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

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Sands Expo and Convention Center
January 29 - 31, 2013

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Show Organizer Information and Forms

WSA EXHIBITOR SERVICES MANUAL

1. GENERAL INFORMATION AND RULES & REGULATIONS

Show Location and Schedule
Critical Deadlines
Frequently Asked Questions
Exhibitor Tips
Directory of Official Service Providers
General Information
Vendor Information
Move-in & Move-out
On The Show Floor
On-Site Marketing & Promotions
Booth Building Rules

SHOW LOCATION & SCHEDULE

WSA • January 29.30.31 2013
Sands Expo and Convention Center
201 Sands Avenue • Las Vegas, Nevada 89169

SUN	MON	TUE	WED	THU	FRI	SAT
20	21	22	23	24	25 Move-In Exhibitor Access 8a to 6p	26 Move-In Exhibitor Access 8a to 6p
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MOVE-IN: Please refer to the Freight Target Floorplan for unload and set-up times.

MOVE-OUT: Please refer to the Move-out Target Floorplan for move-out times.

CRITICAL DEADLINES

The dates below are critical for reducing costs and eliminating late fees.

DEADLINE	ORDER FORM	RETURN TO
DECEMBER 28	**NO CARPET FORM** Return this form if you DO NOT want the included gray carpet (20'x 20' booths or larger ONLY)	**GES**
JANUARY 4	**SHOW MANAGEMENT FORMS** Acknowledgement of Rules & Regulations Motorized Vehicle Notification Alcoholic Beverage Authorization	**WSA**
JANUARY 4	**GES EARLY DISCOUNT DEADLINE FOR:** Furnishings / Decorations / Carpet Display Packages / Custom Displays Labor Sign Hanging (up to 200 pounds) Material Handling GES Logistics Shipping	**GES**
JANUARY 8	**SES EARLY DISCOUNT DEADLINE** Electrical Cleaning Sign Hanging (electrical or over 300 pounds) Catering Internet, Telecommunications	**SES**
JANUARY 15	**EXHIBITOR APPOINTED CONTRACTOR FORMS** Application for Show Credentials Proof of Insurance Rules & Regulations	**WSA**
JANUARY 18	**ADVANCE SHIPMENTS TO GES WAREHOUSE- LAST DAY**	**GES**
SEE TARGETED FLOOR PLAN	**SHIPMENTS DIRECT TO SANDS EXPO AND CONVENTION CENTER**	**GES**

FREQUENTLY ASKED QUESTIONS

What comes with my booth?

All booths in WSA January 2013 come with gray carpet. Carpet is the only thing that comes when you purchase "Exhibit Space Only". WSA does NOT provide walls, electricity, or any type of furnishings for "Exhibit Space Only" purchases.

Booth Packages

If you are exhibiting in an in-line or corner booth (a booth that is 10' x 10', 10 x 20', 10' x 30' or 10' x 40') you are required to provide your own walls to separate your booth from adjoining booths. You have several options: You may rent a Turnkey Booth Package from WSA; you may rent a custom booth from the official show contractor GES; or you may work with a third party contractor that will bring and install your booth. It is important to note that your booth must have 8 foot tall walls on three sides. The walls must be solid, finished material. Fabric walls are NOT allowed. Read more in section 5 ***Booth Construction Policy***. There are many advantages of a booth package from WSA – The packages include the necessary walls, a table and chairs, electricity and lights, the packages are economically priced, and you can avoid material handling fees associated with shipping your booth to show site. The Turnkey Booth Package also includes limited material handling fees for product shipped to the show. If this is your first time exhibiting, and you have an in-line booth, Show Management highly recommends that you choose an WSA Turnkey Booth Package. You can save considerable time and money.

Peninsula booths, booths that have aisles on three sides, are required to have an 8 foot high wall along the back of the booth. WSA Show Management will NOT provide a dividing wall, and it is the responsibility of the exhibitor to rent or bring the dividing wall.

Peninsula booths, booths that have aisles on three sides, are required to have an 8 foot high wall along the back of the booth. WSA Show Management will NOT provide a dividing wall, and it is the responsibility of the exhibitor to rent or bring the dividing wall.

What else do I need?

WSA will provide FREE wireless Internet service throughout all halls, you will need a computer with wireless capability. Login information will be available at WSA registration desks.

There are a number of other products and services available; telephone service, booth security, floral service (rent plants and flowers for your booth), catering, etc.

All of the above listed services can be ordered using forms available in this ESM. Electrical, Telephone Service and Cleaning Order Forms are in Section 9, Security, Floral, Catering and other services are in Section 10.

Moving in to WSA:

Due to the large size of the show, move-in is tightly controlled. Move-in times for each booth are specified in advance. Exhibitors will receive color-coded floor plans called target floor plans. These maps specify the move-in times for each booth on the floor plan. The move-in time is the time your shipment needs to arrive at the marshaling yard. If your shipment does not arrive by your target unload time, you may incur an additional surcharge, called an off-target charge.

Freight may also be sent ahead of time to the Advance Warehouse. Shipments may begin arriving at the Advance Warehouse approximately one month before the show. Freight sent to the Advance Warehouse will be delivered to your booth by the Target Move-in Time specified on the target maps.

Moving out of WSA:

Moving out of WSA is fast and furious. As soon as the show closes, GES will begin returning cardboard boxes and wooden crates. Typically, all boxes and crates will be returned to exhibitor within 8 hours after the close of the show. During the first couple of hours after the show closes, the show floor is akin to a large construction zone, with forklifts and other equipment moving about the floor and carpet being rolled up. Exhibitors are advised to use caution and to wear closed toe, low heeled shoes when walking the floor during move out.

Move-out times for each booth are specified in advance and color-coded target move-out plans are available on the WSA web site. These maps specify the date and time that the exhibitor should have the entire exhibit packed, labeled, and all paperwork turned into the GES service desk. Exhibitors that are not ready to ship by the target move-out time will have to pay an additional off-target fee equal to 30% of their material handling charges.

What is the Marshaling Yard?

The large number of exhibitors makes it impossible to allow shipments to be delivered directly to show site. All shipments must first go to the GES Marshaling Yard. The marshaling yard is essentially a large parking lot near the show site that serves as a waiting area for trucks bringing freight to WSA. Trucks will not be allowed to drive directly to the show site. Instead drivers must go to the marshaling yard, check-in and wait to be called to the show site. Once called, trucks are driven to the show site and unloaded. This process allows the move-in to be faster and safer.

How do I get my crates to my booth, and what do I do with my crates during the show?

Once your shipment arrives at the show site, GES will unload your shipment and deliver it to your booth. Once your crates, pallets, and boxes are empty, and properly labeled with EMPTY stickers, GES will remove and store the crates during the show. At the close of the show GES will return them to your booth, and they will then load your freight on to your outbound carrier. GES charges a material handling fee for this service, which is sometimes called "drayage". The fee is based on the weight of your shipment. Check the ESM under the Shipping and Materials Handling section for exact pricing. The cost usually ranges from $60 to $80 for each 100 pounds of freight, with minimum prices for each shipment. All exhibitors shipping materials to the show will have to pay material handling fees so it is very important to thoroughly read and understand the Shipping and Materials Handling section. EMPTY Stickers are available at the GES service desk on the show floor during move-in.

What is the best way to ship my display to the show?

By far the most trouble-free way to ship your exhibit and display materials to the show is to ship to the GES Advance Warehouse before the Advance Warehouse deadline date (see CRITICAL DEADLINES page for deadline date). Your shipment will be at the GES Advance Warehouse well before the show, GES will bring your shipment to your booth by your target move-in time, and you can begin setting up your display right on schedule. No hassles, no headaches and no off target charges for late shipments.

Unfortunately, it is not always possible to get your shipment to Las Vegas well in advance of the show. In this case you can ship directly to show site, but it is strongly recommended that you ship using a company that is very familiar with trade shows. The carrier of your shipment will need to arrive according to a very specific timeline, and the driver will need to wait at the marshaling yard until the truck can be brought to show site to be unloaded.

GES Logistics offers a competitively priced shipping service that has knowledge of the move-in and move-out schedule of WSA. GES also offers a 10% discount on materials handling costs for exhibitors using GES Logistics for inbound and outbound freight.

DO NOT SEND YOUR SHIPMENT DIRECTLY TO SANDS EXPO BEFORE YOUR TARGETED MOVE IN TIME. SANDS EXPO WILL NOT ACCEPT SHIPMENTS AND WILL RETURN ANY SHIPMENTS THAT ARRIVE BEFORE WSA MOVE-IN BEGINS.

ANY SMALL SHIPMENTS (UPS, FEDEX, ETC) SENT TO THE VENETIAN MUST BE PICKED UP AT THE VENETIAN BUSINESS CENTER.

Can I drive my own truck, with my display material, to the show?

Yes, you can drive your own truck with your display material to the show. Like all other shipments to WSA, you will need to go to the marshaling yard and check-in, wait until you are called, drive to the show site, where GES will unload your shipment and deliver it to your booth. You will be charged material handling fees based on the weight of your shipment and you will also be subject to off target charges if you do not arrive at the marshaling yard by your target unload time.

Do I have to ship my samples along with my display material?

No, If you are shipping your samples to the show they can arrive as a separate shipment during move-in. Shipments of product and samples are not subject to off-target fees. Be sure to clearly identify you shipments as PRODUCT on the outside of all cartons in the product shipment, to avoid off-target fees.

If you are bringing your samples to the show in a passenger car, you can take advantage of the WSA cartload service. The cartload service allows exhibitors to bring in one load of samples (not more than 300 pounds) from a passenger car for about $70. More details about the cartload service are available in the ***Shipping and Material Handling*** section.

Can I hire someone to build my booth?

Yes, GES will build a customized booth, contact GES at gese&d@ges.com for more information. You can also hire an outside contractor to build your display. These builders are commonly referred to as Exhibitor Appointed Contractors or EAC's. EAC's must meet strict guidelines and provide proof of insurance before they will be allowed to work on the show floor.

How long do I have to set up my booth?

WSA has a Clean Floor Policy which means that ALL wooden crates, pallets and wooden boxes will be picked up and moved to empty storage starting at 6:00 pm on Sunday, January 27. Plan on having all of your crates, pallets and wooden boxes empty and labeled with EMPTY stickers before 6:00 pm on Sunday, January 27. Cardboard boxes will be picked up beginning at 1:00 pm on Monday, January 28. You may continue to work on your booth until Monday, January 28, at 6:00 pm, but you will NOT have access to your crates, pallets, or wooden boxes after 6:00 pm on Sunday, January 27.

Can I carry in my own signs and samples?

GES is the exclusive contractor for Material Handling. GES is the only company that is allowed move material on the show floor using equipment that is either motorized or non-motorized. **Exhibitors may not use carts, dollies or any other equipment on the show floor**. Exhibitors are allowed to hand carry materials to their booth.

If you can hand carry all of the materials that you need to set up your display and your display can be essentially set-up in about an hour or two, then you can bring your own display. You will not have access to dollies or electric carts, and you will need to enter through normal walk-in doors, not freight doors. Exhibitors are **NOT** allowed to use their own dollies or carts to bring materials to their booth.

I am just bringing in my product samples, when can I move in?

If you are bringing in ONLY product samples OR if you can hand carry in your display and do not require dollies, forklifts, or carts to bring in your display, you can move-in the day before the show opens without penalty. Your booth must be completely set-up by 6:00 pm the evening before opening day.

Can I bring my children during move-in or move-out?

ABSOLUTELY NO ONE UNDER 18 will be allowed on to the show floor during move-in and move-out. This is a safety issue and there are no exceptions

How do I get a name badge and badges for my employees?

All exhibitors must have an WSA name badge to enter the show floor, even during move-in. You can register for your badges online at WSA's web site – www.wsashow.com. You will need your password which was e-mailed to you. If you would like your badges mailed directly to your business address (as indicated in our records) then complete your registration as early as possible. Exhibitors with late registration can pick up their badges at the registration desk on show site with proper identification.

Important Name Badge Information: Any person violating show rules will have their name badge revoked and will no longer be allowed on the show floor. The exhibiting company that provided the name badge may be barred from further participation in the current and in future WSA Shows.

Where should I stay and how do I get to the show each day?

Make sure you use Travel Planners, the official exclusive housing coordinator for WSA. Making your reservations is fast and easy. On the web at www.wsashow.com or by telephone at 1-800-221-3531 or 212-532-1660, Monday – Friday, 9 a.m. – 7 pm. Eastern Standard Time.

Electrical Service

Determining your electrical needs is the first part of ordering your electrical service. Electricity is sold in watts. To determine how many watts you need, you have to check the number of watts used by each of your electrical devices. Lights are easy, a 100 watt light bulb uses 100 watts of electricity, other devices should have a label that indicates the power usage. The label will have something like 120w for 120 watts, sometimes the labels will have something like 40VA (40 volt-amps) which is about the same as 40 watts. Add the wattage from each device to determine your electrical needs. For example – 4 light bulbs at 150 watts each, laptop computer at 80 watts, adding machine at 20 watts – (4 x 150 + 80 + 20 = 700) for a total of 700 watts. On the Electrical service order form in the manual, you check the box for 10 amp/1000 watts (electricity is sold in 500 watt increments) and pay the price indicated. The electrical service will be turned off during the night. If you require power 24 hours a day there is additional charges. You probably will not need power 24 hours a day unless you have a refrigerator or some other unusual situation.

For smaller booths, such as 10 x 10, 10 x 20, and 10 x 30 booths, the outlet will be placed in the center of the booth along the back wall. For larger booths, 20 x 20 or larger, you MUST send in a floor plan with your order indicating the desired locations of outlets. There will be additional labor charges for the rental and installation of extension cords and the positioning of outlets.

Electrical service is included with the Turnkey Booth Packages.

Electrical orders of more than 1500 watts (15 amps) or over 120 volts will require electrical labor, at an additional cost.

The Sands Expo Building Manual also offers the following list of Electrical Services Frequently Asked Questions:

1. **Where does power come from?**
   The power in Hall G comes from columns on the floor. The power in Hall A comes from overhead catwalks.

2. **Where does power go in my booth space?**
   For island booths, all power is dropped into one (1) location. If more than one (1) drop location is requested, additional drops will be charged for time and material. For in-line and peninsula booths, power is at the back of the booth on the floor. Exhibitors must provide a booth floor plan indicating desired locations for power drop(s) and all plans must have adjacent booth numbers for direction.

3. **How do I know how much power I will need?**
   Add your wattage in your booth (i.e., 10 x 75 watt bulb – 750 watts). This will require one (1) 1,000 watt outlet.

4. **Can I bring my own cords and plug strips?**
   Yes, as long as they meet national and local electrical codes. All wiring utilized for booth work must have a three-wire, grounded, flat cord with a minimum of #14 gauge. Only SES cords can be placed under the carpet/flooring – NO EXCEPTIONS.

5. **When does power get turned on and off?**
   Power is turned on thirty (30) minutes prior to the show's opening and is turned off thirty (30) minutes after the show's closing.

6. **If I order SES track lighting can it be hung in my booth instead of on stanchion poles?**
   Yes. We can hang SES track lighting anywhere the client wants it, but there is a labor charge with a minimum of one (1) hour labor plus material. Power is included for SES track lighting.

7. **On overhead lighting, what size area will a 1,000 watt quartz bulb light?**
   One 1,000 watt quartz bulb will light up a 10' x 10' area. The 1,000 watt quartz bulb can be rented for Halls A, B, C, D, and G. The 200 watt quartz bulb is only available for Hall G - it cannot be rented for Halls A, B, C, or D.

8. **How high is the ceiling at the SECC?**
   Hall G is 14' high (maximum booth height is 12'). Hall A is 32' high (maximum hanging sign height is 24')

9. **What is the size of the columns in my booth space?**
   Hall G has various column sizes – 30.5" x 40" / 40" x 43" / 77" circular / 96" circular. Hall A has square columns, 22" on a side.

10. **Do you have a minimum labor charge?**
    Yes. There is a one (1) hour minimum charge for installation. Labor to disconnect will be based on one half of installation.

EXHIBITOR TIPS

BEFORE THE SHOW

- Read the Exhibitor Services Manual. The information you need to know is in this manual.
- Provide your Contractor/Booth Builder with links to the Exhibitor Services Manual.
- Register for exhibitor name badges. You cannot get onto the show floor without an exhibitor name badge. Go to WSA's website – www.wsashow.com to register.
- Read the Rules & Regulations section of this manual then complete and return the **mandatory** Acknowledgement of Rules & Regulations form.
- Make hotel and travel arrangements through WSA's official travel agency, onPeak. Go to WSA's website – www.wsashow.com
- Schedule appointments with your buyers.
- Pay your final balance.
- On-site promotional opportunities are available through WSA – 818-379-9400
  - Signs, Banners, and Showcases
  - Show Directory & Buyers Guide
  - Show Daily
  - Custom Sponsorship
- Prepare your booth.
- Pack necessary office supplies.
- Pack promotion literature and other handouts.

ORDERING PRODUCTS AND SERVICES

- Order products and services in advance for best pricing and best set-up times
  - Booth Packages
  - Electrical Service and Labor
  - Booth Furnishings
  - Catering
  - Booth Cleaning
- Submit Payment or Credit Card Authorization form before the Early Rate deadline
- Submit a diagram of your booth layout including the position of electrical outlets.
- Confirm that all vendors including GES and SES have received your orders.
- Bring copies of all order forms and payment records to the show
- Order catering & beverage service through the facility (no outside food and beverage will be allowed)

SHIPPING & MOVE-IN

- If possible, ship all display material to the GES Advance Warehouse by the Advance Warehouse deadline date
- When shipping direct to show site, verify target move-in time on Target Move-in Maps. Shipments of display materials direct to show site must arrive at the target move-in time. Shipments that do NOT arrive at the target move-in time will be subject to off-target charges.
- When shipping direct to show site use a shipping company that is experienced in the trade show business. All shipments will be directed to the marshalling yard and trucks may have to wait three hours or more at the marshalling yard before being sent to show site for unloading.
- Remove old shipping labels
- Clearly label all packages with the show name, your company name and booth number as well as the address of the facility.
- Be sure that your insurance policy has a rider that will cover your exhibit and product during transit and at the show.
- Cartons should be packed on a skid and shrink-wrapped to avoid any special handling charges.
- Keep a copy of the bill of lading and the shipper's reference or tracking numbers.
- Check in with the GES Servicenter on-site during move-in to verify your orders and to schedule any necessary labor.
- Carry a company credit card to pay for any balances due on-site, and to place any necessary deposits on rental equipment.
- Target Move-in and Target Move-out maps are available on WSA's website www.wsashow.com.
  Shipments that do not arrive at their target move-in time will be subject to **Off Target Fees.** Exhibits that are not packed and ready to ship by their target move-out time will be subject to **Off Target Fees.**

AT THE SHOW

- Valuable items should either be secured or removed from your booth during non-show hours.

COMMON VIOLATIONS

- Early Breakdown. Your booth must remain operational and intact until the show closes at 4:00 pm on the final show day.
- All in-line booths must have walls on three-sides (except corner booths). The walls must be 8' tall and solid. Walls cannot be see-through shelving or transparent material.
- All in-line booths must leave 9" of clearance behind the booth for electrical and fire access. This area must be kept clear and cannot be used for any type of storage.
- All Peninsula booths must leave 18" of clearance behind the booth for electrical and fire access. This area must be kept clear and cannot be used for any type of storage.
- In-line booths cannot exceed 10' in height
- All materials used to construct exhibits must be flame retardant.
- Sound levels must be kept below 80 Decibels.
- All booths must be ready by show opening.
- Booths must be manned during ALL show hours
- Cash and Carry sales are NOT allowed on the show floor

MOVE-OUT

- Plan and coordinate your return shipment while making your arrangements for shipments to the show.
- Crates in EMPTY STORAGE can take up to eight hours to be returned to your booth after the show closes
- After packing and labeling crates and boxes, prepare your Bill of Lading and turn in the GES Servicenter
- Do not leave samples unattended in your booth, especially during move-out.
- Target Move-in and Target Move-out maps are available on WSA's website www.wsashow.com.
- Your display should be completely packed, labeled and ready to ship with all paperwork turned into GES by your target move-out date and time, otherwise you may be charged off-target fees of 30% of your material handling charges.
- Transportation for your shipment should be checked into the marshaling yard no later than your target move-out time or your shipment may be forced onto a common carrier for shipment

COST SAVINGS TIPS

- Be sure to order all goods and services before the discount deadline date. Deadline dates are located on the top of each order form. Goods and services provided by GES and SES can be 50% higher after the discount deadline date.
- Be sure you understand your electrical needs. Larger booths needing 20 amps or more of power are required to hire SES electrical laborers to install electrical service and outlets. Contact SES to discuss your electrical needs and labor requirements, their information is located in section 9 of this manual.
- If you are hiring labor to build your booth, try to schedule your build during straight time hours, Monday – Friday from 8:00a to 4:30p. The overtime cost is approximately 50% higher.
- When scheduling labor for electrical installation, if possible schedule during straight time hours, and remember that installation will typically take twice as long as dismantling.

Shipping and Material Handling cost can add up quickly, here are some tips to reduce those costs:

- Each booth in WSA has a target move-in time which can be found on the Target Move-in Map, all of your display materials should be schedule to arrive at your targeted date and time to avoid Off Target charges. Off Target charges can add 30% to you materials handling costs.
- If possible, ship your display ahead of time to the GES Advance Warehouse. GES will keep your shipment in their warehouse and then deliver it to show site no later than your target move-in date & time.
- Shipments of product only are not subject to off target charges. Clearly mark all boxes containing product with the word "Product" to avoid off target charges.
- Consolidate all crates, boxes and pallets into one shipment. There is a minimum material handling charge for each shipment received. By consolidating your shipment, you can avoid being charged a minimum fee for several lightweight shipments. (Note: minimum material handling charge is for 200 pounds per shipment)
- Consolidate all small shipments (UPS, FEDEX, DHL). There is a handling fee of approximately $50 for the first box and $11 for each subsequent box in the same shipment. Three shipments of one box each would incur handling fees of more than $150, while one shipment of the same 3 boxes would cost less $75, a savings of 50%.
- There is also a Target Move-out Plan. Your shipment should be packed, labeled, and ready to ship, with your Bill of Lading turned into the GES Servicenter no later than your target move-out time to avoid off target charges.
- Target Move-in and Target Move-out maps are available on WSA's website www.wsashow.com.

DIRECTORY OF EXCLUSIVE & OFFICIAL VENDORS

	COMPANY & ADDRESS	TELEPHONE	FAX
Advertising/On-Site Marketing	WSA Sales Team sales@enkshows.com	818-379-9400	818-379-9410
Audio-Visual	Event Technology Services 2051 West Walnut Hill Lane Irving, TX 75038	877-387-2850 972-756-0100	972-756-0123
Booth Cleaning – Exclusive	Specialized Event Services 201 Sands Avenue Las Vegas, NV 89169	702-733-5070	702-733-5568
Business Center – Exclusive	Specialized Event Services 201 Sands Avenue Las Vegas, NV 89169	702-733-5070	702-733-5568
Computer Rental	Event Technology Services 2051 West Walnut Hill Lane Irving, TX 75038	877-387-2850 972-756-0100	972-756-0123
Electrical – Exclusive	Specialized Event Services 201 Sands Avenue Las Vegas, NV 89169	702-733-5070	702-733-5568
Florist	Spring Valley Floral P.O.Box 760 Valley Cottage, NY 10989	842-268-7555 www.springvalleyfloral.com	845-268-6570
Food & Beverage / Catering – Exclusive	Specialized Event Services 201 Sands Avenue Las Vegas, NV 89169	702-733-5366	702-733-5214
General Contractor Furniture, Booth Rental Packages, Labor, Material Handling, Signs	GES Exposition Services 7050 Lindell Road Las Vegas, NV 89118	800-475-2098 www.ges.com	866-329-1437
Housing	Travel Planners	800-221-3531 212-532-1660	
International Freight Forwarders	Phoenix International Business Logistics 9950 W. Lawrence Schiller Park, IL 60176	847 357-9255	847 357-9394
Internet Service – Exclusive	Specialized Event Services 201 Sands Avenue Las Vegas, NV 89169	702-733-5531 www.sandsexpo.com	702-733-5568
Lead Retrieval	CompuSystems (CSI) 2805 S. 25th Ave Broadview, IL 60155-4531	708-786-5565 866-600-LEAD www.compusystems.com/order	708-344-4444

DIRECTORY OF EXCLUSIVE & OFFICIAL VENDORS (cont'd)

	COMPANY & ADDRESS	TELEPHONE	FAX
Rigging / Hanging – signs up to 200lbs.	GES Exposition Services 7050 Lindell Road Las Vegas, NV 89118	800-475-2098 www.ges.com	866-329-1437
Rigging / Hanging - Signs over 200lbs or Electrical Signs	Specialized Event Services 201 Sands Avenue Las Vegas, NV 89169	702-733-5070 www.sandsexpo.com	702-733-5568
Security Guard Service	Pro-Tect Security 3511 S. Eastern Ave. Las Vegas, NV 89109	702-735-0110 www.pro-tectsecurity.com	702-735-7793
Telecommunications Service – Exclusive	Specialized Event Services 201 Sands Avenue Las Vegas, NV 89169	702-733-5070	702-733-5568
Water Cooler Rental	Specialized Event Services 201 Sands Avenue Las Vegas, NV 89169	702-733-5366 www.sandsexpo.com	702-733-5214

GENERAL INFORMATION

INSURANCE

It is important that each Exhibitor secures 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.

HOTEL INFORMATION

Travel Planners is the official housing vendor for WSA will be available to assist you with your hotel reservations. Reservations can be made online at www.wsashow.com or by calling the WSA travel desk at 800-221-3531 from within the U.S. or 212-532-1660 from outside the U.S. As always, early booking is strongly recommended to ensure the best selection. Availability is limited.

LIMITATION OF LIABILITY

Exhibitor assumes the entire responsibility and liability for all damages or loss to WSA, the Facilities, persons or its own property or the property of others that occur as the result of the negligence or any actions of exhibitor or its officers, employees, agents, representatives, invitees and guests through the duration of WSA.

Exhibitor agrees that to the maximum extent permitted by law WSA and the Facilities and their respective officers, agents, employees or representatives will not be held liable for any loss or damage to exhibits, or materials, goods and wares belonging to exhibitor, and they are released from liability for any damage, loss or injury to person or property of the exhibitor or its officers, employees, agents, representatives, invitees and guests, resulting from fire, storms, water, acts of God, air conditioning or heating failure, theft, mysterious disappearance, bomb threats or any other causes whatsoever.

In no event will Show Management, or the facilities, or their respective owners, directors, officers, employees, agents and representative be liable for any consequential, indirect, special, punitive or incidental damages of any nature or for any reason whatsoever whether or not apprised of the possibility of any such lost profits or damages. Show organizer's maximum liability under any circumstance whatsoever will not exceed the amount actually paid to show organizer by exhibitor for exhibit space rental pursuant to the contract. Show organizer makes no representations or warranties, express or implied, regarding the number of persons who will attend the event or regarding any other matters.

NAME BADGES

Name badges issued by WSA must be worn at all times to gain admittance to the exhibit floor. Name badges are furnished by Show Management to you and your company representatives who will be working in your booth. Name badges may be ordered on-line at www.wsashow.com or by using the Exhibitor Registration form in the Registration, Travel and Housing section of this manual.

Exhibitor name badges will either be mailed or held at the registration desk at show site for late registration. Badges that are mailed will be sent to the trade show contact listed on your Exhibitor Pre-Registration & Badge Request form. Badges that are not mailed can be picked up on-site upon presentation of business credentials and photo ID. No one is allowed on the exhibit floor without a name badge. Any exhibitor arriving on-site without a name badge should proceed to Exhibitor Registration to pick up a name badge.

Adequate care should be taken when choosing the personnel that need to be issued name badges for WSA. Remember the exhibiting company can be held responsible for the actions of a person wearing a name badge issued to that company. For example, if a person is caught taking photographs of products on the exhibit floor without permission, and that person is wearing an exhibitor name badge, not only will that person face expulsion from WSA and possibly criminal or civil charges, the exhibiting company on that person's name badge may also be expelled from WSA and could also be liable for criminal or civil charges. DO NOT give name badges to acquaintances or contractors as you may be held responsible for their actions.

PLEASE NOTE: Duplicating, counterfeiting or reproducing badges is prohibited.

SHOW OFFICE

Show Management will staff a show office during move-in, show days and move-out. Location will be made available prior to your arrival on show site.

VENDOR INFORMATION

A variety of vendors provide products and services for exhibitors participating in WSA. These vendors or contractors can be broken into two categories – Exclusive and Official. Exclusive vendors provide services that CANNOT, by contract, be provided by any other company. Under no circumstances may an exhibitor use any contractor other than the exclusive contractor for cleaning, drayage, material handling, electrical, food & beverage, hanging of signs and booth structures, telephone and internet installation. Official vendors do not have exclusive contracts, but are strongly recommended by WSA. Exhibitors are not required to use official vendors, but will often find the best service and prices from official vendors.

EXCLUSIVE SHOW VENDORS	Booth Cleaning	Specialized Event Services (SES)
	Material / Freight Handling	GES
	Electrical	Specialized Event Services (SES)
	Food & Beverage / Catering	Specialized Event Services (SES)
	Hanging Applications – signs up to 200lbs	GES
	Hanging Applications – electrical and signs over 200lbs	Specialized Event Services (SES)
	Telephone	Specialized Event Services (SES)
	Internet	Specialized Event Services (SES)
	Decorator Labor	GES
	Business Center	Specialized Event Services (SES)
	Video Signal Distribution	Specialized Event Services (SES)
OFFICIAL SHOW VENDORS	Audio/Visual	Event Technology Services
	Computer Rentals	Event Technology Services
	Concierge	Just Ask. Where.
	Plant/Floral	Spring Valley Floral
	Housing and Travel	Travel Planners
	Security	Pro-Tect
	Transportation Services	TMS

AUDIO VISUAL

Event Technology Services is the official audio/visual provider. Please refer to the ***Optional Services*** section for the order form. Take advantage of discount pricing by ordering before the discount deadline date.

BOOTH FURNISHINGS

GES is the official service contractor and carries a complete line of booth furnishings, decorations and complete displays that are available to rent. Please refer to the ***GES Furnishings & Booth Packages*** section appropriate order forms. Order forms should be completed and returned by the due date to take advantage of the discount prices.

BUSINESS CENTER

The Business Center is your source for a variety of business services including copying, fax transmissions, basic office supplies and shipping, as well as copier and fax rentals. Please refer to the ***Specialized Event Services*** section for order forms.

CLEANING

WSA will provide one-time complimentary booth vacuuming & trash pickup for all exhibitors on Monday, January 28, the night before the show opens. Booth vacuuming and trash pickup for subsequent nights must be ordered at the exhibitors' expense.

Cleaning services can be ordered through Specialized Event Services (SES). Please refer to the ***Specialized Event Services*** section for the Booth Cleaning Services order form.

Please note: If you plan to serve food & beverage within your booth space, porter service is recommended for the removal of trash.

ELECTRICAL

Specialized Event Services will provide all electrical service and equipment. Please refer to the ***Specialized Event Services*** section for the order form.

Power will be turned on each day 30 minutes before show opening and turned off each day 30 minutes after show closing. If you require power at any other time be sure to order 24-hour service.

FOOD & BEVERAGE / CATERING

Food & Beverage consumed or distributed in the facilities must be ordered through the exclusive in-house provider, Specialized Event Services. Please refer to order forms located in the ***Specialized Event Services*** section for the order forms.

LABOR

GES Exposition Services is the official labor contractor. Labor will be available to set-up, service and dismantle your exhibit. Please refer to the ***Labor Services*** section for a list of services and order forms.

MATERIAL / FREIGHT HANDLING

GES Exposition Services is the **ONLY** material/freight-handling contractor allowed on the show floor. GES will receive all shipments whether consigned to its warehouse in advance or sent directly to the exhibit hall or delivered to the exhibit hall by the exhibitor. GES is the only contractor allowed to use carts, dollies, forklifts or other moving equipment on the show floor. Exhibitors are not allowed to move any freight unless it can be carried by hand. Material/freight handling includes receipt of your exhibit material, delivery to your exhibit space, removal of empties, storage, return of your empties, (cartons, fiber cases and crates) and delivery to dock for pick-up by your freight company. Please refer to the ***Shipping & Material Handling*** section for information and order form.

MODEL AGENCIES

WSA does not have an official Model Agency. Local models hired to work at WSA must be, by law, hired through a model agency that has a Clark County Business License. Exhibitors may also use models from bona fide model agencies based outside of Nevada and/or their own regular employees as models. A list of model agencies in the Las Vegas area can be found at the web site of the Las Vegas Convention and Visitor Authority, www.lvcva.com, click meeting planners, and then click VENDORS & SERVICES and then select **Models & Talent Agencies** from the drop down list under SELECT A CONVENTION VENDOR CATEGORY or click here.

Failure to use a licensed model agency or failure to provide necessary information to WSA regarding your models may result in the removal of your models from the exhibit floor.

PLANT & FLORAL

Spring Valley Floral is the official plant and floral supplier for WSA. Please refer to the ***Optional Services*** section for the order form.

SECURITY

Show Management maintains 24-hour perimeter security during move-in, show days and move-out. This does not include security for individual booths. If you would like a guard stationed at your booth, or have additional security needs, please refer to the security guard service form from **Pro-Tect Security** located in the ***Optional Services*** section.

Please remember, Show Management, GES, Sands Expo, and The Venetian will not be held responsible for lost or damaged property. You are urged to maintain full insurance coverage for damage or loss of your property. Exhibitors must make provisions for the safeguarding of their product, material, equipment, and booth at all times. Please be security conscious. Do not leave handbags, laptops, or any easily portable items unattended at any time in your booth.

TELEPHONE / INTERNET SERVICE

Specialized Event Services (SES) is the exclusive provider of telecommunications and Internet services. Please refer to the ***Specialized Event Services*** section for the order form.

MOVE-IN & MOVE-OUT

BAGGAGE & LUGGAGE STORAGE

Fire regulations prevent the storage of baggage or any other materials behind your booth or in any other common areas within the show. SES will provide a baggage check area in the business center. Exhibitors may check-in baggage any time during move-in and through out the show. The bags can then be checked-out during move-out.

CLEAN FLOOR POLICY

WSA has a clean floor policy. In the Sands Expo & Convention Center all wood crates and pallets must be labeled with EMPTY stickers and be ready for removal by 6:00 pm on Sunday, January 27. **ALL** crates will be removed at this time even if they are not empty.

All cardboard cartons, fiber cases and accessible storage items must be labeled and ready for removal by 1:00pm on Monday, January 28.

All aisles must be 100% clear of product, ladders, gang boxes or any other items that may impede the installation of aisle carpet by 6:00pm on Monday, January 28. WSA can and will clear the aisles at exhibitor expense after 6:00pm on Monday, January 28 if necessary for installation of aisle carpet.

EARLY TEAR-DOWN OF BOOTH

WSA officially closes at 4:00pm on Thursday, January 31. Exhibitors are not permitted to dismantle booths or pack product samples before the show officially closes.

No samples may be removed on Thursday, January 31 prior to 4:00pm. If you need to remove samples from the show for Thursday sales meetings or other reasons, the samples must be removed after 6:00pm on Wednesday, January 30; enough product must remain so that a reasonable display is maintained for the final day of the show.

EMPTY STORAGE

GES will store your empty crates, fiber cases, and cardboard boxes during the show. Let GES know that your crates and boxes are ready for Empty Storage by placing EMPTY stickers on the crates and boxes and placing the crates and boxes in the aisle. Be sure to write your company name and booth numbers on the EMPTY stickers and remove all old EMPTY stickers. GES will pick up the crates and boxes place them in storage and then return the crates and boxes to your booth after the show. It will take 6 to 8 hours after the close of the show to return all empty crates and boxes.

Empty storage is not secure and is not accessible. Do not place valuable items in crates or boxes that are headed for empty storage. Samples, merchandise, tools, furniture, display materials, etc. are NOT SAFE if left in empty storage, even if placed inside a box.

EQUIPMENT: CARTS, DOLLIES, FORKLIFTS, LIFTS, ETC.

GES is the exclusive contractor for Material Handling. GES is the only company that is allowed move material on the show floor using equipment that is either motorized or non-motorized. **Exhibitors may not use carts, dollies or any other equipment on the show floor**. Exhibitors are allowed to hand carry materials to their booth.

EXTENDED SET-UP HOURS

Should it be necessary to continue booth set-up after the established GES Exposition Services work hours, you will need to make arrangements through security. Your Floor Manager can assist you in making arrangements.

EXIT SIGNS/FIRE HOSE/FIRE PULL BOXES

All exit signs, fire hoses, fire pull boxes, fire lighting and emergency equipment, etc. must be kept clear and may not be obstructed in any way.

FLOOR MANAGERS

Floor Managers will be available during move-in, show days and move-out. Floor Managers are Show Management representatives that are available on-site to answer your questions regarding show policy, labor issues, utilities, furnishings and much more. Floor Managers are also responsible for protecting your interests as an exhibitor by ensuring that all exhibits comply with the show guidelines. For your convenience, Floor Manager desks will be located in each exhibit hall once you are on site.

LABOR

All exhibitors must abide by existing agreements and regulations covering the use of labor in the Sands Expo & Convention Center. Exhibitors have three choices for hiring laborers for booth installation and/or dismantling: exhibitors may use their own bona fide full-time employees to install and/or dismantle their booth; exhibitors may use approved union laborers hired through an WSA approved third-party contractor; or exhibitors may hire laborers through the show's general contractor, GES. Laborers that do not meet the above specified criteria will not be allowed on the WSA show floor. Exhibitors using full-time employees as laborers must provide proof of employment, such as paycheck stubs or insurance cards.

MATERIAL HANDLING (DRAYAGE)

Material handling is the process of unloading shipments from delivery trucks and bringing the shipments to the exhibitor's booth. Material Handling also includes storing of empty crates and boxes during the show, and loading crates and boxes back onto outgoing trucks during move-out.

Once your shipment arrives at the show site, GES, will unload your shipment and deliver it to your booth. Once your crates, pallets, and boxes are empty, and properly labeled with EMPTY stickers, GES will remove and store the crates during the show. At the close of the show GES will return them to your booth, and they will then load your freight on to your outbound carrier. GES charges a material handling fee for this service, which is sometimes called "drayage". The fee is based on the weight of your shipment. Check the ESM under the ***Shipping and Material Handling*** section for exact pricing. All exhibitors shipping materials to the show will have to pay material handling fees so it is very important to thoroughly read and understand the Shipping and Materials Handling section of the Exhibitor Service Manual.

GES is the **ONLY** material/freight-handling contractor allowed on the show floor. GES will receive all shipments whether consigned to its warehouse in advance or sent directly to the exhibit hall or delivered to the exhibit hall by the exhibitor. GES is the only contractor allowed to use carts, dollies, forklifts or other moving equipment on the show floor. Exhibitors are not allowed to move any freight unless it can be carried by hand. Material/freight handling includes receipt of your exhibit material, delivery to your exhibit space, removal of empties, storage, return of your empties, (cartons, fiber cases and crates) and delivery to dock for pick-up by your freight company. Please refer to the ***Shipping & Material Handling*** section for information and order form.

MOVE–IN

Due to the large size of the show, move-in is tightly controlled. Move-in times for each booth are specified in advance. Each exhibitor has a target move-in time and date. Shipments of display material must arrive at the GES marshalling yard at the exhibitor's target time. Shipment that do not arrive by the target move-in time, will incur off-target fees equal to 30% of the exhibitor's material handling charges. Exhibitors can determine their target move-in time using the target move-in plan available on the WSA show website. The target move-in plans are colored with each color representing a different time and date.

Freight may also be sent ahead of time to the Advance Warehouse. Shipments may begin arriving at the Advance Warehouse approximately one month before the show. Freight sent to the Advance Warehouse will be delivered to your booth by the Target Move-in Time specified on the target maps.

Shipments of product or samples may arrive at any time during move-in and are not subject to off-target charges. Boxes containing product should be clearly marked as PRODUCT to avoid off-target charges.

MOVE–OUT

WSA closes at 4:00 PM on Thursday, January 31, and moving out of WSA is fast and furious. As soon as the show closes, GES will begin returning cardboard boxes and wooden crates. Typically, all boxes and crates will be returned to exhibitor within 8 hours after the close of the show.

Many workers will not be allowed into the hall immediately after the show closes. Aisle Carpet Removers, will be allowed in the hall immediately after the show closes, but there will be NO ADMISSION TO THE EXHIBIT HALLS for teamsters, electricians, plumbers, I & D workers, contract cleaners, vendors or other exhibitor appointed contractors (EAC) until 5:00pm. There will be a period after the show closes to allow for carpet roll-up and exhibitor/attendee exit. Exhibitors may work within their booths to pack-up their exhibits during carpet roll-up, but no materials can be placed outside of the booth.

During the first couple of hours after the show close, the show floor is similar to a large construction zone, with forklifts and other equipment moving about the floor and carpet being rolled up. Exhibitors are advised to use caution and to wear closed toe, low heeled shoes when walking the floor during move out.

Move-out times for each booth are specified in advance and colored target move-out plans are available on the WSA web site. These maps specify the date and time that the exhibitor should have the entire exhibit packed, labeled, and all paperwork turned into the GES service desk. Exhibitors that are not ready to ship by the target move-out time will have to pay an additional off-target fee equal to 30% of their material handling charges.

MOVE-OUT QUICK TIPS

- 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.
- 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 6-8 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.
- Carefully pack your exhibit materials and merchandise. Pay close attention so you do not leave anything behind.
- Exhibitors must prepare a Bill of Lading (BOL) for all freight that is being shipped from the show. The BOL 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. BOLs are available from the GES Service Desk, must be submitted to GES before your target move-out time and 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 packed, and ready to be removed from the Exhibit Facility, with all paperwork turned in to GES by your target move-out time. WSA recommends that Exhibitors remain with their shipment until the carrier of your choice picks it up. WSA, GES, and the exhibit facility are not responsible for Exhibitors materials.
- Exhibits that remain unprepared to ship by the specified target move-out time, will be packed and shipped by GES at exhibitors expense

NO FREIGHT AISLES

To expedite move-in and move-out of the show, certain aisles in the exhibit hall will be designated as "NO FREIGHT AISLES". These will be identified by signs and floor markings and are **to remain clear of crates, cartons and equipment at all times**. Please refer to the targeted move-in floor plan available on WSA's web site. Show Management will remove any freight obstructing these aisles. Removal and return of freight will be at the exhibitor's expense. "NO FREIGHT" aisles are also an important component of the facilities safety plan. Your cooperation is appreciated.

OFF-TARGET FEES

Move-in target plans indicate the day and time each exhibitor should be at show site and ready to unload. Exhibitors not arriving on time will be charged off-target fees that will add 30% to the material handling charges. Move-out target plans indicate the time that each exhibitor should have their exhibit packed, labeled and ready to load, with all necessary paperwork turned into GES. Off-target fees of 30% will be added to the material handling charges of exhibitors that are not ready by their target move-out time.

UNION REGULATIONS

All exhibitors must abide by existing agreements and regulations covering the use of services, Material / Freight Handling and labor in Sands Expo & Convention Center. A detailed explanation of union jurisdiction is listed in the ***GES Information and Services*** section. Exhibitors may not hire non-union laborers to install or dismantle their exhibit.

ON THE SHOW FLOOR

AGE POLICY

Due to insurance and safety limitations, NO ONE UNDER THE AGE OF 18 YEARS WILL BE PERMITTED IN THE EXHIBIT HALL DURING MOVE-IN OR MOVE-OUT. Please notify your staff of this regulation. Show Management cannot make exceptions, regardless of affiliation or circumstances, and childcare services are not provided.

AISLES

All aisles are common areas. Aisles **cannot** be used for exhibitor promotion. Display materials, product and promotional materials **must** be confined to the contracted booth space therefore not extend into the aisles.

ALCOHOL

If you plan on serving alcoholic beverages in your booth, please complete the Alcoholic Beverages Authorization Form and submit to Show Management by January 4. The form is located in ***WSA Forms*** section. SES is the exclusive provider of **ALL** food & beverage within the Sands Expo, including alcoholic beverages.

CAMERAS

Exhibitors may photograph **their own booths,** however photographing other booths or other areas of the show, is prohibited.

All requests involving a film crew must be submitted to Show Management by January 18, 2013. If approved, film crews are not permitted to block aisles with gear or electrical cables during show hours, as this is a safety hazard.

CARE OF FACILITY & EQUIPMENT

Exhibitors, or their agents, must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property damaged.

FIRST AID FACILITIES

First aid services will be available during move-in, event hours and move-out. Your Floor Manager can assist you in locating the first aid facility closest to you.

GIVEAWAYS

Please inform Show Management, in writing, of any items to be given away at your booth as promotions. Show Management reserves the right to deny permission for promotional items deemed objectionable.

If you plan to give away water bottles from your booth, you must first notify Show Management in writing. Bottled water must be ordered through the facility Food & Beverage / Catering Department. If you hand out bottled water at the show without going through the proper channels, an additional service fee will be imposed.

LOTTERIES & CONTESTS

The operation of games of chance, or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable federal, state and local laws and ordinances in the State of Nevada. The exhibitor agrees to accept full and complete responsibility for complying with and adhering to all applicable federal, state and local laws, ordinances and regulations pertaining to lotteries and contests.

MEETINGS OUTSIDE OF SHOW HOURS

Attendees will **NOT** be admitted to the show floor outside of show hours.

MUSIC

Music provides a welcoming atmosphere for visitors. However, for the sake of your fellow Exhibitors, please set music volumes low 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.

NO EARLY ADMITTANCE

Attendees will NOT be allowed to enter the show floor before opening time each day. Exhibitors may enter the show floor at 7:00am on January 29, and at 8:00am on January 30 and 31.

OBJECTIONABLE MATERIAL

Show Management reserves the right to restrict exhibits that, due to noise, method of operation, materials or any other reason, become objectionable or detracts from the general character of WSA. Objectionable materials include, but are not limited to, displays of nudity or offensive material. Show Management is the sole judge in this regard. If in doubt, please contact Show Management in advance of the show to discuss your booth design and activities.

PRODUCTS & SERVICES DISPLAYED

Exhibitors may display only products comprising of footwear, merchandise, equipment, apparatus, merchandising displays, technology for retailing, socks, footwear accessories, handbags, belts, gloves, scarves, and other products or services relevant to the footwear and fashion accessories industry or as otherwise permitted at Show Management's sole discretion.

SECURITY

Exhibitors must make provisions for the safeguarding of their product, material, equipment, and booth at all times. Please be security conscious. Do not leave handbags, laptops, or any easily portable items unattended at any time in your booth.

Show Management maintains 24-hour perimeter security during move-in, show days and move-out. This does not include security for individual booths. If you would like a guard stationed at your booth, or have additional security needs, please refer to the security guard service form from **Pro-Tect Security** located in the ***Optional Services*** section. Please remember, Show Management, GES, Sands Expo, and The Venetian will not be held responsible for lost or damaged property. You are urged to maintain full insurance coverage for damage or loss of your property.

We ask your assistance in our security effort. Please be aware of the following rules and guidelines:

Badges must be worn at all times to gain admittance to the exhibit floor. If you do not have your badge when you arrive on-site proceed to Exhibitor Registration.

A company badge may be worn in addition to the WSA badge, but not instead of the official show badge.

During move-in, badged exhibitors (working staff) will have access to the hall during published hours. However, once the show opens, exhibitors will be allowed on the show floor one hour prior to each day's show opening and one half hour following close of show each day. Early entry (more than one hour prior to show opening) will not be allowed. In the evening, perimeter security will be enforced and a designated entrance / exit will be available for use.

Do not identify the product or manufacturer on the outside of your packaging.

Do not place loose or small items that can be easily stolen on the front edge of counters or display cases.

Be aware of all visitors entering your booth, especially at your busiest times.

At show closing, pack your valuables first and take them with you.

During move-out, be sure your products are packed, sealed and properly labeled.

Obtain proper insurance coverage for your property, including transit to / from / at show site.

SELLING POLICY

Exhibitors are prohibited from selling samples or exchanging goods or money on the show floor. Exhibitors may take orders and accept credit card imprints for future delivery of merchandise.

SMOKING POLICY

WSA is a **non-smoking** show environment at all times including move-in, show days and move-out. Smoking will not be permitted on the show floor or in common areas / lobbies of the convention facilities. This policy will be enforced by security, and your anticipated cooperation is appreciated.

SIGNS

All signs must be of professional quality. No hand-made signs or signs with the words SALE, CLOSEOUT, DISCOUNT or similar words may be used in the show.

SOUND LEVEL

To maintain a professional atmosphere on the show floor for all exhibitors, as well as attendees, Show Management has implemented a sound level policy. The maximum allowable level of sound emitted from an exhibit booth will be 80 decibels. If an exhibitor exceeds this level, they will receive a warning from show management to comply with said policy, and upon receipt of a third warning, Show Management reserves the right to disconnect power for the remainder of the day. Power can be permanently disconnected if ongoing problems ensue.

STORAGE

Fire regulations prohibit storage behind or between booths, including but not limited to product, sample bags or cases, cartons, packing cases, pallets, packing material, crates or luggage. All cases, cartons, packing cases, pallets, packing material or crates that need to be stored must be labeled with "EMPTY" stickers and removed from the show floor. "EMPTY" stickers are available at no charge at the GES service desk and at freight doors.

In most cases, exhibitors may store a limited, one-day supply of literature or product within the booth, as long as these items do not impede access to utility service, create a safety challenge, or look unsightly. All improperly stored items will be removed and stored by GES Exposition Services at the exhibitor's expense.

Accessible storage is available for literature, product or other items that you may need access to during the show, but do not have room to store in your booth. GES offers accessible storage which can be arranged at the GES Servicenter during move-in.

SUBLETTING OF BOOTH SPACE

Subletting of booth space is strictly against show regulations. Any exhibitor subleasing their assigned booth space will be prohibited from exhibiting in future WSA shows.

USE OF BOOTH SPACE

All promotional activities must be confined to your contracted booth space. This includes, but is not limited to, literature handouts, roaming characters, product demonstrations and signage.

Aisles should not be obstructed in any way. Booth personnel, including talent and models, are not permitted to distribute literature or promotional items of any kind outside the confines of your contracted exhibit space. This restriction includes common areas and the outdoor property of Sands Expo & Convention Center.

Sufficient space must be provided within the booth for the comfort and safety of persons watching demonstrations and other promotional activities. If large crowds gather to watch a demonstration and interfere with the flow of aisle traffic, Show Management has the responsibility, per the facility fire marshal, to resolve the situation. The exhibitor will be required to provide rope and stanchion or security personnel to direct traffic, at their own expense, or the presentation will be terminated.

Demonstration tables must be placed a minimum of two feet from the aisle line.

WIRELESS INTERNET SERVICE

WSA will provide **FREE** wireless Internet connectivity throughout the show floor and meeting rooms during the show. A computer with wireless capability is required to access this free service.

Login information will be available at the registration desk during move-in.

The free wireless Internet has limited speed and does not offer 100% reliability and stability. If you require a highly reliable, high speed Internet connection then order Internet service through SES. See section 9 for more information.

BEING A GOOD NEIGHBOR

- 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.
- The use of loud speakers, loud music or other inappropriate demonstrations is not permitted. Helium balloons, glitter, stick-on decals or other adhesive items are expressly prohibited within the Exhibit Hall.
- Models must confine their activities to their Exhibit Booth and may not solicit in the aisles or public areas. Models changing clothes in the restroom is not permitted.
- 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.
- 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.
- Borrowing and/or taking display/booth materials from your neighbors are strictly prohibited.

EVENING CHECKLIST

- Do not forget your Exhibitor Badges or you won't be able to enter the exhibit hall the next morning.
- Do not leave merchandise un-secured in your Exhibit Booth overnight. Please take the necessary precautions to make sure your valuables are safe. Either lock your samples in a garment bag/suitcase or you may check your merchandise at the SES Business Center in the lobby.
- Make sure the person retrieving merchandise from the Baggage Check has the appropriate identification and information.

ON-SITE MARKETING & PROMOTIONS

MARKETING OPPORTUNITIES
WSA offers exhibitors valuable on-site marketing opportunities to exhibiting companies. For a complete list of opportunities go to the WSA web site, www.wsashow.com and click under Exhibitor Information and click Advertising & Onsite Marketing or click here. For more information contact the WSA sales team – 818-379-9400 – sales@enkshows.com.

PRE-SHOW ATTENDEE LIST
The pre-show attendee list will be available for exhibitors to rent. List use is limited to mailing address fields only. No phone, email or fax numbers will be included. List rental is for one-time use only. Contact the WSA Office (818) 379-9400 for further details.

PROMOTIONAL CHECKLIST

Setting up your booth at WSA does not guarantee instant success. Even though our Retail Relations team is hard at work trying to get every possible qualified buyer to the show, many of these buyers will come to the show with an agenda. It is important that you take steps to let the buyers know you are there, in other words you need to promote yourself.

PRE-SHOW

- Encourage your staff to personally invite your customers to visit your booth at the show.
- Send WSA's announcement cards to your customers.
- Advertise in the show directory
- Explore on-site sponsorship opportunities, including banners, showcases, events and more.
- Organize an event in your booth

AT THE SHOW

- Hold your in-booth event

POST SHOW

- Send a post-show press release with photos to the media, include your customers.

BOOTH BUILDING RULES

AMERICANS WITH DISABILITIES ACT (ADA)

Compliance with the Americans with Disabilities Act (ADA) is a legal requirement for public facilities. It is the responsibility of each exhibitor to design your booth so that it is accessible to all. For more information, refer to the Americans with Disabilities website at www.ada.gov.

BALLOONS

Balloons are NOT allowed at WSA.

BOOTH CARPET / FLOOR COVERING

Aisle Carpet: The aisle carpet will be red.

Booth Carpet: Every booth in WSA will be carpeted with gray carpet at no additional charge.

Exhibitors with a booth space 20' x 20' or larger may choose to use their own carpeting or other floor covering instead of WSA gray carpet. **EXHIBITORS USING THEIR OWN CARPET OR FLOOR COVERING MUST NOTIFY GES BY DECEMBER 28, 2012. Use the NO WSA SUPPLIED CARPET form in the *GES Furnishings and Booth Packages* section to notify GES.** ALL ORDER FORMS SUBMITTED AFTER THE DEADLINE DATE ARE SUBJECT TO LATE FEES, THERE ARE NO EXCEPTIONS.

All booths less than 20'x 20' **MUST** use the gray carpet provided by WSA.

All booths in the show **MUST** have carpet or other floor covering.

BOOTH CONSTRUCTION

WSA adheres to cubic content rule allowing the exhibitor to build or place display materials to the maximum allowable height throughout the entire area of the contracted booth space. Please refer to the Table of Maximum Allowable Heights chart located within this section for detailed information.

All in-line booths **MUST** have 8' high walls on three sides. In-line exhibitors may purchase an WSA booth package as part of the WSA contract or may install a hard wall package themselves or through an appointed contractor. Show Contractor, GES Exposition Services, also has a variety of hard wall structures available for rent.

There will be **NO** drape walls at WSA for in-line booths. Refer to WSA's web site for more information. Note: In-line booths are booths that are configured as 10' x 10', 10' x 20', 10' x 30', or 10' x 40'.

BOOTH WALLS MUST BE FINISHED

All back walls and side walls that are exposed and facing aisles or other displays must be cleanly finished. If they are not finished by the exhibitor, Show Management will have the work done at the exhibitor's expense.

ELECTRICAL ACCESS

To provide access to the electrical outlets between booths, each in-line exhibitor must set their booth display/structure a minimum of 9" from the back line of their booth space. This provision will allow for a total of 18" between displays to adequately install and maintain electrical service. Peninsula booths must leave 18" open behind the display for electrical access.

ELECTRICAL EQUIPMENT

- All extension cords that run under the carpet or flooring or are concealed in any other manner must be provided and installed by the exclusive electrical provider.
- All extension cords taped to the top of any carpet or flooring within booth space or meeting space must be supplied and installed by the exclusive electrical provider.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spotlights are a hazard when lamps are too close to fabrics or other material.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of zip cords and two-wire fixtures is prohibited.
- No storage is permitted behind booths or near electrical fixtures.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitors may hire outside contractors to provide services that are not exclusive such as installation and dismantling of your display, carpentry work and specialty models hired to wear your shoes/apparel during the show. Exhibitors using non-official contractors or vendors must notify Show Management by January 15, 2013. NO EXCEPTIONS.

All contractors must file a certificate of insurance, showing general liability coverage and workers' compensation valid in Nevada, with Show Management. In addition, the Exhibitor Appointed Contractor form, signed by the exhibitor, must be submitted to Show Management no later than January 15. Please refer to the *WSA Forms* section for necessary paperwork.

Failure to fulfill any of the previous requirements will jeopardize the Exhibitor Appointed Contractor's ability to obtain proper show identification and admission to the exhibit floor.

Exhibitor Appointed Contractors may obtain the appropriate badges only at the designated independent contractor check-in station located at the contractor's entrance to the show floor.

EAC's must set up their work areas within the confines of the exhibitor's booth, not in the aisles or along the facility perimeter areas. These areas are for the use of the facility and official services contractor, GES.

FIRE EQUIPMENT

Fire hoses and extinguishers must be visible and accessible at all times. Do not block fire hoses and extinguishers with your booth display or sample product.

FLAME PROOFING

All draperies, decorations and materials must be flame proofed in accordance with local fire codes. Materials may be inspected and/or tested by the Fire Marshal at any time. The use of decorations incapable of being flame proofed is not permitted.

All materials supplied by Show Management or official show contractors will conform to the above regulations.

Representatives of the fire department will inspect and randomly test materials in the exhibit hall prior to and following the opening of the show. It is important that exhibitors immediately correct violations. Should such violations not be corrected, Show Management reserves the right to take whatever action is necessary to alleviate the condition at the expense of, and as an agent for, the exhibitor.

HANGING SIGNS / TRUSS

Hanging signs and / or truss structures are permitted to hang from the convention center ceiling over booths 20' x 20' or larger only. In the Sands Expo the maximum hanging height from the floor to the top of the sign is 24' on level 2 unless otherwise restricted by ceiling height. Hanging signs are NOT allowed on level 1 because of a low ceiling. Signs may not be hung over aisles or neighboring booths. GES Exposition Services must hang all non-electrical signs and truss structures up to 200 pounds. Electrical signs and signs weighing more than 200 pounds must be hung by Specialized Event Services.

LIGHTING

Lighting fixtures, lighting trusses or overhead lighting are not permitted outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit a drawing to show management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or into the aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by show management. Lighting that spins, rotates, pulsates and other specialized lighting effects should not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the show.

MULTI-STORY EXHIBITS

Multi-story exhibits will not be allowed at WSA.

PIPE & DRAPE

Show management will NOT be providing pipe and drape at this show. All in-line exhibitors MUST provide dividing walls that are eight foot tall on three sides of their exhibit. See WSA'S web site for more information.

SMOKE DETECTORS

All fully-enclosed booths, or booths with enclosed rooms or canopies, must be equipped with a smoke detector and fire extinguisher for each enclosed area. The Fire Marshal will conduct an inspection of such booths.

IN-LINE BOOTH

Bounded by an aisle on one or two sides.

In-line booths may have walls that reach a maximum height of 10'. Walls MUST be a minimum of 8' high and may reach a maximum height of 10'. The backside of walls above 8' high must be finished. WSA will NOT provide walls, exhibitor must provide walls.

PENINSULA BOOTH

Bounded by aisles on three sides and 20’ x 20’ or larger.

All peninsula booths must have an 8’ high back wall provided by the exhibitor. WSA will NOT provide walls.

Peninsula exhibits must leave 18” of space behind the back wall for electrical and fire access

Peninsula booths can be built to a maximum height of 12’.

BACK-TO-BACK LINEAR BOOTHS

Booths 20’ wide, bounded by two parallel aisles and 20’ x 20’ or larger

All peninsula booths must have an 8’ high side walls on both sides provided by the exhibitor. WSA will NOT provide walls.

Back-to-back linear booths can be built to a maximum height of 12’.

ISLAND BOOTH

Bounded by aisles on all four sides and 20’ x 20’ or larger.

Island booths can be built to a maximum height of 12’.

DISPLAY REGULATIONS

CUBIC CONTENT RULE

The Cubic Content Rule applies to all booths, allowing the exhibitor to build or place display materials to the maximum allowable height throughout the entire area of the contracted booth space. (In-line booths must leave a 9" gap at the rear of the booth space for electrical access.) Please note there are different maximum allowed heights for different configurations. **The maximum allowable heights are detailed below.**

Table of Maximum Allowable Booth Heights

Booth Type	Location / Floor	Maximum Booth Height
In-line Booth Definition: bounded by one or two aisles – 10' deep	Hall G	10'
Back-to-Back Linear Booth Definition: bounded by two parallel aisles	Hall G	12'
Peninsula Booth Definition: bounded by three aisles	Hall G	12'
Island Booth Definition: bounded on four sides by aisles	Hall G	12'

2. WSA FORMS

Acknowledgement of Rules & Regulations

Motorized Vehicle Notification Form

Alcoholic Beverages Authorization Form

WSA EAC General Information

ACKNOWLEDGEMENT OF RULES & REGULATIONS

MANDATORY -- SIGN AND RETURN THIS FORM

WSA Acknowledgement of Rules & Regulations must be returned to Show Management by **January 4, 2013**.

Submit to: Operations Department
WSA
Phone Direct: 818-464-7103
FAX Direct: 818-379-3173
Phone Main: 818-379-9400
operations@wsashow.com

Company name _____ Booth # _____

Address _____

City _____ State _____

Zip code _____ Country _____

Your name _____ Title _____

Phone number _____ Email address _____

On-site contact name _____ Title _____

On-site contact cell phone number _____

By checking this box and entering or signing your name below, the exhibitor acknowledges and agrees to the Rules & Regulations as set forth in the Exhibitor Services Manual, which supplements the Show Exhibitor Contract.

_____ _____
Type Name or Sign Date

Important Note: Due to the large amount of forms received, there will not be a notification receipt provided. Please keep a copy of this signed document for your records.

MOTORIZED VEHICLE NOTIFICATION

If you plan on having a motorized vehicle on display in your booth, please complete the form below and submit to Show Management by **January 4, 2013**. It is also necessary to complete the Vehicle Placement Order Form in the ***Shipping and Material Handling*** section.

Submit to: Operations Department
WSA
Phone Direct: 818-464-7103
FAX Direct: 818-379-3173
Phone Main: 818-379-9400
operations@wsashow.com

Company name _____ Booth # _____

Address _____

City _____ State _____

Zip code _____ Country _____

Your name _____ Title _____

Phone number _____ Email address _____

On-site contact name _____ Title _____

On-site contact cell phone number _____

- Fuel tanks shall have no more than ¼ tank of fuel.
- Tanks cannot be refueled or emptied inside the Facility.
- Fuel tanks must be equipped with a locking gas cap.
- Battery cables must be disconnected and taped at the end.
- During non-show hours, vehicles must be locked.
- A properly tagged set of keys to each vehicle must be left with building safety prior to display.
- No repairs or alterations may be made on vehicles.
- Exhibitors must provide fire extinguishers.

_____ _____
Type Name or Sign Date

ALCOHOLIC BEVERAGES AUTHORIZATION FORM

If you plan on serving alcoholic beverages in your booth, please complete the form below and submit to Show Management by **January 4, 2013**.

Submit to:

Operations Department
WSA
Phone Direct: 818-464-7103
FAX Direct: 818-379-3173
Phone Main: 818-379-9400
operations@wsashow.com

Company name _____ Booth # _____

Address _____

City _____ State _____

Zip code _____ Country _____

Your name _____ Title _____

Phone number _____ Email address _____

On-site contact name _____ Title _____

On-site contact cell phone number _____

By entering my name or signing this form below, I agree to the Terms and Conditions detailed on the following page.

_____ _____
Type Name or Sign Date

ALCOHOLIC BEVERAGES AUTHORIZATION FORM

Terms & Conditions

For the benefit and protection of our exhibitors, the following policy will be in effect regarding the serving of alcoholic beverages in contracted meeting rooms or booth space.

- Beer, wine and other alcoholic beverages may be served, provided all of the conditions contained herein are met. The right to serve alcoholic beverages may be withdrawn if following conditions are not met.
- Alcoholic beverages may only be served in contracted meeting rooms or booth space.
- Alcoholic beverages may not be sold by the exhibitor, nor may any other fees be charged in connection with the provision of alcoholic beverages; this policy is for complimentary beverage service only.
- Alcoholic beverages may not be carried from, or consumed outside, the contracted booth space or meeting room.
- Alcoholic beverages may not be served to minors or otherwise served in violation of any state or local law.
- Alcoholic beverages must be ordered and purchased through the exclusive food & beverage / catering provider in the Facility.
- Exhibitor agrees that it will abide by all conditions stated above and further agrees that it will indemnify and hold harmless Show Management, the exclusive Food & Beverage / catering provider and the Facilities and their respective officers, directors, and employees from and against any claim, suit, judgment, liability or expense arising in connection with, or resulting directly or indirectly from, the service of alcoholic beverages by such exhibitor.

Be sure to complete and submit part 1 of the Alcoholic Beverages Authorization Form located on the previous page.

EXHIBITOR APPOINTED CONTRACTOR APPLICATION FOR SHOW CREDENTIALS

THIS FORM IS TO BE COMPLETED AND RETURNED BY THE CONTRACTED COMPANY, NOT THE EXHIBITOR.

We have been requested and contracted to provide service for the following exhibitors subject to all of WSA, Sands Expo and The Venetian those outlined for Exhibitor Appointed Contractors on the next page.

NOTE: PLEASE SUBMIT THE FOLLOWING TO WSA NO LATER THAN JANUARY 15, 2013.

- **COMPLETED CREDENTIAL APPLICATION (This form)**
- **SIGNED RULES & REGULATIONS PAGE (Next page)**
- **CERTIFICATE OF INSURANCE**
- **PROOF OF WORKERS COMPENSATION INSURANCE**

CREDENTIALS MUST BE PICKED UP AT THE EAC CHECK-IN DESK LOCATED AT THE MOVE-IN ENTRANCE.

Exhibitor	Booth #	Exhibitor	Booth #

Number of Badges for Move-in _____ Number of Badges for Move-out _____

Contracted Company _____ Phone _____

Contact _____ Title _____

Address _____

City & State _____ Zip Code _____

Supervisor _____

Phone _____ Fax # _____

E-Mail: _____

We, on behalf of our directors, officers, employees, representative and agents hereby agree to fully abide by all of WSA Rules & Regulations, Sands Expo and The Venetian required of the exhibitors and those outlined on the next page for Exhibitor Appointed Contractors.

_____ _____

Signature of Authorized Contractor Representative Date

Complete this form and return by fax or mail to:
OPERATIONS – Fax (818) 379-3173 • P: (818) 464-7103
WSA • 15821 Ventura Blvd. Suite 415 • Encino, CA 91436

RULES & REGULATIONS FOR EXHIBITOR APPOINTED CONTRACTORS

Persons or organizations other than those designated as official contractors for WSA JANUARY 29,30,31, 2013 (referred to herein as "WSA") who are proposed for the performance of any services (referred to herein as "EAC") within Sands Expo and The Venetian for an exhibitor and approved by WSA Show Management will:

1. Be given the right to provide services requested of EAC by an exhibitor provided the requested services are not reserved to an exclusive contactor.

2. Not conflict with existing labor regulations or contracts and in fulfilling EAC's obligations, the Exhibitor Appointed Contractor shall adhere to all rules and regulations set up by the Facility and Show Management regarding entrance. EAC shall be signatory and conform to current accepted labor contracts. EAC must not commit or allowed to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems. EAC WILL NOT have labor on show floor prior to the close of WSA each day.

3. EAC agrees to maintain such insurance that will fully protect, indemnify, hold harmless and defend WSA, and the Facilities and their respective members, officers, directors, agents and employees from any and all claims of any nature whatsoever, including attorney's fees, which may arise due to the actions of negligence of EAC or its directors, officers, employees, agents or representatives, including claims under the Worker's Compensation Act, and for personal injury, including death which may arise in connection with EAC's presence at WSA or services it provides to an exhibitor. Above required policies may not be canceled without 30 days advance written notice to Show Management.

   EAC, at its own expense, is required to secure and maintain insurance coverage as stated in this paragraph through the duration of WSA, including move-in, show days and move out days. All such insurance will be primary of any other valid and collectible insurance of Exhibitor and will be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with EAC's obligations under this paragraph: (a) worker's compensation insurance to the statutory limits; (b) employer's liability insurance with limits not less than $1,000,000 each accident; (c) comprehensive general liability insurance with limits not less than $1,000,000 each occurrence combined single limit for bodily injury to any one person in any one occurrence, $2,000,000 with respect to injuries to more than one person in any occurrence, and $5,000,000 with respect to damage of property; (d) automobile liability insurance coverage for owned, non-owned and hired vehicles, including loading and unloading operations with minimum limits of $1,000,000 per occurrence for bodily injury and $500,000 for property damage.

   WSA IS CERTIFICATE HOLDER. THE REQUIRED POLICIES AS STATED HEREIN MUST NAME AS "ADDITIONAL INSURED" THE FOLLOWING: (1) WSA AND ITS RESPECTIVE MEMBERS, OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES; AND (2) GES EXPOSITION SERVICES, INC., SANDS EXPO, THE VENETIAN AND THEIR RESPECTIVE MEMBERS, OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES.

   An "A" Rated insurance carrier authorized to transact business in the State of Nevada must issue the insurance coverage required. EAC shall provide Show Management with a Certificate of Insurance (and complete copies of policies requested) and Additional Insured Endorsement documentation not less than thirty (30) days prior to the first day move-in of WSA. Failure to provide the satisfactory Certificate of Insurance and the Additional Insured Endorsement document shall result in the barring of EAC's right to obtain access to or providing any services to an exhibitor during WSA at any Facility.

4. Have a true and valid order for service from an exhibitor at least two weeks in advance of WSA move-in date, and shall not solicit business upon the show floor at any time during the move-in, show and move-out dates.

5. Provide adequate notice to Show Management of the exhibitors who have retained them (at least 2 weeks in advance of the show), and the services to be performed for each exhibitor, as well as evidence of EAC's conformation with the provisions of paragraphs 3 and 4 above. Show Management will consider this notice from the Exhibitor Appointed Contractor as sufficient evidence of the relationship between EAC and its clients. Exhibitor will verify authorization for service upon request of Show Management.

6. Be responsible for adherence to all rules of ingress and egress in a timely fashion, act in a professional manner at all times, and shall have all crates labeled for removal from WSA hall prior to 6:00 p.m., SUNDAY, JANUARY 27 and complete installation prior to 8:00 pm on MONDAY, JANAURY 28; and complete dismantling / packing prior to 4:00 pm, FRIDAY, FEBRUARY 1.

7. Prior to starting work, EAC will furnish Show Management the names and contact information of EAC's supervising employees who will be working in the WSA show hall, as well as names, addresses and telephone numbers of key executives for emergency contact.

8. Cooperate fully with the WSA show official contractor and assist the official contractor in fulfilling its responsibilities, especially by refraining from placing an undue burden on the official contractor by interfering with the efficient utilization of labor by the official contractor.

9. Share with the official contractor all reasonable costs related to EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

10. EAC will indemnify, defend (with legal counsel satisfactory to Show Management), and hold harmless WSA, its parent companies, its sponsors, the Facilities and their respective owners, directors, officers, employees, members, agents and representatives, against all claims, actions, demands or liability of whatsoever kind and nature, including but not limited to judgments, interest, reasonable attorneys' fees, and all other costs and charges related to or arising out of EAC's noncompliance with or breach of this Agreement, the Rules and Regulations or the terms and conditions set forth in the Exhibitor Services Manual, claims of property or personal injury caused by or attributed in part or in whole to any action or failure to act whether by negligence or otherwise, on the part of the EAC or any of its officers, employees, agents, or representatives, excluding liability caused by the sole and gross negligence or willful misconduct of WSA, or its directors, officers, employees, representatives and agents.

11. EAC will be disallowed from entering the premises if
    a. EAC breaches any provisions of the EAC Agreement
    b. EAC participation leads to strikes, picketing or other labor action directed at WSA
    c. EAC causes disruptions or unreasonable interference with WSA or any customers of WSA

Fill in the following information, sign and return to Operations at WSA – fax 818-379-3173

Contracting Company Name _____

_____ _____
Signature of Authorized Contractor Representative Date

3. REGISTRATION, TRAVEL & HOUSING

Exhibitor Registration

WSA Housing Information

EXHIBITOR REGISTRATION INFORMATION

WSA provides name badges for your company representatives that will be working in your booth. You may register for exhibitor name badges online at WSA's website in the EXHIBITOR INFORMATION section. Online registration is the fast and easy, and all badges requested early will be mailed directly to your business address. Exhibitors may also register using the Exhibitor Registration Form on the next page. Registration can also be done onsite at the show, but on-site registration can be very slow, and two forms of identification will be required, so early online registration is strongly recommended.

Adequate care should be taken when choosing the personnel that need to be issued Name Badges. Remember the exhibiting company can be held responsible for the actions of a person wearing a name badge issued to that company. For example, if a person is caught taking photographs of products on the exhibit floor without permission, and that person is wearing an exhibitor name badge, not only will that person face expulsion from WSA and possibly criminal or civil charges, the exhibiting company on that person's name badge may also be expelled from WSA and could also be liable for criminal or civil charges. Do not give name badges to acquaintances or contractors as you may be held responsible for their actions.

No one will be allowed into WSA without a name badge.

Register on line at http://www.wsashow.com

Exhibitor badges requested early will be mailed to the trade show contact listed on your Exhibitor Pre-Registration & Badge Request online form. Badge requests received late will not be mailed. Late badge requests can be picked up on-site at the Exhibitor Registration Desk upon presentation of business credentials and photo ID. Name badges will NOT be mailed to China.

HOUSING INFORMATION

As show organizer, we carefully chose Travel Planners, Inc. as the official exclusive housing coordinator for WSA

We understand that there are other companies claiming to have some relationship with WSA and offering discounted hotel rates. Rest assured that there is only one official exclusive housing coordinator and that is Travel Planners.

The other companies may not have blocks of room but merely resell rooms they have secured from another source; rooms must be fully prepaid, are non-refundable and may be subject to steep change fees; and, room types may not be guaranteed.

Special “Hotel Packages” are available through Travel Planners, see next page for more details.

That is why we chose Travel Planners so that you can receive the following benefits:

- No prepayment
- Best prices on official hotels
- Cut onsite staffing costs
- No change or cancellation fees
- Guaranteed satisfaction
- Call center support to assist you prior to arrival and on site.

Make sure you use Travel Planners, the official housing coordinator for WSA. Making your reservations is fast and easy. On the web at www.wsashow.com or by telephone at 1-800-221-3531 or 212-532-1660, Monday – Friday, 9 a.m. – 7 pm. Eastern Standard Time.

We’ll do everything we can to make sure you’re in the best room at the right price.

4. INTERNATIONAL EXHIBITORS

General Information

Visa Information

International Shipping Information

International Shipping (Phoenix International Business Logistics)

Special Information for International Exhibitors

This section addresses two important issues for international exhibitors, visas and shipping.

VISAS
If you are an exhibitor coming to WSA from outside of the United States, it may be necessary to obtain visas for you and your employees. Read through the Visa Information on the following pages and visit the U.S. State Department web site to determine if you need a visa. If you need a visa to enter the U.S., you may need a Letter of Invitation to secure a visa. WSA has automated the Letter of Invitation process. Invitation letters can be obtained through WSA's website – www.wsashow.com

SHIPPING
The remaining pages have information regarding shipments into the U.S. Phoenix International Business Logistics, WSA's official freight forwarder has included a form and contact information so that you can learn more about sending your materials to WSA. GES Logistics also has freight forwarding services available.

Unfortunately there can be delays in obtaining a visa and in getting your shipments through customs and to the show, so be sure to plan ahead and complete and return the necessary forms as early as possible.

VISA INFORMATION

The U.S. government requires residents of some countries to obtain a Visa before entering the U.S. The information below provides important links and details that help to make the process easier.

Visa Application Process
Recent changes to the Visa policy and procedures are expected to increase the length of time it takes to obtain a Visa. It is VERY important to apply for your Visa early. We recommend that you start the Visa application process as soon as possible. The Department of State provides the approximate wait times on their web site at http://www.travel.state.gov/visa/temp/wait/wait_4638.html

Helpful Hints

1. Review the U.S. Department of State web site (http://www.travel.state.gov) for changes to the Visa process that may affect you.
2. Apply early for your Visa.
3. Obtain a letter from the WSA.
4. Check your passport for expiration date.

Exhibitors with Children
During move-in and move-out children under 18 years old will not be permitted into the exhibit hall

Requesting a Letter from the WSA for Your Visa Application

Important Facts: Only requests meeting our eligibility requirements will be processed.

Requirements for Requesting a Letter from the WSA for Visa Application

1. WSA has automated the process for obtaining a Letter of Invitation.
2. Complete information for obtaining a Letter of Invitation is available at WSA's website – wsashow.com.

Remember it may take more than two months to go through the entire process to obtain your Visa.

Visa Interviews

A personal appearance interview is required as a standard part of this process. This can increase the processing time. It is expected fewer waivers will be granted for the interview portion of the process. WSA cannot assist you with the interview process, nor can anyone representing WSA call the embassy of consulate on your behalf to provide support for granting a Visa. If you are denied a visitor Visa, you may reapply if there is new evidence to overcome the basis for the refusal. In the absence of new evidence, consular officers are not required to re-examine such cases.

How to Find the U.S. Embassy or Consulate in Your Country

Please visit http://www.usembassy.gov/ to find the U.S. Embassy or Consulate in your country.

Important Visa Information for Representatives of the Foreign Press

Foreign members of the media should have an I-Visa. Visit the U.S. State Department's web site for the U.S. Embassy's web site in your country for more information about the I-Visa program.

Visa Waiver Program

The Visa Waiver Program (VWP) enables citizens of certain countries to travel to the United States for tourism or business for 90 days or less without obtaining a Visa. Not all countries participate in the VWP. Visit the U.S. Department of State's web site at www.travel.state.gov to find the complete list of participating countries.

Important Change to the Visa Waiver Program:

The United States may allow entry without a Visa as part of the Visa Waiver Program (VWP), for visitors from specified countries, but visitors will be required to carry a Machine Readable Passport. Visitors travelling under the Visa Waiver Program will be required to submit an application for Electronic System for Travel Authorization (ESTA). Please go to the State Department web site to learn more about this important change to the VWP - http://travel.state.gov/visa/temp/without/without_1990.html

What Do I Need to Enter the United States Under the Visa Waiver Program?

- You must be a citizen of a Visa Waiver Program country.
- You must have a valid passport issued by the participating country.
- Your passport must be a machine-readable passport.
- You must apply for ESTA
- You must be seeking entry for 90 days or less, as a temporary visitor for business (participating in scientific, educational, professional or business conventions, conferences or seminars is permitted as a business visitor) or pleasure. You will not be permitted to extend your visit or change to another Visa category under the VWP.

Representatives of the foreign press, radio, film or other information media require a nonimmigrant media I-Visa cannot travel to the U.S. using the Visa waiver program. Visit www.travel.state.gov for more details.

INTERNATIONAL SHIPPING INFORMATION

Trade show exhibitors face new federal regulations when importing cargo via ocean liner from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule may be putting their show in jeopardy. U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment. Exhibitors can take steps to ensure this does not happen to them.

Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. Because the new rule is complicated, CBP has established a 12 month flexible enforcement period. Failure to follow the new rule or demonstrate a good faith effort to comply could result in fines of up to $5,000 per violation and delays in shipment.

These 10 data elements are:

- Manufacturer (or supplier) name and address
- Seller name and address
- Buyer name and address
- Ship to name and address
- Container stuffing location
- Consolidator name and address
- Importer of record number
- Consignee number
- Country of origin of goods
- Harmonized Tariff Schedule of the United States (HTSUS) number

Although any party may provide CBP with the newly required data however, not every exhibitor is prepared to gather and submit the information to CBP. For exhibitors that would like more information or help interpreting the new law, please contact WSA's official international freight forwarder, Phoenix Business Logistics. Phoenix is a licensed U.S. Customs' and has been working with WSA exhibitors for the past couple of years.

You can contact Frank Rettig, Phoenix International Business Logistics, 847-357-9255, frettig@phoenixlogistics.com.

Phoenix International Business Logistics

INTERNATIONAL SHIPPING & CUSTOMS – INFORMATION

Phoenix International Business Logistics, Inc. is pleased to provide international transportation services and U.S. import clearance to all foreign exhibitors and to any U.S. exhibitors who may be importing their valuable materials directly to Las Vegas for the **WSA January 2013** trade fair. Show management at WSA has appointed our company as this year's recommended International Freight Forwarder and Customs Broker.

Our contact info: **Phoenix Intl Business Logistics, Inc.**
9950 W. Lawrence Ave., Suite 210
Schiller Park, IL 60176
Tel# 847-357-9255 / Fax# 847-357-9394
Contact: Mr. Frank Rettig, Show Coordinator
E-Mail: frettig@phoenixlogistics.com
Website: www.phoenixlogistics.com

We have prepared Shipping Guidelines that provide easy to follow, step-by-step shipping instructions to prepare you for international transportation to the United States. These guidelines will be e-mailed to you directly. It is complete with all necessary forms, our rate tariff, required shipment arrival dates, and labeling instructions for your cargo.

The guidelines will help foreign exhibitors and U.S. importers to prepare their shipments for transportation to Las Vegas by air or sea. For shipments out of Canada or Mexico, overland service by truck is also available. Please contact us for separate instructions.

We strongly recommend that you prepare your shipment early and create accurate documentation for U.S. Customs purposes. Our overseas partners and agents are available to assist you with the shipping process. Please contact us for further details regarding the Phoenix local office or agent in your country.

We wish all of the participants at **WSA January 2013** great success!

EXHIBITOR SERVICES MANUAL

5. BOOTH BUILDING

Booth Construction Policy

Booth Construction Policy Questions and Answers

Guidelines for Building Your Own Booth

Booth Construction Policy

WSA has eliminated the use of pipe and drape used in the show. In-line booth exhibitors and peninsula booth exhibitors will be required to provide walls that will separate their booth from neighboring booths. For exhibitors with neighboring booths, there are a couple of options. One option is bring your own display booth. The booth must consist of three solid walls that are eight feet high and cannot be see-through, the walls must be a hard material and cannot be fabric. More details on the booth requirements can be found on the following pages. **In-line configurations will require three 8' high walls that must meet Show Management approval.**

The second option available to in-line exhibitors is a Turnkey Booth Package. Turnkey Booth Packages come with everything necessary to exhibit; table, chairs, lights, electrical power, shelves, sign and more.

All in-line booths are affected by the Booth Construction Policy. An in-line booth is a booth that is 10 feet deep. Booths that are 10' x 10', 10' x 20', 10' x 30', or 10' x 40' are in-line booths. These booths will be required to either purchase or rent a custom display that consists of three 8 foot high walls or purchase an WSA Booth Package. The policy also affects peninsula booths and 20' x 20' inline booths. Peninsula exhibitors will be required to provide a back wall that is least 8' tall along the entire back of the booth. 20' x 20' inline exhibitors will be required to provide two side walls that are at least 8' tall along the entire length of both sides of the exhibit.

Booth Construction Policy Questions and Answers

Does this policy apply to all exhibitors?
No, only in-line booths and peninsula booths are affected by this policy. All booths that are 10' x 10', 10' x 20', 10' x 30', etc. will be required to purchase a turnkey package, or exhibitors may use a custom booth that has three eight foot high solid walls. A custom booth can be owned by the exhibitor or rented from GES or an approved exhibitor appointed contractor (EAC). A custom booth must fit within the show rules. Custom booth building details are on the following pages.

Peninsula booths and 20'x20' inline or peninsula booths will need to provide their own wall to separate their booth from an adjoining booth. WSA **DOES NOT ALLOW** pipe and drape dividing walls.

What if I have already purchased booth space and now would like to purchase a Booth Package?
You can upgrade from a standard booth to a Booth Package just by paying the difference. Please send in a completed Booth Packages Form along with payment.

What if I show up and do not preorder a package?
When WSA receives your contract, if you have not specified your booth package, WSA will assume that your have your own custom booth. Exhibitors that have not purchased a WSA Turnkey Package and DO NOT have their own custom booth that complies with WSA rules will be FORCED to purchase a Turnkey Package at onsite prices.

IN-LINE BOOTH Bounded by an aisle on one or two sides. In-line booths may have walls that reach a maximum height of 10'. Walls MUST be a minimum of 8' high and may reach a maximum height of 10'. The backside of walls above 8' high must be finished. WSA will NOT provide walls, exhibitor must provide walls.

To build or rent a custom display for your inline booth, your display must meet the following guidelines:

- For electrical access, 9 inches at the rear of the display must be kept clear - even if you do not order electrical service for your booth.
- Your booth must walls between 8' and 10' on three sides.
- The walls cannot be see-through. Grid wall and shelving units are considered see-through and cannot be used as a booth wall.
- No part of your display may exceed 10' in height, including signs.
- Any part of the outside of your display that is visible must be finished, the area above 8' high that is adjacent to a neighboring booth CANNOT have graphics or signs.

PENINSULA BOOTH Bounded by aisles on three sides and 20’ x 20’ or larger. All peninsula booths must have an 8’ high back wall provided by the exhibitor. WSA will NOT provide walls. Peninsula exhibits must leave 18” of space behind the back wall for electrical and fire access Peninsula booths can be built to a maximum height of 12’ on Level 1 and to a maximum height of 16’ on Level 2.

BACK-TO-BACK LINEAR BOOTHS 20’ wide, bounded by two parallel aisles and 20’ x 20’ or larger All peninsula booths must have an 8’ high side walls on both sides provided by the exhibitor. WSA will NOT provide walls. There must be 9 inches left open on each side of the display for electrical access. Back-to-back linear booths can be built to a maximum height of 12’ on level 1 and to a maximum height of 16’ on Level 2.

ISLAND BOOTH Bounded by aisles on all four sides and 20’ x 20’ or larger. Island booths can be built to a maximum height of 12’ on Level 1 and to a maximum height of 16’ on Level 2.

GES Information and Order Forms

6. GES Information & Services

Show Information
Trade Show Tips
General Information
Payment & Credit Card Authorization
3rd Party Billing Request
Key Information/Supervised Labor Checklist
Stop. Think. Safety.
Show Site Work Rules
Terms & Conditions of Contract
Fire Regulations Information
Operation of All Mechanical Lifts
Official Service Provider Information
Sample Insurance Certificate
Notice of Intent to Use Exhibitor Appointed Contractor

Show Information

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

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

Official Service Provider

Global Experience Specialists, Inc. (GES)®
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

Show Information

1st Night Vacuuming
*NOTE: The WSA Show will provide one-time booth vacuuming for all exhibitors the night before the show opens on Monday, January 28, 2013
Target maps can be found at: www.wsashow.com

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

Fri, Jan 4, 2013	Discount Deadline Date for orders received with payment
Wed, Dec 26, 2012	Advance Shipments may begin arriving at the Warehouse
Fri, Jan 18, 2013	Last day for Advance Shipments to arrive at the Warehouse without surcharges **Advance Warehouse Hours for receiving are Monday - Friday, 8:00 AM to 4:30 PM** Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.
Fri, Jan 25, 2013	Direct Shipments may begin arriving at the Exhibit Site starting at: **Refer to Targeted Floorplan**
Mon, Jan 28, 2013	Last day for Direct Shipments to arrive at the Exhibit Site ending at: **Reference Targeted Floorplan for Dates**

Fri, Jan 25, 2013	**Installation**	8:00 AM - 6:00 PM	Refer to Targeted Floorplan
Sat, Jan 26, 2013		8:00 AM - 6:00 PM	Refer to Targeted Floorplan
Sun, Jan 27, 2013		8:00 AM - 6:00 PM	Refer to Targeted Floorplan
Mon, Jan 28, 2013		8:00 AM - 6:00 PM	Refer to Targeted Floorplan

All Crates must be labeled for removal from the hall by 6:00 PM, Sunday, January 27, 2013.
Monday, January 28, 2013 is reserved for light housekeeping only. All Exhibits must be set up by 6:00 PM on this day.

Tue, Jan 29, 2013	**Show Hours**	9:00 AM - 6:00 PM
Wed, Jan 30, 2013		9:00 AM - 6:00 PM
Thu, Jan 31, 2013		9:00 AM - 4:00 PM

Exhibitors will be allowed to enter the hall at 7:00 AM on Tuesday, January 29, 2013 for general clean-up prior to show opening.

Thu, Jan 31, 2013	**Dismantle**	4:00 PM - 8:00 PM	Refer to Targeted Floorplan
Fri, Feb 1, 2013		9:00 AM - 5:00 PM	Refer to Targeted Floorplan

Fri, Feb 1, 2013	Carriers must be checked in at the GES Marshalling Yard by: Refer to Targeted Floorplan
Fri, Feb 1, 2013	All exhibitor materials must be removed by: Refer to Targeted Floorplan

IMPORTANT: In fairness to your fellow exhibitors an in the interest of maintaining the integrity of WSA, no one will be permitted to disassemble or remove their exhibit in whole or in part prior to 4:00 PM, Thursday, January 31, 2013. In addition, all exhibiting companies must have their exhibit area staffed by a company employee(s) at all times during official show hours. at no time during the operating hours of the show is it permissible to have your booth unattended. Companies will be able to begin light packing of personal items, company brochures, etc., after 4:00 PM, Thursday, January 31, 2013.

***NOTE: All exhibits must be packed and labeled, carrier checked-in, and outbound material handling form turned in by the date and time indicated on targeted move-out floor plan to avoid a 30% surcharge. *Overtime rates will apply before 8:00 AM and after 5:00 PM weekdays, all day Saturdays, Sundays and Holidays.**

Shipping Addresses

Advance Shipments to Warehouse:
c/o Global Experience Specialists
7000 Lindell Road
Las Vegas, NV 89118
USA

Shipments should arrive on or between:
December 26 - January 18, 2013
Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.

Direct Shipments to Exhibit Site:
c/o Global Experience Specialists
Sands Expo and Convention Center
201 E. Sands Ave.
Las Vegas, NV 89169
USA

Shipments should arrive on or between:
Refer to Targeted Floorplan

GES Servicenter®

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

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Trade Show Tips

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

WSA
Sands Expo and Convention Center
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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

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

Ordering Trade Show Services

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

Inbound - Move In

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

Showsite

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

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

Work Zone

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

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

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General Information

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

WSA
Sands Expo and Convention Center
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We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

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

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

GES Show Services

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

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

Custom Exhibits
Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits
Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

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

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

Shipping
GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

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

Work Zone

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

How Can I Order My Show Services?

Expresso is GES' new planning, ordering and management system. You can order everything you need for your tradeshow exhibits, view account order history, download the show schedule and so much more.

Step 1: Go to https://e.ges.com/011005653/esm

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicenter®

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

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

7050 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098 / Fax: 866.329.1437
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicenter®

Once you are at the show, the GES Servicenter® is onsite to place any last minute orders and provide show information.

Exhibitor Services

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

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Payment and Credit Card Charge Authorization

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

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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

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

Form Deadline Date:
January 4, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER		

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.
Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).
Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a $50.00 fee for returned NSF checks.*
Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.
Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.
Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/ assess a fuel or energy surcharge on all services as necessary based upon market conditions.
Bank wire transfer payment information:

Beneficiary: Global Experience Specialists
c/o Bank of America — **Account #:** 7188-1-01819
901 Main Street, TX1-492-07-14 — **ABA Routing #:** 0260-0959-3
Dallas, TX 75202-3714 USA — **SWIFT Address:** BOFAUS3N
Telephone # 888-715-1000 ext 50118 — **CHIPS Address:** 0959
If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA
To properly credit your account, send the following information to the GES address listed on the order forms:
- *exhibiting company name, show name, show facility, and booth number*
- *date and amount of wire transfer*
- *bank and country where transfer originated*

- **If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.**
- **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, ***we require your credit card charge authorization to be on file with GES.***
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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

Credit Card Charge Authorization

All information must be provided. **Your order <u>will not be processed</u> if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ☐ *Corporate Card* ☐ *Personal Card*
____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE — ***EXPIRATION DATE*** ____
☐ MasterCard
☐ VISA
☐ American Express
*Signature Required Below

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

Calculation of Orders

	TOTAL
Material Handling	$
Carpet	$
Furniture & Accessories	$
Specialty Furniture	$
Standard Exhibit Systems	$
Graphics & Signage	$
Installation & Dismantling Labor	$
In-Booth Forklift & Labor	$
Hanging Sign Labor	$
Other GES Services (Specify)	$
Other GES Services (Specify)	$
Other GES Services (Specify)	$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	**$**

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: **$**
Enclosed is a check in the amount of: **$**

Check Number: ____ Dated: ____

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X
AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT — DATE

033012

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

Order Directly Online:
https://e.ges.com/011005653/esm

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3rd Party Billing Request

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

Form Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm** Credit Card Authorization.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party** Credit Card Authorization.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.

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

STEP 1: Exhibiting Firm - Complete Below Information

EXHIBITING FIRM

STREET ADDRESS

CITY STATE ZIP

PHONE FAX

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

- ☐ Exhibit Systems
- ☐ I & D Labor
- ☐ In-Booth Forklift Labor
- ☐ Material Handling In & Out
- ☐ Rental Carpet
- ☐ Rental Furniture
- ☐ Signs
- ☐ Transportation Charges
- ☐ Other *(Please Specify)* _____

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

STEP 2: Exhibiting Firm Credit Card Charge Authorization

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

Account Number

☐ - ☐ - ☐ - ☐

EXPIRATION DATE

- ☐ MasterCard
- ☐ VISA
- ☐ American Express
- ☐ *Corporate Card*
- ☐ *Personal Card*

All information must be provided. **Your order <u>will not be processed</u> if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

PLEASE SIGN X

CARDHOLDER'S SIGNATURE

CARDHOLDER NAME - PLEASE PRINT DATE

☐ Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site.
(EAC Notification Form and insurance requirements must be completed for admission)

STEP 3: Third Party - Complete Below Information

THIRD PARTY

STREET ADDRESS

CITY STATE ZIP

PHONE FAX

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

- ☐ Exhibit Systems
- ☐ I & D Labor
- ☐ In-Booth Forklift Labor
- ☐ Material Handling In & Out
- ☐ Rental Carpet
- ☐ Rental Furniture
- ☐ Signs
- ☐ Transportation Charges
- ☐ All Services
- ☐ Other *(Please Specify)* _____

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4).

PLEASE SIGN X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

STEP 4: Third Party Credit Card Charge Authorization

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

Account Number

☐ - ☐ - ☐ - ☐

EXPIRATION DATE

- ☐ MasterCard
- ☐ VISA
- ☐ American Express
- ☐ *Corporate Card*
- ☐ *Personal Card*

All information must be provided. **Your order <u>will not be processed</u> if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

PLEASE SIGN X

CARDHOLDER'S SIGNATURE

CARDHOLDER NAME - PLEASE PRINT DATE

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011005653

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

Order Directly Online:
https://e.ges.com/011005653/esm

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Key Information\Supervised Labor Checklist

L-2

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MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

☐ **Setup Drawings/Instructions Attached**
☐ **Setup Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Setup _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____ Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____ Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color _____
☐ Padding _____
Approximate Time for Setup _____
Special Equipment Required _____
Description _____
Description _____

Did You Order ---

Electrical Outlets ☐ Yes ☐ No Electrical Labor/Boothwork ☐ Yes ☐ No Electrical Under Carpet ☐ Yes ☐ No
Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit
Booth Cleaning ☐ Yes ☐ No
Furniture ☐ Yes ☐ No
A/V Equipment ☐ Yes ☐ No
Telephone/Internet ☐ Yes ☐ No

Other Items _____
_____
_____
_____

Tear-down Information for GES Dismantle

☐ **Tear-down Drawings/Instructions Attached**
☐ **Tear-down Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Tear- down _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____ Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____ Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color _____
☐ Padding _____
Approximate Time for Tear-down _____
Special Equipment Required _____
Description _____
Description _____

Outbound Freight Information

Outbound Freight Charges _____
☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)
☐ Bill To _____
_____
_____
☐ GES Storage _____

Consigned To _____
Address _____
City/State/Zip _____
Second Consignee _____
Address _____
City/State/Zip _____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Emergency Contact Information / Showsite Contact

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

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

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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011005653

Need Assistance?
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Safety is very important for everyone working in the exhibit hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

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Show Site Work Rules

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Union Information

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

Teamsters Union

Exhibit Labor
Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.
Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.
If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.
Freight Handling
Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.
Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. Global Experience Specialists, Inc. (GES) will not be responsible for any material it does not handle.
An exhibitor may hand carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock / freight door areas.

Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a live feed is required.
In the case of live feed requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth space.
An exhibitor may plug lights into one extension cord or multi-strip plug (up to 6 plug-ins) at the back or side of the booth as long as the manufacturer cord reaches from the light fixture to the outlet and the power source needed for the lights does not exceed (1) 20A/120AC.
Electricians must be called for distribution of power and hook-up for total combined wattage within booth space exceeding 1 (one) 20A / 120VAC outlet including concealed and over/under carpet wiring. Electricians distribute and hook-up all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. SES hoists signs weighing 200 lbs. or greater at the Sands Exposition.
Trusses
Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians.
Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

Stagehands

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

Gratuities

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

Work Zone

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

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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GES Terms and Conditions of Contract

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions
GES: Global Experience Specialists, Inc., is hereinafter referred to as 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; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier**: Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper**: Party who tenders Goods to Carrier for transportation; **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 (OK TO PROCEED)**: 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 (DO NOT PROCEED)**: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised 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.

III. Customer Obligations
a. 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 Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
b. 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. GES retains its right to hold Customer Goods for non-payment. 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 Obligation Indemnification
a. Customer to GES: 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 other than Goods, relating to or arising from performance of Services herein. 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 behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
b. 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' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY
UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. 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. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods
a. 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 shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
c. 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.
d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
e. 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.
f. 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.
g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's 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 Customer's 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.
k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage
a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less.
b. 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. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous
a. Insurance. **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE**. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. 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 **thirty (30)** days after the close of the show.
Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your 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.
d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum
These Terms and Conditions of Contract 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.

X. Advanced Warehousing/Temporary Storage/Long Term Storage
All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "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 Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. 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 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 Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

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SPECIAL PERMITS

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures, i.e., tents, bleachers, fencing, balloons, or changes the outside appearance In any way, must obtain zoning and building permits. For further details please contact the Clark County Planning Department.

Special permits are required by the Clark County Fire Department for the following:

1. Display or operator of any electrical, mechanical, or chemical device which may be deemed hazardous by the fire department.
2. Use or storage of flammable liquids, compressed gases or dangerous chemicals.

FIRE DEPARTMENT REGULATIONS

NOTE: SMOKING IS PROHIBITED DURING MOVE-IN AND MOVE-OUT PERIODS, IN THE EXHIBIT HALL.

1. All materials used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, tables and dust covers. Cardboard boxes may not be utilized as part of an exhibit or display per Clark County Fire Department.
2. Any vehicle or other apparatus which has a fuel tank and needs to be displayed, must have a locked gas cap, battery cables disconnected, and one gallon or less of fuel in the gas tank.
3. All fire exits must be kept clean and unobstructed.
4. Fire extinguishers and hose cabinets are to remain visible and accessible at all times.
5. NO storage of any kind is allowed behind the back drapes, display wall or inside the display area. All cartons, crates, containers, packing materials, etc., which are necessary for repackaging should be labeled with “EMPTY” stickers and removed from the show floor.
6. All vehicles not on display must be removed from the facility, BEFORE attendees are allowed onto the exhibit floor.
7. No painting of signs, displays, or other objects will be permitted inside of the facility.
8. During move-in, set-up and move-out periods, we will require designated “NO FREIGHT” aisles. The Fire Department requires these aisles must be kept clear at all times.
9. All fully enclosed booths with enclosed rooms must have at least two (2) exits which lead directly to the aisle. They must be equipped with a smoke detector and fire extinguisher for each enclosed area. Additional equipment may be determined by the Clark County Fire Marshall.
10. The Fire Department may exercise its right to assign a fire detail to the premises during open show hours.
11. All electrical material and equipment must meet national and local electrical codes.
12. Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
13. All temporary electric wiring must be accessible and free from debris and storage material.
14. Helium tanks and balloons are prohibited within the facility unless tethered to a fixed object, and may be no longer than 36 inches in diameter and must be approved by the Event Coordinator and Fire Marshall.
15. Any type of cooking demonstration in the facility should be put in writing to the Event Coordinator and also be sent to the Fire Marshall for approval.
16. Any request for pyrotechnic displays must be put in writing in advance to the Event Coordinator and also be sent to the Fire Marshall for approval. When pyrotechnic displays are used on or in the facility, a permit from the Clark County Fire Department is required. If approved, a demo will have to take place, prior to the event, in the presence of the Clark County Fire Marshall at the client’s expense. NO deviations can be made once the display has been approved, and the Fire Marshall will be present at the actual time of the display.
17. Exhibits which have an enclosed room or occupiable second story must post notice on the outside of the room, or at the bottom of the stairway of the maximum people occupancy (or total weight load of the second level) permitted in the area at one time. If occupancy of second level is intended to be more than ten (10) people at any one time a second stairway is required.

© 2012 Global Experience Specialists, Inc. (GES)

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

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

ATTENTION ALL EXHIBITORS!

The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

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

Thank you for your complete cooperation.

© 2012 Global Experience Specialists, Inc. (GES)

Official Service Provider Information

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

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

Official Service Provider

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

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

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

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

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

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

1. The Exhibitor must notify Show Management in writing and Global Experience Specialists, Inc. (GES) of the intention to use 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 insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
   a. Commercial General Liability with limits of not less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products & completed operations aggregate.
   b. Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence.
   c. Workers Compensation, as required by law, with Employers Liability Limits of not less than $1,000,000 each accident, $1,000,000 disease - each employee and $1,000,000 disease - policy limit.
   d. Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   e. The Commercial General Liability Policy shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), WSA International (Show Management), WSA (Show) and Sands Expo and Convention Center (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must ensure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.
   For your safety, be aware of the following:
   a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
   b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
   c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. Exhibitor Appointed Contractor compliances:
   a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
   b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
   c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
   d. Must furnish Show Management and Global Experience Specialists, Inc. (GES) with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
   g. Shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) 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 Global Experience Specialists, Inc. (GES).
   i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider 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.
7. All information must be received in the Global Experience Specialists, Inc. (GES) office no later than 10 days prior to the show.

© 2012 Global Experience Specialists, Inc. (GES)

ACORD # CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 01/01/13

1. PRODUCER
ABC Insurance Agency **Fax: (212) 555-6100**
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

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

INSUREERS AFFORDING COVERAGE

2. INSURED
Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 **Fax: (212) 555-9819**

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

7.

COVERAGES

8.

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

3. 9.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	**000P98298-AI1**	**01/01/13**	**01/01/14**	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	**$1,000,000** **$ 50,000** **$ 5,000** **$1,000,000** **$2,000,000** **$2,000,000**
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐	**SKLS-029499S**	**01/01/13**	**01/01/14**	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	**$1,000,000** **$** **$** $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: $ $	**$1,000,000** **$**
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	**XL1234567**	**01/01/13**	**01/01/14**	EACH OCCURENCE AGGREGATE	**$1,000,000** **$1,000,000** **$** **$** **$**
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	**A4145-SS-PJ37**	**01/01/13**	**01/01/14**	X WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 **$1,000,000** **$1,000,000** **$1,000,000**
D	OTHER Professional Liability	**000P98298-AI1**	**01/01/13**	**01/01/14**	**Each Occurrence & Aggregate**	**$1,000,000** **$3,000,000**

SAMPLE COPY

5. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**
Global Experience Specialists, Inc. (GES) (Official Service Provider), WSA International (Show Management), Sands Expo and Convention Center (Facility), and WSA (Show) are hereby named as additional insureds, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: January 29 - 31, 2013 at city of Las Vegas.

CERTIFICATE HOLDER | X | **ADDITIONAL INSURED; INSURER LETTER: X** | **CANCELLATION**

6.

Global Experience Specialists, Inc. (GES)
Exhibitor Services
7000 Lindell Road
Las Vegas, NV 89118

10.

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

11.

AUTHORIZED REPRESENTATIVE

John Smith, CIC

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), WSA International (Show Management), WSA (Show) and Sands Expo and Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

7. GES Furnishings & Booth Packages

No WSA Supplied Carpet Information
Booth Carpet Shipping Labels
Carpet Order Form
Carpet Package Order Form
Furniture & Accessories Order Form
Furniture Package Order Form
EZ Shelves Order Form
Specialty Furniture Order Form
Installation & Dismantling Order Form
In-Booth Forklift & Labor Order Form
Hanging Sign Labor Information
Hanging Sign / Truss Labor Order Form
Hanging Sign Shipping Labels
Exhibit Hanging Sign Order Form
Booth Layout Form
Graphics & Signage Order Form
Custom Booth Package ID Sign Order Form
Digital File Preparation
Creative Services FTP Site
Standard Exhibit System Order Form
Exhibit Accessories Order Form

No WSA Supplied Carpet Information

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

Form Deadline Date:
December 28, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Booth and Aisle Carpet is supplied by WSA. If you have a 20' x 20' booth or larger and you or your Display house intends to use carpet and/or flooring other than the carpet supplied by WSA, you must notify GES of your intent. This form must be filled out completely and returned to GES by December 28, 2012, or Gray booth carpet will be installed in your exhibit space.

A charge of **$ 1.04** per sq. ft. will be incurred for removal of WSA supplied booth carpet if this form is not received by the deadline date. Our carpet plan will be finalized and lengths of carpet cut accordingly by the deadline date.

Example: 20' x 20' booth is 400 sq. ft. x 1.04 = $ 416.00
You would be charged $ 416.00 for carpet removal if this form is not returned by the deadline.

____ YES, we will be utilizing the provided package carpet

____ NO, we <u>will not</u> be utilizing the provided package carpet

If No, please refer to the Carpet Order Form (C-1).

<u>INFORMATION AND INSTRUCTIONS</u>

1. All carpet sent to the GES warehouse must be shipped separately from the rest of your exhibit with a separate bill of lading marked “Carpet”. Please use the WSA carpet labels provided in this Exhibitor Service Manual.
2. Exhibitor supplied carpeting must cover your entire booth area.
   <u>NO PARTIAL COVERAGE WILL BE ALLOWED.</u>
3. No carpet or flooring will be allowed on top of the WSA Booth and Aisle carpet. Exhibitors or Exhibitor Appointed Contractors (EAC) will be invoiced for the labor to remove the carpet or flooring and also invoiced for any damage to WSA carpet.
4. All carpet sent to the GES warehouse must be shipped using the carpet shipping labels provided in the Exhibitors manual and be received no later than January 18, 2013.
5. **If using GES carpet, padding or visqueen, the proper order form must accompany this sheet. Refer to the Standard Carpet or Custom-Cut Carpet order forms.**
6. **This form is for GES information only and is not a substitute for the carpet order form.**

120112 Cstm

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

R-5c

C RUSH!
EXHIBITION CARPET

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

WSA
NAME OF EXHIBITION

BOOTH NUMBER

C/O Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Dec 26, 2012 - Friday, Jan 18, 2013

Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.

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

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

C RUSH!
EXHIBITION CARPET

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

WSA
NAME OF EXHIBITION

BOOTH NUMBER

C/O Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Dec 26, 2012 - Friday, Jan 18, 2013

Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.

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Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.* R-6c

C RUSH!

EXHIBITION CARPET

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

WSA

NAME OF EXHIBITION

BOOTH NUMBER

C/O Global Experience Specialists, Inc. (GES)
Sands Expo and Convention Center
201 E. Sands Ave.
Las Vegas, NV 89169
USA

SHIPMENT SHOULD ARRIVE ONLY ON:

Reference Targeted Floorplan for Dates & Times.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 8:00 AM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 14.60 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

C RUSH!

EXHIBITION CARPET

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

WSA

NAME OF EXHIBITION

BOOTH NUMBER

C/O Global Experience Specialists, Inc. (GES)
Sands Expo and Convention Center
201 E. Sands Ave.
Las Vegas, NV 89169
USA

SHIPMENT SHOULD ARRIVE ONLY ON:

Reference Targeted Floorplan for Dates & Times.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 8:00 AM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 14.60 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

Carpet Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

Discount Deadline Date:
January 04, 2013
Go to below link to view Images and information:
http://ges.com/ecomm/info/C1-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	VISQUEEN PLASTIC COVERING FOR PROTECTION		
	Includes installation and removal.		
500410	Carpet Plastic Covering, Per Sq.Ft.	**$ 0.94**	$ 1.42
	PADDING		
	GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.		
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	**$ 1.91**	$ 2.88

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

NOTE: Booths less than 20 x 20 must use WSA Gray show Carpet.
NO EXECPTIONS PLEASE
All orders MUST be accompanied with the "No WSA Supplied Carpet Information" order form in order to be processed.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	CUSTOM-CUT CARPET		
	Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.		
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	**$ 2.88**	$ 4.31
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	**$ 3.50**	$ 5.25
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	**$ 4.12**	$ 6.20

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

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Please Indicate Choice

13 oz. Standard Carpet Colors
Item #'s 5000
Gray will be provided if no color is indicated below.

- ☐ Black (41) ☐ Blue (42) ☐ Blue Jay (56)
- ☐ Burgundy (43) ☐ Emerald Green ☐ Gray (40)
- ☐ Pepper (52) ☐ Red (49)

26 oz. Plush Custom-Cut Carpet Colors
Item #'s 5006
Dove will be provided if no color is indicated below.

- ☐ Cement (70) ☐ Charcoal (71) ☐ Cobalt (72)
- ☐ Dove (73) ☐ Lava Rock (74) ☐ Navy (75)
- ☐ Onyx (76) ☐ Red (49) ☐ Royal Blue (77)
- ☐ Silky Beige (78) ☐ Silver (79) ☐ Snow (80)

50 oz. Ultra Plush Custom-Cut Carpet Colors
Item #'s 5007
Iceberg will be provided if no color is indicated below.

- ☐ Bisque (81) ☐ Black (41) ☐ Cabernet (82)
- ☐ Graphite (83) ☐ Iceberg (84) ☐ Midnight (85)
- ☐ Seascape (86) ☐ Sterling (87) ☐ Teal (55)

Do you require electrical or utilities under the carpet?
☐ Yes ☐ No

Calculate Total Square Footage:
Width: _____ x Length: _____ = _____ Square Feet

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT	= TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
A.	Total All Items Ordered			$
B.	Sales Tax: 8.1% (for Carpet Plastic ONLY)		A x 8.1% = B	$
C.	Payment Enclosed		A + B = C	$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

031710 Cstm

011005653

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

Order Directly Online:
https://e.ges.com/011005653/esm

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Carpet Package Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

Discount Deadline Date:
January 04, 2013

COMPANY NAME	EMAIL ADDRESS	Booth Number

GES Carpet Packages offer significant savings!
Rent any carpet package and save 10% off the regular price if these items were rented separately.
Carpet Packages must be received 14 days prior to move-in to guarantee delivery and color selection.

13 oz. carpet is included with all Standard Exhibit Systems (except exhibit # 600001).
26 oz. Plush and 50 oz. Ultra Plush are available with all exhibit system rentals as upgrades.

Price List

SAVE $$$

All Carpet Packages
Padding and Visqueen carpet covering.

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

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400021	13 oz. Carpet Package, Per Sq.Ft.	**$ 4.31**	$ 6.47
400022	26 oz. Plush Carpet Package, Per Sq.Ft.	**$ 4.87**	$ 7.32
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.	**$ 5.43**	$ 8.17

A minimum of 100 square feet is required for carpet package orders.

NOTE: Booths less than 20 x 20 must use WSA Gray show Carpet.
NO EXCEPTIONS PLEASE
All orders MUST be accompanied with the "No WSA Supplied Carpet Information" order form in order to be processed.

Please Indicate Choice

13 oz. Standard Custom-Cut Carpet Colors (Item #'s 400021 ONLY).
Gray will be provided if no color is indicated below:
- ☐ Black (41) ☐ Blue (42) ☐ Blue Jay (56)
- ☐ Burgundy (43) ☐ Emerald Green (☐ Gray (40)
- ☐ Pepper (52) ☐ Red (49)

26 oz. Plush Custom-Cut Carpet Colors (Item #'s 400023 ONLY).
Dove will be provided if no color is indicated below:
- ☐ Cement (70) ☐ Charcoal (71) ☐ Cobalt (72)
- ☐ Dove (73) ☐ Lava Rock (74) ☐ Navy (75)
- ☐ Onyx (76) ☐ Red (49) ☐ Royal Blue (77)
- ☐ Silky Beige (78) ☐ Silver (79) ☐ Snow (80)

50 oz. Ultra Plush Custom-Cut Carpet Colors (Item #'s 400022 ONLY).
Iceberg will be provided if no color is indicated below:
- ☐ Bisque (81) ☐ Black (41) ☐ Cabernet (82)
- ☐ Graphite (83) ☐ Iceberg (84) ☐ Midnight (85)
- ☐ Seascape (86) ☐ Sterling (87) ☐ Teal (55)

Do you require electrical or utilities under the carpet?
☐ Yes ☐ No

Calculate Total Square Footage:
Width: _____ x Length: _____ = _____ Square Feet

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT	= TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

100809 Cstm

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Carpet

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option:

Ultra Plush (50 oz.)
50 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

Plush (26 oz.)
26 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

Standard (13 oz.)
13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders

Padding (1/2 in.)
Double-netted rebond pad is 100% recyclable, made with 98% pre & post consumer content.

100% recyclable flooring solutions have the same industry tradeshow performance standards as conventional carpet and help to reduce the volume of excess materials from entering landfills.

The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Ultra Plush

Includes:

- 50 oz. 100% recyclable premium carpet
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection

Bisque (81)

Black (41)

Cabernet (82)

Graphite (83)

Iceberg (84)

Midnight (85)

Seascape (86)

Sterling (87)

Teal (55)

Ultra Plush Color Codes

- Bisque (81)
- Black (41)
- Cabernet (82)
- Graphite (83)
- Iceberg (84)
- Midnight (85)
- Seascape (86)
- Sterling (87)
- Teal (55)

Our carpet is offered as pre-cut, custom-cut or in carpet packages that include visqueen and recycled padding. Visqueen and recycled padding are also available as upgrades.

Rental includes material handling, installation, front edge taping, and pick-up at the close of the show.

To order contact the GES National Servicenter® at 800.475.2098 or fill out and fax the enclosed order form.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.

Carpet

Plush

Includes:

- 26 oz. 100% recyclable premium carpet
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection

Cement (70)

Charcoal (71)

Cobalt (72)

Dove (73)

Lava Rock (74)

Navy (75)

Onyx (76)

Red (49)

Royal Blue (77)

Silky Beige (78)

Silver (79)

Snow (80)

Standard

Includes:

- 13 oz. filament nylon carpet
- Available in pre-cut sizes (see order form for details)
- Custom-cut includes 4 mil poly covering

Black (41)

Blue (42)

Blue Jay (56)

Burgundy (43)

Emerald Green (44)

Gray (40)

Pepper (52)

Red (49)

Plush Color Codes

- Cement (70)
- Charcoal (71)
- Cobalt (72)
- Dove (73)
- Lava Rock (74)
- Navy (75)
- Onyx (76)
- Red (49)
- Royal Blue (77)
- Silky Beige (78)
- Silver (79)
- Snow (80)

Standard Color Codes

- Black (41)
- Blue (42)
- Blue Jay (56)
- Burgundy (43)
- Emerald Green (44)
- Gray (40)
- Pepper (52)
- Red (49)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.

Furniture and Accessories Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Chairs		
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	**$ 60.25**	$ 90.25
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	**$ 65.50**	$ 98.25
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	**$ 38.50**	$ 57.75
300053	Stool, Contemporary, 17"W 18"D 48"H	**$ 58.00**	$ 86.50
	Tables		
300057	Table, Rectangle, 24"x36"x30" High	**$ 58.00**	$ 86.50
300056	Table, Square, 24"x24"x30" High	**$ 58.00**	$ 86.50
300059	Table, Starbase, 30" Diameter x 40" High	**$ 169.75**	$ 254.25
300058	Table, Starbase, 40" Diameter x 30" High	**$ 138.25**	$ 207.00
	Skirted Tables		
	Skirting for Tables - White Vinyl Top and Pleated Skirt		
3004	Table 4', Skirted 4 Sides, 24" x 30" High	**$ 67.75**	$ 101.50
3006	Table 6', Skirted 3 Sides, 24" x 30" High	**$ 85.25**	$ 127.50
3008	Table 8', Skirted 3 Sides, 24" x 30" High	**$ 100.50**	$ 151.25
3007	Table, Skirt 4th Side	**$ 27.50**	$ 41.25
	Skirted Counters		
	Skirting for Counters - White Vinyl Top and Pleated Skirt		
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	**$ 89.25**	$ 133.75
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	**$ 108.25**	$ 162.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	**$ 130.75**	$ 195.75
3017	Counter, Skirt 4th Side	**$ 27.75**	$ 41.75
	Risers		
300193	Riser 4', Double Tier, 48"x8"x16" High	**$ 31.00**	$ 47.00
300191	Riser 4', Single Tier, 48"x8"x8" High	**$ 27.50**	$ 41.25
300194	Riser 6', Double Tier, 72"x8"x16" High	**$ 42.75**	$ 64.00
300192	Riser 6', Single Tier, 72"x8"x8" High	**$ 37.50**	$ 55.75
	Display Furniture*		
300073	Display Case 4', Corner View	**$ 511.50**	$ 766.75
300074	Display Case 4', Full View	**$ 433.50**	$ 649.25
300075	Display Case 4', Half View	**$ 433.50**	$ 649.25
300076	Display Case 4', Quarter View	**$ 433.50**	$ 649.25
300078	Display Case 5', Full View	**$ 464.00**	$ 696.00
300079	Display Case 5', Half View	**$ 464.00**	$ 696.00
300080	Display Case 5', Quarter View	**$ 464.00**	$ 696.00
300082	Display Case 6', Full View	**$ 509.75**	$ 764.75

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Display Furniture*		
300083	Display Case 6', Half View	**$ 509.75**	$ 764.75
300084	Display Case 6', Quarter View	**$ 509.75**	$ 764.75
300088	Display Case 7', Vertical	**$ 628.75**	$ 943.50
	Accessories		
600201	Additional Panel, GEM	**$ 225.25**	$ 292.75
300124	Aisle Stanchion Chain, Plastic, Per Foot	**$ 3.99**	$ 5.80
300123	Aisle Stanchion, without Chain	**$ 28.25**	$ 42.50
300103	Aluminum Easel	**$ 33.25**	$ 50.00
300111	Bag Stand	**$ 68.50**	$ 102.50
300102	Coat Rack	**$ 69.75**	$ 104.50
300104	Garment Rack	**$ 53.00**	$ 79.50
300106	Literature Rack	**$ 172.75**	$ 258.50
300201	Pegboard, White, 4'x8'	**$ 113.00**	$ 169.75
300202	Pegboard, White, 2'x8'	**$ 86.50**	$ 129.50
300033	Pipe, 8' Upright	**$ 12.25**	$ 18.10
300107	Refrigerator*	**$ 259.25**	$ 389.00
300015	Rod, 6' to 10' Telescopic	**$ 8.55**	$ 12.90
300131	Security Cage, Large, without Lock	**$ 299.75**	$ 450.00
300120	Sign Holder, Bell Base	**$ 51.00**	$ 76.50
300108	Sign Holder, Chrome, 22"x28"	**$ 49.00**	$ 73.00
300212	Tackboard, 2'x8'	**$ 86.50**	$ 129.50
300211	Tackboard, 4'x8'	**$ 86.50**	$ 129.50
300112	Ticket Tumbler, Small, Table Top	**$ 79.00**	$ 118.50
300113	Wastebasket	**$ 12.90**	$ 17.85
300118	Waterfall Stand	**$ 84.00**	$ 126.25

Prices include delivery, installation, rental, and removal.

**Power is not included. Order power on Electrical Order Form in this manual. Please note if 24 hour power is required. One (1) 500 Watt outlet per two (2) display cases.*

Please Indicate Choice

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017 ONLY)
Gray will be provided if no color is indicated below:

- ☐ Beige (54) ☐ Black (41) ☐ Blue (42)
- ☐ Burgundy (43) ☐ Forest Green (45 ☐ Gold (46)
- ☐ Gray (40) ☐ Mauve (47) ☐ Purple (48)
- ☐ Red (49) ☐ Teal (55) ☐ White (50)

4th Side Table Skirt (3007 ONLY)

☐ 6' Table ☐ 8' Table

4th Side Counter Skirt (3017 ONLY)

☐ 6' Counter ☐ 8' Counter

Tackboard/Perfboard Alignment (300201-300202 and 300211 ONLY)

☐ Horizontal ☐ Vertical

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

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

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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

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Furniture Package Order Form

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

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	Booth Number

GES Furniture Packages offer significant savings!

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1	**$ 157.64**	$ 234.77
	Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.		
400012	Furniture Package 2	**$ 352.94**	$ 527.27
	Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.		

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

Prices include delivery, installation, rental, and removal.

Please Indicate Choice

Table Skirt Color (Item # 400011 ONLY).
Gray will be provided if no color is indicated below:

- ☐ Beige (54)
- ☐ Black (41)
- ☐ Blue (42)
- ☐ Burgundy (43)
- ☐ Forest Green (45
- ☐ Gold (46)
- ☐ Gray (40)
- ☐ Mauve (47)
- ☐ Purple (48)
- ☐ Red (49)
- ☐ Teal (55)
- ☐ White (50)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			$
400012	Furniture Package 2			$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Order Directly Online:
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Chairs

300051 - Chair, Contemporary Arm, 23"W 18"D 31"H

300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H

300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H

300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables

300057 - Table, Rectangle, 24"x36"x30" High

300056 - Table, Square, 24"x24"x30" High

300059 - Table, Starbase, 30" Diameter x 40" High

300058 - Table, Starbase, 40" Diameter x 30" High

Skirted Tables

3004 - Table 4', Skirted 4 Sides, 24" x 30" High

3006 - Table 6', Skirted 3 Sides, 24" x 30" High

3008 - Table 8', Skirted 3 Sides, 24" x 30" High

3007 - Table, Skirt 4th Side

Table Skirt Colors

- Beige (54)
- Black (41)
- Blue (42)
- Burgundy (43)
- Forest Green (45)
- Gold (46)
- Gray (40)
- Mauve (47)
- Purple (48)
- Red (49)
- Teal (55)
- White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Display Furniture

Full View

Half View

Quarter View

Vertical

Accessories

600201 - Additional Panel, GEM

300124 - Aisle Stanchion Chain, Plastic, Per Foot

300123 - Aisle Stanchion, without Chain

300103 - Aluminum Easel

300111 - Bag Stand

300102 - Coat Rack

300104 - Garment Rack

300106 - Literature Rack

300201 - Pegboard, White, 4'x8'

300202 - Pegboard, White, 2'x8'

300107 - Refrigerator

300131 - Security Cage, Large, without Lock

300120 - Sign Holder, Bell Base

300108 - Sign Holder, Chrome, 22"x28"

300212 - Tackboard, 2'x8'

300211 - Tackboard, 4'x8'

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Accessories

300112 - Ticket Tumbler, Small, Table Top

300118 - Waterfall Stand

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

EZ-Shelves Order Form

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

Discount Deadline Date:
January 04, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	EZ-Shelf		
302310	Double EZ Shelves (58" wide x 72" high with 12" in between each shelf) *58" wide x 5 shelves x 12" in between shelves x 11-1/2" deep x 72" high*	**$ 370.75**	$ 556.00
302311	EZ Shelf Cabinet, White, 64"L x 24"H	**$ 433.25**	$ 649.50
302113	EZ Single Shelving Unit, White, 30"x11-1/2"x72" *30" long x 5 shelves x 11-1/2" between shelves x 11-1/2" deep x 72" high*	**$ 185.00**	$ 278.25

NOTE: EZ Double Shelf Size has been changed.
EZ Double Shelf size is now 58' long to allow (2) each double shelving units to fit along a 10' wall.

GES now offers this freestanding shelving system for your convenience and cost savings.

- Attractive and Affordable
- Flexible Design Options
- Shelves are Installed in Your Booth Prior to Move-in
- Professional Installation and Dismantle
- A charge of $ 250.00 will be assessed to any damaged units.
- If your E-Z Shelf Cabinet will be used as a stand-alone item your order will be filled with a 64" long x 24" high E-Z Shelf Cabinet.

Single EZ-Shelf

Double EZ-Shelf

Stand-Alone E-Z Shelf Cabinet 64"L x 24"H

E-Z Shelf Cabinet/Double E-Z Shelf Combo (for each combo please order one (1) 302110 and one (1) 302310)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Specialty Furniture Order Form

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

Discount Deadline Date:
January 4, 2013

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Seating - Sofas and Loveseats		
305066	Loveseat, Black Leather, 64"L 36"D 34"H	**$ 828.25**	$ 828.25
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	**$ 573.75**	$ 573.75
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33	**$ 907.75**	$ 907.75
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	**$ 1,796.75**	$ 1,796.75
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	**$ 1,656.25**	$ 1,656.25
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	**$ 620.00**	$ 620.00
305117	Sofa, Astro, 83"L 36"D 29"H	**$ 251.50**	$ 251.50
305125	Sofa, Key West, Black, 85"L 35"D 33"H	**$ 644.75**	$ 644.75
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	**$ 905.00**	$ 905.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	**$ 251.50**	$ 251.50
305124	Sofa, Memphis, 55"L 31"D 28"H	**$ 478.25**	$ 478.25
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	**$ 620.00**	$ 620.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	**$ 791.00**	$ 791.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	**$ 753.25**	$ 753.25
	Seating - Club Chairs		
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	**$ 489.00**	$ 489.00
305081	Chair, Astro Light Beige,36"L 36"D 29"H	**$ 126.00**	$ 126.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	**$ 718.00**	$ 718.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	**$ 767.50**	$ 767.50
305074	Chair, Cappuccino, 29"L 29"D 34"H	**$ 436.75**	$ 436.75
305180	Chair, Globus, 28"L 26"D 28"H	**$ 565.75**	$ 565.75
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	**$ 629.00**	$ 629.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	**$ 126.00**	$ 126.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	**$ 175.00**	$ 175.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	**$ 475.00**	$ 475.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	**$ 537.25**	$ 537.25
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	**$ 489.00**	$ 489.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	**$ 442.25**	$ 442.25
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	**$ 624.25**	$ 624.25
	Seating - Chairs		
305152	Chair, Altura, Guest, 25"L 20"D 34"H	**$ 202.50**	$ 202.50
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	**$ 156.25**	$ 156.25
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	**$ 156.25**	$ 156.25
305110	Chair, Brewer, Black, 20"L 20"D 32"H	**$ 100.25**	$ 100.25
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	**$ 100.25**	$ 100.25
305217	Chair, Casper, Clear, 21"L 21"D 36.5"H	**$ 175.00**	$ 175.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	**$ 135.00**	$ 135.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	**$ 135.00**	$ 135.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	**$ 135.00**	$ 135.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	**$ 126.00**	$ 126.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	**$ 244.00**	$ 244.00
305111	Chair, Jetson, 19"L 18"D 31"H	**$ 126.25**	$ 126.25
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	**$ 384.00**	$ 384.00
305113	Chair, Manhattan, 26"L 22"D 34"H	**$ 196.00**	$ 196.00
305108	Chair, New York, 23"L 32"D 33"H	**$ 141.50**	$ 141.50
305115	Chair, Panton, White, 20"L 34"D 33"H	**$ 251.50**	$ 251.50
305078	Chair, Stage, Beige, 24"L 26"D 36"H	**$ 241.00**	$ 241.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	**$ 241.00**	$ 241.00
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	**$ 241.00**	$ 241.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	**$ 241.00**	$ 241.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	**$ 357.25**	$ 357.25
	Seating - Ottomans		
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	**$ 482.00**	$ 482.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	**$ 482.00**	$ 482.00
305085	Ottoman, Cube, Black, 17"L 17"D 18'H	**$ 126.00**	$ 126.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	**$ 202.50**	$ 202.50
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	**$ 480.25**	$ 480.25
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	**$ 480.25**	$ 480.25
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	**$ 202.50**	$ 202.50
305095	Ottoman, Oval, White, 52"L 32"D 19"H	**$ 202.50**	$ 202.50
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	**$ 307.00**	$ 307.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	**$ 288.00**	$ 288.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Seating - Ottomans		
305090	Ottoman, Square, Black, 40"L 40"D 17"H	**$ 401.75**	$ 401.75
305091	Ottoman, Square, White, 40"L 40"D 17"H	**$ 401.75**	$ 401.75
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	**$ 111.00**	$ 111.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	**$ 111.00**	$ 111.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	**$ 111.00**	$ 111.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	**$ 111.00**	$ 111.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	**$ 111.00**	$ 111.00
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	**$ 111.00**	$ 111.00
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	**$ 111.00**	$ 111.00
	Seating - Office and Utility Seating		
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	**$ 245.75**	$ 245.75
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	**$ 235.00**	$ 235.00
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	**$ 188.00**	$ 188.00
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	**$ 356.25**	$ 356.25
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	**$ 431.75**	$ 431.75
305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	**$ 184.50**	$ 184.50
305126	Chair, Task, 25"L 26"D 21"H	**$ 98.25**	$ 98.25
305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	**$ 324.25**	$ 324.25
305043	Stool, Drafting, 25"L 26"D 34"H	**$ 184.50**	$ 184.50
	Seating - Barstools		
305012	Barstool, Banana, Black, 21"L 22"D 30"H	**$ 186.25**	$ 186.25
305013	Barstool, Banana, White, 21"L 22"D 30"H	**$ 186.25**	$ 186.25
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	**$ 239.75**	$ 239.75
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	**$ 228.00**	$ 228.00
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	**$ 126.25**	$ 126.25
305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	**$ 266.75**	$ 266.75
305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	**$ 266.75**	$ 266.75
305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	**$ 266.75**	$ 266.75
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	**$ 340.25**	$ 340.25
305008	Barstool, Oslo, White, 17"L 20"D 30"H	**$ 340.25**	$ 340.25
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	**$ 354.00**	$ 354.00
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	**$ 322.00**	$ 322.00
	Tables - Cafe		
305162	Table, Cafe, Blue/Black, 30" Round 29"H	**$ 261.75**	$ 261.75
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	**$ 349.50**	$ 349.50
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	**$ 171.75**	$ 171.75
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	**$ 183.50**	$ 183.50
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	**$ 349.50**	$ 349.50
305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	**$ 415.00**	$ 415.00
305166	Table, Cafe, Grey/Black, 36" Round 29"H	**$ 305.50**	$ 305.50
305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	**$ 415.00**	$ 415.00
305165	Table, Cafe, Maple/Black, 30" Round 29"H	**$ 171.75**	$ 171.75
305168	Table, Cafe, Maple/Black, 36" Round 29"H	**$ 183.50**	$ 183.50
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	**$ 349.50**	$ 349.50
305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	**$ 415.00**	$ 415.00
305161	Table, Cafe, Red/Black, 30" Round 29"H	**$ 261.75**	$ 261.75
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	**$ 349.50**	$ 349.50
305163	Table, Cafe, Silver/Black, 30" Round 29"H	**$ 338.75**	$ 338.75
305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	**$ 426.00**	$ 426.00
	Tables - Bar		
305131	Table, Bar, Blue/Black, 30" Round 42"H	**$ 272.50**	$ 272.50
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	**$ 356.50**	$ 356.50
305133	Table, Bar, Graphite/Black, 30" Round 42"H	**$ 272.50**	$ 272.50
305136	Table, Bar, Graphite/Black, 36" Round 42"H	**$ 335.75**	$ 335.75
305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	**$ 356.50**	$ 356.50
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	**$ 419.50**	$ 419.50
305135	Table, Bar, Grey/Black, 36" Round 42"H	**$ 335.75**	$ 335.75
305144	Table, Bar, Grey/Chrome, 36" Round 42"H	**$ 419.50**	$ 419.50
305134	Table, Bar, Maple/Black, 30" Round 42"H	**$ 272.50**	$ 272.50
305137	Table, Bar, Maple/Black, 36" Round 42"H	**$ 335.75**	$ 335.75
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	**$ 356.50**	$ 356.50
305146	Table, Bar, Maple/Chrome, 36" Round 42"H	**$ 419.50**	$ 419.50

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Specialty Furniture Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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WSA
Sands Expo and Convention Center
January 29 - 31, 2013

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Tables - Bar		
305130	Table, Bar, Red/Black, 30" Round 42"H	**$ 272.50**	$ 272.50
305139	Table, Bar, Red/Chrome, 30" Round 42"H	**$ 356.50**	$ 356.50
305132	Table, Bar, Silver/Black, 30" Round 42"H	**$ 356.50**	$ 356.50
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	**$ 440.00**	$ 440.00
	Tables - Cocktail		
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	**$ 166.00**	$ 166.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	**$ 171.25**	$ 171.25
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	**$ 375.00**	$ 375.00
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	**$ 219.00**	$ 219.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	**$ 176.25**	$ 176.25
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	**$ 431.75**	$ 431.75
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	**$ 336.75**	$ 336.75
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	**$ 254.50**	$ 254.50
	Tables - End Tables		
305047	Table, End, Geo, Black, 26"L 26"D 20"H	**$ 156.50**	$ 156.50
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	**$ 202.50**	$ 202.50
305049	Table, End, Inspiration, 24"L 28"D 22"H	**$ 355.75**	$ 355.75
305046	Table, End, Silverado, 24" Round 22"H	**$ 167.50**	$ 167.50
305045	Table, End, Soho, 26"L 26"D 27"H	**$ 375.00**	$ 375.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	**$ 174.00**	$ 174.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	**$ 288.00**	$ 288.00
	Tables - Conference		
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	**$ 202.50**	$ 202.50
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	**$ 332.25**	$ 332.25
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	**$ 202.50**	$ 202.50
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	**$ 298.00**	$ 298.00
305027	Table, Conf., Graphite, 42" Round 29"H	**$ 245.75**	$ 245.75
305028	Table, Conf., Graphite, 72"L 36"D 29"H	**$ 319.25**	$ 319.25
305029	Table, Conf., Graphite, 96"L 36"D 29"H	**$ 345.50**	$ 345.50
305170	Table, Conf., Gray, 42" Round 29"H	**$ 245.75**	$ 245.75
305171	Table, Conf., Gray, 72"L 36"D 29"H	**$ 319.25**	$ 319.25
305172	Table, Conf., Gray, 96"L 36"D 29"H	**$ 345.50**	$ 345.50
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	**$ 417.25**	$ 417.25
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	**$ 271.25**	$ 271.25
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	**$ 285.25**	$ 285.25
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	**$ 365.50**	$ 365.50
305177	Table, Conf., Manhattan, 42" Round 29"H	**$ 209.00**	$ 209.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Tables - Conference		
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	**$ 520.00**	$ 520.00
	Tables - Martini Bar		
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	**$ 3,656.75**	$ 3,656.75
305003	Table, Bar, Martini, 50"L 50"D 47"H	**$ 1,374.50**	$ 1,374.50
	Product Display		
305002	Bookcase, Graphite, 36"L 13"D 71"H	**$ 206.50**	$ 206.50
305001	Bookcase, Mahogany, 36"L 13"D 71"H	**$ 231.00**	$ 231.00
305053	Etagere, Black, 30"L 16"D 70"H	**$ 222.25**	$ 222.25
305054	Etagere, Black, 4 Shelf	**$ 225.25**	$ 338.00
305052	Etagere, Pewter, 30"L 16"D 70"H	**$ 222.25**	$ 222.25
305215	Pedestal, Black Plastic, 24"L 24"D 36"H	**$ 362.00**	$ 362.00
305216	Pedestal, Black Plastic, 24"L 24"D 42"H	**$ 426.00**	$ 426.00
305102	Pedestal, Graphite, 30"L 30"D 42"H	**$ 307.00**	$ 307.00
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	**$ 300.00**	$ 300.00
	Office and Utility Furniture		
305040	Credenza, Graphite, 72"L 24"D 29"H	**$ 412.00**	$ 412.00
305039	Credenza, Mahogany, 72"L 24"D 29"H	**$ 379.50**	$ 379.50
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	**$ 298.00**	$ 298.00
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	**$ 379.50**	$ 379.50
305138	Desk, Writing, Graphite, 48"L 24"D 30"H	**$ 206.50**	$ 206.50
305059	File, Lateral, Graphite, 36"L 20"D 29"H	**$ 254.50**	$ 254.50
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	**$ 336.75**	$ 336.75
305106	Kiosk, Black/Maple, 24"L 21"D 42"H	**$ 325.75**	$ 325.75
305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	**$ 348.50**	$ 348.50
305038	Table, Computer, Graphite, 36"L 30"D 42"H	**$ 213.50**	$ 213.50
305036	Table, Training, Grey, 48"L 24"D 30"H	**$ 357.25**	$ 357.25
	Lamps*		
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	**$ 194.00**	$ 194.00
305203	Lamp, Floor, Trovato, LED, White, 7"L 7"D 72"H	**$ 354.00**	$ 354.00
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	**$ 262.00**	$ 262.00
305202	Lamp, Table, Trovato, White, 7"L 7"D 26"H	**$ 278.00**	$ 278.00

**Power is not included. Order power on Electrical Order Form in this manual. Please note if 24 hour power is required.*

Place Order Here

ITEM#	DESCRIPTION	PRICE	X QTY =	TOTAL

Prices include delivery, installation, rental, and removal.

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

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

Payment Enclosed $

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Seating - Sofas and Loveseats

305066 - Loveseat, Black Leather, 64"L 36"D 34"H

305068 - Loveseat, Key West, Black, 57"L 35"D 33"H

305067 - Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"H

305118 - Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"H

305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H

305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H

305117 - Sofa, Astro, 83"L 36"D 29"H

305125 - Sofa, Key West, Black, 85"L 35"D 33"H

305121 - Sofa, Lisbon, Black Leather, 88"L 36"D 34"H

305116 - Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H

305124 - Sofa, Memphis, 55"L 31"D 28"H

305226 - Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H

305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H

305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Seating - Club Chairs

305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H

305081 - Chair, Astro Light Beige,36"L 36"D 29"H

305072 - Chair, Barcelona, Black, 30"L 31"D 35"H

305073 - Chair, Barcelona, White, 30"L 30"D 31"H

305074 - Chair, Cappuccino, 29"L 29"D 34"H

305180 - Chair, Globus, 28"L 26"D 28"H

305178 - Chair, Lisbon, Black Leather, 40"L 36"D 34"H

305080 - Chair, Marrakesh, Light Beige, 34"L 37"D 38"H

305127 - Chair, Memphis, 27.25"L 31.75"D 27.5"H

305225 - Chair, Mirabel, Brown Leather, 36"L 35"D 32"H

305179 - Chair, Newport, Charcoal Leather, 24"L 34"D 33"H

305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H

305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H

305035 - Corner, Charcoal Leather, 34"L 34"D 33"H

Seating - Chairs

305152 - Chair, Altura, Guest, 25"L 20"D 34"H

305041 - Chair, Berlin, Black/ White, 18"L 22"D 32"H

305042 - Chair, Berlin, Red/ White, 18"L 22"D 32"H

305110 - Chair, Brewer, Black, 20"L 20"D 32"H

305109 - Chair, Brewer, Gray, 20"L 20"D 32"H

305217 - Chair, Casper, Clear, 21"L 21"D 36.5"H

305231 - Chair, Fusion, Clear/ White, 19"L 21"D 32"H

305230 - Chair, Fusion, Green/ White, 19"L 21"D 32"H

305232 - Chair, Fusion, Red/ White, 19"L 21"D 32"H

305079 - Chair, Ice Transparent/ Chrome, 17.25"L 20"D 32"H

305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H

305111 - Chair, Jetson, 19"L 18"D 31"H

305149 - Chair, Luxor, Guest, 27"L 28"D 40"H

305113 - Chair, Manhattan, 26"L 22"D 34"H

305108 - Chair, New York, 23"L 32"D 33"H

305115 - Chair, Panton, White, 20"L 34"D 33"H

305078 - Chair, Stage, Beige, 24"L 26"D 36"H

305071 - Chair, Stage, Camel, 24"L 26"D 36"H

305077 - Chair, Stage, Onyx, 24"L 26"D 36"H

305075 - Chair, Stage, Red, 24"L 26"D 36"H

305069 - Chair, T-Vac Translucent, 25"L 23"D 30"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Seating - Ottomans

305088 - Ottoman, Bench, Black, 24"L 60"D 17"H

305089 - Ottoman, Bench, White, 24"L 60"D 17"H

305085 - Ottoman, Cube, Black, 17"L 17"D 18'H

305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H

305086 - Ottoman, Half Round, Black, 72"L 36"D 17"H

305087 - Ottoman, Half Round, White, 72"L 36"D 17"H

305094 - Ottoman, Oval, Black, 52"L 32"D 19"H

305095 - Ottoman, Oval, White, 52"L 32"D 19"H

305240 - Ottoman, Puzzle Bench, White, 48"L 24"D 18"H

305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18'H

305090 - Ottoman, Square, Black, 40"L 40"D 17"H

305091 - Ottoman, Square, White, 40"L 40"D 17"H

305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H

305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H

305243 - Ottoman, Vibe Cube, Gold/ Bronze, Vinyl, 18"L 18"D 18"H

305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H

305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H

305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H

305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

Seating - Office and Utility Seating

305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.

305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.

305114 - Chair, Flex with Wheels, 24"L 22"D 31"H

305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.

305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.

305076 - Chair, Otto, Highback Black, 23"L 21"D 43"H

305126 - Chair, Task, 25"L 26"D 21"H

305112 - Chair, Tilt with Arms, Black, 26"L 25"D 34"H

305043 - Stool, Drafting, 25"L 26"D 34"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Seating - Barstools

305012 - Barstool, Banana, Black, 21"L 22"D 30"H

305013 - Barstool, Banana, White, 21"L 22"D 30"H

305010 - Barstool, Gin, Maple, 16"L 16"D 29"H

305023 - Barstool, Ice, Transparent/ Chrome, 16.75"L 16"D 32"H

305011 - Barstool, Jetson, Black, 18"L 19"D 29"H

305006 - Barstool, Ohio, Black, 18" Round 31"H Adj.

305007 - Barstool, Ohio, Grey, 18" Round 31"H Adj.

305005 - Barstool, Ohio, Red, 18" Round 31"H Adj.

305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H

305008 - Barstool, Oslo, White, 17"L 20"D 30"H

305206 - Barstool, Shark Swivel, White/ Chrome Base, 22"L 19"D 34"-44"H

305207 - Barstool, Zooey Swivel, White/ Chrome Base, 15"Lx17"Dx31"-35"H

Table Surface Colors

Maple

Graphite Nebula

Grey Nebula

Metallic Silver

Brushed Red

Brushed Blue

Tables - Cafe

305162 - Table, Cafe, Blue/ Black, 30" Round 29"H

305154 - Table, Cafe, Blue/ Chrome, 30" Round 29"H

305164 - Table, Cafe, Graphite/ Black, 30" Round 29"H

305167 - Table, Cafe, Graphite/ Black, 36" Round 29"H

305156 - Table, Cafe, Graphite/ Chrome, 30" Round 29"H

305159 - Table, Cafe, Graphite/ Chrome, 36" Round 29"H

305166 - Table, Cafe, Grey/ Black, 36" Round 29"H

305158 - Table, Cafe, Grey/ Chrome, 36" Round 29"H

305165 - Table, Cafe, Maple/ Black, 30" Round 29"H

305168 - Table, Cafe, Maple/ Black, 36" Round 29"H

305157 - Table, Cafe, Maple/ Chrome, 30" Round 29"H

305160 - Table, Cafe, Maple/ Chrome, 36" Round 29"H

305161 - Table, Cafe, Red/ Black, 30" Round 29"H

305153 - Table, Cafe, Red/ Chrome, 30" Round 29"H

305163 - Table, Cafe, Silver/ Black, 30" Round 29"H

305155 - Table, Cafe, Silver/ Chrome, 30" Round 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Tables - Bar

305131 - Table, Bar, Blue/Black, 30" Round 42"H

305140 - Table, Bar, Blue/ Chrome, 30" Round 42"H

305133 - Table, Bar, Graphite/ Black, 30" Round 42"H

305136 - Table, Bar, Graphite/ Black, 36" Round 42"H

305142 - Table, Bar, Graphite/ Chrome, 30" Round 42"H

305145 - Table, Bar, Graphite/ Chrome, 36" Round 42"H

305135 - Table, Bar, Grey/Black, 36" Round 42"H

305144 - Table, Bar, Grey/ Chrome, 36" Round 42"H

305134 - Table, Bar, Maple/Black, 30" Round 42"H

305137 - Table, Bar, Maple/Black, 36" Round 42"H

305143 - Table, Bar, Maple/ Chrome, 30" Round 42"H

305146 - Table, Bar, Maple/ Chrome, 36" Round 42"H

305130 - Table, Bar, Red/Black, 30" Round 42"H

305139 - Table, Bar, Red/ Chrome, 30" Round 42"H

305132 - Table, Bar, Silver/Black, 30" Round 42"H

305141 - Table, Bar, Silver/ Chrome, 30" Round 42"H

Tables - Cocktail

305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H

305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H

305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H

305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H

305016 - Table, Cocktail, Silverado, 36" Round 17"H

305015 - Table, Cocktail, Soho, 38"L 38"D 18.5"H

305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H

305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Tables - End Tables

305047 - Table, End, Geo, Black, 26"L 26"D 20"H

305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H

305049 - Table, End, Inspiration, 24"L 28"D 22"H

305046 - Table, End, Silverado, 24" Round 22"H

305045 - Table, End, Soho, 26"L 26"D 27"H

305050 - Table, End, Sydney, Black, 27"L 23"D 22"H

305048 - Table, End, Sydney, White, 27"L 23"D 22"H

Conference Tables

305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H

305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H

305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H

305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H

305027 - Table, Conf., Graphite, 42" Round 29"H

305028 - Table, Conf., Graphite, 72"L 36"D 29"H

305029 - Table, Conf., Graphite, 96"L 36"D 29"H

305170 - Table, Conf., Gray, 42" Round 29"H

305171 - Table, Conf., Gray, 72"L 36"D 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

305172 - Table, Conf., Gray, 96"L 36"D 29"H

305033 - Table, Conf., Mahogany, 120"L 42"W 29"H

305030 - Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H

305031 - Table, Conf., Mahogany, 72"L 42"W 29"H

305032 - Table, Conf., Mahogany, 96"L 42"W 29"H

305177 - Table, Conf., Manhattan, 42" Round 29"H

305208 - Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H

Tables - Martini Bar

305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H

305003 - Table, Bar, Martini, 50"L 50"D 47"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Product Display

305002 - Bookcase, Graphite, 36"L 13"D 71"H

305001 - Bookcase, Mahogany, 36"L 13"D 71"H

305053 - Etagere, Black, 30"L 16"D 70"H

305054 - Etagere, Black, 4 Shelf

305052 - Etagere, Pewter, 30"L 16"D 70"H

305215 - Pedestal, Black Plastic, 24"L 24"D 36"H

305216 - Pedestal, Black Plastic, 24"L 24"D 42"H

305102 - Pedestal, Graphite, 30"L 30"D 42"H

305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H

Office and Utility Furniture

305040 - Credenza, Graphite, 72"L 24"D 29"H

305039 - Credenza, Mahogany, 72"L 24"D 29"H

305057 - Desk, Executive, Graphite, 60"L 30"D 29"H

305056 - Desk, Executive, Mahogany, 60"L 30"D 29"H

305138 - Desk, Writing, Graphite, 48"L 24"D 30"H

305059 - File, Lateral, Graphite, 36"L 20"D 29"H

305058 - File, Lateral, Mahogany, 36"L 20"D 29"H

305106 - Kiosk, Black/Maple, 24"L 21"D 42"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

305104 - Podium, Lecturn, Cherry, 24"L 19"D 50"H

305038 - Table, Computer, Graphite, 36"L 30"D 42"H

305036 - Table, Training, Grey, 48"L 24"D 30"H

Lamps

305204 - Lamp, Floor, Mason, Silver, 18" Round 55"H

305203 - Lamp, Floor, Trovato, LED, White, 7"L 7"D 72"H

305205 - Lamp, Table, Mason, Silver, 16" Round 26"H

305202 - Lamp, Table, Trovato, White, 7"L 7"D 26"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Installation and Dismantling Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

Form Deadline Date:
January 4, 2013
Go to below link to view images and information:
http://ges.com/ecomm/info/IandD.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

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

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Rate
Install & Dismantle, ST	Code: 705000	$ 61.25
Install & Dismantle, OT	Code: 705000	$ 98.50

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

The Rates listed above are for exhibitors only. These rates do not apply to third party orders or payments.

Please Indicate Service

☐ **GES Supervised (OK to Proceed)**
Please complete "Key Information" form (L-2)
GES will supervise labor to:
- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the 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 VII, b., Labor.

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

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:
☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X*	*TOTAL # OF WORKERS*	*X*	*LABOR RATE*	*=*	*TOTAL*
	AM PM	*AM PM*							
	AM PM	*AM PM*							

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

Authorized Signature - Please Sign:

X | AUTHORIZED NAME - PLEASE PRINT | DATE

A.	Total Labor Ordered	$
B.	25% ($50.00) GES Supervision	$
C.	Payment Enclosed	$

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

011005653

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

Order Directly Online:
https://e.ges.com/011005653/esm

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In-Booth Forklift and Labor Order Form

T-1

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

Form Deadline Date:
January 4, 2013

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

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

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

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour		Rate
5,000#, ST	Code: 705200	$ 145.00
5,000#, OT	Code: 705200	$ 182.00

*Rates include taxes for equipment used.

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Please Indicate Service

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Recrating
☐ Reskidding

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X*	*TOTAL # OF FORKLIFTS*	*X*	*LABOR RATE*	*=*	*TOTAL*
	AM PM	*AM PM*							
	AM PM	*AM PM*							
	AM PM	*AM PM*							
	AM PM	*AM PM*							

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

Authorized Signature - Please Sign:

X	AUTHORIZED NAME - PLEASE PRINT	DATE

Payment Enclosed $

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

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Hanging Sign / Truss Labor Information

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

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January 29 - 31, 2013

Hanging Signs

GES is responsible for assembly, installation, and removal of all hanging signs that do not have electrical or lighting elements. *please contact GES at lvrigging@ges.com.*

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs, have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Truss Information

GES is responsible for assembly, installation, and removal of all truss that do not contain electrical components.
If you wish your representative to be present during the assembly, installation, and removal of your truss, please contact GES at lvrigging@ges.com.

Remember:

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.

Please complete and return the
Hanging Sign / Assembly Labor Order Form (H-2) January 4, 2013.

To receive the Discount Price, you must complete and return the Hanging Sign / Assembly Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by January 4, 2013. The hanging sign must also arrive at the GES warehouse by January 4, 2013 to receive the Discount Price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.
By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by January 4, 2013 to receive the Discount Price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. *See Shipping Information and Shipping Guidelines for more information.*

Please call for information on advance shipping for all uncrateable signs.

To expedite the hanging sign, please use the special shipping labels located in this section of this exhibitor service manual.

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Hanging Sign / Truss Labor Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSSES THAT DO NOT HAVE ELECTRICAL OR LIGHTING ELEMENTS.

- A crew will be assigned consisting of a lift with two riggers for aerial work.

Important Information & Rates

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

High Lift w/Crew		Rate
High Lift	Code: 705300	$ 417.50
Worker per Hour		**Rate**
Rigging, Hanging Sign, ST	Code: 705020	$ 61.25
Rigging, Hanging Sign, OT	Code: 705020	$ 98.50

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Note: Signs weighing over 200 lbs. will require at least one motorized hoist installed by Sands Expo and Convention Center.

To receive the Discount Price, You must complete and return Hanging Sign/Truss Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by January 4, 2013. The hanging sign must also arrive at the GES warehouse by January 4, 2013 to receive the Discount Price and to ensure that the sign is hung prior to show opening. There is no guarantee that your sign will be hung if it is not received by January 4, 2013. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Please Indicate Service

Supervision Information:

- *Indicate workers needed for installation **and** dismantling.*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES. and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Type of Sign (Select one sign type per order)
☐ Banner ☐ Structural Signage ☐ Systems

Shape of Sign (Select one sign type per order)
☐ Square ☐ Rectangle ☐ Triangle
☐ Circle ☐ Other _____

Dimensions & Weight of Sign
Width_____ Length_____ Height_____ Weight_____lbs
#_____ Structural Pick Points: # of Pounds _____ at each point
Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet
Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.
☐ Yes ☐ No

Place Order Here

TOTAL # OF HOURS	*X*	*TOTAL # OF LIFT W/CREW*	*X*	*LABOR RATE*	*=*	*TOTAL*

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign:

X	AUTHORIZED NAME - PLEASE PRINT	DATE

A.	Payment Enclosed	$

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

Note: Signs weighing over 200 lbs. will require at least one motorized hoist installed by Sands Expo and Convention Center.

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Order Directly Online:
https://e.ges.com/011005653/esm

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

H-1a

H RUSH!

HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

WSA

NAME OF EXHIBITION *0110005653*

Booth Number

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

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Dec 26, 2012 - Friday, Jan 4, 2013

Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.

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

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

H RUSH!

HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

WSA

NAME OF EXHIBITION *0110005653*

Booth Number

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

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Dec 26, 2012 - Friday, Jan 4, 2013

Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.

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

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

Exhibit Hanging Sign Order Form

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

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	GEM HANGING SIGN		
600080	Exhibit System, Blade, 2 Sided, 2M x .917M	**$ 1,720.25**	$ 2,580.00
600081	Exhibit System, Square, 2M x 2M x .917M	**$ 2,468.00**	$ 3,702.00
600082	Exhibit System, Triangle, 3(2M) x .917M	**$ 2,168.75**	$ 3,252.75

Exhibit Hanging Sign Include:

Aluminum Frame (GEM), Standard Black Text on White Background (please indicate copy in area provided). Delivery, Installation, Rental, All Rigging Material, and Dismantling.

Please indicate placement of sign on H-3: Booth Layout Form.

Please refer to the show regulations for booth size requirements on hanging signs and standard hanging signs may not be available at all shows or all sizes of booths

Please Indicate Choices

Standard Metal Choice - (For Gem Hanging Signs ONLY)
☐ Silver ☐ Black

Optional Metal Choice is White (Call for Quote/Availability)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

600080
GEM Hanging Blade Sign
2M x .917M 2-Sided Sign
Overall Size: 40"high x 80" side
Panel Size: 35 1/4" x 77 3/8"

600081
Square GEM Hanging Sign
2M x 2M x 2M x .917M 4-Sided Sign
Overall Size: 40"high x 80" side
Panel Size: 35 1/4" x 77 3/8"
Visual Opening: 34 1/2" x 76 15/16"

600082
Triangluar GEM Hanging Sign
2M x 2M x 2M .917M Sign
Overall Size: 40"high x 80" side
Panel Size: 35 1/4" x 77 3/8"
Visual Opening: 34 1/2" x 76 15/16"

CUSTOM ID SIGN

Colored signs are available at additional cost, so please go to http://www.ges.com/graphics/quote/ for a quote. An EPS Vector format file with all the fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

For Additional Custom Graphics, please send a request to http://www.ges.com/graphics/quote/

For Custom Exhibits, please send a request to email address gesed@ges.com

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

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Booth Layout Form

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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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Sands Expo and Convention Center
January 29 - 31, 2013

Form Deadline Date:
January 4, 2013

MANDATORY FORM*

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

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

- ☐ Hanging Signs/Truss - Form H-2
- ☐ Show Cases - Form A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

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

Each square is _____ feet square since my booth is_____ feet wide by_____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate Adjacent Booth or Aisle Number: _____

Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH (indicate adjacent booth or aisle number:_____)

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

033012

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Graphics and Signage Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	**$ 67.50**	$ 100.50
600506	Sign, 11"x14"	**$ 60.25**	$ 90.25
600507	Sign, 14"x22"	**$ 46.00**	$ 68.75
600508	Sign, 14"x44"	**$ 89.75**	$ 134.75
600509	Sign, 20"x60"	**$ 134.50**	$ 201.75
600510	Sign, 22"x28"	**$ 92.75**	$ 139.25
600512	Sign, 28"x44"	**$ 137.50**	$ 206.00
600514	Sign, 40"x60"	**$ 209.50**	$ 314.75
600515	Sign, 48"x96"	**$ 266.25**	$ 398.75
600501	Sign, 7"x11"	**$ 50.25**	$ 75.75
600502	Sign, 7"x44"	**$ 57.25**	$ 85.75
600680	1M (38-1/8" W x 86-1/4" H) Custom Interior Graphic	**$ 623.00**	$ 761.50
600681	2M (78-3/4" W x 86-1/4" H) Custom Interior Graphic	**$ 934.50**	$ 1,142.25
600682	3M (118" W x 86-1/4" H') Custom Interior Graphic P	**$ 1,557.50**	$ 1,903.75

We offer complete graphics services from Design to Print!

We can create custom graphics to fit any of your needs, including:

- *Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)*
- *Vinyl or Mesh Banners for use in your booth*
- *Backlit graphics for lightboxes and display cases*
- *Custom fit / contour cut / 3D graphics for eye catching effects*
- *Printing on specialized materials*

For a quotation, please visit: *http://www.ges.com/graphics/quote/*

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic & delivery)	**$ 171.00**	$ 257.00
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	**$ 221.00**	$ 332.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	**$ 201.00**	$ 302.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	**$ 326.00**	$ 489.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	**$ 301.00**	$ 452.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	**$ 427.00**	$ 641.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	**$ 181.00**	$ 272.00

Please Indicate Choice

Cardboard Base Colors (Item # 600528, 600526, 600529, 600527 ONLY)

☐ Black ☐ White ☐ Gray

☐ Printed Base -Additional Cost Discount: Regular:
(Item # 601099)
Please add to total and include graphics in digital file submission.

I have NOT sent my print ready file(s) to GES
Please let us know when you expect to submit your artwork:

☐ I need assistance submitting my file(s), please contact me
☐ I will be submitting my file by (date) _____
☐ I need GES to set my copy
Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES
Check the submission type used below:

☐ I put them on the GES FTP site
☐ I sent them to the gesgraphics@ges.com mailbox
☐ I sent a disc via USPS, FedEx, UPS or other
☐ I sent them directly to a GES employee (insert name below)

_____

Digital File Submission:
You can upload your file(s) after sending in your order using the information below.

ftp://csftp.ges.com/West
USER NAME: geswstftp
PASSWORD: o8c!x6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
A.	Total All items Ordered			$
B.	Sales Tax: 8.1%		A x 8.1 % = B	$
C.	Payment Enclosed		A + B = C	$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

SIGN INFO

If you do not have a print file to submit, please write in the text and description for your sign order here:

120112 Cstm

011005653

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

Order Directly Online:
https://e.ges.com/011005653/esm

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38" Ad Board

600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

Includes cardboard base, graphic and delivery. Printed base avalable at additional cost.

24" Ad Board

600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600528 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

Includes cardboard base, graphic and delivery. Printed base avalable at additional cost.

22" x 28" with Sign Holder

600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner

600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

Banner is available horizontal or vertical. Includes silver grommets.

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Custom Booth Package ID Sign With Logo

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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Sands Expo and Convention Center
January 29 - 31, 2013

Form Deadline Date:
January 04, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

For Processing, This Form Must be Faxed to:
FAX: 866.329.1437 or 702.263.1520

BOOTH PACKAGE ID SIGN WITH LOGO

For an additional charge exhibitor brand logo can be added to the booth package ID sign. One logo per ID sign.

ITEM#	*DESCRIPTION*	***DISCOUNT PRICE***	*REGULAR PRICE*

Your Company Logo

Please Print Clearly and Provide the Following Information:

Brand Name:_____

Booth Space Number: _____

- Please note if your form is not received by the scheduled due date you will automatically receive the standard booth sign. **NO EXECPTIONS WILL BE MADE.**
- GES must receive artwork by **January 4, 2013**
- Refer to the **DIGITAL FILE PREPARTION** form (I-2) included in this manual for submission requirements of your art to GES.
- For the best quality, logo artwork must be be created in ***vector format*** (ai or vector eps).
- Logo Artwork must be accompanied by a pdf depicting the complete print image to ensure GES has all graphic elements.
- Logos will be in white only on black background.
- If a vector file is provided in color, Graphics will reverse the logo to white and produce it "as is".
- Logo Artwork must be uploaded to the GES FTP site and ***identified by exhibiting company name, show and booth number. (e.g. EGGWHITES_COOKING SHOW_2565.zip)***

  FTP Address: ftp://csftp.ges.com/West/LasVegas/WSA January 2013/Sign Graphic Files/
  West User: geswstftp
  West Password: o8c!x6eq
  File Path: West / Las Vegas / WSA Jan 2013 / ID Sign Graphic Files

Place Order Here

ITEM#	*DESCRIPTION*	*PRICE*	*QUANTITY*	*TOTAL PRICE*
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

120112 Cstm

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Digital File Preparation

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

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

Suitable Formats for images or logos

Program	Preferred Format
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos

Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

gif
@ 400%

Vectors

Text @ 100%

ai / eps vector
@ 400%

Vectors

Outlined Text

Vector Artwork

For the best quality, artwork should be created in **vector format** (**ai** or vector **eps**).
Logos taken from websites are generally gifs. **Gif files are not acceptable as they will not print clearly.**
See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo's or text, must be supplied in a **vector format** (**ai** or vector **eps**).
Artwork created in a pixel format, i.e., TIFF and JPEG is not suitable. See Visual.

Low Resolution
(**72dpi**) jpeg 88 Kb

High Resolution
(**300dpi**) jpeg 3.52 Mb

Bitmap/Raster Artwork

JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.**
See Visual.

PDF - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.
Make sure images are saved at high resolution (300dpi).
See Visual.

Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files.

FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

	HOST	USER NAME:	PASSWORD:
Western Region Shows	ftp://csftp.ges.com/West	geswstftp	o8c!x6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

060612

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Sands Expo and Convention Center
January 29 - 31, 2013

Frequently Asked Questions

What is the Creative Service FTP site?

The FTP site is a directory to which you may send large graphics files to the GES Creative Services team. When files are too large to send by email, users can log on with a GES-supplied username and password and begin uploading their files to the FTP site.

Accessing the GES Creative Services FTP site

The FTP site has an internet address, but this one looks a little different because it uses **F**ile **T**ransfer **P**rotocol (ftp://) instead of the **H**yper **T**ext **T**ransfer **P**rotocol (http://) used for most of the websites that you visit. **Your GES representative will provide you with this address, as well as a user name, password, and directory in which to place your files.** After you enter the address in the address bar of your browser, the Log On screen appears and asks for your **User name** and **Password.**

When the User name and Password are accepted, the FTP directory will appear and look like any other directory would as if you were looking through your "My Documents" directory. The only difference here being in the address line — instead of listing files on your computer or one of your network servers, you will see **ftp://csftp.gesexpo.com.** From this point on you can copy and paste (drag & drop) files from your computer or server to the FTP directory.

Notify Your Account Manager or Creative Service Professional When You Upload Files

When you upload files to the FTP site, you need to notify your assigned account manager or creative service professional so that your files are retrieved before their expired time limit on the site.

Senstive Information

IMPORTANT: *The FTP folder is accessible by many different users. If your files contain sensitive information that you would not want the public to see, please do not upload them to the FTP folder. GES accepts no responsibility for artwork content or the security of any files posted to its FTP site.*

020210 Cstm

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Uploading Files to Your Regional Folder

The FTP site consists of several regional folders and it is important that you place your files in the correct folder. *Based on your show's location, upload files for the show to the regional folder for where the show occurs. If you do not see the city in which your event is to be held, upload your files to the region that contain cities closest to your event.* The FTP folder for which to upload files is determined by the region in which the event falls:

REGION	CITY OF OCCURRENCE
Central:	Chicago/Central, New York, Washington DC
West:	Las Vegas, Los Angeles, San Diego, San Francisco, Reno, Salt Lake City, Phoenix
Southeast:	Orlando, Texas, New Orleans, Atlanta
Northwest:	Seattle
Canada:	Montreal, Toronto, Quebec

Within the Regional Folders, please ensure that you have appropriately created the following file structure for your show files.

Suggested folder structure is as follows:

Where "Show Name" is the name of your show and "Event City" is the city of occurrence for your show. You would place individual art files in your event city folder— the art files appropriately named to describe their intended use.

Management of Files Placed on the FTP site
For your security, files placed on the FTP site will have a 1-week lifespan. It is during this time that your files are copied from the FTP site to a GES server so that designers and others in account management may have access to them. After one week, the files will expire and be automatically deleted from the FTP site.

A Note to Mac OS X Users
Some Macintosh users have had trouble using the built-in "Connect to Server" feature of OS X's networking. To work around this problem, Mac OS X users may need to use an FTP client such as "Fetch" which is available from: **http://fetchsoftworks.com/**

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Standard Exhibit System Order Form

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

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	20x20 Exhibits**		
600005	Exhibit System GEM #5, 20'x20' Island	**$ 21,301.25**	$ 31,952.00
	10x20 Exhibits**		
600004	Exhibit System GEM #4, 10'x20' Inline	**$ 5,787.75**	$ 8,682.25
	10x10 Exhibits**		
600002	Exhibit System GEM #2, 10'x10' Inline	**$ 1,534.00**	$ 2,300.75
600003	Exhibit System GEM #3, 10'x10' Inline	**$ 2,210.25**	$ 3,315.25
	6ft Table Display**		
600001	Exhibit System GEM #1, 6' Tabletop Display	**$ 850.00**	$ 1,274.75
	Accessories**		
600410	Exhibit, Ad Board, 1M x 8'	**$ 456.50**	$ 684.25
600110	Exhibit, Armlight Black	**$ 67.00**	$ 99.75
600103	Exhibit, Counter, 1M Curved	**$ 485.00**	$ 727.25
600101	Exhibit, Counter, 1M x 1/2M x 40"H	**$ 324.00**	$ 485.25
600102	Exhibit, Counter, 2M x 1/2M x 40"H	**$ 444.50**	$ 667.00
600221	Exhibit, Light Box, Large 37"x85"	**$ 1,636.75**	$ 1,872.75
600222	Exhibit, Light Box, Medium 37"x56"	**$ 1,400.25**	$ 1,636.75
600223	Exhibit, Light Box, Small 37"x28"	**$ 1,169.75**	$ 1,400.25

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Accessories**		
661931	Exhibit, Panel, Slatwall, 1M x 8'	**$ 462.50**	$ 694.25
600291	Exhibit, Panel, Wirewall, 1M	**$ 374.75**	$ 550.00
600243	Exhibit, Shelf, 1M x 10" Deep	**$ 53.75**	$ 80.25
600119	Flat Shelf 9-3/4" x 1meter	**$ 84.50**	$ 110.00
600123	Shelving, Slanted, White	**$ 84.25**	$ 109.50
660111	Hardwall, Armlight, Black 300W Halogen	**$ 67.00**	$ 99.75
660112	Hardwall, Armlight, White 300W Halogen	**$ 67.00**	$ 99.75
661848	Hardwall, Shelf, 1M x 10" White	**$ 53.75**	$ 80.25
660221	Hardwall, Grid, Hang Bar, 1M	**$ 61.50**	$ 92.75

***Power is not included. Order power on Electrical Order Form in this manual. Please note if 24 hour power is required.*

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

Please Indicate Choices

13 oz. Standard Carpet Colors (20x20 Exhibits**, 10x20 Exhibits**, 10x10 Exhibits** ONLY).
Gray will be provided if no color is indicated below:

- ☐ Black (41) ☐ Blue (42) ☐ Blue Jay (56)
- ☐ Burgundy (43) ☐ Emerald Green (44) ☐ Gray (40)
- ☐ Pepper (52) ☐ Red (49)

Table Skirt Color (600001 ONLY).
Gray will be provided if no color is indicated below:

- ☐ Beige (54) ☐ Black (41) ☐ Blue (42)
- ☐ Burgundy (43) ☐ Forest Green (45) ☐ Gold (46)
- ☐ Gray (40) ☐ Mauve (47) ☐ Purple (48)
- ☐ Red (49) ☐ Teal (55) ☐ White (50)
- ☐ Black

Panel Type and Color (20x20 Exhibits**, 10x20 Exhibits**, 10x10 Exhibits**, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).
Gray Fabric Panel will be provided if no color is indicated below:

- ☐ Coated: Amberwood ☐ Coated: Black (C41)
- ☐ Coated: Maple ☐ Coated: Oxford White (C50)
- ☐ Coated: Prism Blue (C42) ☐ Coated: Silver Gray (C79)
- ☐ Fabric: Black (F41) ☐ Fabric: Blue (F42)
- ☐ Fabric: Gray (F40)

Trim Metal Color (20x20 Exhibits**, 10x20 Exhibits**, 10x10 Exhibits**, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).
Silver will be provided if no color is indicated below:

- ☐ Black (41) ☐ Silver (79)

Electrical or Utilities Under Carpet?

- ☐ Yes* ☐ No

**If yes, please order floorwork labor on E-3: Electrical Labor Order Form.*

The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

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

For Additional Custom Graphics, please go to http://www.ges.com/graphics/quote/
For Custom Exhibits, please send a request to email gesed@ges.com

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

033012

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

Order Directly Online:
https://e.ges.com/011005653/esm

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Convenience Package Order Form

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

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404200	GEM #3 10' x 10' Package *Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.*	**$ 2,566.90**	$ 3,846.85
404201	GEM #4 10' x 20' Package *Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.*	**$ 5,916.65**	$ 8,873.10
404001	Chair Package A *Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.*	**$ 271.65**	$ 405.35
404023	Display Case Package A *Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.*	**$ 795.50**	$ 1,192.00
404024	Display Case Package B *Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.*	**$ 768.50**	$ 1,152.25
404011	Stool Package A *Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.*	**$ 298.65**	$ 445.10
404002	Chair Package B *Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.*	**$ 218.65**	$ 325.85
404012	Stool Package B *Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.*	**$ 237.15**	$ 352.85

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404104	Bar Package *Includes: (2) White Oslo Barstools, (1) Martini Bar.*	**$ 2,055.00**	$ 2,055.00
404101	Barcelona Club Package *Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.*	**$ 1,791.75**	$ 1,791.75
404103	Deluxe Chair Package *Includes: (2) New York Chairs, (1) Cafe Table 36"X29".*	**$ 698.00**	$ 698.00
404110	Newport Collection *Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.*	**$ 2,228.50**	$ 2,228.50
404107	Premium Chair Package *Includes: (2) Black Brewer Chairs, (1) Bar Table 36"X29".*	**$ 615.50**	$ 615.50
404105	Premium Pedestal Package *Includes: (2) Black Banana Barstools, (1) Locking Pedestal.*	**$ 672.50**	$ 672.50
404106	Premium Stool Package *Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".*	**$ 729.00**	$ 729.00
404108	South Beach Club Collection *Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).*	**$ 2,136.50**	$ 2,136.50

Prices include delivery, installation, rental, and removal.
Cancellation Policy: *Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Please Indicate Choice

13 oz. Standard Carpet Colors (404200, 404201 ONLY).
Gray will be provided if no color is indicated below:
- ☐ Black (41) ☐ Blue (42) ☐ Blue Jay (56)
- ☐ Burgundy (43) ☐ Emerald Green (44) ☐ Gray (40)
- ☐ Pepper (52) ☐ Red (49)

Table Skirt Color (404002, 404012 ONLY).
Gray will be provided if no color is indicated below:
- ☐ Beige (54) ☐ Black (41) ☐ Blue (42)
- ☐ Burgundy (43) ☐ Forest Green (45) ☐ Gold (46)
- ☐ Gray (40) ☐ Mauve (47) ☐ Purple (48)
- ☐ Red (49) ☐ Teal (55) ☐ White (50)

Panel Type and Color (404200, 404201 ONLY).
Gray Fabric Panel will be provided if no color is indicated below:
- ☐ Coated: Amberwood ☐ Coated: Black (C41)
- ☐ Coated: Maple ☐ Coated: Oxford White (C50)
- ☐ Coated: Prism Blue (C42) ☐ Coated: Silver Gray (C79)
- ☐ Fabric: Black (F41) ☐ Fabric: Blue (F42)
- ☐ Fabric: Gray (F40)

Trim Metal Color (404200, 404201 ONLY).
Silver will be provided if no color is indicated below:
- ☐ Black (41) ☐ Silver (79)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

060111

011005653

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

Order Directly Online:
https://e.ges.com/011005653/esm

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Standard Exhibits

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

20x20 Exhibits

600005 - Exhibit System GEM #5, 20'x20' Island Includes:
- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits

600004 - Exhibit System GEM #4, 10'x20' Inline Includes:
- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits

600002 - Exhibit System GEM #2, 10'x10' Inline Includes:
- one custom ID sign
- two arm lights
- two shelves
- one standard 10' x 10' carpet
- no padding

600003 - Exhibit System GEM #3, 10'x10' Inline Includes:
- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display

600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:
- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Accessories

600410 - Exhibit, Ad Board, 1M x 8'

600110 - Exhibit, Armlight Black

600103 - Exhibit, Counter, 1M Curved

600101 - Exhibit, Counter, 1M x 1/2M x 40"H

600102 - Exhibit, Counter, 2M x 1/2M x 40"H

600221 - Exhibit, Light Box, Large 37"x85"

600222 - Exhibit, Light Box, Medium 37"x56"

600223 - Exhibit, Light Box, Small 37"x28"

661931 - Exhibit, Panel, Slatwall, 1M x 8'

600291 - Exhibit, Panel, Wirewall, 1M

600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color

- Coated: Amberwood
- Coated: Black (C41)
- Coated: Maple
- Coated: Oxford White (C50
- Coated: Prism Blue (C42)
- Coated: Silver Gray (C79)
- Fabric: Black (F41)
- Fabric: Blue (F42)
- Fabric: Gray (F40)

Trim Color

- Black (41)
- Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

8. GES Shipping & Material Handling

Targeted Direct Shipments to Exhibit Site Freight
Freight Service Questionnaire
Transportation Plus Information
GES Logistics – Domestic Shipping Order Form
Material Handling Information
Transportation Plus & Material Handling Order Form
GES Global Transportation Plus Information
GES Logistics – International Shipping Quote Form
Shipping Labels
Clean Floor Policy
Marshaling Yard & Direct Deliveries Information
Porter Service Information
Cartload Service Order Form
Vehicle Placement Order Form
Store with GES
Storage Service Order Form
Pre-Printed Outbound Material Handling Request
Move-out Notice

Targeted Direct Shipments to Exhibit Site

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

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

Exhibitors shipping directly to the Sands Expo and Convention Center must adhere to their target date.
ALL SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

Direct shipment address:

Sands Expo and Convention Center
Exhibitors Name of Exhibiting Company
Your Booth Number
WSA
C/O Global Experience Specialists, Inc. (GES)
Sands Expo and Convention Center
201 E. Sands Ave.
Las Vegas, NV 89169 USA

In order to insure an orderly move-in of all show materials, each exhibit space has been assigned a **color coded Target Date** which indicates the date and time when your exhibit (equipment, materials, display units, etc.) must arrive at the show.

- If your shipment is delivered on your assigned date, and time, you are "ON TARGET" and it is the responsibility of GES to see that your materials are unloaded according to target schedule.
- It is the exhibitor's responsibility to notify their display house and their carrier of this target date. THIS TARGET DATE IS FOR YOUR DISPLAY MATERIAL ONLY. Display items that come in off-target will incur a 30% surcharge.
- Target dates are for display freight only, not for product. Product may arrive on or after your target date. Bills of lading from your carrier must clearly state whether the shipment is display or product to avoid off-target surcharges on product. Additional charges will apply for any shipment that is not clearly marked as such.
- Blanket wrapped and uncrated/loose material shipments will not be accepted at the GES warehouse. Any uncrated or loose material shipments must be shipped directly to the exhibit facility. If you have any questions regarding freight shipments, please contact:

Operations
phone: (702) 515-5757
or email: krwilson@ges.com

Target maps can be found at:
www.wsashow.com

052410 Cstm

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Freight Service Questionnaire

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

Form Deadline Date:
January 4, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

   _____ Crated
   _____ Uncrated
   _____ Machinery
   _____ Total

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

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

3 List carrier name(s):

_____
_____
_____

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

_____

Phone Number _____

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

_____

Phone Number _____

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

   _____

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

   _____ lbs.

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

   _____ lbs.

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

_____
_____
_____
_____

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

DIRECT SHIPMENTS ONLY:

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

_____
_____

033012

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GES Global Experience Specialists℠

Get GES Transportation Plus and

Save 10%

On Material Handling

With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

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GES Logistics - Domestic Shipping Quote Form

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

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

Pick Up Information

DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:			FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ Delivery

Delivery Information

DATE:	RECEIVING HOURS:			
DESTINATION:	EXHIBITOR NAME:			
SHOW NAME:	BOOTH NUMBER:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
SHOW CONTRACTOR:	CONTACT:			PHONE NUMBER:

Method of Shipment

Ground: ☐ Less than a Truck Load
☐ Truck Load

Rates (Price Per Shipment)

Shipments 0-100 lbs.* _____ Shipments 101 lbs. and up* _____

*Subject to Applicable Surcharges

Air: ☐ Next Day
☐ 2nd Day
☐ Deferred

*** Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.**

Special Instructions
(Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*	*LIST EACH PIECE*	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces: Total Weight:

Hazardous Materials Contact Number

( ) _____ - _____

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

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

Authorized Signature - Please Sign: X

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

AUTHORIZED NAME - PLEASE PRINT	DATE

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

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; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

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011005653

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Order Directly Online:
https://e.ges.com/011005653/esm

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Transportation Plus and Material Handling Form

R-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

Form Deadline Date:
January 4, 2013
Go to below link to view images and information:
http://ges.com/ecomm/info/specialhandling.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Transportation Plus: **Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus** for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESlogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates**.

Price List

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated Materials

	Standard Rates	*Transportation Plus Saving Rates*
Rate	$ 89.25 cwt	**$ 80.33 cwt**

Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

	Crated Material Rates	*Transportation Plus Saving*	*Uncrated Material Rates*	*Transportation Plus Saving*
100 - 499 per sq ft	$ 74.00 cwt	**$ 66.60 cwt**	$ 118.40 cwt	**$ 106.56 cwt**
500 - 1,499 per sq ft	$ 66.75 cwt	**$ 60.08 cwt**	$ 106.80 cwt	**$ 96.12 cwt**
1,500 - 2,999 per sq ft	$ 63.00 cwt	**$ 56.70 cwt**	$ 100.80 cwt	**$ 90.72 cwt**
3,000 - 5,999 per sq ft	$ 59.25 cwt	**$ 53.33 cwt**	$ 94.80 cwt	**$ 85.32 cwt**
6,000 per sq ft and Greate	$ 52.00 cwt	**$ 46.80 cwt**	$ 83.20 cwt	**$ 74.88 cwt**

Certified Weight Tickets Are Required For All Shipments:
Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 14.60 fee will be charged per shipment.

Important Information

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

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

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

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

Arrival Dates and Surcharges for Shipments: A 30% ($25.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:
Wed, Dec 26, 2012: Advance shipments may begin arriving at warehouse.
Fri, Jan 18, 2013: Last day for shipments to arrive at warehouse.
Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.

Direct Dates:
Fri, Jan 25, 2013: Direct shipments may begin arriving at exhibit site.
Mon, Jan 28, 2013: Last day for shipments to arrive at exhibit site.
Reference Targeted Floorplan for Dates & Times.

Off Target Surcharge: 30%($25.00 minimum) will apply to all inbound shipments arriving OFF TARGET.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date:_____

By Carrier:_____

Total Number of Pieces:_____

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

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

Shipments that do not arrive by the target move-in time will incur offtarget fees equal to 30% of the exhibitors material handling charges

SMALL PACKAGE DESCRIPTION	*PRICE*	*X QUANTITY*	*= TOTAL PRICE*
Small Package, 1st Carton	$ 54.25	1	$
Small Package, Each Additional Carton	$ 12.70		$

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

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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011005653

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Order Directly Online:
https://e.ges.com/011005653/esm

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GES Global Experience Specialists℠

Get GES Global Transportation Plus and

Save 10%

On Material Handling

GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

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GES Logistics - International Shipping Quote Form

R-20

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Pick Up Information

PICKUP DATE:	SHIPPING / RECEIVING HOURS:			
STREET ADDRESS:	CITY:	PROVINCE:	POSTAL CODE:	COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:			FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment

Type of Customs Entry:	☐ Permanent (Sold/Giveaways)		Value of Permanent Goods (US$):	$
	☐ Temporary (To Return)		Value of Temporary Goods (US$):	$
Mode of Transport:	☐ Ocean FCL	☐ Ocean LCL	☐ AirFreight	☐ Truck
Type of Equipment for FCL:	☐ 40' Container	☐ 20' Container	☐ High Cube	☐ Other:
Commodity:				
Desired Delivery Date or Targeted Move-In Date:				

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)

Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US$) (6)
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
				Total Gross Weight (7)	Total Value (8)
				kilos	$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT | DATE

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $ .50 (USD) per pound per package, $ 100.00 (USD) per package or $ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

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 or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

103111

011005653

Need Assistance?
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Order Directly Online:
https://e.ges.com/011005653/esm

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

R-5

A RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

WSA

NAME OF EXHIBITION *0110005653*

BOOTH NUMBER

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

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Dec 26, 2012 - Friday, Jan 18, 2013

Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.

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

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

A RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

WSA

NAME OF EXHIBITION *0110005653*

BOOTH NUMBER

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

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Dec 26, 2012 - Friday, Jan 18, 2013

Please make note that the warehouse will be CLOSED in observance of the holiday on January 1st, 2013.

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

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.* **R-6**

D RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

WSA

NAME OF EXHIBITION *0110005653*

BOOTH NUMBER

C/O GES
Sands Expo and Convention Center
201 E. Sands Ave.
Las Vegas, NV 89169
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Jan 25, 2013 - Monday, Jan 28, 2013

Reference Targeted Floorplan for Dates & Times.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 14.60 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

D RUSH!

EXHIBITION FREIGHT

FROM:

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TO:

FULL EXHIBITING COMPANY NAME AT SHOW

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Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

ATTENTION EXHIBITORS!

From: WSA and Global Experience Specialists, Inc. (GES)

Due to the volume of crates, limited space for set up, and to facilitate the installation and cleaning of aisle carpet, a CLEAN FLOOR POLICY will be enforced. To avoid any additional charges, empty all wood crates and label them for removal no later than the following times:

- Sunday, January 27, 2013 .....6:00 PM
  All wood crates will be removed from the hall regardless of status.
- All cardboard cartons, fiber cases and access storage must be tagged and ready for removal from the hall by: Monday, January 28, 2013.....1:00 PM
- All aisles must be 100% clear of product, ladders or any other items that may impede us in the installation of aisle carpet by: Monday, January 28, 2013.....4:00 PM
- Cartload service is for exhibitors in personal passenger vehicles with no more than 200 lbs. of product. **NO DISPLAY OR DISPLAY MATERIALS!**

Monday, January 28, 2013 is intended for exhibitors to complete final touch-up on their displays and set their product. The above mentioned procedures, removal of containers (wooden, cartons, etc.) and clearing of aisles will facilitate our execution of opening the show on time.

Note: if you require access to items removed in clean floor policy, you will need to place a forklift order at the GES Servicenter. A forklift will bring your items ot the booth and will stay at your booth until your items have been unloaded. Forklift rates are an hourly fee.

Thank You,
WSA and GES

051612 Cstm

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Marshaling Yard and Direct Deliveries Information

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

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

IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of Sands Expo and Convention Center and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 2982 West Post Road, Las Vegas, NV 89119

A $26.50 per shipment fee will be added to your invoice for use of this marshaling service.

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

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Sands Expo and Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Sands Expo and Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a $14.60 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicenter at www.ges.com/chat.

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Cartload Service Order Form

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

Form Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Special Freight Services — Small Passenger Vehicles Only!

Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are $71.75 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- **Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to the facility's main entrance and watch for the Cartload Service signs. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

VEHICLES THAT QUALIFY:

Sedan

Van*

Sports Utility Vehicle

Pickup**

*Passenger vans only. Cargo vans should proceed to the marshaling yard.

**Single cab and/or short bed trucks only. All others should proceed to the marshaling yard.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	$71.75	1	$
200506	Booth to Dock	$71.75	1	$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

VEHICLES THAT DO NOT QUALIFY:

(AND NEED TO GO THROUGH MARSHALING)

Flatbed

Semi

Stakebed

Rentals

Trailers

Bobtail

091712

011005653

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

Order Directly Online:
https://e.ges.com/011005653/esm

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Vehicle Placement Order Form

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

Form Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Vehicle placement on the trade show floor will be a round-trip fee of $211.00 per vehicle. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitor's must stay clear during movement of the vehicle.

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.
A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.

Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									$
2.									$
3.									$
4.									$
5.									$

A.	Item # 200507 Payment Enclosed	$

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

101712

011005653

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

Order Directly Online:
https://e.ges.com/011005653/esm

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To expedite & enhance your move-in for WSA in August 2013, take advantage of GES Storage!

- Save on expensive shipping charges.
- Storage freight is delivered at the earliest opportunity and guaranteed to be on target
- No marshaling yard check-in, waiting in line or fee
- 30 days free storage is included until August 2013 in GES advance drayage rates.

In addition, transportation from the January 2013 show to the warehouse, handling and storage until the August 2013 show is all inclusive at $ 49.25 per cwt (1000 pound minimum). Rates apply ONLY for shipments from one WSA show to the next, and when charges are prepaid.

Please see a GES representative for a "Freight Storage Packet" at any of our GES Servicenters at show site for more information.

Do you plan on attending another GES show following WSA in January 2013 such as MAGIC or ASD? If so, please ask about our show to show transportation rates!

120112 Cstm

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Storage Service Order Form

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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

Global Experience Specialists, Inc. (GES) now has available storage space in the Las Vegas area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Save on expensive shipping charges.
- Storage freight is delivered to your booth in advance of direct shipments and by its designated target time.
- No Marshaling Yard check-in, waiting, or fees.
- Our warehouse offers year-round accessibility.
- 30 Days free storage is included in GES advance material handling rates.
- Includes transportation to the local storage facility only.
- Facilitate interstate shipping.
- Coordinate labor installation and dismantling services for shows, including supervision.
- There is a full-time warehouse manager who is available to renovate your exhibits or give access to your company personnel to do any necessary refurbishing.

Additional services are available, at a cost, through our Creative Services Department and Carpenter Shop to refurbish materials between shows.

Storage Rates Are As Follows:

Show to Show Storage Special Rate

Special Rate (12 months), includes Transportation back to local GES warehouse from show site and warehouse handling fees	(1000 lb. minimum)	$79.75 cwt.
Special Rate (6 months), includes Transportation back to local GES warehouse from show site and warehouse handling fees	(1000 lb. minimum)	$49.25 cwt.

GES Storage and Transportation Rates:

Monthly Storage	(1000 lb. minimum)	$6.30 cwt.
Yearly Storage	(1000 lb. minimum)	$69.00 cwt.
Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	$18.60 cwt.

Transportation Not Provided by GES:

Additional Warehouse Handling (in and out) Fee	(1000 lb. minimum)	$9.84 cwt.

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

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

☐ ***Yes!*** We are interested in storing our exhibition materials in the Las Vegas area after this show.
Please contact our representative:_____
Telephone: _____

033012

011005653

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

Order Directly Online:
https://e.ges.com/011005653/esm

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Pre-Printed Outbound Material Handling Document Request

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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

Form Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Step 1. Tell us the location of materials for pickup:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
201 E. Sands Ave.	**Las Vegas**	**NV**	**89169**	**USA**
PHONE:	FAX:			BOOTH NUMBER:

Step 2. Tell us the location where freight should be sent:

SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

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

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

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

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

Sands Expo and Convention Center

FROM GLOBAL EXPERIENCE SPECIALISTS

To assist exhibitors during move-out, the following information is provided:

1. At the close of show, the aisle carpet will be removed and will take approximately one hour. Please keep all boxes and materials out of aisles until carpet is removed.

2. Cardboard cartons and cases will be returned following the removal of the aisle carpet and may take as long as 8:00 PM. All crates and other large items will follow, and may take until 2:00 AM Feb 1, 2013 to be completed.

3. Signage will be posted at show site to direct exhibitors to the appropriate Cartload Service Check-In area. Cartload Service will begin at 5:00 PM and end at 9:00 PM on Thursday, January 31, 2013.

4. GES will begin lowering hanging signs at the close of the show on Thursday, January 31, 2013. If you are present when small signs or banners are lowered, they will be given to you. Should you not be present, small signs and banners will be held at the Hanging Sign Desk until 1:00 PM on Friday, February 1, 2013. After this time, GES will not be responsible for their safekeeping. Please be sure that you have turned in an Outbound Material Handling Order Form to the Servicenter for the sign, should it not be down prior to your departure.

5. All freight MUST BE packed, labeled and ready for shipping by the date and time indicated on the targeted move-out floor plan. All Outbound Material Handling Order Forms must be turned in, as well as carrier checked in, by the date and time indicated on the targeted move-out floor plan to avoid a 30% surcharge. Outbound Marshaling will be located at the GES marshalling yard.

6. GES Logistics will be available for your shipping needs.

7. Any items you wish to hand carry **MUST** be taken out through the main lobbies at the front of the building. **YOU MUST BE PARKED IN A DESIGNATED PARKING AREA.**

GES Logistics - Shipping Made Easy
Ground, Air -Next day, 2nd day, Truck Load, Small Package.

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

GES thanks you for your cooperation.
GES At your service!

051612 Cstm

© 2012 Global Experience Specialists, Inc. (GES)

Dear Exhibitor:

Welcome to the Sands Expo & Convention Center! We have designed this brochure to be as user friendly as possible in ordering services for your 2013 event. Included are order forms and informational/instructional sheets. We hope you find this a useful brochure that will assist you in the preparation of your booth space.

We have a variety of services and departments here at the Sands Expo & Convention Center (SECC) to assist you in having a successful event. These services include:

TECHNICAL SERVICES Specialized Event Services is pleased to provide a complete range of services for your booth, event, or meeting; utilizing equipment that is the cutting edge in technology for the trade show and convention industry. Our technical services include:

- Electrical – SES exclusive provider
- Internet – SES exclusive provider
- Telecommunication – SES exclusive provider
- Rigging – SES exclusive provider
- Audio Visual – full service
- Plumbing - compressed air and water and drain service.

CATERING As the exclusive provider for all food and beverage needs, our services range from catering needs in our meeting rooms to booth service, receptions, cocktail parties, and banquets.

BUSINESS CENTER An exclusive, full-service center for reliable business support services including photo-copies, office supplies, fax transmissions, shipping, and sundries. For your convenience, we are located in Level 1 of the SECC.

CONVENTION SERVICES/BOOTH CLEANING SERVICES SES is the exclusive cleaning contractor. We offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

FLORAL & PLANT A full-service floral department which can provide a wide variety of plants and floral designs.

We at the Sands Expo & Convention Center hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please call our Order Processing department at 702-733-5070.

Sincerely,

Jeff Zamaria
Director of Event Services

2013

SES
SPECIALIZED EVENT SERVICES

ORDER FORM INDEX - 2013

*
Credit Card Authorization / Method of Payment Form 2
Make a payment or leave a credit card on file with us.

Specialized Event Services (SES) Scope of Work 3

Third Party Agent Form 4
Used when an exhibit house is also paying for services in your booth.

*
Service Location Plan 5
Use this form to indicate service locations within your booth.

*
Audio/Visual Equipment / Computer Rental / Cable/HDTV/Satellite Agreement Order Form 6
All your audio and visual equipment and service needs.

A/V Labor Order Form 7
Installation and technical support.

Business Center / Customer Service Information 8
For all your business needs during your show; from photocopies to shipping and more!

*
✹ **Catering Request to Distribute Samples** 9
Distribution of sample food and beverage items.

*
✹ **Catering Booth Services Order Form & Menu** 10-14
All food and drink in your booth must be provided by SES at the Sands.

✹ **Catering / Water Cooler Rental Order Form** 15
Single serving water bottles are also available, see page 10.

*
✹ **Convention Services / Booth Cleaning Services Order Form** 16
Order cleaning and porter services for your booth.

*
✹ **Electrical Services General Information (2-part)** 17-18
What you need to know about having electricity in your booth.

*
• **Electrical Services Order Form 120 Volt** 19
Need electricity in your booth? Use this form to order it.

*
• **Electrical Services Order Form 208 & 408 Volt** 20
Need electricity in your booth? Use this form to order it.

*
• **Electrical / Booth Lighting Services Order From, Conditions & Instructions** 21-22
Track lights, stanchions, overheads, and other lighting packages.

Floral &Plant Services Order Form 23
Stand out from the crowd; give your booth a warm, professional look.

*
✹ **Internet and Telecommunication Services Order Form** 24
Broadband Internet and technical services / Telecommunications services.

✹ **Plumbing / Compressed Air, Water, Drain Services Instructions, Conditions, & Order Form** 25-26
Air, water, drain, and other plumbing services; fire suppresion (sprinkler system).

✹ **Rigging / Hanging: Truss / Lighting Rental & Labor Order Form** 27
Motorized hoists, trussing, robotics, lighting, dimmers, and controls.

Rigging / Hanging Sign Services Order Form 28

✹ Indicates that SES is the exclusive provider of these services at the Sands Expo & Convention Center.

*These forms and services are likely to be particulary important to you.

For information regarding these or any other services, please call Order Processing at 702-733-5070

2013

HELPFUL HINTS

SAVE MONEY

You can save money by placing your orders by 5PM PST twenty-one (21) calendar days prior to the show opening date. Full payment must be included to receive advance rates. Orders received after the cut-off will be invoiced at the show site rate where applicable.

Orders may be mailed to:	Sands Expo & Convention Center Order Processing Department 201 Sands Avenue Las Vegas, NV 89169
Orders may be faxed to:	702-733-5568 Please indicate total number of pages faxed to ensure complete order was received.

SEND ACCURATE INFORMATION

It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify SECC in writing with your company name, prior booth number, and new booth number. We also request that you send us a floor plan indicating where you require any electrical service; telecommunication services; and compressed air, water, and drain requirements. If you are placing orders for hanging applications, we will need more detailed prints for this service.

ALLOW US TO ASSIST YOU

If you have questions regarding any of our services that we did not adequately address in this service brochure or on any of the forms, please feel free to contact our offices for additional information. You can call us at: 702-733-5070. We are pleased to assist you with all of your on-site services.

EXHIBIT SPACES

There are three major types of exhibit space (or booth types) used at trade shows, conventions, and events. You will find these types of booths mentioned in several of the service forms you will be completing. The following are the standard installations for electrical; Internet; compressed air, water, and drain service; and telecommunication service:

Standard installation for services are as indicated above. Line (in-line) booths and peninsula booths will have electrical outlets, telephone lines, and compressed air, water, and drain outlets placed at the back of the booth. For island booths, you should send a floor plan which indicates the one main location for your services. If no floor plan is received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. Changes in service location and multiple locations for service will be charged the appropriate time and materials rate.

SES
SPECIALIZED EVENT SERVICES

CREDIT CARD AUTHORIZATION/METHOD OF PAYMENT FORM 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568
Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT WWW.SANDSEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

METHOD OF PAYMENT & AUTHORIZATION (will be used for all SES services you order or incur):

☐ Cash ☐ Check No. _____ MAKE PAYABLE TO: SANDS EXPO & CONVENTION CENTER. **MUST BE RECEIVED 14 DAYS PRIOR TO SHOW OPENING DATE. INTERNATIONAL CUSTOMERS, PLEASE PAY BY CREDIT CARD OR WIRE TRANSFER. CHECKS DRAWN ON INTERNATIONAL BANKS WILL NOT BE ACCEPTED.**

☐ Credit Card (please complete information below)
☐ Personal Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ Diners Club ☐ American Express
☐ Company Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ Diners Club ☐ American Express

Account Number:

Expiration Date: _____ Cardholder's Name: _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF. OTHER AUTHORIZED SIGNER(S):

_____ _____
Print Name Signature

_____ _____
Print Name Signature

SERVICES TO BE COVERED BY THIS CARD: ☐ **ALL**

☐ AUDIO/VISUAL
☐ CONVENTION SERVICES (cleaning)
☐ FLORAL & PLANT
☐ RIGGING
☐ BUSINESS CENTER
☐ ELECTRICALL
☐ INTERNET
☐ TELECOMMUNICATION
☐ CATERING
☐ BOOTH LIGHTING
☐ PLUMBING

OTHER INFORMATION

For Exhibitors who have arranged for an exhibit house or third party agent to handle your display and pay for services, SECC and/or SES agrees to charge this third party agent. However, the Exhibitor and their designated agent must both complete the "*Third Party Agent*" form.

All invoices need to be settled prior to show close unless special billing privileges have been established with the Sands Expo & Convention Center. Credits will not be issued on services installed as ordered even though not used. Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee. Please review all work orders and invoices prior to leaving show site. For credit consideration, all service concerns must be made known during the show. Please read all forms thoroughly for all instructions and conditions prior to placing orders.

THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTER AND/OR THE VENETIAN HOTEL.

SES
SPECIALIZED EVENT SERVICES

SPECIALIZED EVENT SERVICES (SES) SCOPE OF WORK - 2013

SCOPE OF WORK PROVIDED AS AN EXCLUSIVE SERVICE THROUGH SPECIALIZED EVENT SERVICES AT THE SANDS EXPO & CONVENTION CENTER (SECC) AND THE VENETIAN RESORT-HOTEL & CASINO.

1. Assembly, installation, and dismantle of all attachments to ceilings or walls to include, but not limited to, chain hoists and dead hang points for such items as drapery; scenery; banners; electrical and non-electric signs; truss; lighting; cabling; and projection, audio, and video equipment.
2. Assembly, attachment, and dismantle of all equipment and cabling to all ceiling and wall attachments. This includes, but not limited to, truss systems, lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners, and signage including all adjustment, repairs or replacement to said equipment.
3. Assembly and dismantle of all floor truss systems. This includes attachment of all equipment and cabling as described in Item #2.
4. Assembly, installation, and dismantle of all floor-supported items that exceed 16' from floor such as drapery, scenery, banners, electrical and non-electric signs; and where point #2 and #3 are applicable.
5. Assembly, installation, and dismantle of all lighting for stages, display areas, events, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, events, presentation, productions, and entertainment that takes place within the confines of the facility including all adjustments, repairs, or replacement to said equipment and the operation of such equipment.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems, and the house light control system. This generally requires a minimum of two technicians to be present for operations during events.
7. Assembly, installation, handling, moving of all material associated with scope of work.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operating of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. All electrical equipment, lighting fixtures, fixture repair, power track and other apparatus that requires electrical and mechanical fastening to the event, display, exhibit, or structure.
11. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be fastened to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside of the building to inside of building to the exhibit or from booth-to-booth, excluding interconnecting of computer-type equipment with service connections between components.
12. Portable generators, motor generators, converter transformers and hook-up of same. Responsibility for all maintenance and repair of all electrical installations on the property. Portable cabling from main switch gear to sub-panels to branch circuit panels to secondary distribution.
13. Installation of communication cable, audio/visual, data, and telephone cable from booth-to-booth, outside-to-inside, inside-to outside, excluding interconnects from exhibitor's equipment within the confines of their exhibit or their event.
14. Portable plumbing service, air, water, gas, and drains for all areas whether in the exhibit area or not. Air compressors, pumps and sumps, and hook-up of same. Final distribution of plumbing service to equipment whether overhead or under the carpet.
15. The use of individual air compressors or pumps are prohibited. However, if they are an integral part of the exhibited products, please notify SES in advance for approval.
16. Provide rental, service, and operation of all boom lifts, man-lifts, forklifts, scissor lifts, etc. required to perform all work requiring this equipment.
17. Only SES-supplied equipment may be used in the catwalks, ceiling joists, or unistrut hanging points. This includes all lighting and attachment hardware for other devices.

SES
SPECIALIZED EVENT SERVICES

THIRD PARTY AGENT FORM - 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

FOR EXHIBITORS WHO HAVE ARRANGED FOR AN EXHIBIT HOUSE OR THIRD PARTY TO HANDLE YOUR DISPLAY AND PAY FOR YOUR SERVICES, SANDS EXPO & CONVENTION CENTER (SECC) AGREES TO CHARGE THIS THIRD PARTY AGENT. HOWEVER, THIS FORM MUST BE COMPLETED BY BOTH THE EXHIBITING COMPANY AND THEIR DESIGNATED REPRESENTATIVE AND BOTH COMPANIES MUST SUBMIT CREDIT CARD INFORMATION TO SECC. THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. THIS FORM DOES NOT EXCLUDE EITHER PARTY FROM PAYMENT POLICIES WHICH ARE LISTED BELOW:

- To receive advance prices, we must receive your order with full payment by 5 PM PST 21 calendar days prior to show opening date. All other orders will be processed at the show site rate where applicable.
- All invoices must be settled prior to show close.
- No credits will be issued on services installed as ordered even though not used.

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges. In the event that the named third party agent does not make payment for the services provided prior to the closing date of the event, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.

TO BE COMPLETED BY THIRD PARTY AGENT (Please provide all information below.)

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
THIRD PARTY CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE, MADE KNOWN DURING THE SHOW.

THIRD PARTY AGENT CREDIT CARD AUTHORIZAITON (Will be used for all SES services your order or incur.)

CARDHOLDER'S STREET ADDRESS:	CITY/STATE/ZIP:
CARDHOLDER'S NAME (Please Print)	CARDHOLDER'S SIGNATURE:

TYPE:	M/C ☐	VISA ☐	DSCR ☐	D/C ☐	AMEX ☐	**EXP. DATE:**

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF.
OTHER AUTHORIZED SIGNER(S):

Print Name _____ Signature _____

Print Name _____ Signature _____

THIRD PARTY TO BE INVOICED FOR THE FOLLOWING SERVICES: ☐ **ALL**

☐ AUDIO/VISUAL
☐ CONVENTION SERVICES (cleaning)
☐ FLORAL & PLANT
☐ RIGGING
☐ BUSINESS CENTER
☐ ELECTRICALL
☐ INTERNET
☐ TELECOMMUNICATION
☐ CATERING
☐ BOOTH LIGHTING
☐ PLUMBING

TO BE COMPLETED BY EXHIBITING COMPANY (This section must be signed to complete the order process.)

I hereby authorize _____(3rd party co. name) to act as my 3rd party agent for the above booth and event.

EXHIBITING COMPANY CREDIT CARD INFORMATION (Will only be used upon default by 3rd party.)

EXHIBITING COMPANY NAME:	
CARDHOLDER'S STREET ADDRES:	CITY/STATE/ZIP:
CARDHOLDER'S NAME: (Please Print)	CARDHOLDER'S SIGNATURE:

TYPE:	M/C ☐	VISA ☐	DSCR ☐	D/C ☐	AMEX ☐	EXP. DATE:

Please read all forms thoroughly for all instructions and conditions prior to placing orders.

SES
SPECIALIZED EVENT SERVICES

SERVICE LOCATION PLAN - 2013

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, please make sure that it includes all of the information that we have indicated on this plan.

ELECTRICAL SERVICES:
- Indicate main power location.
- Indicate additional outlet locations. (Indicate wattage or amperage required at each location.)

COMPRESSED AIR/WATER OUTLETS:
- Indicate these locations (for island booths) by writing "Air/Water" at appropriate location.

HANGING APPLICATIONS:
- You must submit a detailed plan for hanging applications. Please see page 5 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).

TELECOMMUNICATION SERVICES:
- Indicate main telephone line location.
- Indicate extension locations.

INTERNET SERVICES:
- Indicate location of main drop.

Please complete this information for ease of booth identification.

EVENT NAME: WSA 2013	EVENT DATES: Jan. 29-31, 2013
EXHIBITING CO. NAME:	BOOTH #:
CONTACT NAME:	CONTACT NUMBER:

Please indicate scale: 1 square = _____ feet OR Other: _____

Adjacent Booth or Aisle #_____

Adjacent Booth or Aisle #_____

LEGEND

○ – 5 AMP	■ – 208 volt	▲ – Internet	**CA** – Compressed Air
Ø – 10 AMP	□ – 480 volt	T – Telephone	**WS** – Water Services
● – 20 AMP	♦- Electrical Main Drop Line (MDL)		**DS** – Drain Services

Detach the Service Location Plan and send with your order form(s).

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013

SES
SPECIALIZED EVENT SERVICES

AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE ORDER FORM 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5655 • F: 702-733-5684

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: ALL SERVICES PROVIDED BY ENCORE. AV EQUIPMENT PRICES ARE PER EVENT. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE. ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

Additional equipment available. Please contact us at 733-5655 for all your additional needs.

		QTY	EVENT ADVANCED PRICE	EVENT SHOW SITE PRICE	SUBTOTAL
VIDEO	32" LCD Screen *(table stand only, does not include speakers)*		$600.00	$630.00	
	46" LCD Screen *(does not include floor stand or speakers)*		$900.00	$945.00	
	42" Plasma Screen *(does not include floor stand or speakers)*		$650.00	$683.00	
	50" Plasma Screen *(does not include floor stand or speakers)*		$800.00	$840.00	
	60" Plasma Screen *(does not include floor stand or speakers)*		$1,700.00	$1,785.00	
	Plasma/LCD Floor Stand		$100.00	$105.00	
	Plasma/LCD Speakers *(1 pair)*		$80.00	$84.00	
	½" VHS Player/Recorder		$85.00	$89.00	
	DVD Player (Region 1) NTSC		$95.00	$100.00	
AUDIO	350W Audio Package-2 *(2-powered speakers/stands, mixer, equipment, 1-wired handheld microphone)*		$450.00	$473.00	
	50W Powered Speaker *(1 speaker w/stand)*		$150.00	$158.00	
	Floor Mic w/Stand, Wired		$50.00	$53.00	
	Lavaliere Mic, Wired		$50.00	$53.00	
	Wireless Mic, Handheld		$165.00	$173.00	
	Wireless Lavaliere Mic		$165.00	$173.00	
	Wireless Mic, Headset		$195.00	$205.00	
	CD Player		$90.00	$95.00	
MISC	Flipchart, Pad, 4 Markers, Easel		$55.00	$58.00	
	Flipchart, 3M Pad, 4 Markers		$75.00	$79.00	
COMPUTER	Desktop Computer with 17" Screen		$350.00	$368.00	
	Laptop Computer		$350.00	$368.00	
CABLE/HDTV/ SATELLITE	Cable TV Drop with Tuner		$390.00	$470.00	
	HDTV Receiver & Remote Rental (one required per source)		$1,500.00	$1,650.00	
	Satellite Rental, SES		$600.00	$700.00	
	Satellite/Antenna Space Rental (accommodation fee for customer satellite dish or antenna)		$180.00	$210.00	
TOTALS	**EQUIPMENT TOTAL FOR THIS PAGE**				
	LABOR ESTIMATE FROM PAGE 7 – Minimum $178.00 (2 hours)				
	GRAND TOTAL FOR EQUIPMENT & LABOR				

NO DRAYAGE COST FOR SES-PROVIDED EQUIPMENT

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013

SES
SPECIALIZED EVENT SERVICES

AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE ORDER FORM 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5655 • F: 702-733-5684

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

LABOR ORDER	
LABOR - $178 MINIMUM (2 hours) (delivery/installation/dismantle) $	**Requested delivery date & time:**
DEDICATED LABOR (See *Dedicated Exhibit Technicians* for terms and conditions.) Labor Rate X Actual Hours $	**Requested dismantle date & time:**
CABLE/HDTV/SATELLITE LABOR IN – 2 techs @ 2 hours @ $89.00 - $356 OUT – 2 techs @ 1 hour @ $89.00 - $178 TOTAL LABOR: $534 $	**WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY. HOWEVER, CIRCUMSTANCES BEYOND OUR CONTROL MAY PREVENT US FROM MEETING YOUR REQUESTED TIMEFRAME.**
LABOR TOTAL $	

LABOR RATES:
Straight Time: $89/hour *Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays.*
Overtime: $168/hour *After 8 hours of labor per day Monday through Friday, Saturdays, Sundays, and holidays.*

AUDIO/VISUAL TERMS AND CONDITIONS FOR EXHIBITORS

LABOR: ALL SERVICES PROVIDED BY ENCORE.

- ALL EQUIPMENT RENTALS ARE SUBJECT TO A MINIMUM **2-HOUR ($89 PER HOUR)** LABOR CHARGE. THIS FEE PROVIDES FOR DELIVERY, INSTALLATION, REASONABLE TECHNICAL ASSISTANCE, DISMANTLE, AND PICK-UP OF AUDIO/VISUAL EQUIPMENT.
- MORE EXTENSIVE AUDIO/VISUAL SETUPS WILL BE CHARGED LABOR AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.
- DEDICATED EXHIBIT TECHNICIANS, FLOATERS, OR ANY OTHER FORM OF AUDIO/VISUAL LABOR WILL BE CHARGED AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.

EQUIPMENT

- WE ENCOURAGE YOU TO SUBMIT YOUR ORDER BY THE ADVANCE RATE CUT-OFF DATE TO ENSURE AVAILABILITY OF EQUIPMENT.
- ON-SITE ORDERS WILL BE SUBJECT TO ADDITIONAL EQUIPMENT CHARGES AND WILL BE FILLED BASED ON AVAILABILITY OF EQUIPMENT. DELIVERY AND SET-UP OF SUCH ORDERS WILL OCCUR IN THE ORDER THEY ARE RECEIVED.
- BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY ASSUMES AND SHALL BEAR THE ENTIRE RISK OF EQUIPMENT ABUSE OR MISUSE, LOSS BY FIRE, THEFT OR MISPLACEMENT, OR ANY OTHER CAUSE OF LOSS OR DAMAGE TO THE RENTAL EQUIPMENT WHILE IN THE RENTER'S POSSESSION. IN THE EVENT OF SUCH OCCURRENCE, THE RENTER SHALL IMMEDIATELY PAY SECC, IN CASH, ALL RENTAL FEES DUE UNDER THE TERMS OF THE RENTAL AGREEMENT PLUS THE VALUE OF THE EQUIPMENT RENTED (BASED ON FAIR MARKET VALUE AT THE TIME OF RENTAL). ALL RENTAL EQUIPMENT SHALL BE CONSIDERED STILL RENTED, WITH RENTAL FEES ACCRUING, UNTIL SUCH PAYMENT IS MADE IN FULL.
- A REPRESENTATIVE MUST BE IN YOUR BOOTH OR MEETING ROOM TO SIGN FOR EQUIPMENT DELIVERY AND RESPONSIBILITY. IF YOUR BOOTH IS NOT READY FOR DELIVERY, PLEASE CALL OUR TECHNICIAN AT 702-296-5185 WHEN YOU ARE READY FOR SERVICE.
- FOR BOOTH ORDERS, ELECTRICAL SERVICE IS NOT INCLUDED IN EQUIPMENT PRICING. CALL 702-733-5070 TO PLACE AN ELECTRICAL ORDER.
- EQUIPMENT DELIVERY AND INSTALLATION TIMES ARE PRIORITIZED AFTER THE COMPLETED FORM IS PROCESSED THROUGH SECC ORDER PROCESSING. SECC AND SES ARE NOT RESPONSIBLE IF EQUIPMENT INSTALLATION DOES NOT MEET EXHIBITOR'S TIMELINE DUE TO ANY UNFORESEEN CIRCUMSTANCES OCCURRING AT SHOW SITE.

SATELLITE

- ALL LOCATING OF SATELLITE DISHES FOR OUTSIDE ACCESS IS DONE BY SES AND SECC PERSONNEL. PLEASE CALL IF YOU PLAN ON BRINGING YOUR OWN SATELLITE DISH OR UP-LINK VEHICLES. WE WILL ADVISE YOU OF THE AREA WHERE THEY MAY BE LOCATED. CONSIDERATION WILL BE GIVEN TO DIRECTION FROM WHICH SIGNAL IS RELAYED.

CANCELLATIONS

- CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE ON EQUIPMENT.
- ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR.

BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY UNDERSTANDS ALL OF THE ABOVE CONDITIONS AND TERMS.

SIGNATURE DATE

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.

SES
SPECIALIZED EVENT SERVICES

BUSINESS CENTER / CUSTOMER SERVICE INFORMATION 2013

While you are exhibiting at or visiting the Sands Expo & Convention Center, stay on top of all your business needs. The SES Business Center has the resources, expert staff, and experience to assist you with any business need that should arise during an event.

Visit the SES Business Center Customer Service Window, conveniently located in the Level 1 Lobby, for:

SERVICES

Printing

- Printing services are available for Microsoft Word, Excel, and Adobe Acrobat files from disk, CD-Rom, or memory stick.
- You may order print jobs in advance of your arrival by e-mailing us at servicecenter@sandsexpo.com.
- Please include in your e-mail, information necessary to complete your order such as, copy quantity, paper size, black and white or color copies, single or double sided, etc.
- A *Credit Card Authorization Form* (Page 2) must accompany your order.

Photocopy

- Prices are based on volume using standard 8.5" X 11" or 8.5" X 14" white paper, single-sided copy.
- Price includes machine collating and stapling if needed. Alternate color paper may be available.
- Color copy services are also available.

Shipping – Domestic – UPS and Federal Express

- Prices are determined by package weight, size and destination.
- There is a handling fee per item in addition to shipping fees.
- Shipping is outbound from the SECC Business Center only.
- Certain restrictions may apply.
- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:00 PM PST.
- For packages weighing 150 pounds or more, please contact your general contractor for shipping service.

Faxing and Scanning

- Send or receive a domestic or international fax. SES Customer Service Center Fax Number: 702-733-5317.
- Send a scanned document anywhere.

SUPPLIES

Office

• pens • pencils • paper • staplers • staples • glue • tape • marking pens • clipboards • paper clips
• writing tablets • Velcro® • packaging supplies (shipping boxes, bubble wrap, shrink-wrap, tape, etc.)

Please check our display case for additional items.

Sundries

• pain relievers • breath fresheners • lip protection • candy • antacids • cough drops • tissues

Much more is available at the Customer Service Window.

OTHER SERVICES

- Coat and Baggage Check - $3.00 per item.
- Business cards made at the Customer Service Desk.
- Lamination services available for pages up to 8.5" x 11".
- Lockers – call for size and price information.

Please call us at 702-733-5070 for pricing information.

SES
SPECIALIZED EVENT SERVICES

SES CATERING REQUEST TO DISTRIBUTE SAMPLES – 2013 ✹

Mail, E-mail, or fax form to:
SANDS EXPO & CONVENTION CENTER, FOOD AND BEVERAGE DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: WSA 2013			EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:			HALL LOCATION:	
STREET ADDRESS:	CITY:		STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		

SES Catering is the exclusive catering contractor, with exclusive food and beverage distribution rights. Show Management and/or their exhibitors may distribute sample food and/or beverages only upon written authorization.

EXHIBITOR CHECKLIST

- ☐ I understand that items dispensed are limited to products manufactured, processed, or distributed by exhibiting company.
- ☐ I understand that food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) MUST be purchased from the SES Catering Department.
- ☐ I am aware that product liability insurance is required when sample food is distributed in the SECC. For alcohol dispensing, $2,000,000.00 in host liability insurance is required and must comply with federal and state liquor laws.
- ☐ I understand that all items are limited to the following sample size:
  Beverages - limited to two ounces
  Food items - limited to one ounce
- ☐ I understand that violation of sample size limits will result in a corkage fee.
- ☐ I understand that all food service specifications by the Clark County Health Department must be adhered to by the exhibitor and/or their contractor. Clark County Health Department can be reached at 702-759-0620 or www.cchd.org.
- ☐ I understand that no outside alcohol is permitted.
- ☐ I understand that disposal of food items and cleaning of food service equipment must be arranged through the Sands Expo & Convention Center and charges will apply.
- ☐ I am aware that the Sands Expo & Convention Center will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples
- ☐ I understand that all sampling booths are required to have a hand-washing station that complies with Clark County Health Department guidelines.
- ☐ I understand that all individuals who are distributing samples must wear latex gloves.

Product(s) to Dispense

Please Explain Purpose of Product Offering

Please Indicate Any Special Services Required.

A fee will apply to any of the following services:

☐ Food Handling ☐ Cleaning ☐ Disposal ☐ Storage ☐ Freezer ☐ Refrigeration Cubic Feet Required _____

For information concerning availability and charges, please call the SES Catering Department at 702-733-5366

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013

SES
SPECIALIZED EVENT SERVICES

CATERING BOOTH SERVICES ORDER FORM – 2013 ✷

Mail, E-mail, or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, FOOD AND BEVERAGE DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SECC. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

DURING THE SHOW, PLEASE CALL OUR CATERING DEPT. AT 702-733-5366 OR VISIT THE SES BUSINESS CENTER CUSTOMER SERVICE DESK.
For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandsexpo.com.

+A $50.00 labor and preparation charge will be applied to all orders that do not meet minimum requirements.
A 25% labor and preparation fee will be applied to all half orders.

✷SES is the exclusive catering contractor at the SECC. ABSOLUTELY NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.
Any exception must be approved in writing and a corkage fee will apply.

BEVERAGES	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Individual Fruit Juices 10 oz. each	$4.25	$4.65					
Individual Naked Juice/Energy Drink 16 oz. each	$5.50	$6.05					
Assorted Soft Drinks 12 oz each	$4.25	$4.65					
Bottled Water 16 oz. each	$4.00	$4.40					
Specialty Water, Sparkling and Still – Small	$5.50	$6.05					
Specialty Water, Sparkling and Still – Large	$11.00	$12.10					
Fruit Juice – 1 Gallon *Orange, cranberry, grapefruit, apple, tomato, pineapple*	$60.00	$66.00					
Hot Chocolate – 1 Gallon	$60.00	$66.00					
Hot Tea – 5 Gallons*	$300.00	$330.00					
Iced Tea – 5 Gallons*	$300.00	$330.00					
Lemonade – 5 Gallons*	$250.00	$275.00					
Coffee – Regular or Decaf – 5 Gallons*	$300.00	$330.00					
Coffee Pour Over Unit – for entire show *Includes 8 bags of coffee, 2 bags of decaf, 10 tea bags, cups & condiments*	$400.00	$440.00					
Additional Coffee Kit	$185.00	$203.50					
Ice – 20 pounds	$22.00	$24.20					
**** Minimum order is 5 gallons on the show floor***							

BREAKFAST ITEMS	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Hard-boiled Eggs w/Kosher salt & cracked pepper – each	$2.25	$2.45					
Individual Fruit Yogurt - dozen	$54.00	$59.40					
Whole Fresh Fruit – dozen	$42.50	$46.75					
Seasonal Fruit Cup+ - each (min. order 12)	$8.25	$9.05					
Cinnamon Rolls - dozen	$53.50	$58.85					
Assorted Danish (regular or miniature) - dozen	$53.50	$58.85					
Assorted Muffins (regular or miniature) - dozen	$53.50	$58.85					
Croissants - dozen	$56.00	$61.60					
Bagels with Cream Cheese - dozen	$56.00	$61.60					
Assorted Granola & Breakfast Bars - dozen	$47.50	$52.25					
Breakfast Sandwiches - dozen	$79.00	$86.90					
Combo Breakfast Basket - dozen *4 croissants, 4 danish, 4 muffins*	$55.50	$61.00					
Krispy Kreme Donuts - dozen	$50.00	$55.00					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

PLEASE SEE PAGE 14 TO CALCULATE YOUR ORDER.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013

SES
SPECIALIZED EVENT SERVICES

CATERING BOOTH SERVICES ORDER FORM – 2013 ✹

Mail, E-mail, or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, FOOD AND BEVERAGE DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SECC. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

DURING THE SHOW, PLEASE CALL OUR CATERING DEPT. AT 702-733-5366 OR VISIT THE SES BUSINESS CENTER CUSTOMER SERVICE DESK.
For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandsexpo.com.

+A $50.00 labor and preparation charge will be applied to all orders that do not meet minimum requirements.
A 25% labor and preparation fee will be applied to all half orders.

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Any exception must be approved in writing and a corkage fee will apply.

SNACKS & FINGER FOODS (one pound serves approx. 10 people)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Homemade Potato Chips, Tortilla Chips or Pretzels – per pound	$42.50	$46.75					
Onion Dip, Salsa Trio, or Guacamole per quart (serves 25)	$37.00	$40.70					
Gourmet Snack Basket *(serves 20-25) packaged mixed nuts, flavored snack mixes, gourmet popcorn, trail mix*	$105.00	$115.50					
Assorted Finger Sandwiches (50 pieces)	$190.00	$209.00					
BLT Finger Sandwiches (50 pieces)	$237.00	$260.70					
Vegetable Crudités	$237.00	$260.70					
Indiv. Bags of Chips/Pretzels/Popcorn+ (min. order 24)	$75.25	$82.75					
Snack Mix - per pound	$41.25	$45.35					
Fancy Mixed Nuts - per pound	$42.50	$46.75					
Assorted Cookies - dozen	$44.25	$48.65					
Brownies - dozen	$44.25	$48.65					
Biscotti - dozen	$55.50	$61.00					
Assorted Candy Bars - dozen	$42.50	$46.75					
Fruit Basket - each	$69.00	$75.90					

SANDWICHES & PLATTERS (serves 25)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
All sandwiches & platters include appropriate accompaniments.							
Chef's Sandwich Platter	$320.00	$352.00					
Chicken Breast & Beef Tenderloin Medallions	$343.00	$377.30					
Chicken, Tuna, and Egg Salad Sandwich Platter	$320.00	$352.00					
Deli Platter w/Choice of Italian or Traditional Meats and Cheeses	$370.00	$407.00					
Caesar Wraps – Chicken or Vegetarian	$290.00	$319.00					
Savory Turkey Wraps – *sliced turkey, red onion, cucumbers, lettuce, Swiss cheese, and cranberry honey mustard on wheat wrap*	$320.00	$352.00					
Italian Submarine Platter	$345.00	$379.50					
Sliced Seasonal Fresh Fruit Tray	$237.00	$260.70					
Imported & Domestic Cheese Platter	$290.00	$319.00					
Fruit and Cheese Platter	$265.00	$291.50					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

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SES
SPECIALIZED EVENT SERVICES

CATERING BOOTH SERVICES ORDER FORM – 2013 ✹

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201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

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DURING THE SHOW, PLEASE CALL OUR CATERING DEPT. AT 702-733-5366 OR VISIT THE SES BUSINESS CENTER CUSTOMER SERVICE DESK.
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SALADS (serves 25)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Mixed Greens Salad w/Choice of Dressing	$132.75	$146.00					
BLT Salad w/Homemade Blue Cheese Dressing	$159.00	$174.90					
Caesar Salad	$140.75	$160.70					
Caesar Salad with Chicken	$185.50	$204.50					
Greek Salad - *Romaine & baby spinach, red onion, Feta cheese, Kalamata olives, pepperoncini, cucumbers, house vinaigrette*	$185.50	$204.50					
Spinach Salad – *w/chicken, dried cranberries, golden raisins, toasted almonds, goat cheese, raspberry walnut vinaigrette*	$207.00	$227.70					
Fruit, Pasta, or Potato Salad	$132.75	$146.00					

PIZZA (serves 8)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Cheese Pizza	$32.00	$35.20					
Pepperoni Pizza	$37.00	$40.70					
Vegetarian Pizza	$37.00	$40.70					
Supreme Pizza	$40.00	$44.00					

BOXED LUNCHES+ (min. order of 10 each)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Includes whole fresh fruit, bag of chips, cookie, and bottled water.							
Roast Beef - each	$37.00	$40.70					
Smoked Ham - each	$32.00	$35.20					
Turkey Breast - each	$32.00	$35.20					
Tuna Sandwich - each	$32.00	$35.20					
Italian Submarine – each	$37.00	$40.70					
Chicken Caesar Wrap - each	$32.00	$35.20					
Caesar Salad - each	$27.00	$29.70					
Chicken Caesar Salad - each	$32.00	$35.20					

GOURMET BOXED LUNCHES+ (min. order of 10 each)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Includes whole fresh fruit, bag of chips, cookie, and bottled water.							
Caprese Pesto Panini – *fresh mozzarella, basil, tomatoes, pesto, olive oil*	$40.00	$44.00					
Caprese Pesto Panini with Chicken	$42.00	$46.20					
Grilled Vegetable Baguette	$37.00	$40.70					
Peppered Beef with Caraway Havarti and Horseradish Aioli	$42.00	$46.50					
Smoked Turkey – *w/Emmentaler cheese, crisp bacon, red onion, lettuce, tomato, & herbed aioli*	$42.00	$46.50					
Southwestern Chicken Salad Sandwich	$40.00	$44.00					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

PLEASE SEE PAGE 14 TO CALCULATE YOUR ORDER.

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LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013

SES
SPECIALIZED EVENT SERVICES

CATERING BOOTH SERVICES ORDER FORM – 2013 ✹

Mail, E-mail, or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, FOOD AND BEVERAGE DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
Please indicate total number of pages sent to ensure complete order was received.

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EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SECC. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

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For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandsexpo.com.

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BAR OPTIONS
Bartender required @ a 4-hour minimum.

HOSTED BARS - $500 minimum	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
All cocktails are calculated per 1 oz. measure and are billed as such.	n/a	n/a		Will Be Billed			

KEG SERVICE (tap rental included)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Domestic Keg	$435.00	$478.50					
Import keg	$564.00	$620.40					
Craft Brew Keg	$564.00	$620.40					

BOTTLED BEER (per bottle)	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Domestic Beer	$6.00	$7.00					
Imported Beer	$7.00	$8.00					

CHAMPAIGN AND WINE	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
House Wine by the Glass	$7.00	$8.00					
House Wine by the Bottle	$25.75	$28.33					
House Champagne by the Bottle	$36.00	$39.60					

Specialty wines and champagnes available upon request. Please call 702-733-5366 or e-mail us at catering@sandsexpo.com

EQUIPMENT	ADVANCED PRICE	SHOW SITE PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Sanitation Bucket	$27.00	$29.70					
Sanitation Bucket Refill	$27.00	$29.70					
Single Hand Washing Sink	$106.00	$111.65					

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201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
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EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

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ORDER TOTAL

Total of Order	$
21% Service Charge on Order Total	$
8.10% Nevada Sales Tax on Order Total	$
Labor **	$
GRAND TOTAL OF ORDER	**$**

** See "Labor" below for minimum and rate information. The 21% Service Charge and 8.10% Sales Tax does not apply to this fee.

IMPORTANT INFORMATION CHECKLIST

☐ I am aware that the SES Catering Department holds the exclusive rights to all food and beverage service. **Absolutely NO food or beverage, logo bottled water, samples, etc. are allowed to be brought into the Sands Expo & Convention Center.** Any exception must be approved in writing and a corkage fee will apply.

☐ **I am aware that decreases must be received 72 hours in advance of service.**

☐ **I am aware of the following cancellation policy:**
Less than 21 days but more than 10 days prior to show opening date* - 50% of total order refunded.
Less than 10 days but more than 3 days prior to show opening date* - 25% of total refunded.
3 days or less prior to show opening date* - No refund.
All days referred to will be business days.

☐ I am aware that all catering orders and full payment must be received by 5PM PST 21 days prior to show opening to receive advanced pricing.

☐ I am aware that if I require electricity in my booth, SES Electrical is the exclusive provider of all electrical needs and I must order service from SES Electrical. (See pages 17-20 to order service.)

☐ I am aware that SECC or SES does not provide tables in my exhibit space. I must order tables through my general contractor.

LABOR

There is a four-hour minimum per day for service personnel.

Straight Time: *Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays..*
Overtime: *Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.*

Attendant: $40.00/hour Straight Time / $60.00/hour Over Time
Bartender:

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

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SES
SPECIALIZED EVENT SERVICES

CATERING / WATER COOLER RENTAL ORDER FORM - 2013 ✹

Mail, E-mail, or fax form to:
SANDS EXPO & CONVENTION CENTER, FOOD AND BEVERAGE DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

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- **ALL WATER COOLER DISPENSERS MUST BE RENTED FROM SES OR A CORKAGE FEE WILL APPLY.**
- **Water Coolers are delivered the day before the first show day for the duration of the show.**
- **Unit price includes delivery to booth, cup dispenser, one sleeve of cups, plus one five-gallon bottle of water.**
- **A representative must be present at booth to receive order.**
- **Exhibitors are responsible for each water cooler unit and empty bottle(s).**
- **There will be a $250 charge for each unit damaged or not returned.**
- **There is no refund for unused water bottles or sleeves of cups.**
- **Water coolers will be picked up from your booth 2 hours prior to close of the show. No later than 1 hour after close of show.**
- **NOTE: Sales tax is subject to change by local entities and you will be charged the tax rate in effect at the time of your event.**
- **The SES Catering Department is the exclusive catering contractor at the SECC.**

- **Electrical outlet to be provided by Exhibitor (requires one 5-AMP 120 volt outlet). Exhibitor must order from SES *Electrical Services Order Form (Page 17-20).***

WATER COOLER SERVICE

Qty	Item	Advanced Price	Show Site Price	Total
	Water Cooler Unit* (cold water only)	$185.00	$203.50	$
	Additional Water Bottles	$23.00	$25.30	$
	Additional Sleeve of Cups	$8.00	$8.80	$
			Sub-Total	$
			21% Service Charge	$
			8.10% Sales Tax*	$
			TOTAL	$

Orders placed on-site are subject to availability.

* No sales tax associated with this fee.

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SES
SPECIALIZED EVENT SERVICES

CONVENTION SERVICES: BOOTH CLEANING ORDER FORM - 2013 ✹

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

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IMPORTANT INFORMATION

- **SES is the exclusive cleaning contractor at the SECC. No other contractor, independent contractor, non-SECC Custodial staff, or cleaning service will be allowed to perform custodial services on the show floor, except for initial wipe down. Failure to comply with the SECC exclusive policy will result in a service charge based on total square footage and rates listed below.**
- If you plan to serve food or beverages in your booth it is strongly recommended that you order Periodic Porter Service.
- Unsatisfactory service must be reported before closing of each show day.
- Cost of vacuuming, mopping, and dust mopping will be calculated based on the total area of your booth.

HAND VACUUM & EMPTY TRASH CANS (recommended)

Dates Required	Advance Order Daily Rate		Show Site Daily Rate		Calculation	Subtotal
	1-2,000 sq. ft.	$0.34 ft.	1-2,000 sq. ft.	$0.44 ft.		
	2,001-4,000 sq. ft.	$0.28 ft.	2,001-4,000 sq. ft.	$0.38 ft.		
	4,001–10,000 sq. ft.	$0.25 ft.	4,001–10,000 sq. ft.	$0.35 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above	call for rate	10,001 & above	call for rate		

DAMP MOP & EMPTY TRASH CANS

Dates Required	Advance Order Daily Rate		Show Site Daily Rate		Calculation	Subtotal
	1-2,000 sq. ft.	$0.34 ft.	1-2,000 sq. ft.	$0.44 ft.		
	2,001-4,000 sq. ft.	$0.28 ft.	2,001-4,000 sq. ft.	$0.38 ft.		
	4,001–10,000 sq. ft.	$0.25 ft.	4,001–10,000 sq. ft.	$0.35 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above	call for rate	10,001 & above	call for rate		

DUST MOP & EMPTY TRASH CANS

Dates Required	Advance Order Daily Rate		Show Site Daily Rate		Calculation	Subtotal
	1-2,000 sq. ft.	$0.24 ft.	1-2,000 sq. ft.	$0.34 ft.		
	2,001-4,000 sq. ft.	$0.21 ft.	2,001-4,000 sq. ft.	$0.31 ft.		
	4,001–10,000 sq. ft.	$0.18 ft.	4,001–10,000 sq. ft.	$0.28 ft.	_____ sq. ft. @ _____ x _____ days	
	10,001 & above	call for rate	10,001 & above	call for rate		

SHAMPOO CARPET / SPOT SHAMPOO

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	$0.68 sq. ft.	$0.84 sq. ft.	_____ sq. ft. @ _____ x _____ days	

PERIODIC PORTER SERVICE (Emptying of trash cans approximately every 90 minutes during show hours.)

Dates Required	Advance Order Daily Rate		Show Site Daily Rate		Calculation	Subtotal
	1-400 sq. ft.	$60.00	1-400 sq. ft.	$75.00		
	401-1,600 sq. ft.	$102.00	401-1,600 sq. ft.	$129.00		
	1,601–6,000 sq. ft.	$132.00	1,601–6,000 sq. ft.	$181.00	_____ sq. ft. @ _____ x _____ days	
	6,001 & above	call for rate	6,001 & above	call for rate		

PORTER SERVICE (4 hour minimum)

Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal
	$28 per hour	$33 per hour		

TOTAL	$

We recommend booth cleaning on the night prior to show opening.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

SES
SPECIALIZED
EVENT SERVICES

ELECTRICAL SERVICES GENERAL INFORMATION - 2013 ✹

PAYMENT POLICY

- All services ordered through the Sands Expo & Convention Center must be prepaid prior to any work being performed. Therefore, a valid credit card must be on file.
- To receive advance discount prices, SES must receive your order with full payment by 5PM PST 21 calendar days prior to show opening date. All orders received after this date will receive show site prices.
- No credit will be issued on services installed but not used.
- All orders are subject to a 25% cancellation fee if CANCELED within 21 calendar days prior to show opening date. No refunds will be issued or outlets CANCELED after they have been installed. All prices are subject to change without prior notice.

LABOR INFORMATION

Straight Time: $89/hour *Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays..*
Overtime: $168/hour *Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.*

- Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Starting time may only be guaranteed in those cases where electrical labor begins at 8:00AM for move-in only (requires a minimum of 48-hour notice to ensure request). Not available on show days.
- A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Electrical labor is required for:
  a) All under carpet distribution of electrical wiring.
  b) All facility overhead distribution of electrical wiring.
  c) All motor and equipment hook-ups requiring hard wiring connections.
  d) Installation and/or repair of electrical fixtures.
  e) Installation of electrical motors and electrical apparatus.

GENERAL INFORMATION

- Specialized Event Services (SES) is the exclusive provider of electrical services at the Sands Expo & Convention Center.
- By signing and delivering the *Electrical Services Order Form* to SES, customer agrees to all terms and conditions printed on the form.
- Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24-hour column at double the appropriate rate.
- Electrical service cannot be guaranteed prior to one hour before event opening due to temporary conditions which exist during set-up.
- For Hall G, you need to call SES for outlets over 60 amps 208 volt or for any 480 volt requirements.
- Call SES for pricing at 702-733-5070 on outlets not indicated on this form (i.e., special or foreign voltages, or outlets exceeding those indicated for 208 or 480 volt).

EXHIBITOR GUIDELINES

- If your booth is determined to be in violation of Fire Marshal Codes or basic safety guidelines (i.e., 2-wire ungrounded cable, unsafe wiring connections), power to your booth will be shut off until all violations have been resolved.
- SES and the Sands Expo & Convention Center will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
- If a third party is involved in the setup and/or dismantle of your booth, SES must be the exclusive provider of all your electrical needs. (Example: Installation of third party-supplied booth lights.)
- All material and equipment furnished by Sands Expo and Convention Center (SECC) for service requested shall remain the property of the SECC and shall be removed **ONLY** by SES technicians at the close of show.
- Unless otherwise directed, SECC electricians are authorized to cut floor coverings to permit installation of services.
- Neither SES nor the Sands Expo & Convention Center (SECC) is responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment as necessary. Installations and connections to all electrical service should be made by SES personnel. SES will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or any injury to any person caused by the installation or connection into any electrical outlet by persons other than SES personnel.
- Electricity will be live within 30 minutes of show opening and turned off within 30 minutes of show close.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of his original circuit purchase. If the circuit needs to be reset a second time, a one hour labor charge will be incurred at the appropriate rate.
- To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. All outlets for lighting are provided by SES. Column and/or wall outlets are not a part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- All wiring, motors, electrical installations, etc. must be approved. Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
- All halogen lights must have a safety lens or shield over the lamp/bulb. No lights will be hung without mounting brackets or clamps that are in good working order. No lights that are deemed unsafe will be hung.
- **NO** storage on top of SES electrical services, including booth lines and storage closets.
- IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/SECC. IMPEDAMPS can be rented on-site at the SES/SECC Customer Service Window. SES/SECC will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/ unauthorized person.

ELECTRICAL SERVICES GENERAL INFORMATION - 2013 (continued) ✹

FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS

- All electrical cords under carpet must be supplied and installed by SES Electrical. Installation will be on a time and materials basis. See page 19, *Additional Materials Pricing*, for cost of cords.
- Additional power drops from overhead are chargeable on a time and material basis.
- Special handling of electrical signs or apparatus, hook-up of electrical equipment, and repairs or installation of electrical will be done on a time and material basis.
- All outlets over 15 amps and/or with a voltage of over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- As the exclusive in-house contractor, we will be responsible for the following:
  a) All distribution of electrical wiring under carpet or flooring.
  b) All distribution overhead of electrical wiring, including coaxial cable and fiber optics, and the distribution of same from product to booth and from booth-to-booth.
  c) All motor and equipment hook-ups requiring electricity.
  d) Installation and/or repair of electrical fixtures.
  e) Installation of electrical motors and apparatus to be energized.
  f) Motorized hoists, truss and lighting installation.
  g) Installation and removal of all overhead electrical signs, trusses, motors, or apparatus.
  h) Installation and removal of free-standing electrical signs which require assembly, rotating electrical signs, sequencing electrical signs and various related applications, and the operation of such equipment. See *Rigging: Hanging Sign Services Order Form* (page 28) for instruction on hanging electrical signage.

SERVICE LOCATION PLAN / FLOORPLAN

- **A *Service Location Plan* (page 5) must be submitted to process electrical orders.**

SAMPLE SERVICE LOCATION PLANS BELOW – 1 Square = 2' x'2

Island Booth 10' x 10'

In-Line Booth

MDL ♦ ELECTRICAL DISTRIBUTION ACCESS AREA

Peninsula Booth'

LEGEND

○ – 5 AMP
Ø – 10 AMP
● – 20 AMP
■ – 208 volt
□ – 480 volt
▲ - Internet
♦ - Main Drop Line (MDL)

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**

SES
SPECIALIZED EVENT SERVICES

ELECTRICAL SERVICESORDER FORM – 120 VOLT- 2013 ✹

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568
Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT WWW.SANDSEXPO.COM

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:	CITY:		STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		

IMPORTANT: SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SECC. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

EXHIBITOR CHECKLIST

- ☐ **I have sent in payment with Credit Card Authorization Form**
- ☐ Enough power has been ordered to operate my display.
- ☐ 24-hour power has been ordered if required for my display (i.e., servers, computers, refrigerators, etc.).
- ☐ I am aware that no two-wire or ungrounded cords are allowed at the Sands Expo and Convention (SECC).
- ☐ I am aware that power for In-line and Peninsula booths will be placed at the back of my booth behind the drape line. If additional power locations are needed within my booth, installation will be done on a time and materials basis. I must submit a location grid diagram with my order.
- ☐ I am aware that power for Island booths will be placed at a main drop location of my choosing at no additional cost. If more than one location is requested, installation will be done on a time and materials basis. I must submit a location grid diagram with order, otherwise power will be placed in the center of my booth. Any change or addition to the location will be done on a time and materials basis
- ☐ I understand a minimum of a one-hour labor installation charge will apply to all booths requiring labor. Labor to disconnect will be at one-half of the installation time and automatically applied to my invoice.
- ☐ If distribution under carpet is required, I have included a detailed electrical floor plan which indicates main power location(s), distribution location(s), and wattage required at each location.
- ☐ If labor is required, I have completed the *Labor Request* portion of this order form.
- ☐ I understand that all 208, 380, and 480 volt orders require labor for hook up.
- ☐ I understand that my equipment will be modified to conform to SECC electrical cords and caps on a time and materials basis. I may pre-wire my equipment to match SECC cord caps as listed below:
  - 10 Amp 208 volt, 20 Amp 208 volt, 30 Amp 208 volt 1Ø or 3Ø: Hubbell HBL3521C or Leviton 3521C
  - 60 Amp 208 volt 1Ø or 3Ø: Daniel Woodhead Y56OPF
  - 100 Amp 208 volt 1Ø or 3Ø: Litton Veam CIRU1GRHC#1145
- ☐ I am aware that extension cords and plug strips may be required to complete my electrical service. These items will be added to my final bill. (See *Additional Materials Pricing* portion for pricing examples.)
- ☐ I understand that if a third party is involved in the setup and/or dismantle of my booth, SES must be the exclusive provider of all my electrical needs.
- ☐ I have completed the Service Location Grid (Page 5) and will submit with my order.

ELECTRICAL USAGE: 120 Volt – 60HZ-AC	QTY	24-HR POWER	ADVANCE RATE (*Double for 24-Hr Power)	SHOW SITE RATE (*Double for 24-Hr Power)	SUBTOTAL
5 Amps/500 watts or less			$95	$172	
10 Amps/1,000 watts or less			$168	$245	
20 Amps/2,000 watts or less			$243	$357	
30 Amps/3,000 watts or less			$450	$685	
				TOTAL	

LABOR REQUEST

Straight Time: $89/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.

Over Time: $168/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.

Date(s) Needed: _____ 8AM ☐ 1PM ☐ # Electricians _____

Type of Labor Requested: ☐ Distribution Under Carpet ☐ Equipment Hookup ☐ Lighting Fixtures ☐ Overhead Distribution ☐ Attach Electrical Sign to Booth Structure ☐ Other:

ADDITIONAL MATERIALS PRICING

Plug Strip: $25.00
15 Foot Extension Cord: $20.00
25 Foot Extension Cord: $30.00
50 Foot Extension Cord: $55.00
100 Foot Extension Cord: $70.00

Please contact Customer Service at 702-733-5070 for pricing of additional materials not listed above.

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/SECC. IMPEDAMPS can be purchased on-site at the SES/SECC Customer Service Window. SES/SECC will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/unauthorized person.

READ ALL ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS ON PAGES 3, 17, 18, 19 AND 20 PRIOR TO PLACING YOUR ORDER.
ALL MATERIALS RUNNING UNDER CARPET OR FLOORING MUST BE PROVIDED AND INSTALLED BY SES.
HOWEVER, CLIENT MAY PROVIDE OWN AV AND CAT5 CABLE.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013

SES
SPECIALIZED EVENT SERVICES

ELECTRICAL SERVICESORDER FORM – 208 & 408 VOLT- 2013 ✹

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568
Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT WWW.SANDSEXPO.COM

EVENT NAME: WSA 2013	EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:	HALL LOCATION:	
STREET ADDRESS: / CITY:	STATE:	ZIP:
TELEPHONE: / FAX:	E-MAIL:	
ORDERED BY: (Print Name)	SIGNATURE:	

IMPORTANT: SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SECC. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

ELECTRICAL USAGE: 208 VOLT 1 PHASE – 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24-HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
10 Amps / ½ h.p.or Less			$295	$447	
20 Amps / 1 ½ h.p. or Less			$406	$622	
30 Amps / 2 h.p. or Less			$470	$700	
40 Amps / 3 h.p. or Less			$565	$840	
60 Amps / 5 h.p. or Less			$599	$948	
100 Amps / 10 h.p. or Less			$902	$1,420	
Outlets Requiring Neutral			N/A	N/A	N/A

ELECTRICAL USAGE; 208 VOLT 3 PHASE – 60 HZ – AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24-HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
10 Amps / 1 h.p. or Less			$346	$537	
20 Amps / 3 h.p. or Less			$481	$700	
30 Amps / 5 h.p. or Less			$593	$902	
40 Amps / 3 h.p. or less			$685	$1,137	
60 Amps / 10 h.p. or Less			$818	$1,308	
100 Amps / 20 h.p. or less			$1,027	$1,551	
200 Amps / 50 h.p. or Less			$1,956	$3,266	
400 Amps or Less			$3,492	$4,954	

ELECTRICAL USAGE: 480 VOLT 3 PHASE- 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24-HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24-HR POWER)	SUB-TOTAL
20 Amps / 7 h.p. or Less			$666	$1,072	
30 Amps / 10 h.p .or Less			$784	$1,128	
40 amps / 15 h.p. or Less			$1,128	$1,350	
60 Amps / 20 h.p. or Less			$1,240	$1,690	
100 Amps / 50 h.p. or Less			$1,578	$2,169	
150 Amps / 75 h.p. or Less			$2,254	$2,928	
200 Amps / 100 h.p. or Less			$2,478	$3,492	
EUROPEAN POWER 240/380			CALL FOR PRICING		
Transformer Voltage Boost			$3.00 per Amp	$3.00 per Amp	
				TOTAL	$

LABOR REQUEST

Straight Time: $89/hour
Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.

Over Time: $168/Hour
Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.

Date(s) Needed: _____

8AM ☐ 1 PM ☐ # of Electricians_____

We will honor your requested time for service to the best of our ability.

Type of Labor Requested

☐ Distribution Under Carpet ☐ Equipment Hookup
☐ Lighting Fixtures ☐ Overhead Distribution
☐ Attach Electrical Sign to Booth Structure
☐ Equipment Operator(s)
☐ Other:

EQUIPMENT REQUEST – Requires SES labor to operate. Must be ordered separately.

☐ Boom Lift $200/Hr ☐ Scissor Lift $100/Hr
☐ Forklift $100/Hr

ADDITIONAL MATERIALS PRICING

12/5 Cord Cap, 20-30 AMP: $25.00
6/5 Cord Cap, 60 AMP: $200.00
4/5 Cord Cap, 100 AMP: $350.00
Adaptor, 60 AMP to Cam lock: $65.00
Adaptor, 100 AMP to Cam lock: $105.00
12/5 Flat Cable: $4.00 per foot
6/5 Flat Cable: $5.00 per foot

Please review Exhibitor Checklist on page 19 prior to submitting your order.

Read all electrical service instructions and conditions on pages 3, 17, 18, 19 & 20 prior to placing your order.

All materials running under carpet or flooring must be provided and installed by SES. However, client may provide own AV and CAT5 cable.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 3) AND SUBMIT WITH YOUR ORDER.

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/SECC. IMPEDAMPS can be rented on-site at the SES/SECC Customer Service Window. SES/SECC will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/unauthorized person.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

BOOTH LIGHTING INSTRUCTIONS

Please indicate placement of your booth lighting and return with your order.
Packages A, B, C, and D are intended for in-line booths and for standard booth sets with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

○ = 1 light fixture

SAMPLE PACKAGE "A"
1 - 4' track w/2 fixtures

SAMPLE PACKAGE "B"
1 - 4' track w/3 fixtures

SAMPLE PACKAGE "C"
1 - 4' track w/4 fixtures

SAMPLE PACKAGE "D"
1 – 18" track w/light on either side

SAMPLE PACKAGE "E"
additional fixture (shown w/Package D)

BOOTH NUMBER THIS DIRECTION ←	YOUR BOOTH NUMBER	BOOTH NUMBER THIS DIRECTION →
_____	_____	_____

PLEASE RETURN THIS COMPLETED FORM WITH YOUR ORDER (Page 22).

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013

SES
SPECIALIZED EVENT SERVICES

ELECTRICAL: BOOTH LIGHTING SERVICES ✹
ORDER FORM & CONDITIONS - 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: SES IS THE EXCLUSIVE BOOTH LIGHTING PROVIDER AT SECC. NO OTHER PROVIDER OR BOOTH LIGHTING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON PACKAGES CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

BOOTH LIGHTING PACKAGES

PRICES FOR ALL LIGHTING PACKAGES INCLUDE ELECTRICAL POWER FOR LIGHTS, LIGHT TRACK, FIXTURES, INSTALLATION, MAINTENENACE, AND REMOVAL. (SEE BOX BELOW FOR THOSE THAT DO NOT.) ALL TRACK AND FIXTURES FOR STANCHION AND TRACK INSTALLATION ARE BLACK IN COLOR. LAMPS ARE MR-16 / 75 WATT (THESE LAMPS EXCEED THE LUMENS OF 150 WATT FLOOD LAMP). ALL FIXTURES ARE ADJUSTABLE.

Packages A, B, C, and D are intended for in-line booths and for standard booths set with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

ITEM DESCRIPTION	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
PACKAGE "A" – TRACK LIGHTS ONE 4' TRACK W/TWO FIXTURES		$190	$294	$
PACKAGE "B" – TRACK LIGHTS ONE 4' TRACK W/THREE FIXTURES		$232	$387	$
PACKAGE "C" – TRACK LIGHTS ONE 4' TRACK W/FOUR FIXTURES		$289	$438	$
PACKAGE "D" – STANCHION LIGHT ONE 18" TRACK W/ONE FIXTURE MOUNTED TO STANCHION FRONT OF BOOTH (EITHER SIDE)		$109	$144	$
PACKAGE "E" – ADDITIONAL FIXTURE ADD ADDITIONAL FIXTURES TO PACKAGES A, B, C, OR D		$57	$88	$
PACKAGE "F" – OVERHEAD LIGHT 1,000 WATT QUARTZ LIGHT MOUNTED IN CATWALK ONLY. ANYTHING MOUNTED OFF CATWALK WILL REQUIRE LABOR AND BOOMLIFT RENTAL. CONTACT ELECTRICAL AT 702-733-5548 FOR ASSISTANCE.		$284	$449	$
PACKAGE "G" – OVERHEAD LIGHTS FOR HALL G 200 WATT – PARS – FOR USE IN HALL G – GROUND LEVEL		$226	$340	
			TOTAL	$

LABOR REQUEST

Straight Time: $89/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.

Over Time: $168/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.

Date(s) Needed: _____ 8AM ☐ 1PM ☐ # Electricians _____

Type of Labor Requested: ☐ Distribution Under Carpet ☐ Equipment Hookup ☐ Lighting Fixtures ☐ Overhead Distribution ☐ Attach Electrical Sign to Booth Structure ☐ Other:

PLEASE FILL OUT FORM ON THE PRECEEDING PAGE WITH BOOTH LOCATION AND LIGHTING LOCATION AND RETURN WITH YOUR ORDER
PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**

FLORAL & PLANT SERVICES ORDER FORM - 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. **FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN FIRST DAY OF DELIVERY.**

Our Floral Department can provide a variety of tropical plants and floral designs that will enhance your event or exhibit booth. Please visit us at https://floral.venetian.com/ to view a selection of our arrangements.
DETAILS THAT MAKE THE DIFFERENCE! • Personal attention to your order and needs. • Our plants are of the best quality for your event or exhibit. • We use only fresh, top-of-the line flowers for your floral needs.
DESIGNER SERVICES to help with your plant and flower requirements for your event or booth. Call to schedule an appointment.
SPECIAL EVENTS: Luncheons, banquets, cocktail parties, hospitality suites, and themed events. Let us make your event special with our specialized event personnel.

DELIVERY

- Normal delivery times are between 5 AM and 5PM. Special arrangements may be made due to the size of your order.
- **We will honor your requested time for service to the best of our ability. However, circumstances beyond our control may prevent us from meeting your requested timeframe.**

DELIVERY DATE/TIME:	STRIKE DATE/TIME:

FLORAL ARRANGEMENTS

List Arrangement Name (Please visit us at https://floral.venetian.com to view a selection of our arrangements.)	**$67.00**	**$77.00**	**$102.00**	**$127.00**	**$152.00**	**QTY**	**TOTAL**

Special Instructions: **(height, color, flower preference)**

GREEN & BLOOMING PLANTS AND TREES RENTAL ITEMS	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
Mum Plants		$27 each	$32 each	
Kalanchoe		$27 each	$32 each	
Some colors are seasonal. Please call 702-733-5070 for color availability.				
Orchid		$37 each	$42 each	
Bromeliads		$32 each	$37 each	
Fern – 8 inch		$32 each	$37 each	
Green Plants – 2 feet		$32 each	$42 each	
Green Plants – 3 feet		$42 each	$52 each	
Green Plants – 4 feet		$52 each	$62 each	
Green Plants – 5 feet		$62 each	$72 each	
Green Plants – 6 feet		$72 each	$87 each	
Green Plants – 8 feet		$127 each	$152 each	
Special Instructions:			**SUB-TOTAL**	
			ADD 8.10% NEVADA SALES TAX	
All plants, trees, and pots are rental items and the property of The Venetian. If rental items are not returned, you may incur additional charges for unreturned rentals.			**TOTAL**	

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**

SES
SPECIALIZED EVENT SERVICES

INTERNET AND TELECOMMUNICATION SERVICES ORDER FORM - 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5531 • F: 702-733-5568

ORDER ONLINE AT WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE.REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

INTERNET SERVICES

INTERNET CONNECTIONS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Internet Service up to 3Mb (Single Private IP Address)		$1,200.00	$1,400.00	
Internet Service up to 10Mb (Single Private IP Address)		$2,100.00	$2,450.00	
Internet Service up to 10Mb (Single Public IP Address)		$3,500.00	$4,000.00	

ADDITIONAL NEEDS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Additional Private IP Address		$125.00	$125.00	
Additional Public IP Address		$150.00	$150.00	

EQUIPMENT RENTAL	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
8 Port Hub Rental – 10/100 Auto-Sensing. Must pay deposit of $250		$150.00 + $250 Deposit	$175.00 + $250 Deposit	
16 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of $250		$200 + $250 Deposit	$225 + $250 Deposit	

Hub rental deposits returned upon receiving working hub; unused portion returned with final billing.

SPECIAL LINE SERVICES	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
T-1 Dedicated Service 1.54 Mb – Must call for availability.		$5,000.00	$6,600.00	
			GRAND TOTAL	

EXHIBITOR CHECKLIST INTERNET SERVICES

- ☐ **I have sent in payment with Credit Card Authorization Form.**
- ☐ I am aware my Internet line will be placed at the back of my booth behind the drape line. If additional Internet connections are needed within my booth, I will submit a Service Location Grid (Page 5) with my order detailing my under-carpet placement requirements.
- ☐ I understand that ordering one Internet line gives me one IP address with one Internet connection. If I need additional connections, I must order one additional IP address for each additional connection.
- ☐ I understand that when multiple Internet connections are ordered, a hub or router must be included in my set up. I further understand that I can rent a hub from SES or bring my own equipment.
- ☐ I understand that Internet services are guaranteed to be delivered no later than one hour before event.
- ☐ I understand that SES **does not** guarantee the full functionality of specific applications including, but not limited to such programs as VPN, Net Meeting, Remote Terminal Services, Citrix, Video Streaming and PC anywhere.
- ☐ I understand SES has the right to remove any equipment deemed to be harmful to its network.
- ☐ I understand SES is the exclusive provider of all Internet services and re-selling of Internet service is strictly prohibited.
- ☐ I understand the choice of Internet Service Provider (ISP) is at the sole discretion of SES.
- ☐ I understand I cannot purchase Wireless service in an exhibit hall.

TELECOMMUNICATION SERVICES

TELEPHONE	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL
Single Line Touch Tone Phone (voice only)		$384.00 includes $125 deposit	$434.00 includes $125 deposit	

Additional services (voicemail, multi-line phone, Polycom, ISDN line, etc.) are available upon request. Please contact Customer Service at 702-733-5070 to order additional services.

Deposit refundable on equipment returned in good working condition.

LABOR FOR INTERNET AND TELECOMMUNICATION SERVICES

Straight Time: $89/hour / *Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.*
Over Time: $168/hour / *Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturday, Sunday, and holidays.*

SES reserves the right to add labor to your order as it relates to providing technical support, including troubleshooting and any specialized technical assistance.

Basic installation and dismantle labor is included in the price of the Internet line.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.

EXHIBITOR CHECKLIST TELECOMMUNICATION SERVICES

- ☐ **I have sent in payment with Credit Card Authorization Form.**
- ☐ I understand that local, operator-assisted, and 800 calls will be charged a minimum of $1.00 per call.
- ☐ I understand that all long-distance and international calls are charged based on the prevailing rates.
- ☐ I understand equipment will not be delivered to my booth. I must pick-up equipment at the SES Customer Service Desk on Level I.
- ☐ I have completed the Service Location Grid (Page 5) indicating location of my phone line and I will submit with my order.
- ☐ I understand all rented equipment must be returned to the SES Customer Service Desk within one hour following the close of the event or additional charges will be billed to my credit card. I further understand that I will be billed for any damaged equipment.
- ☐ I understand pre-ordered service cannot be guaranteed prior to one day before event opening and orders placed at show site cannot be guaranteed.
- ☐ I understand that orders that are placed after the Advance Rate cut-off date will be handled on a first-come, first-serve basis and cannot be guaranteed.
- ☐ I understand there is a labor charge to move my Telecom lines once they've been placed in my booth, or to program my equipment.

INSTRUCTIONS AND CONDITIONS

1. **SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR.**
2. All material and equipment furnished by SES for these service orders shall remain SES property and shall be removed ONLY by SES personnel at the close of the show.
3. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
4. All equipment must comply with state and local safety codes.
5. Prices are based upon current wage rates and are subject to change without notice.
6. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air connector for compressed air outlets is a ¼" AMFLO-C1 connector; the standard connector for water is ½" FIP connector. However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
7. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without SES Plumbing personnel. However, if exhibitor requests labor from SES, they will be charged an hourly service charge for these services.
8. Equipment using water must have inlet and outlet properly marked and identified.
9. Unless otherwise directed in writing by exhibitor or his representative, SES Plumbing personnel may be required to cut floor coverings to permit installation of service.
10. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
11. Due to the portable nature of the air lines in the Sands Expo & Convention Center (SECC), we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines. SECC Plumbing department will not be responsible for moisture or water in air lines.
12. Special supplies such as regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered with 30 days written notice. Every effort will be made to provide you with all special requirements.
13. All utility outlets include up to 50' of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
14. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "*Electrical Services Order Form*". You will also be charged for electrical outlets for any services which require power for special plumbing needs, such as pumps, ejectors, and/or compressor outlets.
15. Automatic Fire Sprinkler System (AFSS) must comply with National Fire Protection Act #13. All booths must comply with these requirements. It is not the responsibility of SES nor the SECC to approve or deny your exhibit floor plans. All questions should be addressed to Clark County Fire Department at 702-455-7100. SES is the exclusive provider at the SECC for this service. When AFSS is required in your booth, please order at www.SandsExpo.com or call 702-733-5070. The mailing address is: Sands Expo & Convention Center, Order Processing Dept., 201 Sands Avenue, Las Vegas, NV 89169.
    a) Plan view drawing of the display indicating (by shading) the areas/elements that are covered including stairwells and their dimensions. Walks, kiosks, showcases or products with less than 20" of clearance from bottom of the deck or ceiling must be indicated with dimensions.
    b) Please send perspective/isometric drawings to better define your display.
16. **All on-site plumbing orders are subject to availability of labor and services.**
17. **All on-site plumbing orders may be delayed due to the nature and requirements of services ordered.**
18. Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee.
19. SES and the Sands Expo & Convention Center will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**

SES
SPECIALIZED EVENT SERVICES

PLUMBING/AUTOMATIC SPRINKLER SYSTEM/COMPRESSED ✷ AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2013

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

IMPORTANT: SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE RESOLVED BEFORE THE SHOW CLOSES.

EXHIBITOR CHECKLIST

- ☐ **I have sent in payment with Credit Card Authorization Form**
- ☐ I have submitted a *Service Location Plan* (Page 5) with my order.
- ☐ I have ordered drain service if I have ordered water service which requires a drain.
- ☐ I have ordered an Automatic Sprinkler System if required.
- ☐ I have ordered electrical services (Pages 17-20) if required.
- ☐ I have read the *Instructions and Conditions* on Page 25.

LABOR RATES

STRAIGHT TIME: $89/HOUR - Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.

OVERTIME: $168/HOUR - Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays and Sundays.

Holidays will be billed at two times the Overtime rate.

AUTOMATIC SPRINKLER SYSTEM NEEDED

Name and phone number of exhibitor.

COMPRESSED AIR: 90-100 lbs. PSI. The standard connector for compressed air is a ¼" AMFLO-C1 connector. For any other connections, contact Specialized Event Services (SES). Our Plumbing department will not be responsible for moisture or water in air lines.

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		$431.00	$668.00	$
Each additional connection within the same booth (within 5 feet of 1st outlet).		$212.00	$335.00	$
CFM required: Minimum of 5 CFM Size of Connection:		$8.00 EACH CFM	$12.00 EACH CFM	$

WATER SERVICE: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are ½" FIP.

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		$445.00	$681.00	$
Each additional connection within the same booth (within 5 feet of 1st outlet).		$224.00	$335.00	$

DRAINS: Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the SECC.

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		$445.00	$681.00	$
Each additional connection within the same booth (within 5 feet of 1st outlet).		$224.00	$335.00	$

WATER FILLING & DRAINING: Prices do not include labor. Minimum 1 hour labor charge.

Date Requested: Time Requested:

We will honor your requested time for service to the best of our ability.

ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
_____ UNIT(S) 1 TO 149 GALLONS		$235.00	$357.00	$
_____ UNIT(S) 150 TO 299 GALLONS		$346.00	$523.00	$
_____ UNIT(S) 300 TO 999 GALLONS		$614.00	$948.00	$
_____ UNIT(S) 1,000 TO 4,999 GALLONS		$820.00	$1,337.00	$
_____ UNIT(S) 5,000 TO 10,000 GALLONS		$1,104.00	$1,672.00	

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION PLAN (Page 5) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 8, 2013**

SES
SPECIALIZED EVENT SERVICES

RIGGING / HANGING: TRUSS / THEATRICAL LIGHTING RENTAL / LABOR ORDER FORM – 2013 ✹

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.

IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

LABOR REQUEST / RATES

Straight Time - $89/hour: *Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday*, except holidays.
Over Time - $168/hour: *Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.*

- A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor.
- **Labor to dismantle will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.**
- A supervisor from exhibiting company must be on-site before any work is performed.

LOAD-IN SERVICES REQUESTED: Date: _____ Time: ☐ 8 AM ☐ 11 AM ☐ 2 PM No. of Persons: _____
(3 person minimum for Rigging)

LOAD-OUT SERVICES REQUESTED: Date: _____ Time: _____ First requested time is one hour after close of show provided area is clear for work to be performed.

WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED YOUR ESTIMATE HAS BEEN SIGNED AND RETURNED ALONG WITH YOUR CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN.
REFER TO THE SES *"SCOPE OF WORK"* (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.
PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.

ESTIMATE

- This form will be used to estimate costs to have requested work completed. The estimate will be forwarded to you based on account information listed above.
- All work will be performed upon our receipt of the signed estimate and Credit Card Authorization Form.
- Estimate charges will be applied to your listed method of payment on the *Credit Card Authorization Form* (page 2).
- Failure to return the estimate prior to the first show move-in day will result in a significant delay in your requested work being completed.
- The Sands Expo & Convention Center assumes no responsibility for additional labor or materials associated with the failure to return a signed estimate.
- Please make sure all on-site contacts are noted on your Credit Card Authorization Form.

PRODUCT LIST

ALLOW US TO ASSIST YOU WITH ALL OF YOUR PRODUCTION REQUIREMENTS; FROM THE SMALLEST TO THE LARGEST, WE CAN PROVIDE IT ALL!

- Motorized Hoists
- No Shipping Costs for In-house Products
- Custom Rigging Packages
- LED, Robotics, and Conventional Lighting
- Fully Trained and Professional Staff
- Perishables
- Dimmers and Controls
- Lighting Design Services
- Truss

PLEASE PROVIDE A LIST OF GEAR REQUIRED.
PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES.
PLEASE CONTACT US FOR ANY ITEMS NOT LISTED HERE OR IF YOU WISH TO HAVE OUR ASSISTANCE IN PLANNING YOUR LIGHTING DESIGN PRODUCTION REQUIREMENTS: **RIGGING@SANDSEXPO.COM**

NO DRAYAGE COST for SES PROVIDED EQUIPMENT

(Drayage is the cost of hauling goods.)

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 8, 2013

SES
SPECIALIZED EVENT SERVICES

RIGGING: HANGING SIGN SERVICES ORDER FORM - 2013 ✹

Mail or fax forms with payment to:
SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA 2013		EVENT DATES: Jan. 29-31, 2013	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.

IMPORTANT: SES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC. NO OTHER PROVIDER OR HANGING SIGN/RIGGING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

EXHIBITOR CHECKLIST

- ☐ **I have sent in payment with Credit Card Authorization Form.**
- ☐ I have completed the *Labor Request* portion of this order form.
- ☐ I understand that Specialized Event Services is responsible for hanging, assembly, and operation of all electrical and non-electrical hanging items within the Sands Expo & Convention Center. Display companies or exhibitor's representative may supervise these activities.
- ☐ I understand that for safety reasons, all signs in excess of 200 pounds and/or requiring electric will be hung using a motorized hoist(s).
- ☐ I have included with my order, blueprints or drawings which must include engineering approval, booth dimensions, orientation in booth, estimated weight, pick points for hanging, and assembly instructions.
- ☐ I understand that all items must be in working order, structurally sound, and in accordance with applicable codes.
- ☐ I have noted all on-site contacts on my Credit Card Authorization Form.
- ☐ I have contacted the general service contractor for shipping instructions for all hanging items.
- ☐ I understand that this form will be used to estimate costs to have requested work completed. The estimate will be forwarded to me based on account information provided on the Credit Card Authorization Form.
- ☐ I have returned the signed estimate and understand that estimate charges will be applied to my listed method of payment.
- ☐ I have provided the measurements from the floor to the top of the sign in order for SES to hang my sign at the proper height.
- ☐ I understand that failure to return the signed estimate prior to the first show move-in day will result in a significant delay in my requested work being completed.
- ☐ I understand that Specialized Event Services reserves the right to refuse to hang any application if they deem it unsafe.
- ☐ I understand that I must be in my booth at the time of service.
- ☐ I understand that SES will not open any crates/cases/boxes that are not clearly marked "signage".
- ☐ I have completed the *Service Location Plan* on page 5 and submitted it with my order.
- ☐ I have ordered power for my sign if needed. (Please see pages 17-20 to order power.)

SIGN DESCRIPTION, SIZE, WEIGHT & POWER REQUIREMENTS

Type: ☐ cloth ☐ wood ☐ metal ☐ truss ☐ electrical ☐ non-electric

☐ other _____

Shape: ☐ square ☐ triangle ☐ rectangle ☐ Other:

Size: height _____ length _____ width _____

Weight: _____

Power Requirements: _____ AMP or Watts _____ voltage

PLEASE PROVIDE PLACEMENT OF SIGN AND DRAWINGS OR PRINTS WITH REQUEST.

LABOR REQUEST

Straight Time - $89/hour: *Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday*, except holidays.

Over Time - $168/hour: *Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays.*

Load-in Services Requested: Date: _____

Time: ☐ 8 AM ☐ 11 AM ☐ 2 PM No. of Persons: _____
(3 person min. for Rigging)

Load-out Services Requested: Date: _____

Time: _____ First requested time is one hour after close of show provided area is clear for work to be performed.

- **Labor to dismantle will be based on one-half of the installation time and will be automatically applied to your invoice.**
- A supervisor from exhibiting company must be on-site before any work is performed.
- A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor.

WE WILL HONOR YOUR REQESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED ESTIMATES ARE SIGNED AND RETURNED ALONG WITH CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN.

REFER TO SES *"SCOPE OF WORK"* (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERBICES.

EQUIPMENT REQUEST

- ☐ Boom Lift - $200 per hour
- ☐ Motorized Hoist - 1-TON - $450 *(lifting device for sign)*
- ☐ Scissor Lift - $200 per hour
- ☐ Sign Rotator - $200.00 *(motor to turn sign)*

SINGLE POINT SIGN PACKAGE PRICING - $2,800.00

If your sign can be hung safely with one point, weighs less than 1,000 lbs., is no larger than 12' in diameter or no larger than a 12'x12' rectangle, you qualify for this package.

Package price includes all labor, lifts, motorized hoist, and custom rigging to install your sign.
Package price does not include sign rotator; must be ordered separately.

Quantity

_____ Single Point Sign Package - $2,800.00 each

_____ Sign Rotator - $200.00 each

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

For specific questions concerning hanging applications, E-mail us at rigging@sandsexpo.com.

Exhibitor Charitable Opportunity

Welcome to the Sands Expo and Convention Center. We would like to take this opportunity to inform you of our ongoing sustainability effort regarding outreach to the local Las Vegas community.

When events come to Las Vegas, thousands of items are packaged and shipped for the event. At the end of the event, some exhibitors choose to leave their items on the show floor due to excessive return shipping costs. In previous years, the Sands Expo and Convention Center staff has simply gathered what was left on the floor and donated these items to a local charity.

Our goal is to increase our community outreach and the amount of items being donated to the community. To achieve this goal, we are asking for your participation regarding your booth and event items. We would like to encourage you to leave your show items on the event floor and donate them to a local charity. By donating items, you can reduce your shipping costs and emissions from transporting your items back home. Your items will be distributed throughout a network of local charities based on the type of materials you donate. This network includes the following charities. For special items, we will find a charity that best fits the type of donated items. Save money. Save the environment. Help the community.

While we encourage the donation of booth and show items, structural elements of your booth will not be considered a donation. Any building or structural materials used in the setup of your booth will be considered waste, not a donation, and you will be billed for the removal of these items per the Exhibitor Agreement.

If you would like to donate, please contact the phone number or email address below with a general description of the items you would like to donate, as well as your company name and booth number. If you have any questions or concerns, please contact the Community Outreach team and we will be happy to assist you.

Thank you very much for your consideration in this matter,

Community Outreach Team
Sands Expo & Convention Center
Contact Email : RGreen@SandsExpo.com
Contact Number: (702) 733 - 5456

10. OPTIONAL SERVICES

Free Wireless Internet Information

Audio/Visual & Computer Equipment Rentals (ETS)

Security Order Form (Pro-Tect Security)

Plant & Floral Order Form (Spring Valley Floral)

Lead Retrieval Order Form (CompuSystems Inc)

FREE WIRELESS INTERNET ACCESS

If your business requires a VPN, the ability to download large files or highly reliable Internet service, please order Internet service through Specialized Event Services (SES). SES can provide both hard wired and wireless Internet access that can fit your specific needs. Order forms can be found in section 9 Specialized Event Services.

WSA provides FREE wireless Internet access throughout Sands Expo. This service is useful for checking e-mail and standard Web browsing, but is not recommended for use with a virtual private network (VPN) or for large downloads. If you need only to check e-mails and browse the Internet, just bring your computer with wireless capability, and you will be able to connect to the Internet at no charge. Complete logon instructions will be available at the Registration Area.

Although we anticipate that the wireless Internet service will function well, there may be slowdowns during peak usage times, and there may be areas in the hall where the service is not as strong. The free wireless Internet service should not be considered a reliable replacement for a hard wired Internet connection.

CONNECTING TO THE WIRELESS INTERNET SERVICE

For connecting to the Sands Wireless Network

1. Click on the icon to **View Wireless Networks**.
2. Connect to the "**WSA2013"** network.
3. Open your Web browser, you will be on the Sands Splash page
4. Read the Terms and Conditions, and check the "I Agree" box, then click Continue
5. Enter the access code **WSA2013**.
6. Browse the web and check email

ACCESS CODE: **WSA2013**
EVENT DATE: **1/27 to 1/31**

WSA

WSA
Sands Expo and Convention Center
Las Vegas, Nevada
January 29-31, 2013

Early Order Discount Deadline: **January 18, 2013**

Order online at www.ets-av.com/orders

Company Information

Company Name _____

Company Address _____

City _____ State _____

Country _____ Zip/Postal Code _____

Ordered By _____ Email _____

Phone Number _____ Fax Number _____

Show Information

On Site Contact Name _____ Cell Number _____

Booth Name _____ Booth Number _____

Requested Delivery Date _____ Delivery Time

Payment Information

Credit Card _____ Account Number _____ Expiration _____

Cardholder Name _____

Cardholder Address _____

City _____ State _____

Country _____ Zip/Postal Code _____

Cardholder Signature

By signing the above you are certifying the credit card information to be true and correct. You are authorizing the account to be charged for this advance order and any additional amounts incurred as a result of changes by on site representatives.

◯ Check

Remit To:
Event Technology Services
8080 Tristar Dr, Suite 118
Irving, TX 75063
Please Call for Wire Transfer

Additional equipment is available. Please call for quote.
Equipment rental rates are show rates.
A representative must be in the booth to sign for equipment.
Cancellation of services must be received by discount deadline or cancellation minimums will apply.
Changes in delivery date or time on site may result in additional labor charges.
All equipment will be picked up by ETS staff upon completion of the event.

ETS
Event Technology Services

ETS
Event Technology Services
8080 Tristar Dr, Suite 118
Irving, Texas, 75063
ph: 972.756.0100
fax: 972.756.0123

WSA

Booth Name _____

Booth Number _____

Flat Panel Monitors Computer Only LCD 4:3 Aspect Ratio	Qty	Early Order	Standard Rate	Total
18" LCD Monitor (1280x1024)				
20" LCD Monitor (1600x1200)				

Computer Only LCD 16:9 Aspect Ratio				
24" LCD Monitor (1920x1200)				

Computer or Video LCD 16:9 Aspect Ratio				
23" LCD Monitor (1280x768) (720p)				
24" LCD Monitor (1900x1200) (1080i)				
32" LCD Monitor (1366x768) (720p)				
40" LCD Monitor (1920x1080) (1080p)				
46" LCD Monitor (1920x1080) (1080p)				
52" LCD Monitor (1920x1080) (1080p)				

Touchscreen Monitors Available-Please Call for Quote

Computer or Video Plasma 16:9 Aspect Ratio				
42" Plasma Monitor (1024x768) (720p)				
50" Plasma Monitor (1366x768) (720p)				
50" Plasma Monitor (1920x1080) (1080i)				
61" Plasma Monitor (1366x768) (720p)				
65" Plasma Monitor (1366x768) (720p)				
65" Plasma Monitor (1920x1080) (1080i)				
85" Plasma Monitor (1920x1080) (1080i)				
103" Plasma Monitor (1920x1080) (1080i)				

Specialty Display				
NEC 46" Narrow Bezel LCD				
Winvision LED Panel				
Barco LED Panel				

Plasma/LCD Accessories				
Monitor Chrome Floor Stand				
Shelf For Chrome Monitor Stand				
54" Cart				

Playback				
DVD Player				
Blu-Ray Player				
DVCam Player				

Computers (17" LCD Monitor included with desktops) Windows Desktop	Qty	Early Order	Standard Rate	Total
2.8Ghz Dual Core 1g/80g/DVD/256k video				
2.4Ghz Quad Core 4g/500g/DVD/512k				

Windows Laptop				
2.0 Ghz Core 2 Duo 2g/120g/DVDRW				
2.8 Ghz Core 2 Duo 4g/160g/512k video				

Mac Desktop				
Mac Mini 1.66Ghz Core Duo				
Mac Pro Quad 3.0Ghz				

Mac Laptop				
MacBook Pro 2.16Ghz Core Duo				

Printers (1st toner at no charge)				
HP 4200N B&W Laser Printer				
HP 3800N Color Laser Printer				

Computer Accessories				
Computer Speakers with Subwoofer				
Wireless Keyboard/Mouse Combo				
Remote Presenter				

Audio Speaker Systems (all speakers come with floor stands)				
Anchor AN-1000X Powered Speaker (pair)				
12" Powered Speaker (pair)				
15" Powered Speaker (pair)				
Meyer UPM-1P Powered Speaker (pair)				

Microphones				
Wired Handheld Microphone				
Wired Lavaliere Microphone				
Wired Headset Microphone				
Wireless Microphone Kit				

Mixers and Accessories				
PCDI Computer Audio Interface				
4 Channel Mixer				
12 Channel Mixer				
CD Player				

Totals	
Equipment Subtotal	
Service Charge (20% of equipment total **$65 minimum)**	
Grand Total	

Booth Security Order Form

Show or Convention : **WSA** **JANUARY 29-31, 2013**

Location : **SANDS EXPO**

Booth security service :

$ 22.00 per hour when ordered by December 29, 2012
$ 25.00 per hour when ordered between December 30 - January 15, 2013
$ 32.00 per hour when ordered after January 15, 2013

TOTAL =

Service as follows : (6 hour min.)

Payable 100% in advance of service. American Express, Visa, Mastercard or checks accepted.

Date	Day	Start Time	Finish Time	# of Officers	Total Hours	Date	Day	Start Time	Finish Time	# of Officers	Total Hours

Pro-Tect Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations, property or the property of others. The amounts payable by the client are not sufficient to warrant Pro-Tect assuming any risk of damage or loss to property due to Pro-Tect's negligence or failure to perform. Pro-Tect Security , its agents and representitives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement holds Pro-Tect Security harmless for any and all losses and agrees to have in effect at the time of signing this agreement, insurance to cover all product, and personal damages and any claims arising from engaging in business as an exhibitor at ENKWSA January 2013.

Please Print

Card Type : (4 ½% processing fee) American Express [ ] Visa [ ] Mastercard [ ] 3 or 4 digit security code: _____

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Print Name of Cardholder: _____ Cardholder Signature: _____

Invoice Information

Pro-Tect Security	Company Name: _____ Date: _____
3511 S. Eastern Avenue	Address: _____
Las Vegas, Nevada 89169	City : _____ State: _____ Zip: _____
Phone: (702) 735-0110 Fax: (702) 735-7793	Company Rep: _____ Phone: _____ Fax: _____
Force1@Pro-TectSecurity.Com	E-Mail: _____ Location/Booth #: _____
www.Pro-TectSecurity.com	

Client Signature: _____ PO #: _____

CLIENT TO VERIFY SCHEDULE
Fax or E-Mail Completed Form

FLORAL DECORATIONS

Spring Valley Floral
DECORATING COMPANY INC.
241 South Little Tor Road
New City, NY 10956
TEL: 845 268-7555 FAX: 845 268-6570
Web Site: www.springvalleyfloral.com

WSA
January 29 - 31, 2013
Sands Expo, Las Vegas

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	65.00		
Fresh Floral Arrangement 15 - 18" High	75.00		
Exotic Floral Arrangement 14" High	80.00		
Exotic Floral Arrangement 24" High	95.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ___ yellow ___ white ___ lavender	25.00		
Azaleas	30.00		
Green Table Plant	25.00		
Large Fern	30.00		
3-foot Green Plant	39.00		
4-foot Green Plant	49.00		
5-foot Green Plant	59.00		
6-foot Green Plant	69.00		
8-foot Green Plant	89.00		

SUBTOTAL:_____

ADD 8.100% LAS VEGAS SALES TAX:_____

TOTAL:_____

ALL PRICES INCLUDE INSTALLATION, SERVICING, AND REMOVAL AT END OF SHOW

SPECIAL SERVICES AVAILABLE UPON REQUEST
- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO AVAILABILITY

__ PLEASE HAVE YOUR DESIGNER COME BY TO MAKE SUGGESTIONS
DATE/TIME_____

ALL PLANTS INCLUDE DECORATIVE CONTAINERS
PLEASE CHECK ONE
____WHITE ____BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Spring Valley Floral.

Credit Card Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16)

Expiration Date MM/YY ☐☐ – ☐☐

☐ American Express (15 Digits) ☐ Check
☐ MasterCard (16 Digits) ☐ Visa (13 or 16 Digits)

_____
Authorized Signature Name on Card

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____ Phone _____

Address _____ FAX _____

City, Zip, State _____ E-mail_____

Party in Charge _____ Cell #:_____

Authorized Signature _____ **BOOTH #** _____

CompuSystems
Lead Management

Dear Exhibitor:

CompuSystems, the show's official registration provider, also offers a suite of lead retrieval products and services designed to help you maximize the return on your investment from exhibiting and turn qualified buyers into sales. This comprehensive approach to lead management will connect you with attendees both during and after the show.

Onsite, CompuLEAD lead retrieval products are designed to help you quickly and effectively capture and qualify leads on the show floor. Using lead retrieval to capture sales leads in your booth enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow up and gives you access to complete demographic information on attendees you wouldn't otherwise receive collecting business cards.

When the show ends, exhibitors that used a CompuLEAD device also have access to BuyerConnect, our premier post show follow-up service. You can send follow-up emails to your lead list, print mailing labels and generate reports to measure ROI – all for FREE!

Use the following order forms to learn more and sign up for these valuable services today. If you have any questions, one of our knowledgeable exhibitor services representatives is standing by to help you place your order.

Have a Great Show!

CompuSystems

Think Big Picture!

Get the most out of your trade show investment! Use our products and services to capture and qualify attendees on the show floor and promptly follow up on your leads when the show ends.

Can you afford not to take advantage of these valuable services?

checklist

- ☐ **Ordered a CompuLEAD lead retrieval device to capture and qualify my sales leads onsite**
- ☐ **Used BuyerConnect to promptly follow up with my sales leads**

ORDER ONLINE
www.compusystems.com/order

For assistance (inside the U.S.)
call toll-free: 866.600.LEAD (5323)

For assistance (outside the U.S.)
call: +1 708.786.5565

LEAD RETRIEVAL OFFICIAL PROVIDER

CompuSystems

CompuLEAD Products

CompuSystems offers a suite of lead management products and services designed to help exhibitors quickly and easily capture and qualify leads on the show floor. Our products read trade show attendee badges and instantly capture comprehensive sales leads. Using lead retrieval enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow-up and gives you demographic information on attendees you wouldn't otherwise receive collecting business cards.

descriptions

CompuLEAD Mobile Elite

A handheld device with robust surveying and qualifying capabilities. Has a large touch screen and attached stylus. Plus instant online access to sales leads. *Electricity needed to charge unit.*

- QWERTY keyboard for extensive note taking and lead editing
- Complete with 10 standard qualifiers and 4 standard survey questions
- Create custom lead qualifiers or survey questions (addl. charges will apply)
- Optional wireless printer (addl. charges will apply)

CompuLEAD Mobile

Capture leads anywhere with this lightweight handheld device, and quickly read attendee badges without removing badge from holder.

- Leads provided electronically
- Note taking functionality
- Complete with 10 standard qualifiers
- Create custom lead qualifiers (addl. charges will apply)

CompuLEAD Desktop

Drop and record design reads attendee badges and instantly prints comprehensive sales lead reports. Requires electricity.

- Complete with 10 standard lead qualifiers
- Receive your leads electronically (addl. charges may apply)
- Create custom lead qualifiers or surveys (addl. charges will apply)
- Optional keyboard for taking notes (addl. charges will apply)

terms & conditions

By completing the Lead Retrieval Order Form, you agree to be held liable for the return of the CompuLEAD unit and its accessories. If the unit is not returned within 1 hour after the show floor closes, a $100 late fee will be charged to the credit card used for deposit. If the unit is not returned or returned damaged, a $1500 replacement fee will be charged. If the CompuLEAD keyboard is not returned a $50 replacement fee will be charged. If the GPRS Modem or Wireless Printer is not returned a $750 replacement fee will be charged. If the snap-on charger for the Mobile Elite is not returned a $250 replacement fee will be charged. If the power cord for the Wireless Printer or Mobile Elite is not returned a $100 replacement fee will be charged. If the unit or accessories are subsequently returned to CompuSystems, the fees may be reduced by CompuSystems. You, not CompuSystems or Show Management, are responsible for the proper use and safekeeping of the equipment.

CompuSystems

CompuLEAD
Lead Retrieval Order Form

OFFICIAL LEAD RETRIEVAL PROVIDER

WSA JANUARY 29.30.31 2013
SANDS EXPO & CONVENTION CENTER, LAS VEGAS

ORDER ONLINE: www.compusystems.com/order | **EARLY BIRD DEADLINE: 12/17/12 ADVANCE DEADLINE: 01/02/13**

complete packages

best value!

Select a package for everything you need to capture, qualify and follow up with your leads.

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Mobile Qualifier Elite (181) Includes electronic leads, custom qualifiers, instant online lead access, QWERTY keyboard for note taking and lead editing, wireless printer and delivery, setup and in-booth training.*	$630	$710	$770	____	$_____
CompuLEAD Mobile Qualifier (113) Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training. *	$530	$595	$635	____	$_____
CompuLEAD Desktop Qualifier (101) Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training. *	$460	$545	$615	____	$_____

a la carte

Select individual products and don't forget to order valuable enhancements (located below).
See product description sheet for more information.

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Mobile Elite (176A)	$430	$460	$495	____	$_____
Wireless Printer for Mobile Elite (177)	+$75	+$85	+$95	____	$_____
CompuLEAD Mobile (13A)	$400	$425	$450	____	$_____
CompuLEAD Desktop (01A, 103)	$325	$375	$425	____	$_____

enhancements

Keyboard (03) Available for CompuLEAD Desktop.	$ 30	$ 35	$ 40	____	$_____
Custom Qualifiers (05, 18, 180) Available for CompuLEAD Desktop, CompuLEAD Mobile, and CompuLEAD Mobile Elite. *	$ 85	$ 95	$105	____	$_____
Custom Survey (06, 179) Available for CompuLEAD Desktop and CompuLEAD Mobile Elite . *	$ 85	$ 95	$105	____	$_____
Delivery, Setup & In-Booth Training (08) Available for all "a la carte" products.	$ 75	$105	$115	____	$_____

* Custom Qualifiers and Custom Survey questions must be received at the time your order is placed. Any changes to your qualifiers or survey after your order is processed (either pre-show or onsite) will result in a $50 service fee.

electronic literature

Electronic Literature Solution (EXP) Reduce your cost to exhibit by eliminating the need to print your literature and minimize paper waste! Package includes up to 5 electronic company brochures (PDFs, up to 1 MB each) hosted in BuyerConnect, the attendee post-show follow-up system, as well as available on pre-show Connect*ME* services. If you purchase the CompuLEAD Smart App, your literature can also be distributed to your leads right from within the app. Available for all "a la carte" products and the CompuLEAD Smart App. ***Give us a call us to learn more!***

SELECT

$ 50 ☐ $_____

payment

Contact Name/Title | Company Name | Booth # (Required)

Address

City | State | Zip Code | Country

Phone | Onsite Cell | Fax

E-mail | Alternate E-mail (to receive leads post-show)

ALL ORDERS SUBJECT TO A $100 CANCELLATION FEE

NO REFUNDS AFTER 01/11/13
No refunds on CompuLEAD Smart

☐ Check *(payable in U.S. funds to CompuSystems; order form must accompany check)*
☐ Visa ☐ MC ☐ Amex

Credit card deposit **required** for all rentals. If paying by check, credit card will not be charged unless unit is damaged or not returned on time.

By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed on the product description page.

Card Number | Expiration Date

Cardholder Name | Cardholder Signature

You will receive an order confirmation 5-7 days after your order has processed.

Subtotal	$_____
Sales Tax 8.1%	$_____
Processing Fee	$ 15.00
TOTAL	**$**_____

ORDER ONLINE
www.compusystems.com/order

FAX ORDERS TO:
+1 708.344.4444

MAIL ORDERS TO:
CompuSystems, Inc.
P.O. Box 6271
Broadview, IL 60155, USA

FOR ASSISTANCE CALL:
(INSIDE U.S.) toll free 866.600.LEAD
(OUTSIDE U.S.) +1 708.786.5565

Requires 110v AC Circuit.

enhancements

Don't forget these valuable add-ons!

Custom Lead Qualifiers — Qualify your prospects in ways that are unique to your company. This option works just like Standard Lead Qualifiers, except you create and supply us with your own qualifiers. You can create up to 99 custom qualifiers, 21 characters long, including spaces. Simply provide your list of qualifiers when you place your order. **Option for Desktop, Mobile, & Mobile Elite**.

Custom Survey — Survey questions allow you to qualify your prospects and customize your post-show follow-up effort. Simply provide your survey questions with your faxed order, and we will program your survey to print on the paper lead form after a badge is scanned. **Option for Desktop & Mobile Elite**.

Delivery, in-booth setup and training — Have your units delivered direct to your booth. A CompuSystems technician will also set the machines up in your booth and train your staff how to use them.

Keyboard — This valuable option allows you to take electronic notes using the CompuLEAD Desktop unit. Say goodbye to handwriting your notes and hello to keying them in! **Option for Desktop**.

Wireless Printer — This valuable option allows you to print via Bluetooth from a hand-held device. **Option for Mobile Elite**.

BuyerConnect Follow-Up Services

Included FREE with all CompuLEAD rentals

CompuSystems offers premier post show follow-up services for exhibitors *and* attendees. After the show, both exhibitors and attendees will receive a personal BuyerConnect email inviting them to view their contacts and take advantage of a powerful suite of post show follow-up services.

Exhibitors can:

- Easily keep track of the attendees who stopped by their booth
- View and print their leads
- Send broadcast emails to their list of leads
- Print mailing labels from their list of leads
- Create reports based on the following criteria:
  - Lead Ranking
  - Leads Profile
  - Leads by Hour
  - Leads by Geographical Distribution

Attendees can:

- View and download company information for exhibitors they visited
- Send follow-up emails to exhibitor contacts

It's never been easier to follow up with your leads — and it's FREE!

Electronic Literature Solution

Add this option to your order and GO GREEN!

- Reduce printing and shipping costs for the event
- Avoid the literature paper-jam carried around by attendees
- Minimize paper waste and harm to the environment
- Increase your company exposure

The easy and cost-effective way to ensure your information gets into the hands of attendees!

CompuSystems
P.O. Box 6271, Broadview, IL 60155
Phone: +1 708.786.5565 • Fax: +1 708.344.4444
E-mail: exhibitor-support@compusystems.com
www.compusystems.com

Join the CompuLEAD Users Group
LinkedIn

Custom Lead Qualifier Template

All the CompuLEAD lead retrieval units come equipped with ten standard lead qualifiers. For an additional charge, you can choose to create and supply CompuSystems with qualifiers specific to your company using the template below. Simply select the Custom Lead Qualifiers option on the lead retrieval order form, and fax this template to CompuSystems along with your order. Your lead retrieval product(s) will then be programmed with the qualifiers you specified.

You may create up to 99 Custom Lead Qualifiers, up to 21 characters long (including blank spaces).

In addition to letters and numbers, the following characters may be used: dashes, greater than and less than symbols, and plus and minus signs.

01. _____
02. _____
03. _____
04. _____
05. _____
06. _____
07. _____
08. _____
09. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

If you need additional space beyond what this template allows, you may attach a separate sheet of paper to this form continuing the number sequence.

Fax with your order form to: +1 708.344.4444

The following qualifiers come standard with every unit rented:

Standard Lead Qualifiers

Lead Ranking
01 A-Lead
02 B-Lead
03 C-Lead

Follow Up
06 E-mail Info
07 Mail Info
08 Have Rep Call

Authority
04 Influencer
05 Decision Maker

In-Booth Action
09 Gave Literature
10 Gave Demo

Use this template to create your own custom codes, which will replace the standard qualifiers listed above. Please keep a copy for your records.

All qualifiers will be programmed into your lead retrieval unit prior to show start. For CompuLEAD Desktop, the first 40 qualifiers will be printed and placed in a viewing tray onboard the unit; the remainder will be printed and given to you. For CompuLEAD Mobile and Mobile Elite, you will be able to view your list of qualifiers on the unit's screen.

Show Name _____

Company Name _____

Booth Number _____

11. Turnkey Booth Packages

Booth Dimensions
Wall Dimensions
Booth Furnishings Package Order Form
Additional Booth Lighting Order Form
Booth Package Hard Walls
Graphic Header / Wall Panel Order Form
Wall Light Box Order Form
Graphic Panel Specifications
Light and Power Placement
Sample Diagram
10’ x 10’ Furnishing Placement
10’ x 20’ Furnishing Placement
10’ x 30’ Furnishing Placement
10’ x 40’ Furnishing Placement

Booth Dimensions

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

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

Booth Walls

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

Panels

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

10' D X 10' W In-Line Booth

10' D X 20' W In-Line Booth

10' D X 30' W In-Line Booth

20' D X 20' W Peninsula Booth

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

20' D X 20' W In-Line Booth

20' D X 30' W Peninsula Booth

20' D X 40' W Peninsula Booth

30' D X 30' W Peninsula Booth

101411 Cstm

© 2012 Global Experience Specialists, Inc. (GES)

Wall Dimensions

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

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

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

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

121112 Cstm

© 2012 Global Experience Specialists, Inc. (GES)

Booth Furnishings Package Order Form

D-W3

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

Form Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	Booth Number

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

PACKAGE FURNISHINGS PER BOOTH SIZE

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

* Installed on back wall at 6" & 4' height unless indicated. ** Quantity is dependent upon your booth style

ORDER ADDITIONAL BOOTH FURNISHINGS (charges apply)

Price List

ITEM#	*DESCRIPTION*	*RATE*
	Dressing Room / Additional Wall Panels	
668514	Dressing Room 1 Wall Panel + 1 side draping	$ 382.50
668822	Dressing Room 2 Wall Panel + 1 side draping	$ 645.25
600201	Additional Panel, GEM	$ 292.75
	Miscellaneous Furnishings	
302102	Chair, White	$ 83.50
305196	Table, White Top, 30" x 30" x 30"	$ 277.25
300113	Wastebasket	$ 17.85

ITEM#	*DESCRIPTION*	*RATE*
	Wall Mounted Items	
600119	Flat Shelf 9-3/4" x 1meter	$ 110.00
600123	Shelving, Slanted, White	$ 109.50
302103	Garment Rack, 8'	$ 109.75
600320	Display Bar, 1M	$ 109.75
302113	EZ Single Shelving Unit, White, 30"x11-1/2"x72"	$ 278.25
302310	Double EZ Shelves (58" wide x 72" high with 12" in between each	$ 556.00

Important Information

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

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

Place Order Here

ITEM#	*DESCRIPTION*	*PRICE*	*QUANTITY*	*TOTAL PRICE*
				$
				$
				$
				$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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

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Additional Booth Lighting Order Form

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

Form Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	Booth Number

General Information

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

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

Adding Lights to the WSA Package

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

Price List

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

Place Order Here

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

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

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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

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Booth Package Hard Walls

D-W5

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January 29 - 31, 2013

Form Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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

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

10 foot wall = 3 M which = 3 squares

Panels included in WSA's Booth Package

Chat with GES at www.ges.com/chat for dimensions not listed here.

WSA Booth Size	Interior Booths	Corner Peninsula Booths
10’ D x 10’ W	9-1 M panels	6-1 M panels
10’ D x 20’ W	12-1 M panels	9-1 M panels
10’ D x 30’ W	15-1 M panels	12-1 M panels
10’ D x 40’ W	18-1 M panels	15-1 M panels
20’ D x 20’ W	16-1 M panels	12-1 M panels
20’ D x 30’ W	18-1 M panels	14-1 M panels
20’ D x 40’ W	18-1 M panels	14-1 M panels

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

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Graphic Header / Wall Panel Order Form

D-W6

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

Form Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	Booth Number

Price List

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

Place Order Here

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

ITEM#	*DESCRIPTION*	*PRICE*	*QUANTITY*	*TOTAL PRICE*
600680	1M (38-1/8" W x 86-1/4" H) Custom Interior Graphic Panel			$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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

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Wall Light Box Order Form

D-W7

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January 29 - 31, 2013

Discount Deadline Date:
January 4, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

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

Please Indicate Choices

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

Place Order Here

ITEM#	*DESCRIPTION*	*PRICE*	*QUANTITY*	*TOTAL PRICE*
				$
				$
				$
A.	Payment Enclosed			$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Graphic Panel Specifications

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January 29 - 31, 2013

Form Deadline Date:
January 4, 2013

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

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

Artwork Specifications

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

Uploading Graphic

- Upload Artwork to the GES FTP site and *identified by exhibiting company name, show and booth number. (e.g. SuperSlippers_WSA_2022.zip)*
- FTP Address: ftp://csftp.ges.com/West/LasVegas/WSA_January_2013/Booth Package Graphics/
- User: geswstftp
- Password: o8c!x6eq
- File Path: West/LasVegas/WSA February 2012/Booth Package Graphics

Artwork Image Size

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

Additional Information

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

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Light and Power Placement

RETURN TO: Sands Expo & Convention Center • Order Processing Department 201 Sands Avenue, Las Vegas, NV 89169 • Fax: 702.733.5568 Phone: 702.733.5070
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January 29 - 31, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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

10’ x 10’ in-line or corner booth

10’ x 20’ in-line or corner booth

10’ x 30’ in-line or corner booth

20’ x 20’ Showroom 1 opening

20’ x 20’ Peninsula 3 openings

20’ x 20’ Island 4 openings

20’ x 30’ Showroom 1 openings

20’ x 30’ Peninsula 3 openings

20’ x 30’ Island 4 openings

20’ x 40’ Showroom 1 opening

20’ x 40’ Peninsula 3 openings

20’ x 40’ Peninsula 4 openings

30’ x 30’ Peninsula 1 opening

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

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Sample Diagram

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January 29 - 31, 2013

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

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

NOTE:

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

Three 1-M wall mounted racks 42" from floor

One 3-M display bar, 60" from floor

Two shelves; top shelf 60" from floor, 12" between shelves

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10' x 10' Furnishing Placement

D-W11

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

Form Deadline Date:
January 04, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To have furnishings ordered from GES installed, this form must accompany your order.
Note: this diagram is for an inline booth, corner booths have a back wall and only either a left or right side wall.

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

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

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

Front Aisle

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

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10' x 20' Furnishing Placement

D-W12

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

Form Deadline Date:
January 04, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To have furnishings ordered from GES installed, this form must accompany your order.
Note: this diagram is for an inline booth, corner booths have a back wall and only either a left or right side wall.

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

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

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

Front Aisle

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10' x 30' Furnishing Placement

D-W13

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

Form Deadline Date:
January 04, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To have furnishings ordered from GES installed, this form must accompany your order.
Note: this diagram is for an inline booth, corner booths have a back wall and only either a left or right side wall.

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

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

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

Front Aisle

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10' x 40' Furnishing Placement

D-W14

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

Form Deadline Date:
January 04, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To have furnishings ordered from GES installed, this form must accompany your order.
Note: this diagram is for an inline booth, corner booths have a back wall and only either a left or right side wall.

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

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

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

Front Aisle

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

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