

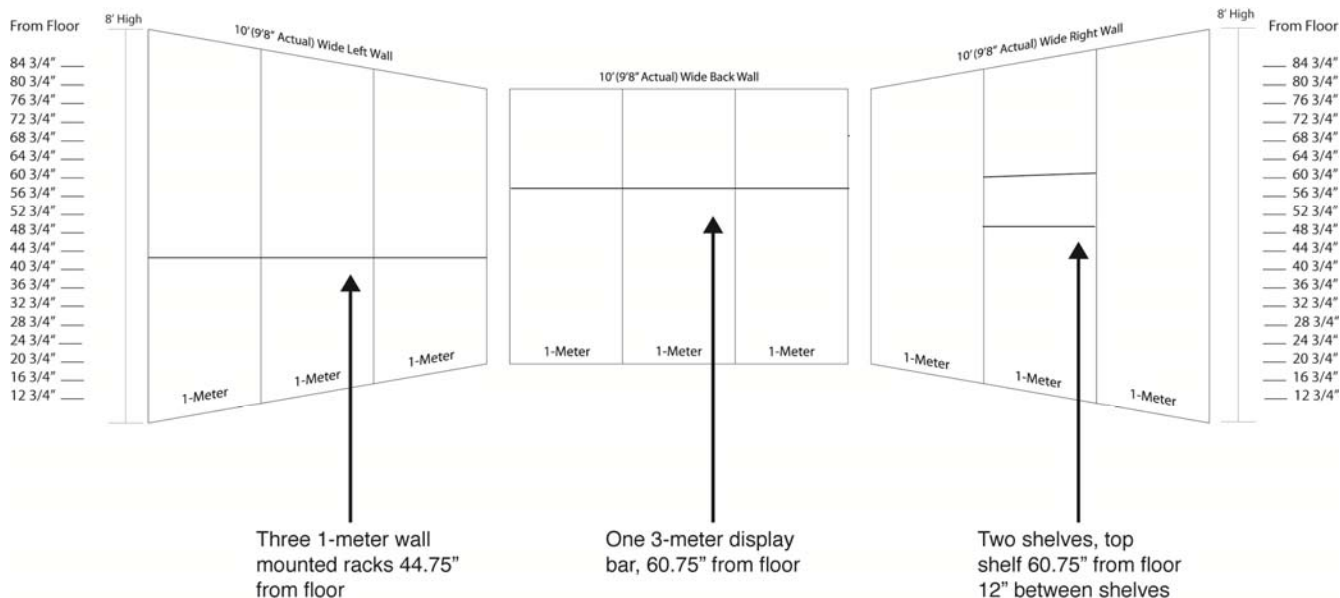
## Sample Diagram

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 GuideBook, call for assistance 800.801.0554, 201.375.9191 **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, call GES customer service at 800.801.0554, **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. If you have ordered booth wall paper from GES, be sure to indicate that on both the order form and diagram.
2. If you are having booth wall paper installed by anyone other than GES, your items will not be installed until the paper is hung AND there will be an additional labor charge of \$21.65/shelf, wall rack or display bar. If GES is papering your booth, this charge is discounted to \$15.20 per item.
3. 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.
4. Only GES-approved accessories may be ATTACHED to the GES wall system. Unapproved accessories will be removed at the exhibitor's expense.



# 6'x10' Furnishing Placement

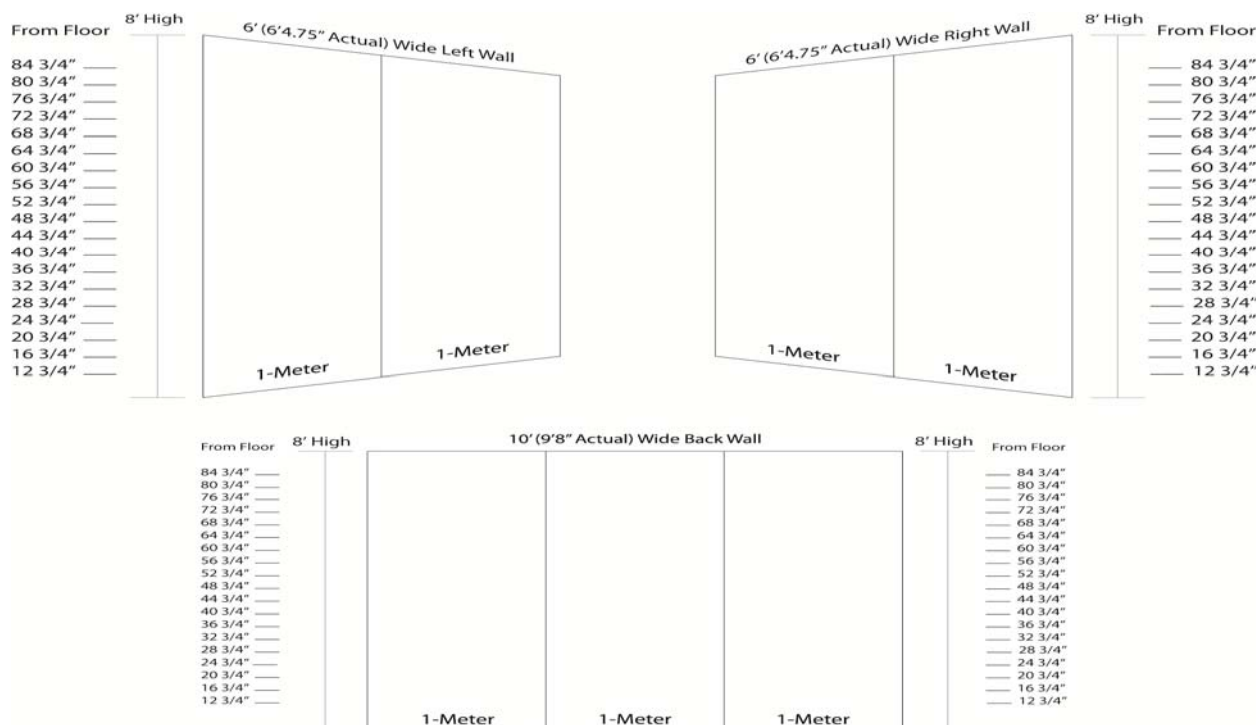
Order Deadline: **9/28/12**

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 ½ meter rather than 1 meter and may not be placed as indicated below. If you need specifics contact GES at 800.801.0554.)

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 your Booth walls are papered, you will incur a \$21.65/shelf, wall rack or display bar fee from GES to customize the installation of shelves, racks and display bars around your paper and \$15.20 around GES paper.
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- 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 \$15.20 per item.



Booth  
Papering

Wall ☐ The walls of my booth WILL BE PAPERED (List installers name & contact info below.)

☐ The walls of my booth WILL NOT BE PAPERED

Labor charges will apply for removal and re-installation of accessories if booth is papered and not indicated above.  
I agree in placing this order that I have accepted GES Payment Policy and GES Terms and Conditions of Contract.

Exhibitor

Exhibiting Collection Name (name on booth sign)

Booth Number

Telephone Number

Fax Number

Print Name

Authorized Signature

Show Site Contact

Cell Number

Return to:

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

**Tel: 800.801.0554, 201.375.9191**  
**Fax: 866.329.1437 (USA) 702.263.1520 (Intl)**

Confirmation:

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

# 6'x13' Furnishing Placement

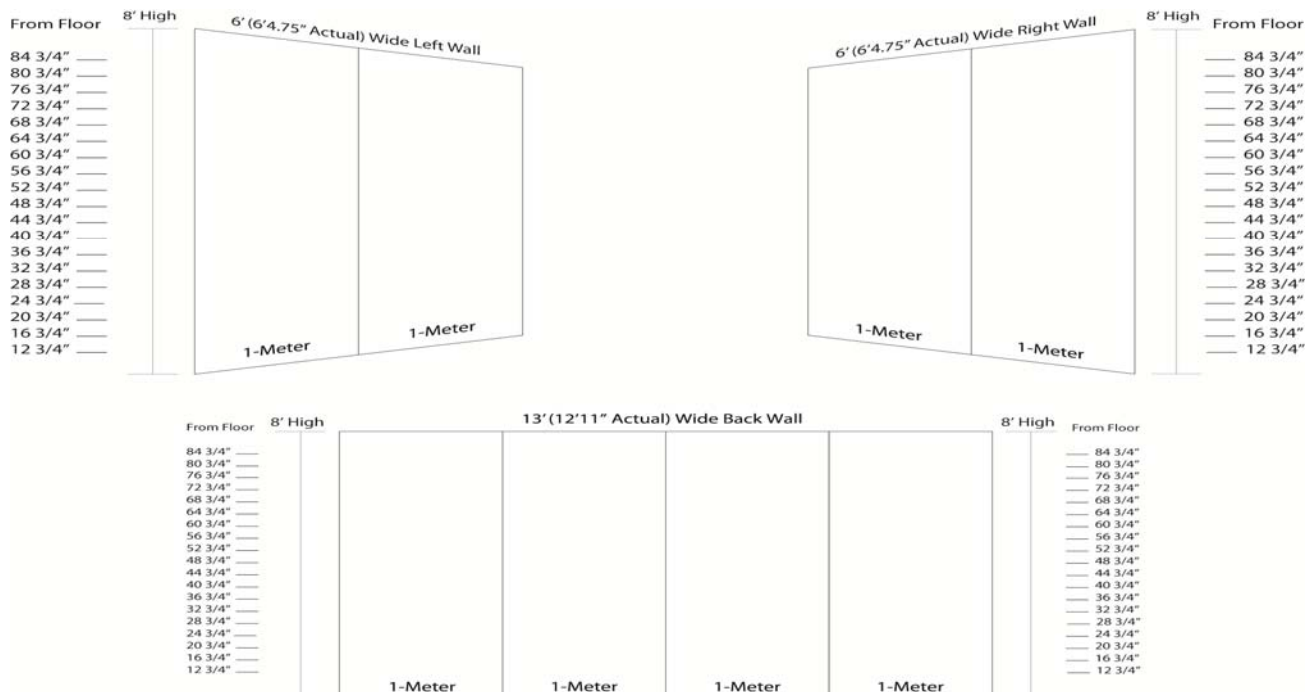
Order Deadline: **9/28/12**

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Booth  
Papering

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# 6'x16' Furnishing Placement

Order Deadline: 9/28/12

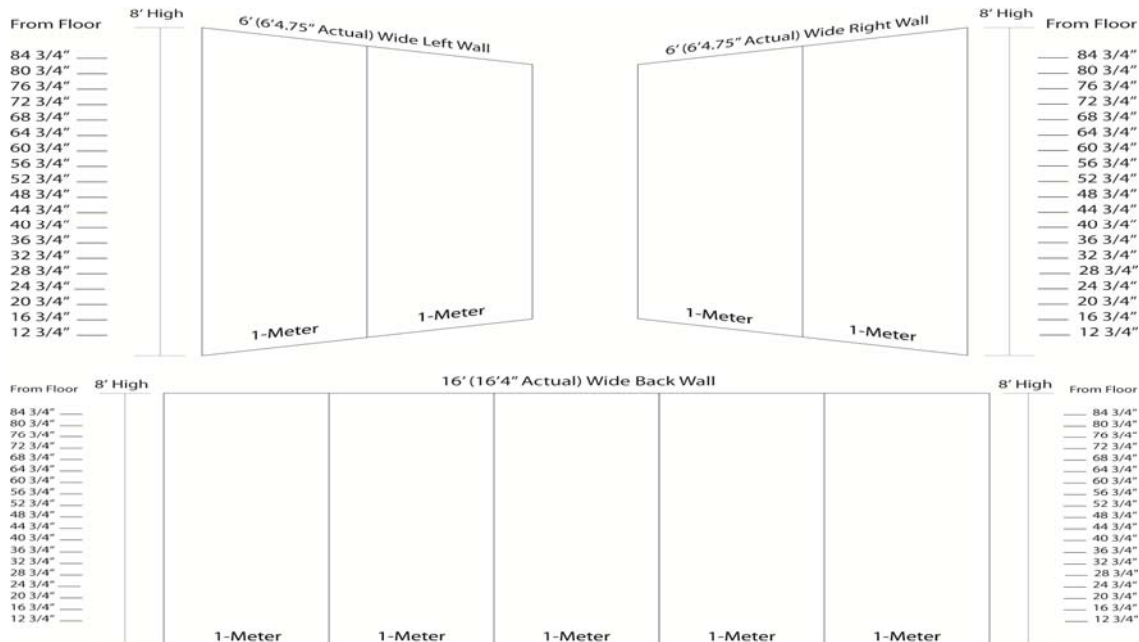
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Every 10' (3 meters) of wall space is constructed with three 1-meter panels. (In some instances and for structural reasons, a few panels may be ½ meter rather than 1 meter and may not be placed as indicated below. If you need specifics contact GES at 800.801.0554.)

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Exhibitor

Exhibiting Collection Name (name on booth sign)

Booth Number

Telephone Number

Fax Number

Print Name

Authorized Signature

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# 6'x20' Furnishing Placement

Order Deadline: 9/28/12

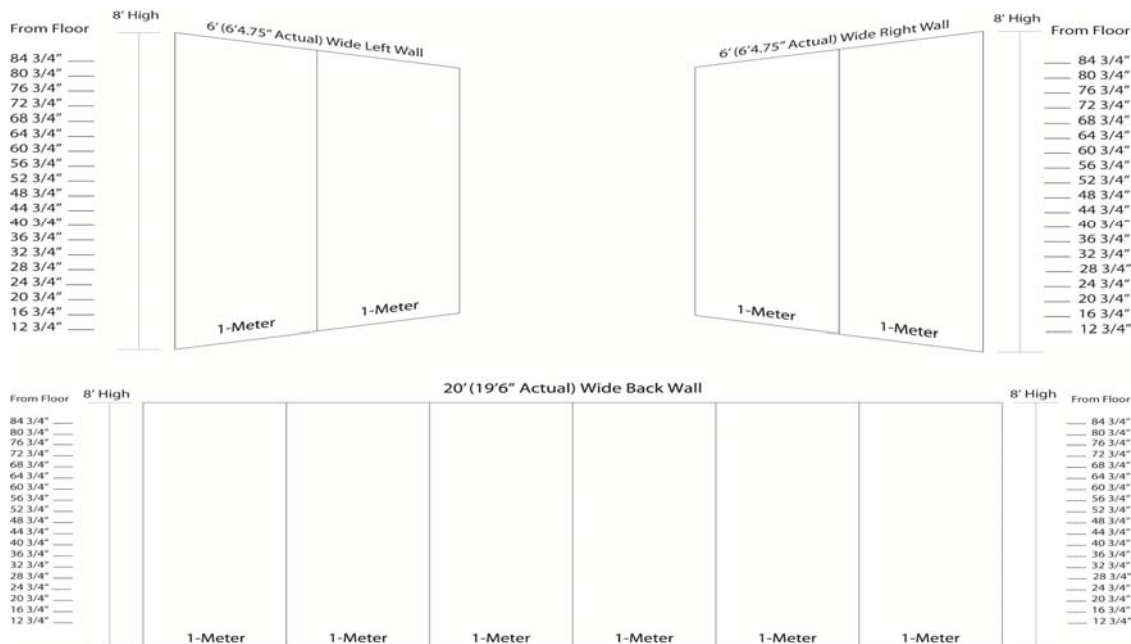
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Booth  
Papering

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Exhibitor

Exhibiting Collection Name (name on booth sign)

Booth Number

Telephone Number

Fax Number

Print Name

Authorized Signature

Show Site Contact

Cell Number

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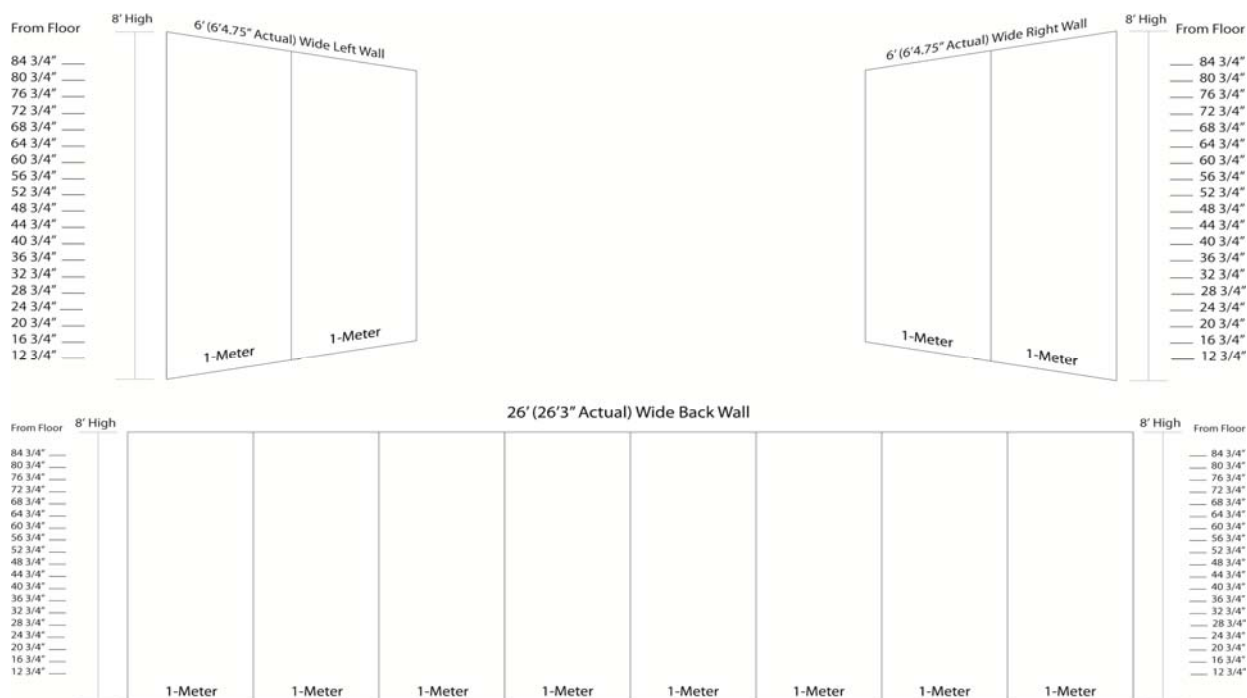
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#### Booth Wall Papering

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#### Exhibitor

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Telephone Number

Fax Number

Print Name

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# 10'x10' Furnishing Placement

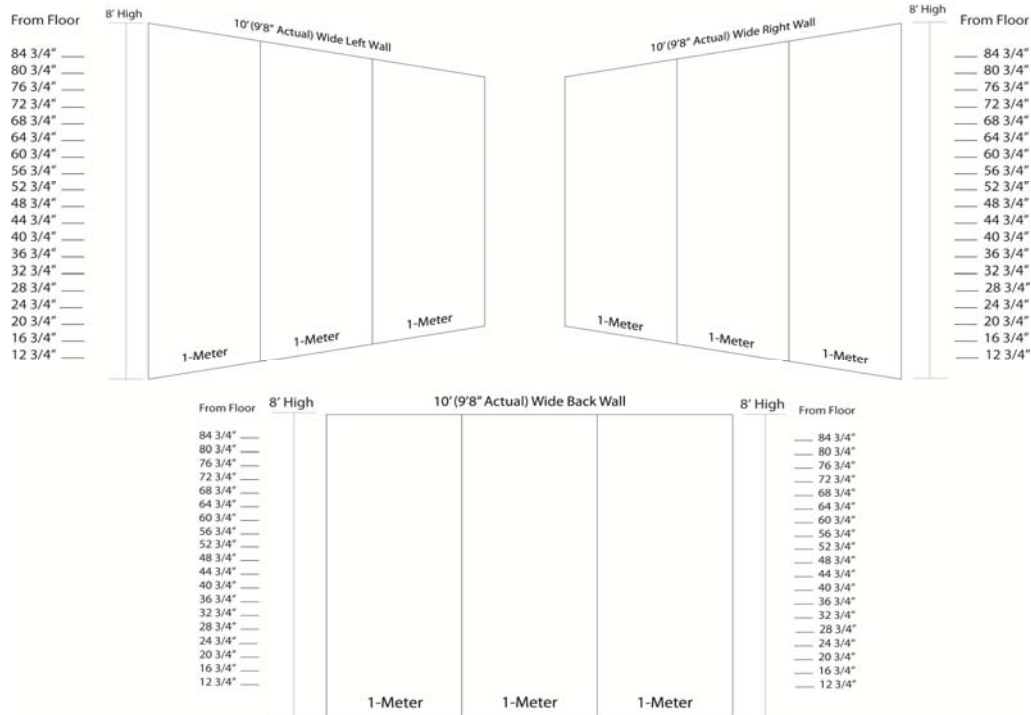
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## Exhibitor

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Fax Number

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Authorized Signature

Show Site Contact

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# 10'x13' Furnishing Placement

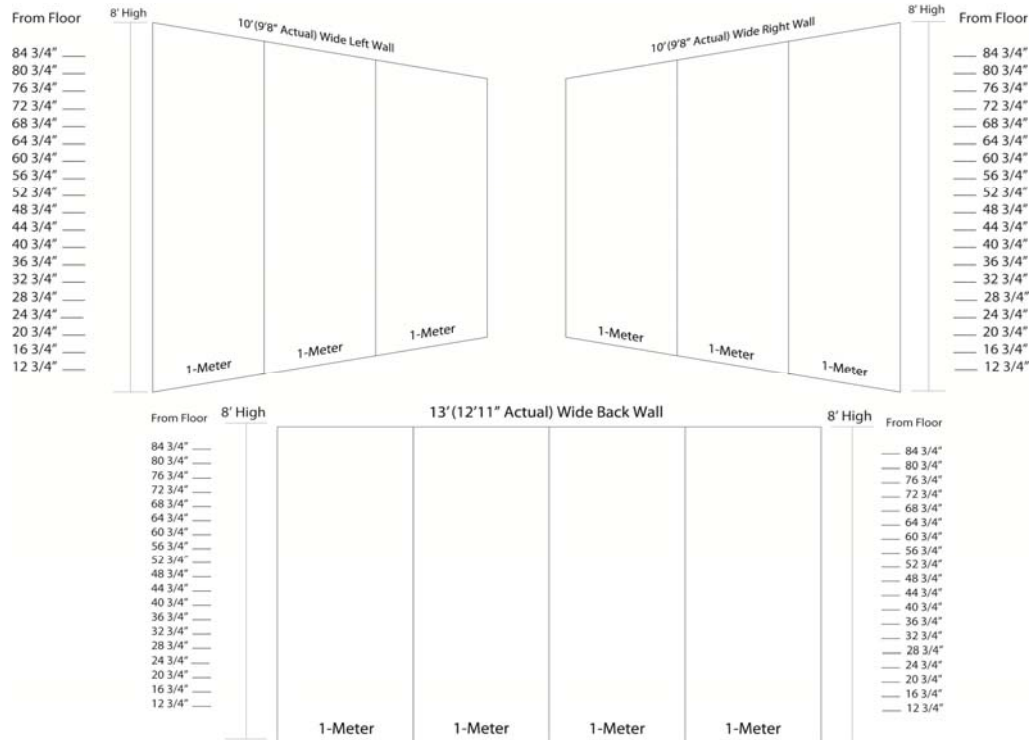
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Fax Number

Print Name

Authorized Signature

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# 10'x16' Furnishing Placement

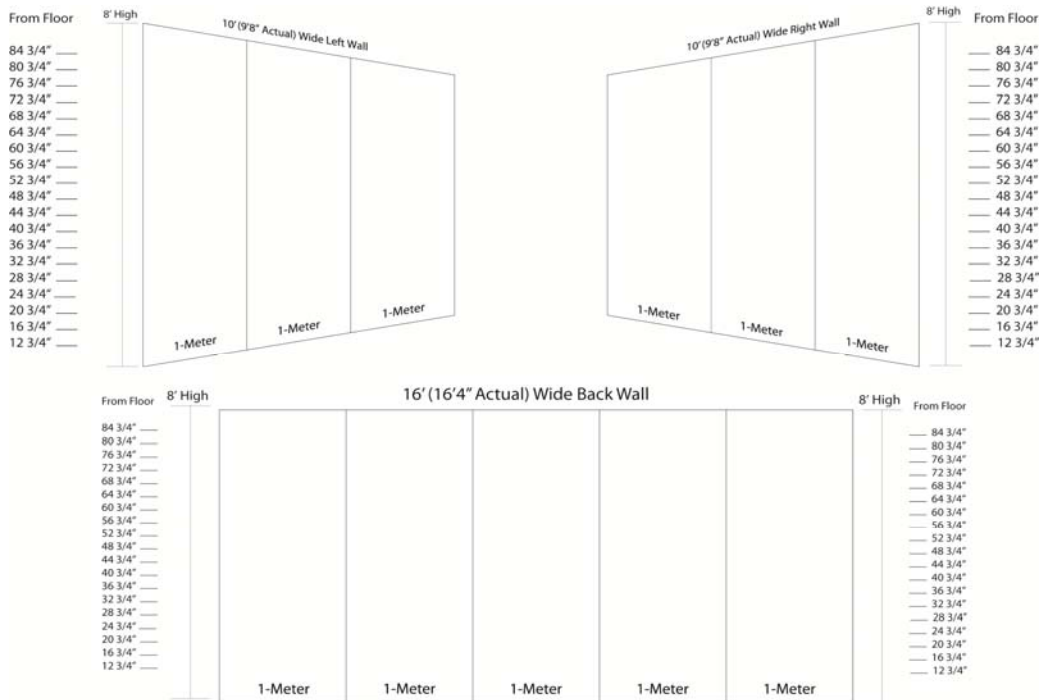
Order Deadline: **9/28/12**

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## Exhibitor

Exhibiting Collection Name (name on booth sign)

Booth Number

Telephone Number

Fax Number

Print Name

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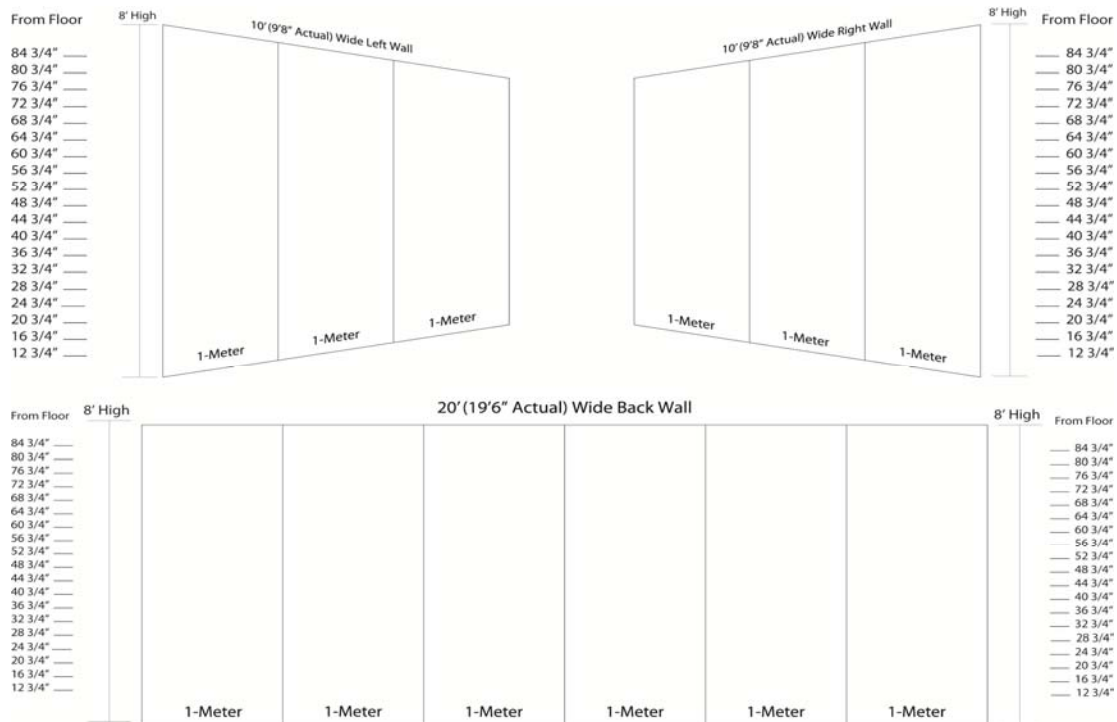
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# 10'x26' Furnishing Placement

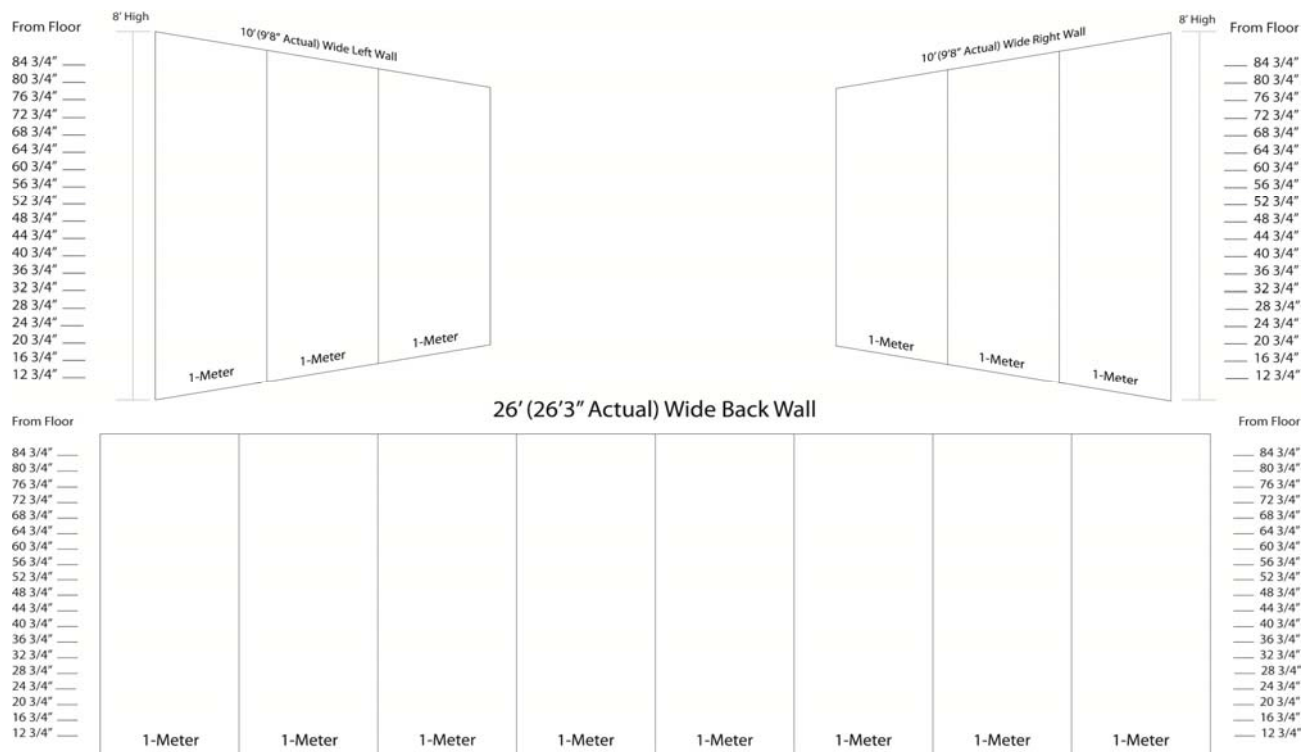
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## Exhibitor

Exhibiting Collection Name (name on booth sign)

Booth Number

Telephone Number

Fax Number

Print Name

Authorized Signature

Show Site Contact

Cell Number

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# 10'x30' Furnishing Placement

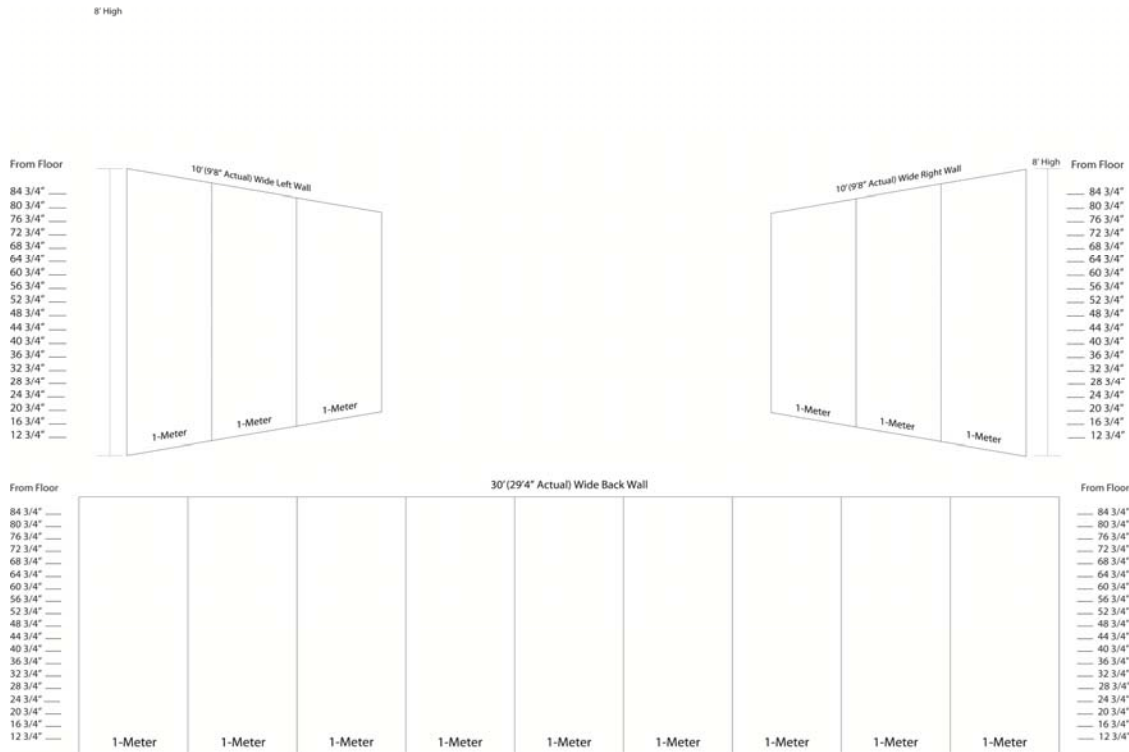
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## Exhibitor

Exhibiting Collection Name (name on booth sign)

Booth Number

Telephone Number

Fax Number

Print Name

Authorized Signature

Show Site Contact

Cell Number

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# 10'x40' Furnishing Placement

Order Deadline: **9/28/12**

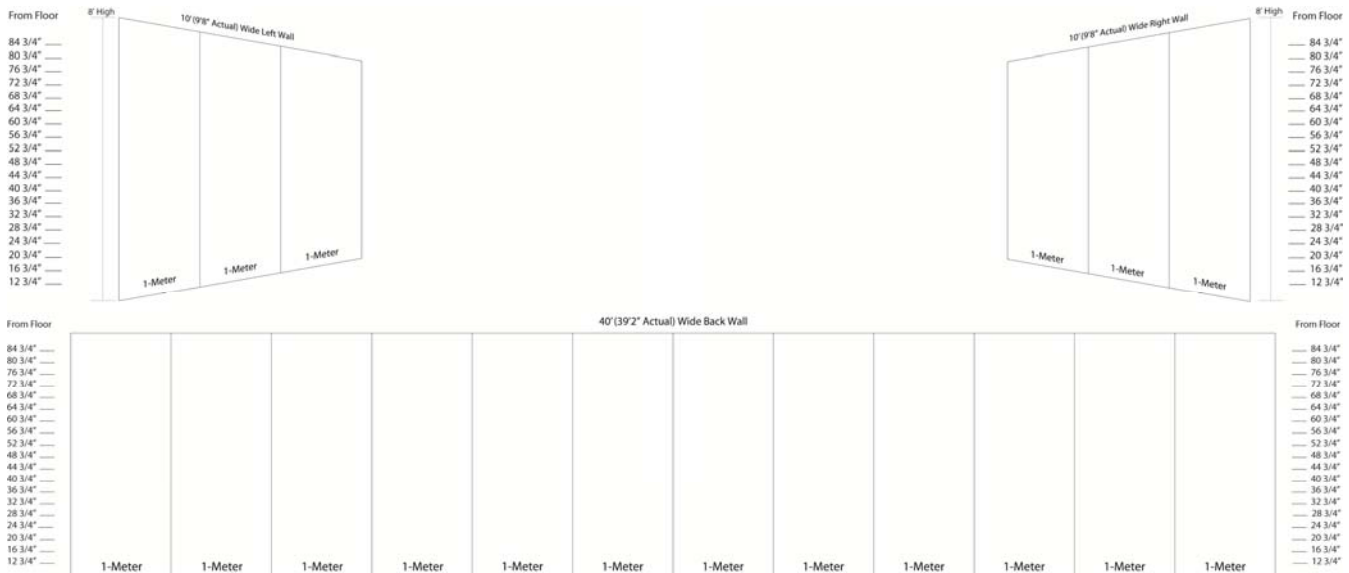
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## Exhibitor

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

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