



# Exhibitor Services Manual

## 11. Turnkey Booth Packages

Booth Dimensions

Wall Dimensions

Booth Furnishings Package Order Form

Additional Booth Lighting Order Form

Booth Package Hard Walls

Graphic Header / Wall Panel Order Form

Wall Light Box Order Form

Graphic Panel Specifications

Light and Power Placement

Sample Diagram

10' x 10' Furnishing Placement

10' x 20' Furnishing Placement

10' x 30' Furnishing Placement

10' x 40' Furnishing Placement



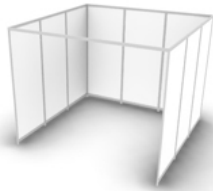
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## Booth Walls

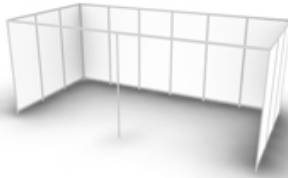
The diagrams below show how your booth walls will be constructed. Every 10' (3 meters) of wall space is constructed with three 1-meter panels. (In some instances and for structural reasons, a few panels may be 1/2 meter rather than 1 meter and may not be placed as indicated below. If you need specifics chat GES at [www.ges.com/chat](http://www.ges.com/chat).)

## Panels

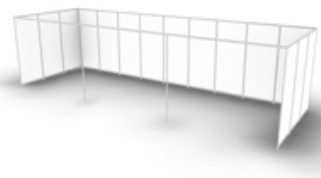
**Visual Panel Dimensions:** each one-meter panel is 1/8" thick, 37 1/2" wide and 89 1/4" high; each half-meter panel is 1/8" thick, 18 1/8" wide and 89 1/4" high.  
**Actual Panel Dimensions:** each one-meter panel is 38 1/8" wide and 91 1/4" high, half-meter panel is 18 1/2" wide x 91 1/4" high.



10' D X 10' W In-Line Booth



10' D X 20' W In-Line Booth



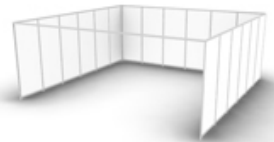
10' D X 30' W In-Line Booth



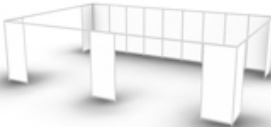
20' D X 20' W Peninsula Booth



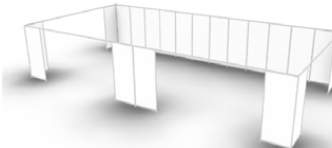
20' D X 20' W In-Line Booth- With Front Walls



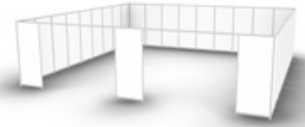
20' D X 20' W In-Line Booth



20' D X 30' W Peninsula Booth



20' D X 40' W Peninsula Booth



30' D X 30' W Peninsula Booth

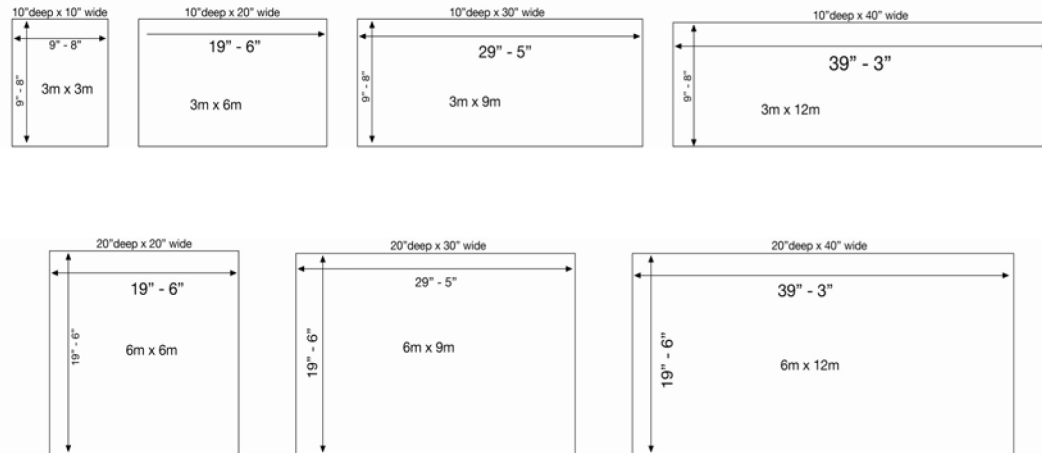


All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



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Please refer to the diagrams below as a guide if you are bringing a customized booth and/or lining your booth with tables, showcases, etc. These diagrams show the useable space (measured in feet) inside your booth. If you are unsure whether your customized booth will fit within WSA's booth walls, please chat with GES at [www.ges.com/chat](http://www.ges.com/chat). Since the booth sidewalls are shared with your neighbor, they cannot be moved, stretched, etc.; please order furniture according to the dimensions below.



Booth in Feet	Booth in Meters	ACTUAL Booth Dimensions	Interior 2 openings	Corner 2 openings Peninsula 3 openings	Showroom 1 opening
10' D x 10' W	3 M x 3 M	9'-8" D x 9'-8" W	9-1 M panels	6-1 M panels	N/A
10' D x 20' W	3 M x 6 M	9'-8" D x 19'-6" W	12-1 M panels	9-1 M panels	N/A
10' D x 30' W	3 M x 9 M	9'-8" D x 29'-5" W	15-1 M panels	12-1 M panels	N/A
10' D x 40' W	3 M x 12 M	9'-8" D x 39'-3" W	18-1 M panels	15-1 M panels	N/A
20' D x 20' W	6 M x 6 M	19'-6" D x 19'-6" W	16-1 M panels	12-1 M panels	18-1 M panels
20' D x 30' W	6 M x 9 M	19'-6" D x 29'-5" W	18-1 M panels	14-1 M panels	24-1 M panels
20' D x 40' W	6 M x 12 M	19'-6" D x 39'-3" W	18-1 M panels	14-1 M panels	28-1 M panels



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

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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COMPANY NAME	EMAIL ADDRESS	Booth Number
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In addition to booth walls, gray booth carpeting, booth cleaning, WiFi, booth sign, wastebasket and 300 lbs of material handling per 100 sq. ft., the following is included within your WSA Booth Package:

**PACKAGE FURNISHINGS PER BOOTH SIZE**

STANDARD TURNKEY	10' X 10'	10' X 20'	10' X 30'	10' X 40'	20' x 20'	20' x 30'	20' x 40'
Table, White Top, 30" x 30" x 30"	1	2	3	4	4	6	8
Electric Power, 500 Watt Supply	1	2	3	4	**	**	**
Double EZ Shelves	1	4	6	8	6	9	13
EZ Single Shelving Unit, White, 30"x11-1/2"x72"	2	0	0	0	4	6	6
Chair, White	2	4	6	8	8	12	16
ACCESSORIES AREA	10' X 10'	10' X 20'	10' X 30'	10' X 40'	20' x 20'	20' x 30'	20' x 40'
Table, White Top, 30" x 30" x 30"	1	2	3	4	4	6	8
Electric Power, 500 Watt Supply	1	2	3	4	**	**	**
Rack, Wall Mounted, 1/2M*	6	12	18	24	**	**	**
Chair, White	2	4	6	8	8	12	16

\* Installed on back wall at 6" &amp; 4' height unless indicated.

\*\* Quantity is dependent upon your booth style

**ORDER ADDITIONAL BOOTH FURNISHINGS (charges apply)**

Price List					
ITEM#	DESCRIPTION	RATE	ITEM#	DESCRIPTION	RATE
<b>Dressing Room / Additional Wall Panels</b>			<b>Wall Mounted Items</b>		
668514	Dressing Room 1 Wall Panel + 1 side draping	\$ 382.50	600119	Flat Shelf 9-3/4" x 1meter	\$ 110.00
668822	Dressing Room 2 Wall Panel + 1 side draping	\$ 645.25	600123	Shelving, Slanted, White	\$ 109.50
600201	Additional Panel, GEM	\$ 292.75	302103	Garment Rack, 8'	\$ 109.75
<b>Miscellaneous Furnishings</b>			600320	Display Bar, 1M	\$ 109.75
302102	Chair, White	\$ 83.50	302113	EZ Single Shelving Unit, White, 30"x11-1/2"x72"	\$ 278.25
305196	Table, White Top, 30" x 30" x 30"	\$ 277.25	302310	Double EZ Shelves (58" wide x 72" high with 12" in between each	\$ 556.00
300113	Wastebasket	\$ 17.85			
<b>Important Information</b>			<b>Place Order Here</b>		

**Dressing Room / Additional Wall Panels:** Please include detailed drawing for dressing room installation.

**Wall Mounted Items:** Installed on back wall at 5' height unless indicated. Max capacity 20lbs for all items. If you will be placing more than 20lbs, please contact GES.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
<b>A.</b>	Payment Enclosed			\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b>				<b>X</b>
<small>AUTHORIZED NAME - PLEASE PRINT</small>				<small>DATE</small>

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

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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COMPANY NAME	EMAIL ADDRESS	Booth Number
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**General Information**

All material and equipment furnished by GES will remain its property and can only be removed by GES after the close of the Exhibition. The use of duplex or triplex (cube tabs) attachment plugs is prohibited.

The electrical general foreman is obligated to refuse connections where wiring is not in accordance with the Las Vegas electric code. The Exhibitor before the close of the Exhibition must present all complaints in order to be properly investigated. No credits will be issued after the close of the Exhibition. No credits will be issued on lights installed as ordered, and not used.

**Adding Lights to the WSA Package**

The Booth Package track lights will be hung centered across the front aisle of your Booth. **If you wish to have your lights hung in a different location, please indicate your selected location on one of the diagrams on forms D-W10 - D-W14 and GES/Sands Expo will try to accommodate your request.** Exhibitors may add up to 3 additional lights to that track for maximum of 6 lights per track. Each light is equivalent to 150 watts of lighting.

**Price List**

ITEM#	DESCRIPTION	RATE
664802	2 Halogen Light Track Fixtures	\$ 190.25
664803	3 Halogen Light Track Fixtures	\$ 285.50
700340	Track with 4 Light Fixtures	\$ 473.75
700341	Track with 5 Light Fixtures	\$ 569.00
700342	Track with 6 Light Fixtures	\$ 664.00

**Place Order Here**

- Charges include delivery of rental items to your Booth, use for the duration of the Exhibition and removal at the close of the Exhibition.
- Orders will not be accepted without FULL payment.
- Telephone orders will not be accepted.
- Orders placed at the exhibit facility are C.O.D.
- A 25% surcharge will apply to orders installed on overtime.
- For Specialized Diagrams contact GES at 800.801.0554

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
664802	2 Halogen Light Track Fixtures			\$
664803	3 Halogen Light Track Fixtures			\$
700340	Track with 4 Light Fixtures			\$
700341	Track with 5 Light Fixtures			\$
700342	Track with 6 Light Fixtures			\$
<b>A.</b>	Payment Enclosed			\$

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

**Authorized Signature - Please Sign:** X

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

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

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

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January 29 - 31, 2013

**Form Deadline Date:**  
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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WSA's booth package comes complete with European-style hard walls. Every 10 feet (3 M) of wall space is constructed with 3 white 1 M panels. If you require a special booth wall configuration, which deviates from the standard booth package provided by WSA, please indicate below your requested placement of the walls. **All custom configurations MUST be submitted by January 4, 2013.** Please remember that any walls used for a special configuration that are beyond the quantity included in the package provided by WSA must be ordered and paid for by ordering additional wall panels from GES. If GES receives your special wall request by the deadline and no additional panels are required, you will not incur additional charges. Exhibitors requesting a special wall configuration after the deadline (including at show site) will incur labor charges for the time it takes to make the change plus charges for the wall panels if you go beyond the quantity provided for your booth size. **Some requests may not be possible due to structural reasons.**

**Draw your desired wall placement.**  
**Note: each square = 1 M (37 1/2" W)**

10 foot wall = 3 M  
which = 3 squares

**BACK WALL**


**LEFT WALL**
**RIGHT WALL**

**FRONT AISLE**

Panels included in WSA's Booth Package	WSA Booth Size	Interior Booths	Corner Peninsula Booths
	10' D x 10' W	9-1 M panels	6-1 M panels
	10' D x 20' W	12-1 M panels	9-1 M panels
Chat with GES at <a href="http://www.ges.com/chat">www.ges.com/chat</a> for dimensions not listed here.	10' D x 30' W	15-1 M panels	12-1 M panels
	10' D x 40' W	18-1 M panels	15-1 M panels
	20' D x 20' W	16-1 M panels	12-1 M panels
	20' D x 30' W	18-1 M panels	14-1 M panels
	20' D x 40' W	18-1 M panels	14-1 M panels

**Confirmation: Confirm SES has received this form; bring a copy of the fax transmission receipt to the Show.**



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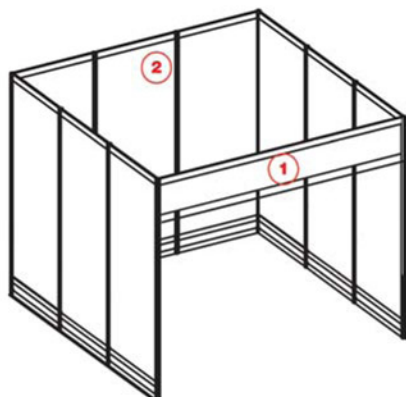
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**Form Deadline Date:**  
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	Booth Number
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## Price List

ITEM#	DESCRIPTION	RATE
600680	1M (38-1/8" W x 86-1/4" H) Custom Interior Graphic Panel	\$ 761.50

## Place Order Here

- Graphic headers and wall panels must be ordered two (2) weeks prior to move-in.
- When submitting artwork, Vector-based artwork is the preferred file type, with file extensions of .ai or .eps (see form D-W7 for details)
- Telephone orders will not be accepted.
- Orders placed at the exhibit facility are C.O.D.
- A 25% surcharge will apply to orders installed on overtime.
- For Specialized Diagrams contact GES at 800.801.0554

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
600680	1M (38-1/8" W x 86-1/4" H) Custom Interior Graphic Panel			\$
<b>A.</b>	Payment Enclosed			\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b>		X		
AUTHORIZED NAME - PLEASE PRINT				DATE

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





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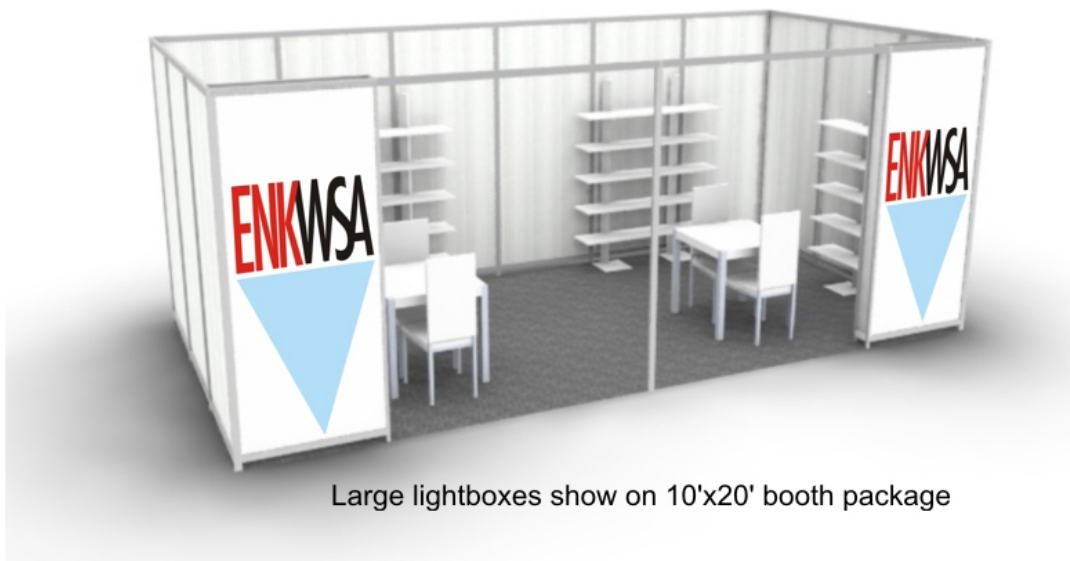

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**Discount Deadline Date:**  
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	SHOWSITE PRICE
<b>Wall Light Box</b>				
600221	Exhibit, Light Box, Large 37"x85"	\$ 1,636.75	\$ 1,872.75	\$ 2,103.50
600222	Exhibit, Light Box, Medium 37"x56"	\$ 1,400.25	\$ 1,636.75	\$ 1,872.75


**Please Indicate Choices**

- Exterior wall light box must be ordered two (2) weeks prior to move-in.
- When submitting artwork, Vector-based artwork is the preferred file type, with file extensions of .ai or .eps (see form D-W7 for details)
- Lifespan of graphics is dependent upon substrate and usage. GES is not responsible for normal wear and tear that occurs through storage, shipping and usage.

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
<b>A.</b>	Payment Enclosed			\$

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

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT	DATE
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**Need Assistance?**

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January 4, 2013

If you are interior or exterior graphic panels, headers or light box graphics, you must provide production ready artwork to GES. Please do the following:

1. Complete an order form for interior or exterior graphics panels, header or light boxes.
2. Send order form and artwork to GES by January 4, 2013 to receive discount price.
3. Send diagram indicating location of graphic panel to GES.
4. Send an e-mail to [once you have uploaded or sent your artwork to GES](mailto:once you have uploaded or sent your artwork to GES), include file name, your company name, show name and booth number.

## Artwork Specifications

- For the best quality, artwork must be created in vector format (ai or vector eps).
- Artwork must be accompanied by a pdf depicting the complete print image to insure GES has all graphic elements
- Artwork must be created at actual size 100%
- Artwork must have all included fonts outlined or rasterized
- Artwork provided that is not saved as 1:1 and in High Resolution will be produced "as is."

## Uploading Graphic

- Upload Artwork to the GES FTP site and *identified by exhibiting company name, show and booth number.* (e.g. *SuperSlippers\_WSA\_2022.zip*)
- FTP Address: [ftp://csftp.ges.com/West/LasVegas/WSA\\_January\\_2013/Booth Package Graphics/](ftp://csftp.ges.com/West/LasVegas/WSA_January_2013/Booth Package Graphics/)
- User: geswstftp
- Password: o8c!x6eq
- File Path: West/LasVegas/WSA February 2012/Booth Package Graphics

## Artwork Image Size

<b>Light Boxes</b>	Large Light Box	36 15/16" W x 85 3/16" H
	Medium Light Box	36 15/16" W x 56 5/16" H
	Small Light Box	36 15/16" W x 27 15/16" H
<b>Graphic Panels</b>	Overlay Panels	38 3/4" W x 93" H
	Insert Panels	37 1/2" W x 89 1/4" H
<b>Header</b>	Actual Dimensions	117" W x 12" H
	Visual Dimensions	116 1/2" W x 11 1/2" H

## Additional Information

<b>Light Boxes</b>	Price inclusive of light box, graphics, electrical labor for dismantle for Pre/Post Deadline orders. Additional electrical labor charges may be incurred if ordered at show site. Power for your light box will be pulled from the electrical service provided with your WSA booth package. We do not recommend using solid colors.
<b>Graphic Panels and Header</b>	Price inclusive of graphics, labor for installation and dismantle for Pre/Post Deadline orders. Additional labor charges will be incurred if ordered at show site.



**RETURN TO:** Sands Expo & Convention Center • Order Processing Department 201 Sands Avenue, Las Vegas, NV 89169 • Fax: 702.733.5568 Phone: 702.733.5070  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

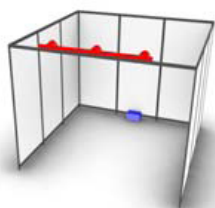
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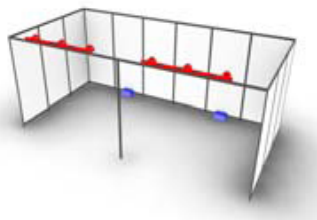
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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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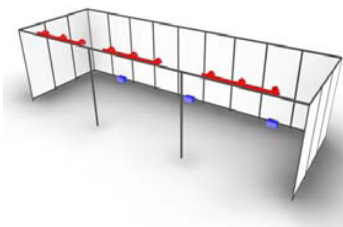
- The lights and electric drops will automatically be placed as indicated on the diagrams below.
- If you wish to change the location you must indicate the change on this form and return by the deadline above.
- Labor charges will be incurred if diagrams for a requested changed are received after the deadline, including at show site.
- Use an X to indicate electric placement and O to indicate light track placement.



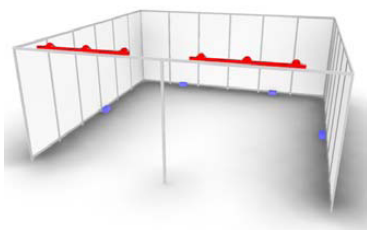
10' x 10' in-line or corner booth



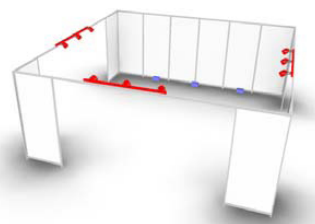
10' x 20' in-line or corner booth



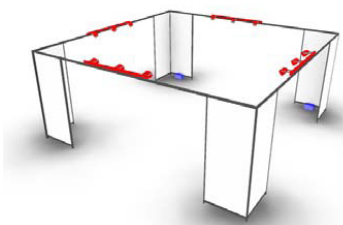
10' x 30' in-line or corner booth



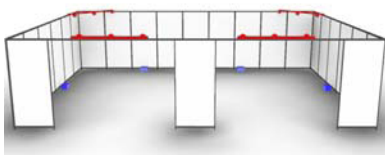
20' x 20' Showroom 1 opening



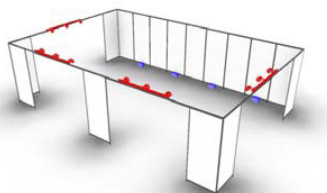
20' x 20' Peninsula 3 openings



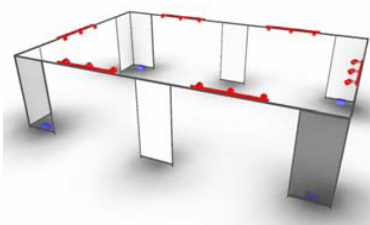
20' x 20' Island 4 openings



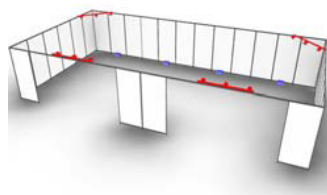
20' x 30' Showroom 1 openings



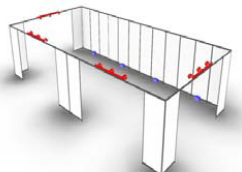
20' x 30' Peninsula 3 openings



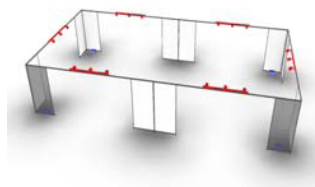
20' x 30' Island 4 openings



20' x 40' Showroom 1 opening



20' x 40' Peninsula 3 openings



20' x 40' Peninsula 4 openings



30' x 30' Peninsula 1 opening

**Confirmation: Confirm SES has received this form; bring a copy of the fax transmission receipt to the Show.**

## Need Assistance?

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

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Order Directly Online:

<https://e.ges.com/011005653/esm>



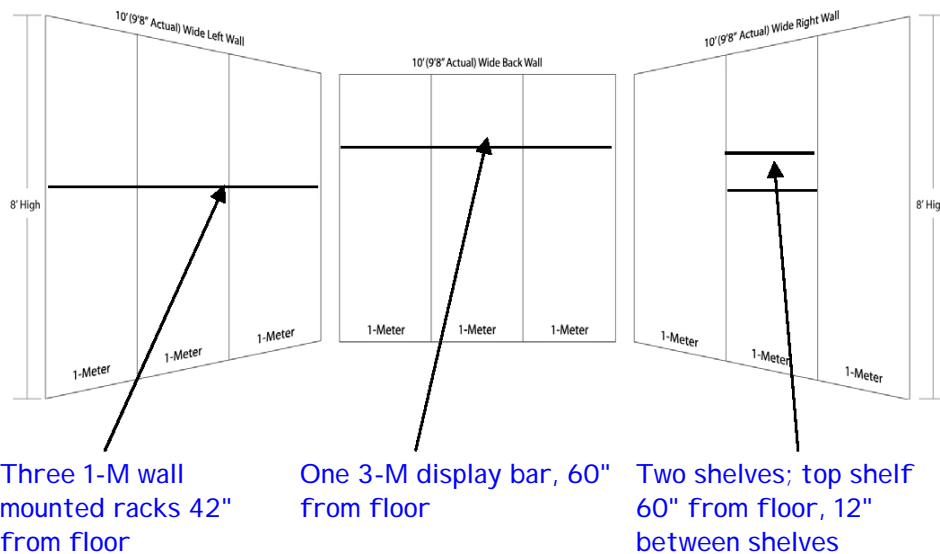
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If you are ordering accessories to be mounted to the ENK booth hard wall panels and want them installed before your arrival, you must provide a detailed diagram to GES. Please do the following:

1. Select a diagram from the pages that follow that matches your booth size. If a diagram for your booth size is not within this Exhibitor Service Manual, chat for assistance [www.ges.com/chat](http://www.ges.com/chat) **DO NOT USE THIS PAGE.**
2. Specific what item(s) you want installed.
3. Specific measurements for each items installation i.e. use inches or feet. Do not worry about scale.
4. **CLEARLY** print how high you want each item installed from either the top of the panel or the bottom.
5. **CLEARLY** indicate on which wall you want the items installed and on which panel(s).
6. Indicate how many inches between each item, if applicable.
7. Be sure to indicate the name of each item such as rack, straight shelf, slanted shelf, display bar.
8. If you need assistance or are unsure how to complete the diagram, chat with GES [www.ges.com/chat](http://www.ges.com/chat), **DO NOT GUESS.**
9. Be sure you have properly placed orders (and provided full payment) for all of the items you are asking to be installed.

#### NOTE:

1. Failure to provide a clear diagram will result in delay of installation due to show site wait times based on a first-come, first-served basis and possibly additional labor fees.
2. Only GES approved accessories may be ATTACHED to the GES wall system. Unapproved accessories will be removed at the exhibitor's expense.



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

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



**WSA**  
Sands Expo and Convention Center  
January 29 - 31, 2013

**Form Deadline Date:**  
January 04, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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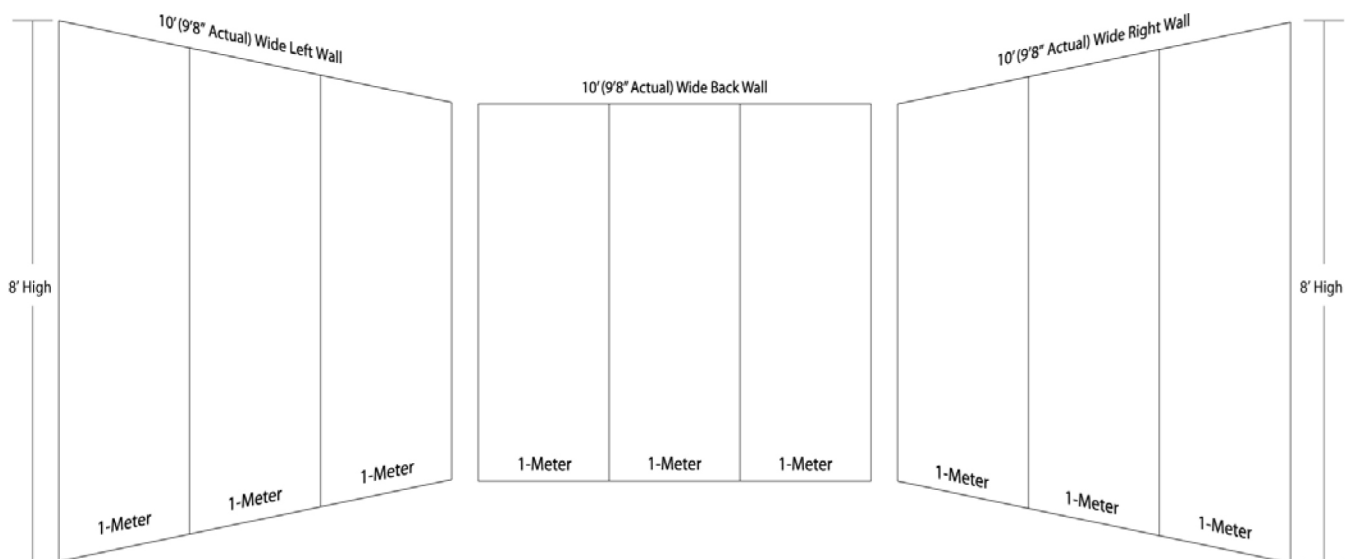
**To have furnishings ordered from GES installed, this form must accompany your order.**

**Note: this diagram is for an inline booth, corner booths have a back wall and only either a left or right side wall.**

Every 10' (3 meters) of wall space is constructed with three 1-meter panels. (In some instances and for structural reasons, a few panels may be 1/2 meter rather than 1 meter and may not be placed as indicated below. If you need specifics chat with GES at [www.ges.com/chat](http://www.ges.com/chat))

**Indicate your requested placement of shelves, wall-mounted racks and display bars.**

- Shelves: mark how many inches or feet from the ground or top of your Booth you want them placed. If you have more than one Booth, please attach a separate drawing for each Booth.
- Orders of more than 3 shelves, wall racks or display bars installed on overtime due to late ordering/payment or missing diagrams are subject to an additional charge of \$14.60 per item.



**Front Aisle**

**Confirmation: Confirm receipt of this form; bring a copy of the fax transmission receipt to the Show.**



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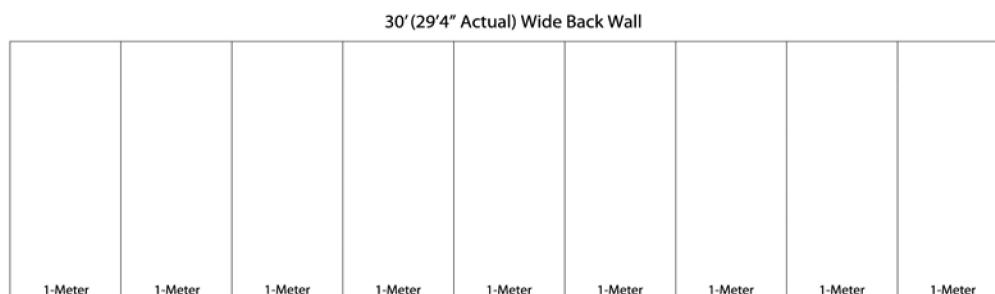
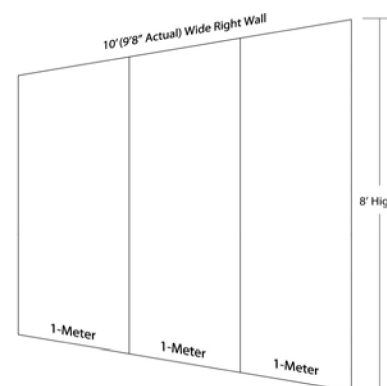
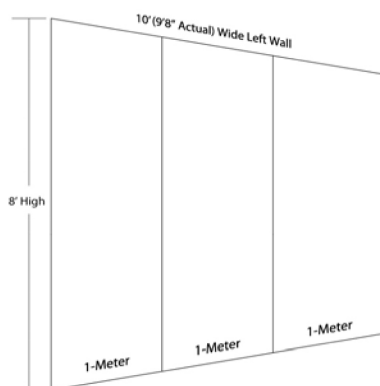
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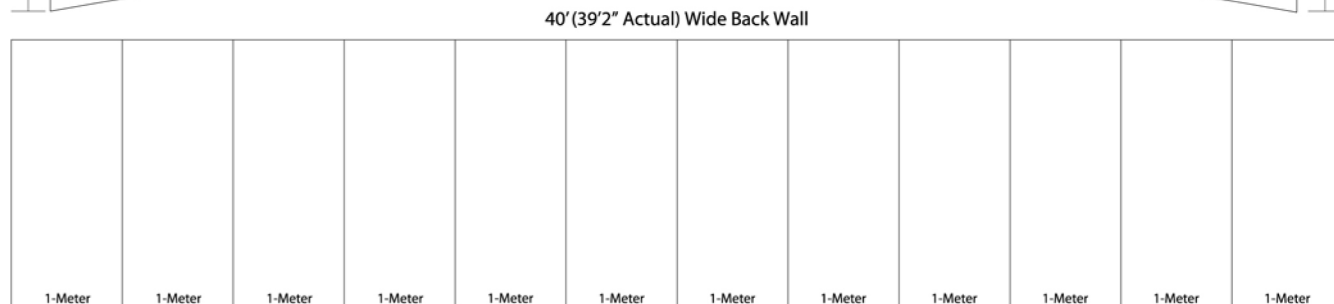
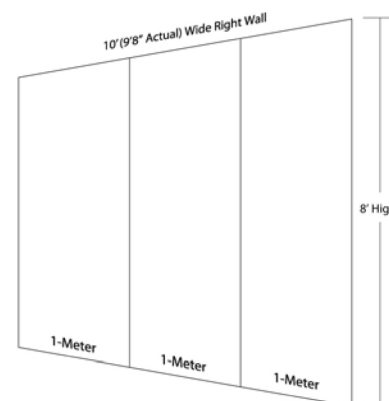
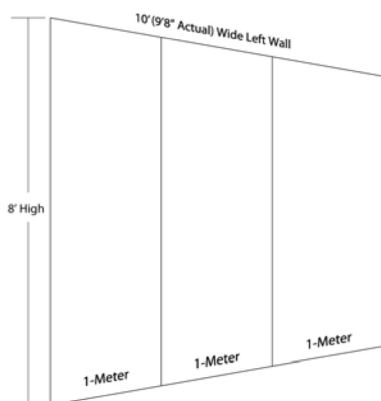
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## Need Assistance?

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