amp; STANDS</b>		
1/2" VHS Video Cassette Player w/ Repeat		\$150.00
DVD Player		\$150.00
20" TV / VCR Combo Unit		\$225.00
26" Video Monitor		\$185.00
32" Video Monitor		\$275.00
54" AV Cart w/ Black Skirt		\$50.00
<b>PLEASE CALL FOR PRICING ON EQUIPMENT</b>		

**PAYMENT INFORMATION**

Check Enclosed: **Payable to VISUAL AIDS ELECTRONICS**  
VISA MASTERCARD AMEX   
Cardholders Name: (PRINT) \_\_\_\_\_  
Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Card Billing Address: \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

<b>Equipment Total:</b>	
<b>7.75% Sales Tax:</b>	
<b>Labor Minimum:</b>	\$100.00
<b>Labor Tax:</b>	N/A
<b>Subtotal:</b>	
<b>On-Site Order an Add'l 20%:</b>	
<b>TOTAL AMOUNT DUE:</b>	

The undersigned acknowledges receipt of the equipment described herein and agrees to assume the replacement cost for any loss or damage of said equipment which is the property of Visual Aids Electronics Corporation.

Received by: \_\_\_\_\_

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



1/2003

# Bloomin' Exhibits

FEDERAL ID # 05-0463830

237 NEW MEADOW ROAD  
BARRINGTON, RI 02806-3748  
TEL (401) 247-0590 • FAX (401) 245-7719

NAME OF SHOW \_\_\_\_\_ DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

EXHIBITING COMPANY\* \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ BOOTH # \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

## RENTAL

QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL	QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	3' Green Plant	\$40				Ivy, Pothos—MEDIUM	\$26		
	4' Green Plant	\$50				Ferns—MEDIUM	\$30		
	5' Green Plant	\$60				Ferns—LARGE	\$36		
	6' Green Plant	\$75				Bromeliad	\$30		
	Taller	PRICE ON REQUEST				Fish Bowl 8" GLASS	\$30		

## PURCHASE (FLOWERING)

QTY	ITEM	COLOR & VARIETY (SUBJECT TO AVAILABILITY)	PRICE	TOTAL
	Potted Mums (Yellow, White, Lavender)		\$25	
	Potted Seasonal Plant		\$30	
	Floral Arrangement/Seasonal	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$60 & up	
	Floral Arrangement/Tropical	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$65 & up	
	<input type="checkbox"/> Other			

### PLEASE INCLUDE ORDER FORM WITH CHECK

TOTAL \_\_\_\_\_

TAX \_\_\_\_\_

GRAND TOTAL \_\_\_\_\_  
ON SITE ORDERS 25% HIGHER

## SPECIAL REQUESTS

All plants and potted flowers will be in black containers. Others available on request: ☐ Basket ☐ White☐ Special Instructions/Requests: \_\_\_\_\_☐ Please have a designer see us at our exhibit. Date/Time: \_\_\_\_\_ Representative \_\_\_\_\_

## PAYMENT PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT. A CHECK OR CREDIT CARD IS REQUIRED.

I authorize Bloomin' Exhibits to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED: ☐ CHECK ☐ MC ☐ VISA ☐ AMEX CARD# 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDER NAME \_\_\_\_\_ EXP DATE \_\_\_\_\_

CARDHOLDER ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CONTRACT CONDITIONS:** ALL orders must be paid in full prior to delivery, in U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. **Adjustments can not be made after the close of the show.** Cancellations must be received **in writing** 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Bloomin' Exhibits harmless for all injury or damage resulting from items supplied by this contract.

**PLEASE NOTE: THIS ORDER FORM IS YOUR INVOICE. NO STATEMENT TO FOLLOW UNLESS SPECIFICALLY REQUESTED.****\*IF YOU ARE A 3RD PARTY VENDOR PLACING THE ORDER, PLEASE ATTACH A 2ND PAGE WITH YOUR NAME, ADDRESS, PHONE, FAX AND EMAIL.**

# Door Drop Service



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## What is a Door Drop?

A convenient exhibitor marketing tool that delivers your promotional materials, symposia announcements, etc. directly to the hotel rooms of attendees. Door Drops are an effective way of reaching your prospects and giving them an opportunity to plan which exhibitors they need to visit.

## Who is Convention Communications?

Convention Communications is the dedicated Door Drop provider. Door Drops are our only business.

## How does Convention Communications operate?

We work with the show hotels to have your materials delivered to the hotel room of each guest registered under the room block.

## Do we need approval from show management to do a Door Drop?

Yes. You *must* email your request to Jeff Melin at [jmelin@aesnet.org](mailto:jmelin@aesnet.org) and obtain approval in writing.

## Why should I work with Convention Communications instead of contacting the hotels myself?

The American Epilepsy Society has designated Convention Communications as the exclusive provider of Door Drop services. Instead of having to coordinate all the details with many hotels, you work only with us. Convention Communications does *all* of the legwork.

## Will Convention Communications save my company money?

Because we work with several exhibitors, we are able to combine all Door Drop items in a single door-hanger bag. You will pay less to have us do everything than if you made all the arrangements, shipped materials and cut checks to the all the hotels yourself!

## How do I work with Convention Communications?

Call Tom Marshall at (513) 934-3700 to discuss your requirements, or email to [Tom@doordrop.com](mailto:Tom@doordrop.com)

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### Convention Communications will:

- Coordinate logistics with each hotel.
- Deliver your materials to each hotel.
- Be on-site to ensure that your literature is distributed on schedule.

Your materials will be delivered on either Friday night, December 1, or Sunday night, December 3, to attendees' rooms of the San Diego, hotels affiliated with the 1st North American Regional Epilepsy Congress.

### Details

Sunday:	\$2,325*
Friday:	\$1,900*
Deadline for Materials:	November 22

\*Pricing for items under 2 ounces. Over 2 ounces additional.

**Convention**  
**Communications**



# PHOTOGRAPHY ORDER FORM



8862 Snowbunting Court  
Littleton, CO 80126  
TEL (303) 471-2220  
FAX (303) 471-2224  
E-MAIL photos@lagniappestudio.com  
WEBSITE www.lagniappestudio.com



CONVENTION NAME: **1<sup>ST</sup> NORTH AMERICAN EPILEPSY CONGRESS "AES"**

CONVENTION LOCATION: SAN DIEGO, CALIFORNIA TRADESHOW DATES: DECEMBER 1-5, 2006

EXHIBITOR: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ P.O. #: \_\_\_\_\_

## LAGNIAPPE DISCOUNT PACKAGES

\_\_\_\_\_ Each 8 x 10 original view with digital file and transfer of copyright \$240.00/Package \_\_\_\_\_

\_\_\_\_\_ Each 8 x 10 original view, three 8 x 10 reprints from original, \$290.00/Package \_\_\_\_\_  
digital file, and transfer of copyright

Handling & U.S. Shipping + \$10.00

### MUST INDICATE:

☐ without people ☐ staff (date \_\_\_\_/time \_\_\_\_) ☐ activity

Total Due \_\_\_\_\_

## PHOTOGRAPHICAL & DIGITAL IMAGING OF EXHIBITS

\_\_\_\_\_ Each 8 x 10 original view \$115.00 each \_\_\_\_\_

\_\_\_\_\_ Each 8 x 10 reprint from original \$ 30.00 each \_\_\_\_\_

\_\_\_\_\_ Each View on CD Rom with transfer of copyright \$150.00 each \_\_\_\_\_

\_\_\_\_\_ View(s) of "on-site delivery" digital photography **MUST ORDER IN ADVANCE.** \$200.00 each \_\_\_\_\_

\_\_\_\_\_ Digitally enhanced view(s) – eliminates background and gives booth or product photos a great studio look. (requires original view purchase) \$350.00 each \_\_\_\_\_

### MUST INDICATE:

☐ without people ☐ staff (date \_\_\_\_/time \_\_\_\_) ☐ activity

Handling & U.S. Shipping + \$10.00

Total Due \_\_\_\_\_

## DIGITAL EVENTS PHOTOGRAPHY

\_\_\_\_\_ Hours @ \$250.00 per hour with unlimited digital images (off site assignments - 2 hour minimum - plus travel expenses)

Handling & U.S. Shipping + \$10.00

Total Due \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

## SPECIAL EVENTS PHOTOGRAPHY

**Digital pictures printed instantly on-site of attendees in your exhibit or at your special event.**

**CALL FOR PRICE QUOTE  
MUST ORDER IN ADVANCE.**

## PROFESSIONAL VIDEO PRODUCTION

\_\_\_\_\_ Each hour @ \$940.00 \_\_\_\_\_

\_\_\_\_\_ Consecutive add'l. hrs. @ \$650.00 ea. \_\_\_\_\_

\_\_\_\_\_ Duplicate or add'l. tape(s) @ \$40.00 ea. \_\_\_\_\_

**MUST  
ORDER  
IN  
ADVANCE.**

Handling & U.S. Shipping + \$10.00

Total Due \_\_\_\_\_

## ARCHITECTURAL EXHIBIT PHOTOGRAPHY

Your booth will be professionally photographed using multiple architectural lighting to emphasize its design.

**CALL FOR PRICE QUOTE  
MUST ORDER IN ADVANCE.**

## INDICATE FORM OF ADVANCE PAYMENT:

☐ U.S. dollar check drawn on a U.S. bank, payable to **Lagniappe Studio, Inc.**

☐ AMEX ☐ VISA ☐ MC Account No. \_\_\_\_\_ ID# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Cardholder Name \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

## SPECIFY METHOD OF SHIPMENT:

☐ First Class U.S. Mail ☐ FEDEX acct. # \_\_\_\_\_ ☐ AIRBORNE acct. # \_\_\_\_\_

If you wish FEDEX or AIRBORNE SHIPMENT but do not have an account #, add \$30.00 for delivery within the U.S., or \$40.00 for international delivery.

**MAIL OR FAX THIS ORDER FORM TO US AT THE ABOVE ADDRESS!**

## FOR OFFICE USE ONLY:

DR \_\_\_\_\_ AP \$ \_\_\_\_\_ INV# \_\_\_\_\_ DO \_\_\_\_\_ DM \_\_\_\_\_



# AES Exhibitor Booth Catering At The San Diego Convention Center

Sunday, December 3, 2006 & Monday, December 4, 2006

We are pleased to welcome you to San Diego and our world class convention center. Our expert staff is available for assistance in planning for your exhibit booth service requirements throughout your event.

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## IMPORTANT INFORMATION

**All Food and Beverage items in the Exhibit Halls must be purchased through the  
San Diego Convention Center Food and Beverage Department**

**This includes bottled water.**

## **ALL ORDERS MUST BE PLACED WITH**

**Kristin Nigro**

Kristin.nigro@visitsandiego.com

Ph: 619-525-5921

Fax 619-525-5858

Mon-Fri 8am-5pm

*Catering Department San Diego Convention Center*

*111 W. Harbor Dr. San Diego CA 92101*





## SAN DIEGO CONVENTION CENTER CORPORATION

### *Booth Catering Menu Guide*

#### **GENERAL INFORMATION • POLICIES**

- All food and beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department – **this includes bottled water.**
- Exhibitor Booth Catering DOES NOT supply tables or electrical for your booth. You MUST order through your service contractor.
- All food and beverage orders require full payment in advance. We accept American Express, MasterCard, VISA or Company Check. Please make checks payable to Centerplate.
- Initial order, as well as additional services ordered on site, will be billed to customers credit card.
- All prices are subject to a (++) which represents a 19% service charge and California State Sales Tax (7.75%)
- Disposable service ware is used on all food and beverage functions on the Exhibit floor.
- A \$25.00++ “Trip Charge” will apply for each food and beverage delivery.
- In order to best serve your catering needs, we require 72 business hours (3 business days) advance notice for ordering or an additional 20% service charge will apply.
- Menu items and prices are subject to change without notice.

#### **CANCELLATION POLICY**

- Full charges will be applied to cancellation of any menu items received within 72 hours (3 business days) prior to delivery.



## ***Action Stations***

***Please Note: Supplies are limited.***

***Orders will be placed on a “1<sup>st</sup> Come 1<sup>st</sup> Serve” Basis***

### **ICE CREAM CART - \$500<sup>.00</sup>**

**To include:** 1 Ice Cream Cart **Standard Cart to include:** 155 Assorted Ice Cream Novelties  
Haagen Dazs Bars, Dove Bars and Assorted Ice Cream Novelties

**Additional Ice Cream Novelties @ \$3.25 each**

**Minimum guarantee of \$500 per day will apply plus a one-time set up fee of \$100.**

**Should you desire an experienced Booth Attendant to distribute the product,**

**a \$25++ per hour/four hour minimum labor charge will apply.**

**Client to supply:** · 110 volt single phase (15) amp · 4x4 workspace · Trash Removal · Clean up

### **SMOOTHIE BAR - \$500<sup>.00</sup>**

**To include:** Smoothie Machine with a choice of two (2) flavors – Strawberry, Wild Berry or Mango. · (135) 7 oz. Fruit Smoothies

**Additional Smoothies @ \$3.75 each**

**Minimum guarantee of \$500 per day will apply plus a one-time set up fee of \$100.**

**A Booth Attendant is required to distribute the product.**

**A \$25++ per hour/four hour labor charge will apply. A 2-hour set-up time is required on the Show Floor. Client to supply:** · 110 volt single phase (15) amp · 4x4 workspace · Trash Removal · Clean up · 24 hour power

### **POPCORN CART - \$500<sup>.00</sup>**

**To include:** · 1 Popcorn Machine · All Supplies: 285 Popcorn bags and napkins

**Additional bags of Popcorn @ \$1.75 each A minimum guarantee of \$500 per day will apply, plus a one-time set up fee of \$100. A booth attendant is required to pop the corn and distribute the product to your guests A \$25 per hour/four hour minimum, labor fee will apply. Client to supply:** · 110 volt single phase (15) amp · 4x4 workspace · Trash Removal · Clean up

### **GOURMET SOFT PRETZEL STATION - \$500<sup>.00</sup>**

**To include:** · 285 Freshly Baked Gourmet Soft Pretzels served with your choice of Nacho Cheese Sauce or Traditional Yellow Mustard · Heated Pretzel display case · Napkins & appropriate supplies. **Additional pretzels @ \$1.75 each. A minimum guarantee of \$500 per day will apply, plus a one-time set up fee of \$100. A booth attendant is required. A \$25++ per hour/four hour minimum labor fee will apply. Client to supply:** · 110 volt single phase (15) amp · 4x4 workspace · Trash Removal · Clean up

## **FRESH-BAKED GOURMET CHOCOLATE CHIP COOKIE STATION - \$500<sup>.00</sup>**

Featuring Otis Spunkmeyer Premium Gourmet Chocolate Chip Cookies To include:

· 275 Chocolate Chip Cookies · Oven, napkins & appropriate supplies

**Additional cookies @ \$1.85 each**

**A minimum guarantee of \$500 per day will apply, plus a one-time set up fee of \$100.**

**A booth attendant is required to bake and distribute the product to your guests.**

**A \$25++ per hour/four hour minimum labor fee will apply. Client to supply: · 110 volt single phase (15) amp · 4x4 workspace · Trash Removal · Clean up**

## **CAPPUCCINO BAR - \$500<sup>.00</sup>**

**To include:** · Coffee Beans and Grinder · All supplies: Cups, Napkins, Stirrers, Sugar and Creamer · 155 cups of Cappuccino & Espresso included. · (1) Experienced Booth Attendant for a maximum of 4 hours.

**Should you desire service for a longer period, a \$25++ per hour labor fee will apply. ·**

**Cappuccino Machine set-up (*includes a stainless steel cart to accommodate water supply and storage*). Additional cups of Cappuccino & Espresso @ \$3.25 each. A minimum guarantee of \$500 per day will apply, plus a one time set up fee of \$100. Client to supply: · 30 amp 3-phase 5-wire power and 110 volt single phase (15) amp · 4x4 workspace & storage area · Trash Removal · Clean up**

## **STARBUCKS CAPPUCCINO BAR - \$1000<sup>.00</sup>**

**To include:** · Starbucks Coffee Beans and Grinder · All Supplies: Starbucks Cups, Napkins, Stirrers, Sugar and Creamer · (250) 12 oz. cups of Cappuccino and Espresso included. · (1) Experienced Starbucks Barista for a maximum of 4 hours.

**Should you desire service for a longer period, a \$25++ per hour labor fee will apply. ·**

**Cappuccino Machine set-up (*includes a stainless steel cart to accommodate water supply and storage*) Additional cups of Cappuccino & Espresso @ \$4.00 each. A minimum guarantee of \$1000 per day will apply, plus a one time set up fee of \$100.**

**Client to supply: · 30 amp 3-phase 5-wire power and 110 volt single phase (15) amp · 4x4 workspace & storage area · Trash Removal · Clean up**

## **STARBUCKS SHAKEN TEA STATION - \$500<sup>.00</sup>**

**To include:** · (180) 12 oz. Tazo Iced Black Tea or Iced Passion Tea handcrafted using a martini style shaker. · All supplies: Starbucks Logo Cups, Napkins and Appropriate Supplies

**Additional cups @ \$2.75 each A minimum guarantee of \$500 per day will apply, plus a one time set up fee of \$100. (2) Booth Attendants are required.**

**A \$25.00++ per hour/four hour minimum labor fee will apply for each attendant.**

**\* An additional Booth Runner may be required depending on volume. Client to supply:**

**· 4x4 workspace · Trash Removal · Clean up**

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**STAFFING**

Booth Attendant\* \$25.00/hr

\*Minimum of 4 hours

**DELIVERY FEE**

\$25.00

**•All prices are subject to a (++) which represents a 19% service charge and  
California State Sales Tax (7.75%)**

# SAN DIEGO CONVENTION CENTER BOOTH CATERING ORDER FORM

**Centerplate** holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food or beverage into the San Diego Convention Center without the written approval of Centerplate-this includes bottled water.

**Event: (AES) 1<sup>ST</sup> North American Regional Epilepsy Congress**

Company Name \_\_\_\_\_ Booth \_\_\_\_\_  
Representative (print name) \_\_\_\_\_ Title \_\_\_\_\_  
On-site Contact \_\_\_\_\_ On-Site Cell Number \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_  
CC Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_ MC/AX/VISA/Diners (circle one)  
Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

*Your signature above signifies approval of all charges to your account*

## MENU ITEM/SUPPLIES/EQUIPMENT

<u>DELIVERY DAY &amp; TIME</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
-----	-----	-----	\$-----	\$-----
-----	-----	-----	\$-----	\$-----
-----	-----	-----	\$-----	\$-----
-----	-----	-----	\$-----	\$-----
-----	-----	-----	\$-----	\$-----

## BARTENDER/BOOTH STAFF/KITCHEN LABOR

<u>START TIME</u>	<u>END TIME</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT RATE</u>	<u>EXTENDED RATE</u>
-----	-----	-----	-----	\$-----	\$-----
-----	-----	-----	-----	\$-----	\$-----
-----	-----	-----	-----	\$-----	\$-----
-----	-----	-----	-----	\$-----	\$-----

### FAX ORDER FORM TO:

San Diego Convention Center  
111 West Harbor Drive  
San Diego, California 92101  
Kristin Nigro  
Food & Beverage Department  
Phone: 619-525-5921 Fax: 619-525-5858  
Kristin.nigro@visitsandiego.com  
NO LATER THAN 14 DAYS PRIOR TO EVENT

SUBTOTAL	\$-----
19% SERVICE CHARGE	\$-----
SUBTOTAL WITH SERVICE CHARGE	\$-----
7.75% CA STATE TAX	\$-----
TOTAL ESTIMATED CHARGES	\$-----