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## Freight Delivery

GES schedules the unloading and moving-in of freight. So that GES may be prepared for your needs and schedule your move-in, please take a few moments to answer ALL questions listed below. Once GES receives the below information, they will contact you to provide a move-in timeframe. Please note the timeframe GES gives you to have your truck unloaded will be based on where your booth is located within the Show. Please also note that it will be a range, not an exact appointment, and there will always be wait time before the vehicle is unloaded.

### EXHIBITING COMPANY INFORMATION

Exhibiting Collection Name	Contact Name
Contact Phone	Contact Fax
Contact E.Mail	Contact Cell Number
Show Site Contact	Show Site E.Mail

### DISPLAY HOUSE INFORMATION

If you have a display house/trimmer set up your booth, please complete the information below.

Display House Name	Contact Name
Contact Phone	Contact Fax
Contact E.Mail	Contact Cell Number

### SHIPMENT INFORMATION

Please list the quantity of crates and pallets and the approximate size and weight.

	Quantity	Estimated Total Weight	Weight of single heaviest piece?
Crated			
Uncrated			
Total			

### SHIPPING/TRUCKING COMPANY

Provide the name of the company that transports your crates/pallets?

Company Name	Contact Name
Contact Phone	Contact Fax
Contact E.Mail	Contact Cell Number

<b>Return to:</b>	<b>Global Experience Specialist</b> <b>7000 Lindell Road,</b> <b>Las Vegas, NV 89118-4702</b>	<b>Tel: 800.801.0554, 201.375.9191</b> <b>Fax: 866.329.1437</b> <b>Int. Fax: 702.263.1520</b>
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## Exhibition Schedule

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Location	The Tunnel/LaVenue Terminal Building 608 West 28 <sup>th</sup> Street (between 11 <sup>th</sup> & 12 <sup>th</sup> Avenue) New York City, NY 10001		
Move-in	Saturday	July 21	8am-6pm ①
	① Freight handling assistants are available on a first-come/serve basis until 5:00pm ONLY; and all vehicles must arrive by 4:30pm. No freight may be moved in after 5pm either hand-carry or otherwise.		
Show Days & Hours	Sunday	July 22	9am-6pm
	Monday	July 23	9am-6pm
	Tuesday	July 24	9am-5pm
Move-Out	Tuesday	July 24	5:00pm-7:00pm
Shipping Deadlines	<ul style="list-style-type: none"> <li>Advance Shipments to the GES warehouse (Surcharge applies for shipments received after July 9)</li> <li>Shipments to Exhibit Facility</li> </ul>		June 18 – July 18 July 21 ONLY
Ordering Deadlines	<ul style="list-style-type: none"> <li>All furnishings, etc. from GES</li> <li>Electric, Telephone</li> <li>Exhibitors Badges</li> <li>EAC (Exhibitor Appointed Contractor form (page 40))</li> </ul>		July 9 July 9 July 9 July 9
UPS, FedEx & DHL	Small boxes and packages shipped via UPS, FedEx & DHL may be accepted on scheduled move-in days only and will be placed in Secured Storage. Packages must be claimed by the exhibitor by 3pm on the last move-in day. After 3pm they will be delivered to the exhibitors Booth, whether or not a representative is present.		
Non-Crated Freight Schedule	You may ship exhibit materials directly to the Exhibit Facility to be received beginning on the first move-in day. Shipments arriving before the scheduled move-in will be turned away since ENK/GES do not have access to the Exhibit Facility and the Facility does not have storage space.		
Crated Freight Schedule	ENK/GES will be scheduling the inbound freight. Please complete and return page 3. You will then be contacted by a GES representative and given a specific date and time for your Booth freight to be delivered. Note: the time will be a range, not an exact appointment, and there will always be wait time (1-4 hours) before the vehicle is unloaded. Actual merchandise can only be delivered when your staff is there to receive and secure it. Delivery of all crates will be on a scheduled basis only. Failure to complete and return page 3 will result in delayed receipt of freight at your Booth.		
Registration, Service Center & Secured Storage	Saturday	July 21	8:00am to 6:00pm
	Sunday	July 22	7:00am to 6:00pm
	Monday	July 23	8:00am to 6:00pm
	Tuesday	July 24	8:00am to 8:00pm

## Supplier Resource Directory

**Booth set up and electrical work must be performed by GES & the official Facility Electric contractor. All other names listed here are merely suggestions for your convenience.**

	COMPANY & ADDRESS	TELEPHONE	FAX
ENK Operational Contacts (Setup, GuideBook, custom booths, onsite needs)	<a href="mailto:operations@enkshows.com">operations@enkshows.com</a>	646.841.1436	646.841.1536
GES Customer Service	Within USA International	800.801.0554 201.375.9191	866.329.1437
GES Freight Questions	Chariffe McMillion	201.814.1313 x1137	
GES Warehouse	GES 125 North Street Teterboro, NJ 07608	800.801.0554 201.375.9191	702.294.8643
GES Orders	GES 7000 Lindell Road, Las Vegas, NV 89118-4702	800.801.0554 201.375.9191	866.329.1437
Electricity & Par Can Lights	Port Parties 711 12 <sup>th</sup> Avenue, Pier 92, NYC 10019	212.977.7414	212.977.8826
Booth Furnishings	GES	800.801.0554 201.375.9191	866.329.1437
Shipping (International & Domestic)	GES Logistics	800.801.0554 201.375.9191	866.329.1437
Lounge Furniture	Props for Today  Mod Props	212.244.9600 <a href="http://www.propsfortoday.com">www.propsfortoday.com</a>  212.628.7582 <a href="http://www.modprop.com">www.modprop.com</a>	
Security	Citadel 128 Marisa Circle Staten Island, NY 10309	718.948.3658 <a href="mailto:citadel8@verizon.net">citadel8@verizon.net</a>	732.279.6549
Mannequins & Steamers	D&B Rental Displays Corp. 170-22 130 Ave, Suite 13D Jamaica, NY 11434	239.263.7167 <a href="http://www.dbrentaldisplays.com">www.dbrentaldisplays.com</a>	866.300.0092
Hangers	D&B Rental Displays Corp. 170-22 130 Avenue, Suite 13D Jamaica, NY 11434	239-263.7167 <a href="http://www.dbrentaldisplays.com">www.dbrentaldisplays.com</a>	866.300.0092
Messenger + Trucking Service	Need it Now  Breakaway Courier Service  SM Motors	212.989.1919 <a href="http://www.needitnowcourier.com">www.needitnowcourier.com</a>  212.947.7777 <a href="http://www.breakawaycourier.com">www.breakawaycourier.com</a>  212.255.2007	212.989.2164  212.947.3335

	COMPANY & ADDRESS	TELEPHONE	FAX
Hardware Store	Scheman Hardware 545 8th Avenue (Between 37th & 38th Street) New York City	212.947.7844 Open 6 days Mon-Fri 7:30am-5: 45pm Sat 8am-3: 45pm	
	Metropolitan 617 11th Avenue (Between 45th & 46th Streets) New York City	212.246.9090 Open 7-days Mon-Fri 6am-6pm Sat 8am-6pm; Sun 10am-4pm	
	Home Depot 40 West 23 <sup>rd</sup> Street (Between 5 <sup>th</sup> & 6 <sup>th</sup> Street) New York, NY 10010	212.929.9571 Open 7 days Mon-Sat: 7am-9pm Sun 8am-7pm	
	Home Depot 980 3 <sup>rd</sup> Ave (Between 58 <sup>th</sup> & 59 <sup>th</sup> Street) New York, NY 10022	212.888.1512 Open 7 Days Mon-Sat: 7am-9pm Sun 8am-7pm	
Stationery Store	Staples 57 West 57th Street on 6th Avenue (Between 57th & 58th Street) New York City	212.308.0335 Open 7 days Mon-Sat 7am-8pm Sun 11am-6pm	
Photo Copying	Kinko's 233 West 54th Street (Between 8th & Broadway) New York City	212.977.2679 Open 24 hours	
Pharmacy	Duane Reade 250 West 57th Street @ Broadway 900 8 <sup>th</sup> Avenue @53 <sup>rd</sup> Street	Open 24 hours 212.265.2302 212.582.3463	
Car & Airport Service	Skyline 52-29 35th Street Long Island City, NY 11101	718.482.8585, ext. 3263	718.482.8032
	Super Shuttle Van Service (Airports & Hotel Service)	1.800.Blue Van (258.3826)	Fax reservations not accepted
Hotel & Airline	Travel Planners	800.221.3531, 212.532.1660 www.enktravel.com	
Flowers, Trees	Spring Valley Floral	845.268.7555 www.springvalleyfloral.com	845.268.6570
Audiovisual	New City AV	212.925.5888	
Flame Proofing	Certified Flame Proofing	800.590.5530 631.265.4824	
Telephone Services	Verizon Exhibitor Services (Telephone Instruments are NOT Provided, Bring your own)	631.289.9909	631.447.0336

## General Information

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Show Days & Hours	Sunday Monday Tuesday	July 22 July 23 July 24	9:00am to 6:00pm 9:00am to 6:00pm 9:00am to 5:00pm
Badges	<p>For security purposes, Exhibitors must wear <b>ENK Exhibitor Badges</b> to gain access to the Exhibit Hall at all times. During Move-In and Move-Out, <b>Display House Badges</b> will be issued to those individuals (other than your staff such as trimmers, display companies, etc.) that you have authorized to work on your display and <b>Temporary Work Badges</b> will be issued to individuals who deliver/pick up materials at your Booth. For security purposes you may be asked to present photo ID.</p> <p>Badges are part of the security process. Please cooperate in wearing your official Exhibitor badge at all times so you may easily gain access to the Exhibition facility. Only Exhibitors wearing their official badges will be permitted entrance to the Exhibit Hall and to remove merchandise from the Exhibit Hall.</p> <p>Badges: ENK's registration company, Velocity, sends each exhibiting company a personalized user name and password so that exhibitor badges may be requested in advance of the Show. Please note: anyone requesting a badge at show site is required to have company ID or a letter from the exhibiting company.</p>		
Empty Storage	<p>Empty storage is just that. It is empty boxes stored for you during Show days. Once the empty boxes are placed in Empty Storage you will not have access to them (they are stored offsite). It will take anywhere from 6-8 hours to return empties to your booth and this process will begin after the aisle carpet is removed, which begins at the close of the show. Please make your travel plans accordingly.</p> <p>Samples, merchandise, tools, furniture, display materials, etc. consigned to empty storage are NOT SAFE, even though they may be in a box/crate. Do not plan on receiving these items back!</p> <p>Boxes/crates marked with empty labels are stored in an unguarded, offsite area. Please be advised that samples left inside boxes placed in empty storage can be stolen! Samples, etc. should be placed in the Secured Storage Room (see page 14).</p>		
Empty Stickers	<p>It is crucial that you remove all old empty stickers from your shipment before it arrives at the Show. If they cannot be removed, be sure to completely black-out/cover-up the old stickers so they are not visible. During move-in GES workers will search the exhibit facility for boxes/crates with empty stickers and immediately remove those items from the exhibit facility and they cannot be returned until the close of the Show. (See empty storage details.)</p>		
Cleaning	<p>ENK will maintain all of the public areas such as aisles, restaurants, restrooms, lounges, etc. Booths will be swept each evening at the close of the show.</p>		
A Word to the Wise	<p>Do not place loose or small items that can be easily stolen on the front edge of your display or counter. In an attempt to reduce the risk of having any of your merchandise stolen during the course of the Exhibition, we advise that you pay attention to all visitors entering your Booth, especially when your Booth is busiest.</p>		
Grids	<p>The use of grids is not permitted.</p>		
Children	<p>All ENK Exhibitions are family friendly. On Show days only, children are welcome; remember to bring what you need, as shopping for necessities will be inconvenient. Children under the age of 13 are not permitted in the exhibition facility during move-in or move-out.</p>		
Exit Signs/Fire Hose/Fire Pull Boxes	<p>All exit signs, fire hoses, fire pull boxes, fire fighting and emergency equipment, etc. must be kept clear and may not be obstructed in any way.</p>		

Being a Good Neighbor	<ul style="list-style-type: none"> <li>• The first rule of exhibit display is to be considerate of other Exhibitors. Under no circumstances should an Exhibitor enter any other Exhibit Booth uninvited or when it is unattended.</li> <li>• The use of loud speakers, loud music or other inappropriate demonstrations is not permitted.</li> <li>• Helium balloons, glitter, stick-on decals or other adhesive items are expressly prohibited within the Exhibit Hall.</li> <li>• Models must confine their activities to their Exhibit Booth and may not solicit in the aisles or public areas.</li> <li>• Models changing clothes in the restroom is not permitted.</li> <li>• Please take care when hanging anything from the walls of your Booth. Whether it is fabric, sign, etc. or a device you use to hang materials, it should not intrude into your neighbor's Booth.</li> <li>• In the event your neighbor has not yet arrived during set-up, do not use their exhibit space for storage of your belongings i.e. boxes, crates.</li> <li>• Borrowing and/or taking display/booth materials from your neighbors are strictly prohibited.</li> <li>• Exhibitors are prohibited from taking any type of photograph or videotape of the Exhibition or any other Exhibit Booth/Product without the consent of ENK. Unauthorized use of photography equipment or videotape equipment may be subject to confiscation by ENK.</li> <li>• All display cases, counters, tables, chairs, signs, mannequins must be placed within your Exhibit Space, not in the aisle; use the floor markings as your boundary guide.</li> </ul>
Music	<p>Music provides a welcoming atmosphere for visitors. However, for the sake of your fellow Exhibitors, music volumes must be confined to your booth space so as not to disturb your neighbor. The performance of live or recorded music falls under the jurisdiction of ASCAP and BMI. Exhibitors are responsible for obtaining any licenses from the appropriate licensing agent or artist to comply with ASCAP and BMI requirements. You may contact them at: ASCAP -- 800.925.8451 and BMI -- 800.492.7227.</p>
Smoking Policy	<p>NY State ordinances prohibit smoking within the Exhibit Facility.</p>
Columns	<p>If a column is within your booth, you may decorate it, without blocking access to the electrical box or firebox in/around/on the column. You may use elastic cord or coated wire to attach materials to the column. You may not paste, tape or glue anything directly to the column.</p>
Custom Booths	<p>In the interest of maintaining the ENK NYC environment that ENK has created, the use of custom booths is not permitted.</p>
Furnishings	<p>Additional Booth furnishings such as tables, chairs, shelves, etc. may be rented from GES (refer to the form on page 22) or you may bring your own but they must be approved by ENK prior to the show. Unapproved items will be removed at the exhibitor's expense.</p> <p>Each exhibitor is responsible for the safety of any items you bring into the show whether they are owned or rented by your company. You must remain with these items until they are picked up by the company's representative. You must also complete a Bill of Lading, which advises GES that your vendor is scheduled to pickup at the close of the Show.</p>
Displays	<p>All Booths must be in keeping with the atmosphere of the Exhibition. To maintain the integrity of the Exhibition, any display deemed unprofessional in appearance, at the sole discretion of ENK, will not be permitted. Any photographs, etc. displayed within or outside your Booth must be professionally rendered and affixed so that they cause no permanent damage to the Booth walls. For example, taping a myriad of advertisements to the exterior of your Booth will not be acceptable. Nothing may be posted, tacked, nailed or screwed to the columns, walls, floor or other parts of the Exhibit Facility or Booth. Painting on the premises is strictly prohibited. Should an Exhibitor or their designated contractor cause any damage to the Venue or Booth/furniture it will be the sole responsibility of the Exhibitor to pay the cost of the repair of the damages.</p>
Insurance	<p>Each Exhibitor should secure adequate insurance protection against loss of, or damage to, equipment, merchandise and display materials, from any cause, and against loss through personal injury to himself, his employees or to visitors to its Exhibit Booth. Check with your agent -- perhaps you are already covered on a Floater Policy. Or, a suggestion is to arrange for all-risk coverage, which may be done by "riders" to existing policies.</p>

## Work Rules

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Setting up and Dismantling	Exhibitors are required to use qualified union personnel to perform various services at the Exhibit Facility. All crates, whether containing exhibit materials or samples, must be “opened” by union personnel. Union labor is required for set-up and dismantling of displays. You may perform any work with regard to the unpacking and placement of your product, as well as the removal and re-packing of your product. Under no circumstances should you become involved in disputes regarding labor to be performed. Refer all questions to GES or ENK. Make sure that all personnel working in your Booth are familiar with these union regulations. Place any labor orders with GES in advance, to help assure that the required work can be done in the most economical fashion. Refer to pages 48-49 Exhibitor Supervised Labor form.
Independent Contractors	<p>Exhibitors using an independent exhibit service firm (other than GES) to unpack, erect, assemble, dismantle &amp; pack displays/equipment, must complete and return page 64 – Exhibitor Appointed Contractor form – to ENK and GES along with a copy of that independent contractor’s insurance certificate by the deadline.</p> <p>Please note that exhibitor appointed contractors (EAC) must hire union personnel for all work performed. Non-union EAC’s may supervise union labor but may not perform any work themselves. Should a non-union EAC be found working in an exhibitor’s booth, they will be directed to the GES service desk where union labor will need to be ordered.</p>
Unions Regulations	<p><b>ENK is obligated to convey this information:</b> NY is not a “right to work” state, which means that all Exhibitors must conform to all union regulations governing the Trade Show Industry. <b>Teamsters, Hilo Operators, Helpers/Checkers are responsible for all freight handling (drayage).</b> The loading and unloading of all trucks, trailers, cars, vans, including personal and company vehicles, the handling of empty crates, boxes, etc., and any material that arrives or departs with the use of hand trucks, dollies, wagons or any other material handling vehicles fall under the teamster jurisdiction.</p> <p><b>Carpenters are responsible for installing and dismantling all displays.</b> All uncrating and re-crating, installation of all exhibits, displays, background, all work requiring the use of bolts, screws, nails, fasteners, and tying comes under their jurisdiction. If the labor union notices you installing or dismantling your own Booth they have the right to stop you and have a journeymen finish the job; you will then be billed for labor charges from that point forward. The carpenters also have the right to dismantle any Booth they install. If an Exhibitor dismantles any Booth or exhibit that was installed by union labor, dismantling labor charges will still be charged to that Exhibitor. Displays should be fabricated and built by a contractor that has an agreement with the United Brotherhood of Carpenters and Joiners of America and should bear their stamp.</p>
Electric Work	Facility electricians install and remove all electrical wiring, load centers, disconnects & distribution panels. Electricians install and dismantle all lighting.
Tipping	The Exhibit Facility and GES work rules prohibit the solicitation and/or acceptance of tips by any employees. Employees are paid excellent hourly wages denoting a professional status and tipping is not allowed.
Work Rules	In accordance with union regulations and in the interest of building security, the following work rules must be adhered to with respect to working later than the designated set-up hours. Any exhibitor who wishes to work late, that is beyond the hours of the official show contractor, may be required to hire union personnel to work within their Booth. Furthermore, you may incur the cost of one foreman and one laborer in addition to the number of workers hired to set up your exhibit. Union work rules require an onsite foreman and laborer to be present during all working hours of the facility. The rules stated above apply to those who need to erect/dismantle displays and anything else that falls under the carpenter’s jurisdiction. It also applies to the movement of any freight and Exhibitors with respect to product placement and things of a decorative nature. If you, or your display house, trimmer, need to work beyond the scheduled time you must contact GES for approval. If granted you will then incur labor charges per the regulations stated above.



## Fire Department & Safety Regulations

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Aisles	No obstruction may be placed in any aisles, passageways or exits leading to fire extinguishing appliances. <b>All display cases, counters, tables, chairs, signs; mannequins must be placed within your Exhibit Space, not in the aisle; use the booth walls and floor markings as your boundary guide.</b>
Flame Proofing	<p>Any combustible material used as decoration or for scenery such as paper, curtains, skirting, cardboard, foam core or tablecloths must be saturated with a fire-resistant compound approved by the New York City Board of Standard and Appeals in accordance with the New York City Fire Prevention Code C19-161.1. An affidavit must be kept available in your Booth for inspection by the Fire Inspector stating clearly (i) by whom and when such flame proofing was done; (ii) the approximate materials flame proofed and the flame proofing compound used; and (iii) the approximate period of effectiveness of such flame proofing. Out of state affidavits are not acceptable.</p> <p>Cut flowers, living trees, plants, etc. are permitted provided they are maintained in a healthy condition. Decorative greens containing pitch, straw or hay are prohibited. Artificial flowers, floral decorations, glitter, garland, etc. which are not flame proofed, are prohibited.</p> <p>The flameproof regulations apply to display decoration and packing materials only; exceptions are made for product and merchandise. Your display is subject to inspection and testing at any time during move-in and the Exhibition days by the Fire Inspector. Should any part of your display not meet Fire Department standards, the item(s) in question must be flame proofed at the Exhibition or removed from the building at the Exhibitor's expense.</p>
Display Materials	<p>Use only flameproof fabric for display and test them personally to make sure they will not burn. Flame proofing usually lasts from six months to a year after which time the material must be reprocessed. The test used by a Fire Prevention Inspector is to hold a lit match to several different portions of the material. It may char but the flame should go out as soon as the match is removed.</p> <p><b>Several NYC sources of flame retardant display Fabrics are as follows:</b></p> <ul style="list-style-type: none"><li>• <b>Rose Brand Textile Fabrics</b> – 4 Emerson Lane, Secaucus NJ 1-800-223-1624</li><li>• <b>Dazian's</b> – 423 West 55th Street (between 9th and 10th Avenues), New York City. 212.307.7800</li></ul> <p><b>The following source will flameproof your materials in advance of the Exhibition or at:</b></p> <p>Certified Flame Proofing 17 North Ingelore Court Smithtown, NY 11787 800-590-5530 or 631-265-4824</p>
Custom Booths	Booths with roofs of any type are not permitted in the exhibit facility.
Smoking Policy	Smoking is not permitted in the Exhibit Hall, throughout the Exhibit Facility.
Fire Pull Boxes/ Exit Signs/Fire Hose	All exit signs, fire hoses, fire pull boxes, fire fighting and emergency equipment, etc. must be kept clear and may not be obstructed in any way.
Electrical Boxes	You may not in any way block access to electrical boxes/closets.

## Security Information

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Exhibition Security	<p>ENK will have professional perimeter guard service at the Show throughout move-in, Exhibition Hours and move-out. <b>However, this Exhibition is an open Booth show and you are responsible for the security of your exhibit space and merchandise.</b> While ENK will exercise reasonable care in safeguarding your property, neither ENK, nor any of its officers, agents or employees assume any responsibility for such property, or carry any insurance on Exhibitors' merchandise or fixtures.</p> <p>Be advised that workers and Exhibitors will be working beyond the scheduled move-in hours. And, between 7am and 7pm on Exhibition days (6am the first Show day), workers, Exhibitors and any Retailers who have scheduled early/late appointments will be walking around the Exhibit Hall. For this specific reason, we strongly advise that you lock up all your merchandise when leaving your Booth at night. ENK provides a complimentary Secured Storage Room within the exhibit facility for that purpose. To assure maximum security for open exhibits and merchandise, after-hours work or entertainment will not be permitted in Exhibit Booths.</p>
Private Guard Service	<p>Pre-show, you may hire a private guard through Citadel Security at 718.948.3658. Refer to <b>the Private Guard form on page 37</b>. <b>Security guards requested at show site cannot be guaranteed.</b></p>
Secured Storage Room	<p>ENK's Secured Storage area(s) will be open <b>beginning with the first move-in day (see Exhibition Schedule for details)</b>. Exhibitors may place their merchandise in this area at no charge. All merchandise placed in the Secured Storage Room must be removed by within 30 minutes of the show closing on the last day.</p> <p>All materials checked into the Secured Storage Room must be secured in a box, suitcase, garment bag, etc. Loose merchandise will not be accepted. Security will log the number of boxes, suitcases, etc. you check into the Secured Storage Room; they will not count the merchandise within the box, suitcase, etc. Upon retrieving your merchandise the following day, you will be asked to sign for your boxes/garment bags. The Secured Storage Room will have a guard stationed outside the room on a 24-hour basis.</p>
Security Precautions	<p>Each Exhibitor must take responsibility for the security of their merchandise, display, etc. Exhibitors should take every precaution to protect their product. Here are a few suggestions:</p> <ul style="list-style-type: none"><li>• A company representative should be present when the Exhibitor's display/merchandise is delivered to their Booth.</li><li>• Ship your materials in locked containers with a reputable trucker or forwarder.</li><li>• If cartons are used be sure they are securely taped or banded, and do not mark them with the name or type of articles inside.</li><li>• Furnish the shipping company with an accurate, complete material handling form including the weight of the shipment and number of pieces shipped.</li><li>• Consolidate shipments of several small boxes into one large crate/carton to reduce possible loss.</li><li>• Do not leave your Booth or merchandise unattended during move-in, Exhibition days, and move-out.</li><li>• Do not leave or hide merchandise, handbags, toolboxes, display goods, samples or other valuables under tables overnight.</li><li>• <b>Do not, under any circumstances, include merchandise, tools, props, furniture, etc. in containers that you mark "empty" to be given to GES for empty storage.</b></li><li>• Bring your own locks for rented showcases.</li><li>• At the close of the Exhibition, have an employee remain in your Booth until all merchandise is completely packed, sealed and picked up by your carrier.</li><li>• For any items rented by your company from a vendor other than GES, have an employee remain in your Booth until all merchandise is completely packed, sealed and picked up by your carrier.</li><li>• Remove all old empty stickers from your shipment before they arrive at the Show.</li><li>• <b>All merchandise and samples must be removed from the exhibit facility by 8:00pm the last show day.</b></li></ul>

## Shipping Addresses

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To GES' Warehouse  
See page 11 for  
associated fees

**Insert Exhibiting Collection Name**  
**Insert Show Name & your booth # \_\_\_\_\_**  
c/o GES  
125 North Street  
Teterboro, NJ 07608

Warehouse Deadline

**Must arrive on or before July 9, 2012**

Shipments received at the GES' warehouse after the deadline may be accepted; however, there will be a 25% surcharge to the existing freight handling fees if the shipment is received after the deadline (see page 4 for schedule).

GES' warehouse is open Monday-Friday (except holidays) from 8:30 to 4:30pm

To the Show

**INSERT YOUR EXHIBITING COLLECTION NAME**  
**Insert Show & Booth #**  
SHOW NAME  
GES c/o Terminal Building  
608 West 28<sup>th</sup> Street  
(between 11<sup>th</sup> & 12<sup>th</sup> Avenue)  
New York City, NY 10001

Show Deadline

**Shipments will only be accepted during official move-in days/times:**  
July 21, 8:00am-5:00pm

Vehicles must arrive at least 30 minutes before end of move-in time in order to be unloaded.

## Shipping Information

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**GES Logistics** Receive 20% off your Inbound shipment when you ship with GES round trip for an ENK show. Refer to pages 30-31 for info information.

**Empty Stickers** It is crucial that you remove all old empty stickers from your shipment before it arrives at the Show. If they cannot be removed, be sure to completely black-out/cover-up the old stickers so they are not visible. During move-in GES workers will search the exhibit facility for boxes/crates with empty stickers and immediately remove those items from the exhibit facility, and they cannot be returned until hours after the close of the Show.

**Freight Handling** GES is the official drayage (freight handling) contractor with responsibility for unloading, delivering, storing of empty boxes/crates, re-loading and processing of all Exhibitors' shipments. GES will manage the loading areas to assure an efficient move-in and move-out process. All freight handling at the Show will be on a first-come, first-serve basis.

**Fees** ENK has paid for the first 500 lbs. of freight handling charges. Rates are as follows and include unloading your vehicle at the Exhibition, delivering boxes to your Booth, storing empty boxes (with proper empty labels affixed, available at the GES Service Desk), returning empty boxes to your Booth at the close of the Exhibition and re-loading them into your vehicle. Do not send merchandise/samples to GES' warehouse. These valuable items should be sent directly to the Show to coincide with your arrival at the Exhibition.

	<u>Show Site Shipments</u>	<u>Warehouse Shipments</u>
0-500 lbs.	Included in ENK Booth package	\$58.25/100 lbs. (\$175 minimum)
501-2000 lbs.	\$41.60/100 lbs. (\$125 minimum)	\$58.25/100 lbs. (\$175 minimum)
2001 and up	\$31.20/100 lbs.	\$43.70/100 lbs.

**Empty Box/Crate Storage** Fire Department regulations mandate that empty storage be limited to designated areas. As part of the material handling service, GES will store your empty containers and return them at the close of the Exhibition. Place empty storage labels (available from the GES Service Desk) on all cartons, boxes, etc. to be stored with GES. The empty labels should be clearly marked with your Booth number(s) and affixed to all crates, trunks, etc. Keeping all boxes together (which will help to get all of your boxes returned together), place the empty boxes to be stored in the aisle. GES will pick them up throughout move-in. Empty Storage is not a secured area. DO NOT place samples, merchandise, tools, furniture, display materials, etc. in empty storage, even though they may be in a box/crate. It's your responsibility not to store anything in the containers you give to GES. It will take GES many hours to return all boxes/crates from empty storage after the close of the Show on the last day.

**Shipping**  
(See page 10 for the shipping addresses.)

**You may ship your freight to the Exhibition in various ways:**

- Advance to GES' warehouse (will be in your booth before you move-in)
- Direct to Show site via the carrier of your choice
- Direct to Show Site in your own vehicle

All shipments must be sent prepaid. C.O.D. shipments will not be accepted either at the Exhibition or GES' warehouse. When packing your boxes for shipment, never list the contents on the outside of the boxes. Number the boxes 1 out of 10, for example, and keep an inventory of each box. This will help you determine the contents of each box when you are unpacking. **Be sure your personnel at the Exhibition has copies of all shipping papers and an inventory of materials sent.** Clearly label all shipping containers with the return address as well as the destination address and Booth number.

**International Shipments**

Merchandise imported into the U.S. requires Customs House Clearance before being released from any U.S. port/airport. Foreign Exhibitors' freight is entered into the U.S. under "Temporary Trade Fair Status" and is, therefore, considered by Customs to be "in bond." U.S. Customs regulations state, freight entered under trade fair status cannot be removed from the bonded facility unless for exportation, destruction, or for permanent U.S. entry.

**UPS (United Parcel Service ) Shipments**

Please be advised that UPS and FedEx delivery vehicles, more often than not, arrive at the exhibit facility with several hundred exhibitor packages, requiring on-site sorting. It is an imperfect process that is time consuming and this is a significant task of sorting and delivering these shipments. For this and other reasons, either of these services carries some risk of late delivery. On opening morning, neither service can guarantee delivery by show opening. UPS will not hold freight at its local terminal, does not guarantee delivery of packages in time for an Exhibition opening, nor do they give you an exact delivery date. UPS does not manifest its shipments; each piece of freight must be individually logged when they arrive at the Show, which will delay delivery of your shipment to your Booth. Typically, UPS drivers are not always willing to wait their turn on the freight line. They unload their truck without allowing GES to inventory the shipment; hence the UPS system can show a package delivered but in fact it has not. They do not deliver on weekends.

## Shipping Direct to the Exhibition

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Crated Freight	In order to accommodate the amount of crated freight shipped to the Show, ENK/GES will be scheduling the freight delivery. Complete and return the Freight Delivery form on page 1 of this GuideBook. Failure to complete that form will result in delayed receipt of freight at your Booth.						
Non-Crated Freight	<p>You may ship exhibit materials directly to the Exhibit Facility to be received the first move-in day (see page 2 for details). Shipments arriving before the scheduled move-in will be turned away since ENK/GES do not have access to the Exhibit Facility and the Facility does not have storage space. Refer to the shipping address below. We urge you to have a representative in your Booth when your materials arrive. <u>Shipments will be placed in the Booths whether or not an Exhibitor is present. GES/ENK cannot take responsibility once they deliver your materials to your Booth.</u> GES will unload your vehicle <i>on a first-come, first-serve basis</i> during move-in. These workers are experienced with general freight and are not familiar with delicate merchandise. It is your responsibility to supervise the safe unloading of your merchandise.</p> <table><tr><td>0-500 lbs.</td><td>Included in ENK Booth Package (show-site shipments only)</td></tr><tr><td>501-2000 lbs.</td><td>\$41.60/100 lbs. (\$125 minimum)</td></tr><tr><td>2001 lbs. and up</td><td>\$31.20/100 lbs.</td></tr></table> <p>Rates include the following services: unloading your vehicle at the Exhibition, delivering to your Booth, storing empty boxes (with proper empty labels affixed), returning empty boxes to your Booth at the close of the Exhibition and re-loading them into your vehicle.</p>	0-500 lbs.	Included in ENK Booth Package (show-site shipments only)	501-2000 lbs.	\$41.60/100 lbs. (\$125 minimum)	2001 lbs. and up	\$31.20/100 lbs.
0-500 lbs.	Included in ENK Booth Package (show-site shipments only)						
501-2000 lbs.	\$41.60/100 lbs. (\$125 minimum)						
2001 lbs. and up	\$31.20/100 lbs.						
UPS, FedEx & DHL	UPS, FedEx & DHL may be accepted on scheduled move-in days only and will be placed in Storage. Packages must be claimed by the exhibitor. Packages remaining after 3pm on the last move in day will be delivered to the exhibitors Booth, whether or not a representative is present.						
Truck Unloading	<p>All trucks that need a forklift to unload <u>must to do at the freight dock</u>; Forklift service is available in this area only. Exhibitors <u>may not</u> unload their own vehicles in this area, nor can they leave a vehicle unattended.</p> <ul style="list-style-type: none"><li>• Truck drivers must park their vehicle in legal locations on the streets near the Exhibit Facility and walk to GES Freight Trailer and bring all shipping paperwork to the GES representative.</li><li>• A GES representative will take the driver's paperwork and cell phone # to contact the driver when GES is ready to bring the vehicle into the unloading area.</li><li>• Once the vehicle is in the unloading area, there still will be wait time for an available unloading "bay" and freight crew.</li><li>• Trucks will be unloaded on a first-come, first-serve, which is based on the time the driver checks in at the GES Freight Trailer and space availability for that size vehicle; hence there will be wait time to be unloaded.</li></ul>						
Car & Van Unloading	Passenger cars and vans may be unloaded at the front entrance of the Facility on 11 <sup>th</sup> Avenue (between 27 <sup>th</sup> & 28 <sup>th</sup> Street). Exhibitors with small loads may unload their own vehicle with their own dollies. (Facility/GES dollies may be used by the Facility/GES labor only and are not for Exhibitor's use.) Forklift service is not available in this area. If you need assistance unloading your vehicle, please check-in at the GES Porter desk at the entrance to the Show (service is on a first-come/serve basis). You must have two people with each vehicle to unload in this area: one to stay with the vehicle and one to bring the merchandise into your Booth. If you are being dropped off by taxi, limo, etc. you do not need to have two people to unload. All vehicles must be moved immediately after unloading to allow for other Exhibitors.						

## Advance Shipping to GES' Warehouse

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### Advance Shipments to GES' Warehouse

**GES will receive display shipments only (do not send merchandise or samples) at their warehouse Monday through Friday from 8:30am to 4:30pm (except holidays). See page 2 for appropriate dates.** Shipments received at the GES' warehouse after the deadline may be accepted; however, there will be a 25% surcharge to the existing freight handling fees if the shipment is received after deadline specified on page 2.

- GES will store display shipments until move-in.
- GES will deliver your shipment to your Booth on the first move-in day.
- To ensure the safety of your shipment, we urge you to schedule your arrival to coincide with your shipment. Your shipment will be placed in your Booth whether or not a company representative is present. ENK/GES cannot be responsible for your shipment once it is delivered to your Booth.

All valuables, such as merchandise/samples, should be shipped directly to Show site to coincide with your arrival. If you're unsure if your arrival will coincide with your sample shipment, please have the shipment delivered to the ENK Secured Storage Room at the Show so you can pick it up when you get to the show. Shipments of loose "un-boxed" materials, such as foam core, etc., will not be accepted at the warehouse. These materials must be sent directly to the Exhibition on the scheduled move-in day.

### Rates

0 - 2000 lbs.	\$58.25/100 lbs. (\$175.00 minimum)
2001 lbs. and up	\$43.70/100 lbs.

Rates include the following services: unloading your vehicle at the Exhibition, delivering to your Booth, storing empty boxes (with proper empty labels affixed), returning empty boxes to your Booth at the close of the Exhibition and re-loading them into your vehicle.

To ensure the safety of your shipment, we urge you to schedule your arrival to coincide with your shipment. Your shipment will be placed in your Booth whether or not a company representative is present. GES/ENK cannot be responsible for your shipment once it is delivered to your Booth.

## Shipping from the Exhibition

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**The following move-out information is for your early planning. During move-out, everyone will be trying to exit the Show at the same time. Your patience, cooperation and courtesy to your neighbors will make move-out a smooth process.**

### General Information

- Some Exhibitors may still be working with their Buyers beyond the close of the Show. When you begin dismantling your Booth, please be considerate of your neighbors who may still be conducting business.
- The Booth lights/electricity will remain on until all Buyers have left the Exhibit Hall or until 30 minutes after the close of the Show.
- All merchandise must be removed from the Secured Storage Room 30 minutes after the close of the Show.
- GES will begin returning Exhibitors' cartons, boxes, etc. that were placed in empty storage once the aisle carpet is removed. Since there will be many boxes to return from numerous areas it will take some time before all materials are returned to your Booth. (Not all empties will be returned at the same time.) Please be patient. This process can take 1-2 hours to complete.
- When possible, keep boxes, cartons, etc. within your Booth space to keep the aisle as clear as possible to facilitate a smooth move-out.

### Exhibitor Responsibility

- All merchandise, samples, etc. must be removed from the exhibit facility by 8:00pm on the last show day.
- Carefully pack your exhibit materials and merchandise. Pay close attention so you do not leave anything behind.
- Exhibitors must prepare the proper documents for the shipment of their merchandise, such as a Material Handling form. The Material Handling form tells GES who is sending the shipment, where the shipment is going, the number of pieces, how it is being shipped and who is responsible for the charges. These forms, which will be available from the GES Service Desk, must be submitted to GES prior to leaving the exhibit facility.
- Please be sure that all shipping information and a form of payment are in the hands of all persons who will be breaking down your Booth.
- The GES movers are experienced with general freight and are not familiar with delicate merchandise. **It is your responsibility to supervise the safe loading and unloading of your merchandise.**
- **Do not leave your boxes/crates, etc. unattended at any time during move-out. Exhibitors are urged to remain with their shipment until your carrier picks it up, no matter what anyone tells you.**
- All Exhibitor merchandise and samples must be removed from the Exhibit Facility by the end of the evening, the last show day. ENK recommends that Exhibitors remain with their shipment until the carrier of your choice picks it up. ENK, GES, the exhibit facility and Citadel are not responsible for Exhibitors materials.

### Shipping

**Exhibitors may select the shipping method of their choice.**

- GES Logistics, which offers a variety of shipping options, will be at the Service Desk.
- Schedule your own car, van, truck or messenger service.
- If your shipment is not picked up by the scheduled move-out time, it will be "forced" by GES on to the next available carrier at the Exhibitor's expense. If you have an unpaid balance with GES, your shipment will be brought to the GES warehouse and not released until GES fees are paid in full. In addition to shipping charges for forcing the freight you may also incur storage fees.

### Trucks & Commercial Vans

Exhibitors that will be using the loading dock must complete a Bill of Lading. This form tells GES who is sending the shipment, where the shipment is going, the number of pieces, how it is being shipped and who is responsible for the charges. The Bill of Lading can be picked up from the GES Service Desk once your account with them has been paid.

When your truck arrives at the freight area, GES will pick-up your exhibit materials from your Booth (you or someone you designate should remain with your materials until they are picked up by GES) and load them onto the truck. ENK has hired movers to assist Exhibitors at no charge (up to 500 lbs.). ***If your movers have not picked up your shipment by the scheduled Move-out time, it will be "forced" by GES on to the next available carrier at your expense.***

## Forklift Service

- **All truck drivers must check-in with the GES Freight Trailer immediately upon arriving at the Exhibit Facility (not before 3pm on the last Show day).**
- Exhibitors must bring their completed material handling form to the GES Service Desk when they are packed and ready to go. This form tells both GES and the truck driver that you are packed and ready to be loaded onto their truck.
- Once the GES Service Desk personnel has the completed material handling form, the driver will be given all necessary paperwork and a vehicle pass to enter the freight area.
- A GES representative will take the driver's paperwork and cell phone # to contact the driver when GES is ready to bring the vehicle into the unloading area.
- Once the vehicle is in the unloading area, there still will be wait time for an available unloading "bay" and freight crew.
- Trucks will be loaded on a first-come, first-serve basis, which is based on the time the exhibitor turns in their material handling form at the GES Service Desk, the time the driver checks in at the GES Freight Desk and space availability for that size vehicle; hence there will be wait time to be unloaded.
- Once vehicles enter the loading area, they will not be permitted to just park; the driver must remain with the vehicle as it is being "loaded". If your shipment is not ready to be "loaded" when your driver arrives, the vehicle cannot remain in the loading area; the driver will need to circle around and re-enter the loading area.
- If your movers have not picked up your shipment by the scheduled move-out time, it will be "forced" on to the next available carrier at your expense.

## Private Car/Vans

### Need assistance:

- Once you are packed and ready to go, sign-in at the GES' Porter Desk located at the front entrance of the Show.
- ENK has hired Movers to help Exhibitors on a first-come, first-serve basis until 5:00pm.
- Bring your vehicle to the designated loading.
- Do not leave your merchandise unattended.
- The Movers will load your materials into your vehicle at no cost to you on a first-come, first-serve basis.

### Going it alone:

- Feel free to pack up and load your materials into your own car or mini-van, which can be brought into the loading area when you are packed.
- The same move-in parking procedures apply during move-out.
- Vehicles cannot be left unattended.

## Overnight Shipments

ENK will have a service to expedite overnight shipments from the Show. Please see the customer service personnel at the Service Desk for information.

All Exhibitor merchandise and samples must be removed from the Exhibit Facility by the end of the evening, the last show day. ENK recommends that Exhibitors remain with their shipment until the carrier of your choice picks it up. ENK, GES and Citadel are not responsible for Exhibitors materials.



## Transportation and Hotel

Hotel ENK has partnered with Travel Planners so that you can receive the lowest rates available. For information and reservations, contact them at 800.221.3531 or 212.532.1660 or [www.enktravel.com](http://www.enktravel.com).

HOTEL	RATES STARTING AT ...
Dream (16 <sup>th</sup> Street)	\$205
Flatotel (West 52 <sup>nd</sup> Street)	\$170
Hampton Inn (West 39 <sup>th</sup> Street) <b>Free WiFi and Breakfast</b>	\$229
Hampton Inn (West 51 <sup>st</sup> Street) <b>Free WiFi and Hot Breakfast</b>	\$229
Holiday Inn (West 57 <sup>th</sup> Street)	\$179
Holiday Inn Express (West 39 <sup>th</sup> Street) <b>Free Breakfast</b>	\$219
HotelAmericano (West 27 <sup>th</sup> Street)	\$225
Hotel Indigo Chelsea (West 28 <sup>th</sup> Street)	\$249
Hudson Hotel (West 58 <sup>th</sup> Street)	\$199
Yotel (West 42 <sup>nd</sup> Street) <b>Free WiFi and Breakfast</b>	\$169

Skyline Car Service ENK will have a dispatcher from **Skyline** at the Show to provide private transportation during the Exhibition and move-out. Skyline has a very large fleet of Town Cars; non-smoking cars are available upon request. To pre-arrange an account **Skyline**, please complete the credit application (page 38), and mail or fax it them directly.

Shuttle Service Shuttle Service will run on Show days from 8am to 7pm (until 6pm on the last Show day). The buses are scheduled as follows: every 30 minutes from 8am-3pm, 15-20 minutes after 3pm, from the beginning of each route (see list below). It will take approximately 5-10 minutes between each stop. *(Pick-up times will vary slightly due to traffic conditions.)*

<i>Route 1</i>	<b>Penn Station</b> On 8 <sup>th</sup> Avenue at 31 <sup>st</sup> Street on the SE corner	<b>Port Authority</b> On 8 <sup>th</sup> Avenue between 41 <sup>st</sup> and 42 <sup>nd</sup> Streets, on the east side of the street.
<i>Route 2</i>	<b>Hudson</b> On 58 <sup>th</sup> Street, between 8 <sup>h</sup> and 9 <sup>th</sup> Avenues, directly in front of the main entrance	<b>Hampton Inn</b> On 8 <sup>th</sup> Avenue between and 51 <sup>st</sup> and 52 <sup>nd</sup> Streets

Neighborhood Parking If you are driving to the Tunnel/LaVenue, you may wish to park in one of the nearby lots. Note: parking costs vary; you should ask the cost before parking.

- Imperial Parking, 314 11th Avenue, 24-hours
- Park-It, 513 West 26<sup>th</sup> Street between 10<sup>th</sup> & 11<sup>th</sup> Avenue, 24-hours
- Imperial, 425 West 31<sup>st</sup> Street, between 9<sup>th</sup> & 10<sup>th</sup> Avenue, 24-hours
- Edison Park Fast, 245 West 28<sup>th</sup> Street between 7<sup>th</sup> & 8<sup>th</sup> Avenue, 24-hours
- MTP, 613-635 West 29<sup>th</sup> Street between 11<sup>th</sup> & 12<sup>th</sup> Avenue, 6am-12am, **Cash Only**
- GGMC, 550 West 25<sup>th</sup> Street, 24-hours

## Contractual Regulations

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### Addendum to

The rules and regulations promulgated and in effect from time to time governing use and occupancy of the Exhibit Facility are incorporated by this reference herein for all purposes. Without limiting the foregoing it is understood that the Exhibitor shall neither injure nor mar, nor in any manner deface the premises or Exhibit Booths. Exhibitors will not be permitted to drive nails, hooks, tacks, or screws into any part of the building, or put up decorations or adhesives that would deface the building or Exhibit Booth. Also, no signs may be placed on any structure of the building.

Dimensions of all exhibit areas are believed to be accurately stated on the floor plans, but ENK shall have no responsibility for any discrepancies or errors. Facility lighting may not illuminate all areas evenly and effectively, and ENK assumes no responsibility for providing additional lighting. If available, an Exhibitor may order additional lighting at its expense (see Page 23). ENK assumes no responsibility for temperature levels during move-In, the Exhibition or move-out periods. All Exhibit Booth arrangements shall conform in all respects to the dimensional and height requirements as indicated in this ENK GuideBook. It is expressly forbidden for Exhibitors to dismantle or pack any portion of their Exhibit Booth prior to the official closing of the Exhibition. All exhibits, samples and other merchandise must be removed from the Exhibit Facility by Exhibitors by 8:00pm, the last day of the Exhibition.

The Exhibitor agrees that its Exhibit Booth shall be admitted and shall remain from day to day solely on strict compliance with the rules herein and those outlined in this ENK GuideBook. ENK reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any Exhibitor or its representatives, with or without given cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of the Exhibit Booth rental fee at the time of the ejection. If an Exhibitor or an Exhibit Booth is ejected for violation of these rules or for any other reason, no return of rental shall be made.

Distribution of samples & printed matter of any kind, and any promotional material is restricted to the confines of the Exhibit Booth. The Exhibitor shall design and maintain the Exhibit Booth in conformity with the general theme and sense of the Exhibition and shall keep said Exhibit Booth presentable at all times. Signs or advertising devices shall ONLY be displayed within the Exhibit Booths. The Exhibitor shall arrange its Exhibit Booth so as not to be obscure or prejudice adjacent Exhibitors. The Exhibitor hereby agrees to use the qualified Union labor at all times while in the Exhibit Facility & to abide by all agreements made between the Exhibit Facility, the Unions & ENK.

ENK shall require written notification from any Exhibitor using the services of a company other than the official Exhibition contractor. This notification should include the name and address of the contractor, name of the supervisor to be in attendance, a certificate of insurance and a statement that the contractor will comply with all rules and regulations of the Exhibition including observance of local labor rules. This information should be provided to ENK no less than a week in advance of the first day of Move-In. ENK assumes no responsibility for failure of performance by any contractor or subcontractor or their employees, or for their conduct or that of their employees.

Detailed information in the form of Participation/Acceptance Packages, General Memos and this ENK GuideBook will be mailed to Exhibitors who are current according to the stated payment schedule. This ENK GuideBook contains information regarding shipments, labor, electrical services, rental items, Exhibition hours, etc. Order forms for all available services are included and should be returned promptly. ENK shall have sole control over attendance policies at all times.

ENK will employ reputable guards during the course of the Exhibition. The duty of the guards will be to protect the general Exhibition against fire or other catastrophes. Neither ENK, nor the owners or lessors of the Exhibit Facility will assume any responsibility for Exhibitor's personal property. It is required that the Exhibitor insure their property from place of shipment, during Exhibition and for return, covering all risks (including against damage, loss or theft).

No wiring, installation of spotlights or other electrical work shall be done except by the electrical contractor authorized by ENK or the Exhibit Facility.

Federal, State and City laws must be strictly observed. No Exhibitor shall use any flammable decorations or coverings and all fabrics or other material used for decoration or covering of tables or risers shall be flameproofed. No decoration of paper, pine boughs, leafy decorations or tree branches are allowed. Storage of flammable materials in Exhibit Booths or behind the Exhibit Booth back wall is strictly forbidden. The Exhibitor is responsible to abide by City, fire and safety codes which may be in effect. Smoking is prohibited on the Exhibition floor and throughout the Exhibit Facility. Aisle and fire exits cannot be blocked by exhibits.

If an Exhibitor fails to make payments due hereunder on the date or dates specified, ENK may cancel Exhibitor's Participation Contract or change such Exhibitor's Booth assignment at ENK's sole discretion and without further notice. ENK shall be entitled to close such Exhibitor's Booth at any time for failure of such Exhibitor or any of its officers, agents, employees or other representatives to perform, observe and comply with any term or condition set forth herein or as stipulated in this ENK GuideBook. In such event ENK may immediately remove the Exhibitor's display at the Exhibitor's expense if the Exhibitor fails to do so, and ENK may rent the space to others. The Exhibitor shall not be entitled to a refund of any part of any fee should he for any reason be unable to exhibit at the Exhibition and shall, in all such instances, remain liable hereunder in all respects (including without limitation for the unpaid balance of Participation and Exhibit Space fees.)

Exhibitors must comply with all laws, rules, regulations and ordinances in force.

Exhibitor agrees and warrants that it shall not violate any copyrights, with respect to writings, music or otherwise, at the Exhibition or at any function which is part of, affiliated with or held in conjunction with the Exhibition, and the Exhibitor assumes sole liability and responsibility for its use or display of any copyrighted materials at the Exhibition and shall obtain any and all necessary licenses from copyright owners. Exhibitor shall indemnify and hold harmless Exhibit Facility, ENK (and any association owner or sponsor), their officers, directors, agents and employees, from and against any and all actions, cause of action, claims, demands, liabilities, losses, damages, costs or expense, of whatever nature, including judgments, interest and attorney's fees which any one and/or each of them shall or may at any time, or from time to time, subsequent to the date of the Exhibition, sustain, or incur, or become subject to involving with respect to or relating to Exhibitor's breach of any of its warranties and representatives contained herein or the performance, transmission or other use of any copyrighted materials in the Exhibition or any function which is part of or affiliated with or taking place at the time of or in conjunction with the Exhibition.

The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside of the Exhibit Booth. Any photos, products or other materials that could be found objectionable by the general public may not be openly displayed in Exhibit Booth. Exhibitors are prohibited from taking any type of photograph or videotape of the Exhibition or any other Exhibit Booth/Product without the consent of ENK. Unauthorized use of photography equipment or videotape equipment may be subject to confiscation by ENK.

The aisles, passage ways, space behind Exhibit Booths, and overhead spaces remain strictly under the control of ENK and no signs, decorations, banners, advertising matter, products, trash or other special exhibits will be permitted outside the confines of an Exhibit Booth except by special written permission of ENK. Uniform attendants, models and other employees must remain within the Exhibit Booths occupied by their employers. Any and all advertising distribution must be made from the Exhibit Booth.

ENK and Exhibitor agree that any dispute arising out of the Participation Contract shall be governed by the laws of the State of New York, and in any suit arising therefrom the Exhibitor hereby agrees to submit itself to the jurisdiction of such courts of the State of New York, and that venue for any such suit shall be in New York.

The Participation Contract and this ENK GuideBook contain the entire agreement of the parties hereto with respect to the matters embraced herein and may not be modified, discharged or terminated except by a written instrument signed by the party to be charged. The interpretation of this provision of the Exhibition Contract, relevant building regulations and this ENK GuideBook as the same may be in effect from time to time, is reserved solely to ENK, whose interpretations shall be binding, final and conclusive in all respects. Nothing in this provision however, shall preclude ENK from adopting additional rules and regulations orally or in writing as provided herein.

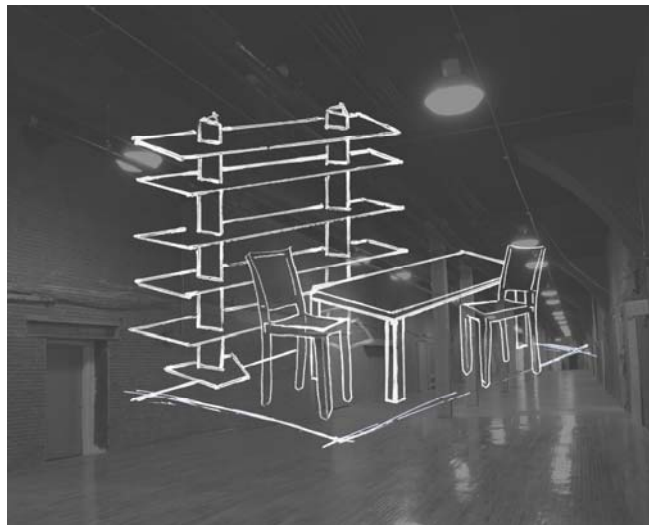
## BLUE & DESIGNERS' COLLECTIVE

### Booth Package Furnishings

#### CLOTHING



#### ACCESSORIES & FOOTWEAR



The following items will be delivered to your booth automatically (see chart below for quantity of booth furnishings). If you wish to order additional items, please complete and return pages 22& 25 by the deadline of July 9, 2012.

#### CLOTHING FURNITURE PACKAGE

- Garment Rack (8' long clothing dark metal rack)
- Table (black table 23" deep x 48" wide x 30" high)
- Lucite chairs
- Company sign
- Waste basket

NUMBER OF ITEMS included for each booth size.

	8'x5' or 5'x8' (40 sq ft)	8'x10' (80 sq ft)	8'x15' (120 sq ft)	8'x20' (160 sq ft)	8'x30' (240- sq ft)	8'x40' (320 sq ft)
FIXTURE: Racks	1	2	3	4	6	8
SEATING: One Table + Two Chairs	1	1	1	2	3	4
LIGHTING: Track(s), # of lights *	1 track 2 lights	1 track 3 lights	1 track 4 lights	2 tracks 3 lights ea.	3 tracks 3 lights ea.	4 tracks 3 lights ea.
* in some instances par can lights may be used rather than track lights						

#### ACCESSORY & FOOTWEAR FURNITURE PACKAGE

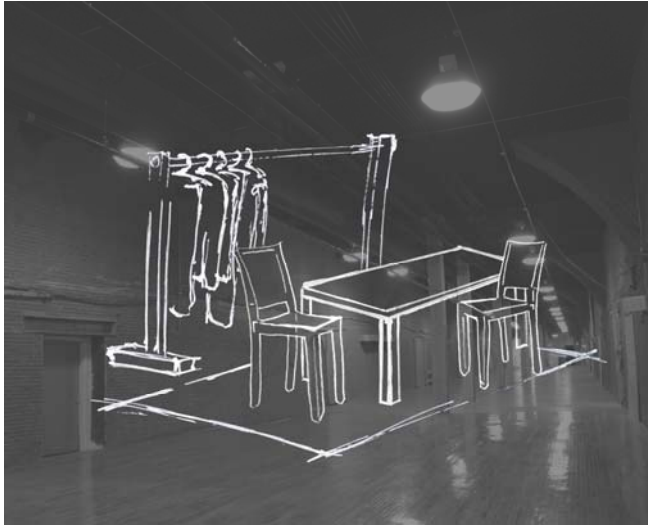
- EZ-Shelf (dark wood 70" wide x 72" high x 11 3/4" deep shelving units 11 1/8" between shelves)
- Table (black table 23" deep x 48" wide x 30" high)
- Lucite chairs
- Company sign
- Waste basket

NUMBER OF ITEMS included for each booth size.

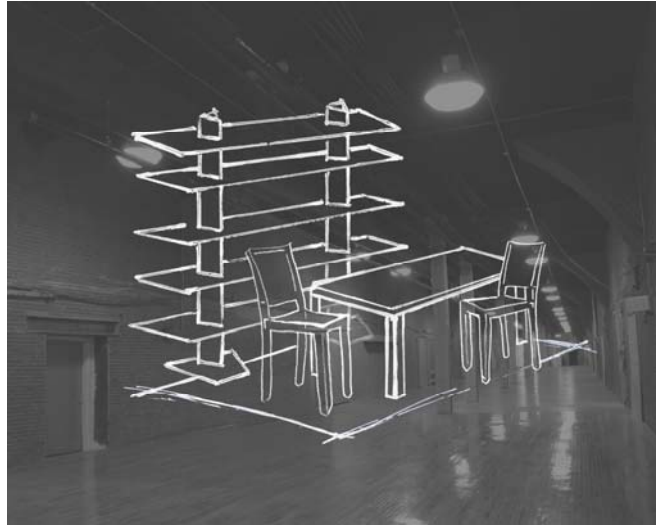
	8'x5' or 5'x8' (40 sq ft)	8'x10' (80 sq ft)	8'x15' (120 sq ft)	8'x20' (160 sq ft)	8'x30' (240- sq ft)	8'x40' (320 sq ft)
FIXTURE: EZ-Shelf	1	2	3	4	6	8
SEATING: One Table + Two Chairs	1	1	1	2	3	4
LIGHTING: Track(s), # of lights *	1 track 2 lights	1 track 3 lights	1 track 4 lights	2 tracks 3 lights ea.	3 tracks 3 lights ea.	4 tracks 3 lights ea.
* in some instances par can lights may be used rather than track lights						

## Booth Package Furnishings

## CLOTHING



## ACCESSORIES &amp; FOOTWEAR



The following items will be delivered to your booth automatically (see chart below for quantity of booth furnishings). If you wish to order additional items, please complete and return pages 22& 25 by the deadline of July 9, 2012.

## CLOTHING FURNITURE PACKAGE

- Garment Rack (4' long clothing dark metal rack)
- Table (black table 23" deep x 48" wide x 30" high)
- Lucite chairs
- Company sign
- Waste basket

NUMBER OF ITEMS included for each booth size.

	8'x5' or 5'x8' (40 sq ft)	8'x10' (80 sq ft)	8'x15' (120 sq ft)	8'x20' (160 sq ft)	8'x30' (240- sq ft)	8'x40' (320 sq ft)
FIXTURE: Racks	1	2	3	4	6	8
SEATING: One Table + Two Chairs	1	1	1	2	3	4
LIGHTING: Track(s), # of lights *	1 track 2 lights	1 track 3 lights	1 track 4 lights	2 tracks 3 lights ea.	3 tracks 3 lights ea.	4 tracks 3 lights ea.
* in some instances par can lights may be used rather than track lights						

## ACCESSORY &amp; FOOTWEAR FURNITURE PACKAGE

- EZ-Shelf (dark wood 70" wide x 72" high x 11 3/4" deep shelving units 11 1/8" between shelves)
- Table (black table 23" deep x 48" wide x 30" high)
- Lucite chairs
- Company sign
- Waste basket

NUMBER OF ITEMS included for each booth size.

	8'x5' or 5'x8' (40 sq ft)	8'x10' (80 sq ft)	8'x15' (120 sq ft)	8'x20' (160 sq ft)	8'x30' (240- sq ft)	8'x40' (320 sq ft)
FIXTURE: EZ-Shelf	1	2	3	4	6	8
SEATING: One Table + Two Chairs	1	1	1	2	3	4
LIGHTING: Track(s), # of lights *	1 track 2 lights	1 track 3 lights	1 track 4 lights	2 tracks 3 lights ea.	3 tracks 3 lights ea.	4 tracks 3 lights ea.
* in some instances par can lights may be used rather than track lights						

ONLINE EXPRESS ORDER FORM: You may now order your ENK booth package, additional furnishing, lighting and mannequins easily and direct from your computer via our Online Express Order Form. Click this link for one stop ordering.

<http://www.enkforms.com/expressform/enknyc/>

## GES Payment Policies

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Payment for Services	GES requires payment in full at the time services are ordered. Orders will not be processed unless a credit card authorization, check or wire transfer accompanies your order. You will not receive an order confirmation until the order is paid in full. If your choice of payment is check or wire transfer for your initial order, it is strongly suggested to apply a credit card to 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 Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.		
Third Party Billing	Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form on pages 28.		
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 & 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 setup 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.		
Wire Transfer Information	<p><b>Bank wire transfer payment information:</b> <b>Beneficiary: Global Experience Specialists</b></p> <table><tr><td>c/o Bank of America 901 Main Street Dallas, TX 75202-3714 Telephone: 1-800-657-9533 ext. 59248</td><td><b>Account #:</b> 7188-1-01819 <b>ABA Routing #:</b> 0260-0959-3 <b>SWIFT Address:</b> BOFAUS3N <b>CHIPS Address:</b> 0959</td></tr></table> <p><b>If requested, the following is the physical address for routing identifiers:</b> Bank of America, Wire Transfer-Customer Services 200 Clayton Road, Concord, CA 94520 US</p>	c/o Bank of America 901 Main Street Dallas, TX 75202-3714 Telephone: 1-800-657-9533 ext. 59248	<b>Account #:</b> 7188-1-01819 <b>ABA Routing #:</b> 0260-0959-3 <b>SWIFT Address:</b> BOFAUS3N <b>CHIPS Address:</b> 0959
c/o Bank of America 901 Main Street Dallas, TX 75202-3714 Telephone: 1-800-657-9533 ext. 59248	<b>Account #:</b> 7188-1-01819 <b>ABA Routing #:</b> 0260-0959-3 <b>SWIFT Address:</b> BOFAUS3N <b>CHIPS Address:</b> 0959		
To Properly Credit Your Account	<p>Send the following information to the GES address listed on the order forms:</p> <ul style="list-style-type: none"><li>▪ Exhibiting Collection Name, show name, show facility, and booth number</li><li>▪ date and amount of wire transfer</li><li>▪ bank and country where transfer originated</li><li>▪ 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.</li><li>▪ 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.</li><li>▪ 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.</li></ul>		
Questions	If you have any questions regarding our payment policy, please call GES at 800.801.0554 or 201.375.9191 or visit the GES Servicer® at the show.		

# GES Order & Payment Summary

Order Deadline: **7/9/2012**

## General Information

To ensure you receive the Booth furnishings you need to properly display your merchandise, your orders must be sent to GES by the deadline date. Full payment of your estimated charges is due in advance for all services ordered. All expenses incurred at the exhibition facility must be paid by cash, company check, American Express, MasterCard or VISA before the Exhibition closes. All payments must be made in U.S. Funds and drawn on a U.S. Bank. All orders received without full payment will not be processed and/or delivered.

## Order Summary

Booth Furnishing and Accessories	\$
Labor	
Show Site Shipment (see page 12 for fees)	
Warehouse Shipment _____ lbs x \$58.25/100 (\$175.00 minimum)	
GES Logistics	
Other GES Services (specify)	
Other GES Services (specify)	
<b>Total of above items</b>	
<b>Petroleum surcharge assessment @ 3%</b>	
<b>Subtotal:</b>	\$
8.875% NY Sales Tax:	
<b>Total Due</b> (full payment in U.S. funds drawn on a U.S. bank):	\$
(GES Global Experience Specialists, Inc. Federal ID #59-1008863 is exempt from backup withholding tax.)	

## Check Payment

Make payment to GES Exposition, Inc.	\$	
Check Number	Check Amount	Dated

## Credit Card Payment

☐ Personal Card ☐ Corporate Card

Account Number Expiration Date

Cardholder's Billing Address City, State Zip Code

I hereby authorize GES to charge my account listed above for any labor, drayage and/or rental charges incurred by my company during the Exhibition. I agree in placing this order that I have accepted GES Payment Policy and GES Terms and Conditions of Contract.

Cardholders' Name (please print) Authorized Cardholders' Signature Date

## Wire Transfer Payment

### Beneficiary: Global Experience Specialists

c/o Bank of America  
901 Main Street  
Dallas, TX 75202-3714  
Telephone: 1-800-657-9533 ext. 59248

**Account #:** 7188-1-01819  
**ABA Routing #:** 0260-0959-3  
**SWIFT Address:** BOFAUS3N  
**CHIPS Address:** 0959

Must include: Exhibiting Collection Name, show name, registered booth name, booth number (if available), date of transfer; bank and country where transfer originated. **Must add \$35 wire fee to your GES total.**

## Exhibitor Information

Exhibiting Collection Name (Name on booth sign)		Booth Number
Street		
City	State	Zip Code
Telephone Number		Fax Number
Print Name		E-Mail
Show Site Contact		Cell Number

## Return to:

**Global Experience Specialist**  
**7000 Lindell Road,**  
**Las Vegas, NV 89118-4702**

**Tel:** 800.801.0554, 201.375.9191  
**Fax:** 866.329.1437  
**Int. Fax:** 702.263.1520

## Confirmation:

If you do not receive a GES email/invoice confirmation within 72 hours of your order, your order has not been confirmed. In that case contact GES. Note: orders are not accepted/processed without full payment.



# GES Terms and Conditions

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## I. Definitions

**GES:** GES Global Experience Specialists, 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 ½% per month until paid.

## IV. Mutual Obligations Indemnification

Customer to GES: Except to the extent of GES' 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 subtenant 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 organizer.

## 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 organizer 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 organizer pursuant to the venue's lease with show organizer. 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.

<b>Concealed Damage</b>	GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.
<b>Unattended Booth</b>	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.
<b>Measure of damage</b>	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.
<b>No Insurance</b>	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.
<b>Notice of loss or damage</b>	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.
<b>Filing of claim</b>	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 <b>during transit</b> 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 declination of any part of a claim.
<b>VII. Jurisdiction, Choice of forum.</b>	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.
<b>VIII. Advanced Warehousing, Temporary Storage, Long Term Storage.</b>	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.

# GES Third Party Billing Authorization

Order Deadline: **7/9/2012**

Acceptance is  
contingent upon

- 100% of estimated charges paid in advance by responsible third party.
- All information must be provided; your order will not be processed if any information is missing.
- The completion of the Credit Card Authorization form by both the Exhibitor and the Third Party firm even if you are paying by check or bank wire transfer.
- The return of this form along with orders by the deadline date.
- Completion of page 40 (Exhibitor-Appointed Contractor) and valid insurance certificate.
- I agree in placing this order that I/We have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Exhibitor must  
complete this  
section

Please indicate below who is responsible for GES charges you incur:

	Exhibitor	Third Party
1. Booth Furnishing and Accessories	<input type="checkbox"/>	<input type="checkbox"/>
2. Labor	<input type="checkbox"/>	<input type="checkbox"/>
3. Show Site Shipment(s)	<input type="checkbox"/>	<input type="checkbox"/>
4. Warehouse Shipment(s)	<input type="checkbox"/>	<input type="checkbox"/>
5. GES Logistics	<input type="checkbox"/>	<input type="checkbox"/>
6. Other GES Charges	<input type="checkbox"/>	<input type="checkbox"/>

We **(Exhibitor)**, \_\_\_\_\_, have authorized the **Third Party/Display House** listed below to handle our display. **Further, we understand and agree that we, the Exhibitor, are ultimately responsible for payment of all charges.** In the event the named third party does not provide payment of remaining charges prior to the last day of the Exhibition, charges will revert back to the Exhibitor. All invoices are due and payable upon receipt. GES Terms & Conditions apply to both the Exhibiting firm and Third Party representative.

Third Party/Display  
House Information

\_\_\_\_\_  
Name of Third Party/Display House

\_\_\_\_\_  
Third Party/Display House Address

\_\_\_\_\_  
Third Party/Display House Phone Number

\_\_\_\_\_  
Third Party/Display House Fax Number

\_\_\_\_\_  
Third Party/Display House Authorized Signature Third Party/Display House Contact Person Date

Credit Card  
Payment

☐ Personal Card ☐ Corporate Card

\_\_\_\_\_  
Third Party/Display House Account Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Third Party/Display House Cardholder's Billing Address City, State Zip Code

I hereby authorize GES to charge my account listed above for any labor, drayage and/or rental charges incurred by my company during the Exhibition.

\_\_\_\_\_  
Third Party/Display House Cardholders' Name Authorized Cardholders' Signature Date

Exhibitor  
Information

\_\_\_\_\_  
Exhibiting Collection Name (Name on booth sign)

\_\_\_\_\_  
Booth Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

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

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

Return to:

**Global Experience Specialist**  
**7000 Lindell Road,**  
**Las Vegas, NV 89118-4702**

**Tel: 800.801.0554, 201.375.9191**  
**Fax: 866.329.1437**  
**Int. Fax: 702.263.1520**

Confirmation:

If you do not receive a GES email/invoice confirmation within 72 hours of your order, your order has not been confirmed. In that case contact GES. Note: orders are not accepted/processed without full payment.

## GES Material Handling (Drayage) Rates

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### Shipments to GES' Warehouse

**Deadline Dates**      **Freight shipped to the GES warehouse and/or with GES Logistics is unloaded first.** Exhibitors may ship crated, boxed or skidded display materials in advance of the Exhibition to GES' warehouse with no surcharge until July 9. Shipments must be pre-paid. Collect shipments will not be accepted. GES will accept shipments 8:30am to 4:30pm, Monday through Friday only (except holidays). **Exhibitors may ship directly to the warehouse until July 18; however, there will be a 25% surcharge to the existing freight handling fees if the shipment is received after July 9.**

ENK does not recommend that you send merchandise and/or samples to GES' warehouse. These valuable items should be sent directly to the exhibit facility to coincide with your arrival.

**Rates**      0-2000 lbs.      \$58.25/100 lbs. (\$175.00 minimum)  
2001 lbs. and up      \$43.70/100 lbs.

The price includes receiving materials at GES' warehouse and delivery to your Booth on the first Move-In day. To ensure the safety of your shipment, we urge you to schedule your arrival to coincide with your shipment. Your shipment will be placed in your Booth whether or not a company representative is present. GES/ENK cannot be responsible for your shipment once it is delivered to your Booth.

**Warehouse**      Shipments sent to the GES warehouse must be addressed as follows:

**Address**      **Insert Exhibiting Collection Name**  
**Insert Show Name and your booth #' \_\_\_\_\_**  
c/o GES Global Experience Specialists  
125 North Street  
Teterboro, NJ 07608

**Must arrive on or before July 9, 2012**

### Shipments Directly to the Exhibition Facility

**Deadline Dates**      Exhibitors may ship their exhibit materials directly to the **exhibition facility** to coincide with the move-in day/time associated with their booth number. (Refer to the schedule on page 2.) Vehicles to be off-loaded must arrive by 30 minutes prior to the close of move-in. Since GES/ENK do not have access to the Exhibit Facility prior to those dates and the facility does not have storage space, shipments arriving before that date will be turned away.

**Rates**      0-500 lbs.      No charge (show-site shipments only)  
501-2000 lbs.      \$41.60/100 lbs. (\$125.00 minimum)  
2001 lbs. and up      \$31.20/100 lbs.

Rates include the following services: unloading your vehicle at the Exhibition, delivering to your Booth, storing empty boxes (with proper empty labels affixed), returning empty boxes to your Booth at the close of the Exhibition and re-loading them into your vehicle.

**Scheduled Freight**      ENK/GES will be scheduling the inbound crated freight. Complete and return the **Freight Delivery** form on page 1. GES will give you a specific date and time for your Booth freight to be delivered. Actual merchandise can only be delivered when your staff is there to receive/secure it.

**Show Site**      **Insert your Exhibiting Collection Name (Name on booth sign)**  
**shipping address**      **Insert Show & Booth #**  
GES  
Terminal Building  
608 West 28<sup>th</sup> Street  
(between 11<sup>th</sup> & 12<sup>th</sup> Avenue)  
New York City, NY 10001

Shipment will only be accepted during official move-in days/times. See page 2 for the schedule.

## GES Inbound Shipping

When you ship with GES Logistics to/from an ENK Show (round trip) you will receive 20% off your inbound shipment (within the USA only). Please complete this form and forward it to GES for price estimate.

### Pick-up Info

Company Name		Booth Number
Street	City	State Zip Code
Pick-up Contact Name (please print)	Telephone	Fax
Pick-up Date	Shipping/Receiving Hours (4 hr. window required)	
Special Instructions (additional charges may apply)		

### Delivery Info (ENK Show)

Company Name		Booth Number
Street	City	State Zip Code
Pick-up Contact Name (please print)	Telephone	Fax
Pick-up Date	Shipping/Receiving Hours (4 hr. window required)	
Special Instructions (additional charges may apply)		

### Shipping Method

☐ LTL (less than truck load) ☐ Truck Load ☐ Next Day ☐ 2nd Day ☐ Deferred

All shipments are subject to applicable surcharges. For Next Day and 2nd Day shipments, the greater of dim weight or actual weight will apply.

### Weight & Dimensions

# of Pieces	Dimensions in Inches			Estimated	Total
	Length	Width	Height	Weight	Declared Value
					\$
					\$
					\$
					\$
					\$
					\$
TOTAL					

I agree in placing this order that I have accepted GES Payment Policy and GES Terms and Conditions of Contract. Received, subject to the 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 by 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.

### Exhibitor

Exhibiting Collection Name (name on booth sign)	Booth Number
Print Name	Authorized Signature

Return to:

**Global Experience Specialist**  
**7000 Lindell Road,**  
**Las Vegas, NV 89118-4702**

**Tel: 800.801.0554, 201.375.9191**  
**Fax: 866.329.1437**  
**Int. Fax: 702.263.1520**

Complete form and return this form to the GES Service desk at show site by 5pm on Show Day 2; GES will deliver to your booth pre-printed outbound shipping labels.

**From:**

Exhibiting Collection Name (name on booth sign)		Booth Number
Street		
City	State	Zip Code
Telephone Number		Fax Number
Purchase Order Number		E.Mail Address

**Destination 1:**

Number of Labels Requested:

Shipping Method

☐ LTL (less than truck load) ☐ Truck Load ☐ Next Day ☐ 2nd Day ☐ Deferred

Company Name		Booth Number
Street		
City	State	Zip Code
Telephone Number		Fax Number
Purchase Order Number		E.Mail Address

Special Instructions

**Destination 2:**

Number of Labels Requested:

Shipping Method

☐ LTL (less than truck load) ☐ Truck Load ☐ Next Day ☐ 2n Day ☐ Deferred

Company Name		Booth Number
Street		
City	State	Zip Code
Telephone Number		Fax Number
Purchase Order Number		E.Mail Address

Special Instructions

Exhibitor Info

Show Site Contact

Show Site Cell Phone Number

All orders are governed by the GES Payment Policy and GES Terms and Conditions of Contract.

Return to:

**GES Global Experience Specialists****OR****GES Show Site Service Desk****Fax: 866.329.1437****Int. Fax: 702.263.1520**

## SHIPMENT TO GES WAREHOUSE

<b>TO:</b>	
	Full Exhibiting Company Name at Show
	Name of Show
<b>C/O:</b>	Booth Number
	GES 125 North Street Teterboro, NJ 07608

## SHIPMENT TO THE SHOW


<b>TO:</b>	
	Full Exhibiting Company Name at Show
	Name of Show
<b>C/O:</b>	Booth Number
	GES/ Terminal Building 608 West 28 <sup>th</sup> Street (between 11 <sup>th</sup> & 12 <sup>th</sup> Avenue) New York City, NY 10001



# Bill of Lading (BOL) Sample

At the break of the show, you must complete the GES Bill of Lading (BOL) fully and accurately as shown below. This is a requirement for ALL freight that is not being hand-carried out of the facility through the front door. Significant shipping delays, additional costs and potential loss of shipment may result from inaccurate or incomplete Bills of Lading.

- Step 1** Contact your freight carrier prior to the close of the show to schedule a pick-up at the show. Your driver needs to check in at the GES freight desk upon arrival. If you do not have a freight carrier, GES Logistics can handle your shipping needs.
- Step 2** After your empty containers have been returned, pack and labeled your freight for shipping.
- Step 3** Complete the entire GES BOL as shown below.
- Step 4** Bring the completed BOL to the GES Service Desk.
- Step 5** If your freight carrier driver has checked in at the GES freight desk at show site, GES will then contact the driver once GES has the completed BOL.
- Step 6** Return to your booth. Do not leave until all of your freight has been removed by a GES representative.

<b>FOR GES USE ONLY</b> LOGISTICS ROUTING  JOB#  CUSTOMER# CC ON FILE <input type="checkbox"/>  RECEIVED (DATE/TIME/NAME)		<b>GES FORM #1087 Rev. (07/06)</b>  <b>DRIVER AFFIX PRO NUMBER LABEL HERE</b>
--	---	---

PRESS HARD - YOU ARE MAKING 5 COPIES  
ORDER FORM FOR MATERIAL HANDLING SERVICES  
STRAIGHT BILL OF LADING - NOT NEGOTIABLE

**INSTRUCTIONS:** MUST BE LEGIBLY PRINTED IN INK. COMPLETE ALL SHADED AREAS. RETURN COMPLETED AGREEMENT TO GES SERVICENTER™ WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

**FROM:**  
Exhibiting Company Name YOUR COMPANY  
Shipping Location/Exhibit Facility CURRENT SHOW LOCATION City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Event CURRENT SHOW YOU'RE ATTENDING Date Prepared \_\_\_\_\_

2825178

NUMBER OF SEPARATE SHIPMENTS IN BOOTH: 1 2 3 4 OR MORE

**TO:**  
Consigned to (Ship to) ABC COMPANY Booth No. TO YOUR NEXT SHOW  
Destination (Street Address) 1234 ANYWHERE ST.  
City ANY CITY State ANY STATE Zip 12345  
Attention JOHN DOE Name of Event EVENT SHIPMENT IS GOING TO, IF APPLICABLE

SHIP VIA: ☒ GES Logistics ☐ Other Carrier \_\_\_\_\_ ☐ Exhibitors Vehicle \_\_\_\_\_

MODE: ☐ Ground ☐ Air (☐ Next Day, ☐ 2nd Day, ☐ Deferred) ☐ Vanline ☐ International ☐ Other \_\_\_\_\_ ☐ Residential ☐ Inside Delivery

HAZARDOUS MATERIALS CONTACT NUMBER ( ) \_\_\_\_\_  
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations

CHECKER	H/M	PIECES	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT (Sub. to Car.)
			Crates (wooden) Exhibition Material KD	
			Cartons (Cardboard)	
			Fiber Cases/Trunks	
			Skids/Pallets	
			Carpets (Color _____)	
			Padded Display	
			Machines	
			Miscellaneous (need description)	
			<b>TOTAL</b>	

Approximate weight of your shipment → \_\_\_\_\_

**BILL FREIGHT CHARGES TO:** Company Name Your Company on File Attention \_\_\_\_\_  
Permanent Address of Company: Street Your Address on file w/ GES  
City Your City State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

**EXCEPTION INFO**  
CAUSE \_\_\_\_\_  
ACTION \_\_\_\_\_  
DATE/TIME \_\_\_\_\_  
NAME \_\_\_\_\_

**IN THE EVENT SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, GES IS AUTHORIZED TO:**  
☒ 1) Use GES Logistics or carrier of GES choice to provide transportation and charge credit card, or invoice according to GES payment policy.  
☐ 2) Return shipment to warehouse, assess all associated charges and charge credit card, or invoice according to GES payment policy.  
(FAILURE TO SELECT ONE OF THE ABOVE OPTIONS WILL RESULT IN ROUTING AT GES DISCRETION)

**NOTE 1: STOP! YOU MUST READ THE BACK OF THIS FORM BEFORE GOING ANY FURTHER....**  
I HAVE READ THE TERMS AND CONDITIONS SET FORTH ON THE BACK OF THIS FORM AND I UNDERSTAND THE CONTENTS THEREOF.  
I HAVE THE AUTHORITY TO BIND THE ABOVE-REFERENCED EXHIBITING COMPANY, WHICH HEREBY ACCEPTS THE TERMS AND CONDITIONS SET FORTH ON BOTH SIDES OF THIS 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 IS AVAILABLE FROM GES UP TO \$100,000.00.**  
**EXCESS DECLARED VALUE IS NOT AVAILABLE FOR ITEMS LISTED ON THE BACK OF THE FORM.**  
**✓ CHECK HERE IF REQUESTING EXCESS DECLARED VALUE (\$1.00 PER \$100.00 OF EXCESS VALUATION WILL BE ASSESSED, \$50.00 MIN CHG).**

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 by GES and are available to the shipper on request.

<b>PRINT NAME:</b> <u>JOHN DOE / MARY JANE</u> <b>DATE:</b> _____ <b>EXHIBITOR SIGNATURE:</b> <u>John Doe / Mary Jane</u> <small>This is to certify that the above named articles are properly packaged, marked and labeled, and are in proper condition for transportation according to the applicable government regulations.</small>	Received in apparent good order, except as noted: Carrier Name _____ Date _____ Agent/Driver (Signature) _____ Agent/Driver (Print) _____ Phone _____
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General Information	<p>GES provides labor to install and dismantle Exhibitor's Booths under Exhibitor supervision.</p> <p>GES will not assume responsibility for damage after work has been completed at the Exhibition, unless it is reported to GES' Service Desk immediately. GES will not be responsible for loss or damage arising from the installation, unpacking, dismantlement, or packing of exhibitor property.</p> <p>Starting time can be guaranteed only when labor is requested for the start of exhibitor move-in (see page 2). <b>All exhibit labor for 8am starting times will be dispatched to the exhibitor's Booth at 8am.</b> For all other starting times, Exhibitors must check in at the GES labor desk a ½ hour before time requested. Although Exhibitors inform GES of times that they estimate they will be ready for labor to commence, GES must nonetheless be informed at the Exhibition that the Exhibitor who will supervise the labor is present and that the Exhibitor's freight has arrived. Labor cancelled without a 24-hour prior to start time 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.</p> <p>While every attempt will be made to provide laborers at the time indicated on this form, such starting times are only approximate.</p> <p>Upon completion of installation, the Exhibitor must return with the laborer to the GES Service Desk and sign the labor ticket to certify the exact times that laborers worked for the Exhibitor. The same procedure applies during dismantling.</p>				
Hours	<p>When calculating estimated labor charges, Exhibitors must be aware of the following times to determine hourly rates:</p> <p><b>Straight time:</b> 8:00am to 4:30pm Monday-Friday <b>Overtime:</b> 4:30pm to 8:00am Monday-Friday, lunch and all day Saturday <b>Double time:</b> All day, Sundays &amp; Holidays</p> <p><b>NOTE:</b> There is normally a one (1) hour minimum charge for installation and a one (1) hour minimum charge for dismantling for all workers ordered for exhibits and displays. <b>ENK has arranged for a ½ hour minimum for installation and ½ hour minimum for dismantling.</b> Any work installed by union labor must be dismantled by union labor. Dismantling charges will be charged for dismantling even if the Exhibitor breaks regulations and dismantles his/her own.</p>				
Miscellaneous Labor Services	<p>The following services are also offered by GES at the close of the Exhibition to assist Exhibitors shipping freight from the exhibition facility.</p> <table><tr><td>Shrink-wrap</td><td>\$50.30/pallet</td></tr><tr><td>Banding *</td><td>\$3.15/foot *A carpenter is required at listed rates for a ½ hour minimum.</td></tr></table> <p>If you have any questions about Exhibitor Supervised Labor rates, requirements, payment or times, please feel free to call the GES Customer Service department at 800.801.0554 8:30am to 4:30pm, Monday through Friday. GES Customer Service representatives are always ready to help with all your trade show needs.</p>	Shrink-wrap	\$50.30/pallet	Banding *	\$3.15/foot *A carpenter is required at listed rates for a ½ hour minimum.
Shrink-wrap	\$50.30/pallet				
Banding *	\$3.15/foot *A carpenter is required at listed rates for a ½ hour minimum.				

**General Information** In the interest of prompt and efficient processing of Exhibitor's labor requirements for the installation and dismantling of exhibits and displays, it is urged that advance notice be provided on this order form. Exhibitors not familiar with GES' procedures for Exhibitor Supervised Labor should read the information provided on page 34. Four (4) hour minimum applies to crew calls greater than 3 workers.

**Supervision** Please select one:

☐ **GES Supervised (ok to proceed)** GES will supervise labor to unpack and install display before exhibitor arrival at show site; and 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 30% {\$65.50 minimum} surcharge will be added to the labor rates below for this professional supervision.

☐ **Exhibitor Supervised (do not proceed)** Exhibitor will supervise all components of installation and/or dismantling.

Rates	<b>Straight Time</b> 8:00am to 4:30pm, Mon. - Fri.	PRE DEADLINE	POST DEADLINE
		\$168.25/hour	\$218.50/hour
	<b>Overtime</b> 4:30pm to 8:00am, Mon.-Fri., all day Saturday & thru lunch	\$236.15/hour	\$307.45/hour
	<b>Double Time</b> All day, Sundays and Holidays	\$284.00/hour	\$369.15/hour

Labor Schedule & Estimated Charges	DATE	START TIME	END TIME	# OF HOURS	# OF WORKERS	RATE	TOTAL
Installation							\$
							\$
Dismantle							\$
							\$

Order Summary	Subtotal:	\$
	<b>Add 30% (\$65.50 minimum) for GES Supervision</b>	\$
	8.875% Sales Tax:	\$
	Total Due:	\$

Brief description of labor request: \_\_\_\_\_

**Payment** All orders must be submitted with full payment (see GES Order & Payment Summary on page 25). Note: 100% of the Estimated Labor Charges must accompany this order. If paying by check, Exhibitors must be prepared to pay any balance due at the Exhibition. This can be avoided by completing the GES Order & Payment Summary on page 25, which authorizes GES to charge an Exhibitor's credit card with the exact amount.

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

Exhibitor	Exhibiting Collection Name (name on booth sign)	Booth Number
	Telephone Number	Fax Number
	Print Name	Authorized Signature
	Show Site Contact	Cell Number

<b>Return to:</b>	<b>Global Experience Specialist</b>	<b>Tel:</b>	<b>800.801.0554, 201.375.9191</b>
	<b>7000 Lindell Road,</b>	<b>Fax:</b>	<b>866.329.1437</b>
	<b>Las Vegas, NV 89118-4702</b>	<b>Int. Fax:</b>	<b>702.263.1520</b>

**Confirmation:** If you do not receive a GES email/invoice confirmation within 72 hours of your order, your order has not been confirmed. In that case contact GES. Note: orders are not accepted/processed without full payment.

If you wish to hire a private security guard for your Booth, please complete this form and return it with 50% payment of your estimated charges.

## Rate

\$24.00 per hour; 36.00 per hour overtime.

- Weekends/Holidays are considered overtime.
- There is a six (6) hour minimum.
- Exhibitors relieving security officers must do so at the designated time. Any delay in relief, no matter how slight, will result in the exhibitor paying a full hour.
- Guards ordered after the deadline or at Show site cannot be guaranteed.

## Indicate Guard Services Required

DATE	# OF GUARDS	START TIME	END TIME	# OF HOURS
Saturday, 7/21/12				
Sunday, 7/22/12				
Monday, 7/23/12				
<b>Total:</b>				

## Order Summary

Regular hours X \$24.00 =	\$
Overtime hours X \$36.00 =	\$
<b>Subtotal</b>	\$
<b>8.875% Sales Tax:</b>	\$
<b>Total</b>	\$

## Payment

All invoices must be paid in advance of services, unless prior arrangements have been made with Citadel Security. A 50% payment (company check or Amex only) must accompany the order.

☐ Check

Check Number	Check Amount	Date
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☐ Amex

Amex Card Number	Expiration Date
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## Exhibitor

Exhibiting Collection Name (name on booth sign)		Booth Number
Street		
City	State	Zip Code
Telephone Number		Fax Number
Print Name		Authorized Signature
Show Site Contact		Cell Number

## Return to:

**Citadel Security**  
**128 Marisa Circle**  
**Staten Island, NY 10309**

**Tel: 718.948.3658**  
**Fax: 732-279-6549**  
**E-Mail: citadel8@verizon.net**

## Confirmation:

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

# Skyline Car Service Credit Application

Exhibitor

Company Name

Billing Address

City

State

Zip Code

Telephone Number

Fax Number

Contact E-Mail

Contact Cell Number

Federal Taxpayer ID Number

Senior Officer

Billing Contact

Corporate Credit Card Name

Number

Expiration Date

Terms and Conditions

The Agreement is subject to the terms and conditions appearing hereon and on the reverse side hereof, and customer agrees to be bound thereby. No modifications or additions shall be binding upon Skyline Credit Ride, Inc. unless agreed to in writing.

Skyline makes no warranty of any kind, express or implied, as to the service covered hereby except as provided on reverse side.

This Agreement will become valid only when signed by customer and sent back to Skyline and then accepted by Skyline. Acceptance by Skyline is given by notice to customer that Skyline has issued customer an account number.

If payment to this voucher account is not made in a timely manner, authorization is hereby given to charge that amount to said applicants credit card.

Authorization is hereby given Skyline Credit Ride, Inc. to obtain credit information as requested above and it is understood that a Corporate Voucher Charge Account may be granted upon verification of same.

Signature

Print Name

Title

Date

Above authorized name and signature must be officer of applicant company.

Return to:

**Skyline**  
**52-29 35<sup>th</sup> Street**  
**Long Island City, NY 11101**

**Tel: 718.482.8585, ext. 3263**  
**Fax: 718.482.8032**

**For Skyline office use only:**

DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

**EG**

1. Skyline is authorized to verify any and all information listed on this agreement including the procurement of a credit report from an outside reporting agency.
2. Customer agrees to pay Skyline for all transportation services provided by Skyline to its and its affiliates', partners, representatives, employees, guests, agents, customers, clients and others who identify themselves as authorized users and will bill customer accordingly.
3. Customer agrees to pay Skyline for all charges billed under customer's Skyline account number including waiting time and "no-show" charges and all other charges specified in Skyline's Rate Book, as same may be modified from time to time. Customer acknowledges that usage of this account by individuals or voucher numbers cannot be policed by Skyline and that Skyline has recommended to customer implementation of a No Voucher No Ride account (NVNR) for security reasons.
4. Payment for services rendered is due in full upon receipt of an invoice. Customer will be billed a two dollar per voucher processing service fee. Failure to remit payments on a timely basis may result in the closure of customer's account. Customer agrees to pay interest at the rate of 1 1/2% per month (or any portion thereof) for invoices not paid within 30 days from the date thereof. The customer agrees that whenever an attorney is hired by Skyline to collect any invoices or enforce any obligations of customer under this agreement, the customer shall pay all of Skyline's attorney's fees, costs and expense relating to such collection.
5. The signatory warrants that he/she is authorized to enter into this agreement on behalf of the customer and that the company listed will assume all financial obligations with regard to Skyline charges incurred on its account.
6. This agreement is made under and shall be governed by the laws of the State of New York. Any action or proceeding based on or relating to this agreement shall be maintained and prosecuted only in the Civil Court of the City of New York, the Supreme Court of the State of New York, Queens County, New York or the United States District Court for the Eastern District of New York. Customer consents to jurisdiction of such courts and agrees that any process or other documents may be served upon it by registered mail, mailed to the customer at the address set forth in the first page hereof.
7. Skyline shall not be held responsible for any loss or damage arising out of delays occasioned directly or indirectly by Acts of God, or any other emergency or condition beyond the control of Skyline.
8. This agreement is not assignable or transferable by customer without prior written consent of Skyline to such assignment or transfer. The face and reverse of this writing constitute the entire agreement, and no representations, warranties, or conditions shall be valid with respect thereto excepting those specifically herein contained. This agreement cannot be changed or terminated, and no provision thereof can be waived, except by a writing signed by Skyline. No waiver by either party of any default or breach of any provision hereof shall be deemed a waiver of any subsequent default or breach.
9. Customer agrees to pay all sales, use, excise or similar taxes, if any, applicable to the services and acknowledges there is a minimum usage requirement of two hundred fifty dollars (\$250.00) per month for this account to remain open.

## Exhibitor-Appointed Contractor Info

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### 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.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

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

- a. The Exhibitor may provide supervision;
- 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 Organizer in writing and GES Global Experience Specialists 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 organizer 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. Automobile Liability not less than \$1,000,000 with respect to property damage to any one owned, non-owned or hired vehicles in an occurrence.
  - d. 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.
  - e. **GES Global Experience Specialists and Show Organizer must be named as additional insureds for all policies except workers compensation.** 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 Organizer, 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 Global Experience Specialists.
- 4) For services such as electrical, plumbing, telephone, cleaning, material handling, and rigging, 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 guide book, 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 Organizer with evidence of compliance. All Certificates of Insurance shall name GES Global Experience Specialists, Inc. (Official Contractor), Show Organizer, Facility, Show as additional insureds.
  - c. Will share with GES Global Experience Specialists 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 Organizer and GES Global Experience Specialists 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 Organizer.
  - 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 Global Experience Specialists 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 the Show Organizer and GES Global Experience Specialists.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Organizer, 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.
  - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- 6) All information must be received in the ENK and GES Global Experience Specialists offices no later than 10 days prior to the show.

## Non-Official Contractor

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 organizer in the exhibitor GuideBook 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 organizer 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, the Show and move-out 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 ENK and GES with all necessary information by the deadline date indicated above.** Please note that exhibitor appointed contractors (EAC) must hire union personnel for all work performed. Non-union EAC's may supervise union labor but may not perform any work themselves. Should a non-union EAC be found working in an exhibitor's booth, they will be directed to the GES service desk where union labor will need to be ordered.

## Rules &amp; 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 ENK and GES that it possesses applicable and current contracts.
3. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
5. 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)
6. 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.
7. 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.
8. 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 organizer.
9. Only-GES-approved accessories may be ATTACHED to the wall system. Unapproved accessories will be removed at the exhibitor's expense.
10. Four (4) hour minimum applies to crew calls greater than 3 workers.

## Exhibitor Info

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 Exhibiting Collection Name (name on booth sign)
 

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 Show Site Contact

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 Cell Number
 

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## Contractor Info

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 Name of Independent (Non-Official) Contractor
 

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 Address of Contractor

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 City

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 State & Zip Code
 

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 Supervisor On-Site (Please write person's Name)
 

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 Telephone

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 Cellular Phone
 

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 Type of Service to be Performed
 

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## Return to:

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