

ENKWSA

Sands Expo and Convention Center

February 6 - 8, 2012

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Need Assistance?

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

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WSA Exhibitor Manual



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



Exhibitor Services Manual

SHOW LOCATION & SCHEDULE

ENKWSA • February 6.7.8 2012

Sands Expo and Convention Center

201 Sands Avenue • Las Vegas, Nevada 89169

SUN	MON	TUE	WED	THU	FRI	SAT
JAN 29	JAN 30	JAN 31	1	2	3	4
				Move-In Exhibitor Access 8a to 6p	Move-In Exhibitor Access 8a to 6p	Move-In Exhibitor Access 8a to 6p Exhibitor Registration Noon to 6p
5	6	7	8	9	10	11
Move-In Exhibitor Access 8a to 8p Exhibitor Registration 8a to 6p	Show Open 9a to 6p Exhibitor Access 7a to 6p Exhibitor Registration 8a to 6p	Show Open 9a to 6p Exhibitor Access 8a to 6p Exhibitor Registration 8a to 6p	Show Open 9a to 4p Exhibitor Access 8a to 6p Exhibitor Registration 8a to 4p	Move-Out Exhibitor Access 8a to 4p		
12	13	14	15	16	17	18

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.



Exhibitor Services Manual

CRITICAL DEADLINES

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

DEADLINE	ORDER FORM	RETURN TO
JANUARY 4	NO CARPET FORM Return this form if you DO NOT want the included gray carpet (20'x 20' booths or larger ONLY)	GES
JANUARY 9	SHOW MANAGEMENT FORMS Acknowledgement of Rules & Regulations Motorized Vehicle Notification Alcoholic Beverage Authorization	ENKWSA
JANUARY 11	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 16	SES EARLY DISCOUNT DEADLINE Electrical Cleaning Sign Hanging (electrical or over 300 pounds) Catering Internet, Telecommunications	SES
JANUARY 20	EXHIBITOR APPOINTED CONTRACTOR FORMS Application for Show Credentials Proof of Insurance Rules & Regulations	ENKWSA
JANUARY 25	ADVANCE SHIPMENTS TO GES WAREHOUSE- LAST DAY	GES
SEE TARGETED FLOOR PLAN	SHIPMENTS DIRECT TO SANDS EXPO AND CONVENTION CENTER	GES



Exhibitor Services Manual

FREQUENTLY ASKED QUESTIONS

What comes with my booth?

All booths in ENKWSA February 2012 come with gray carpet. Carpet is the only thing that comes when you purchase "Exhibit Space Only". ENKWSA 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 ENKWSA; 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 ENKWSA – 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 ENKWSA 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. ENKWSA 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?

For in-line exhibitors, a Turnkey Booth Package comes with the essential items that are needed for exhibiting: table, chairs, shelves, lighting with electrical service, trash can, carpet and walls for three sides. We strongly recommend that first time exhibitors purchasing in-line booths also purchase a booth package.

If you have purchased exhibit space only, you will need furnishings and other services to complete your booth setup. A typical booth will have a table, some chairs, and some shelves to display product. Remember, if you purchase exhibit space only, your booth will not come with furnishings. You will either need to bring your own furnishings or rent furnishings from the official show contractor, GES. If you are in an in-line booth you will also need to provide eight foot high walls on three sides. Information on furniture and pre-packaged display rental is available within this ESM.

Electricity is not included with your booth, if you have purchased exhibit space only. If you need to run a computer, or have additional lighting, you will need to order electrical service, and the labor to install the service.

A clean booth is always an important part of your company's image. ENKWSA pays a cleaning service to clean all booths on the night before the show opens. During the show, you may clean your own booth or you may order booth cleaning.

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

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 ENKWSA:

Moving out of ENKWSA 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.



Exhibitor Services Manual

Move-out times for each booth are specified in advance and color-coded target move-out plans are available on the ENKWSA 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 ENKWSA. 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 ENKWSA. 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 ENKWSA MOVE-IN BEGINS.

ANY SMALL SHIPMENTS (UPS, FEDEX, ETC) 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 ENKWSA, 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 ENKWSA 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 gesed@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.



Exhibitor Services Manual

How long do I have to set up my booth?

ENKWSA 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 Saturday, February 4. Plan on having all of your crates, pallets and wooden boxes empty and labeled with EMPTY stickers before 6:00 pm on Saturday, February 4. Cardboard boxes will be picked up beginning at 1:00 pm on Sunday, February 5. You may continue to work on your booth until Sunday, February 5, at 6:00 pm, but you will NOT have access to your crates, pallets, or wooden boxes after 6:00 pm on Saturday, February 4.

I have a small booth and I am renting my furnishings, can I carry in my own signs and samples?

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, and my Target Move-in Time is 3 or 4 days before the show opens. Do I really have to set-up so early?

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 ENKWSA name badge to enter the show floor, even during move-in. You can register for your badges online at ENKWSA's web site – www.enkwsa.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 ENKWSA Shows.

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

ENKWSA has a travel desk and their information is available at ENKWSA's web site – www.enkwsa.com. You can also reach the ENKWSA Travel Desk by phone 800-221-3531 or 212-532-1660. The ENKWSA Travel Desk has complete information on all of the official ENKWSA hotels and can book rooms in Las Vegas.

During the show, shuttle buses will be available selected official ENKWSA hotels for transportation to and from Sands Expo & Convention Center. The shuttle bus transportation is free for all ENKWSA exhibitors and attendees. A complete shuttle bus schedule can be found in the **Registration, Travel & Housing** section.

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 – $(4 \times 150 + 80 + 20 = 700)$ 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.



Exhibitor Services Manual

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

1. **Where does power come from?**
In Halls A, B, C, and D, power comes from overhead catwalks. Hall G's power comes from columns on the floor.
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?**
Halls A, B, C, and D are 32' high (maximum display height is 25' – including hanging signs.). Hall G is 14' high (maximum booth height is 12').
9. **What is the size of the columns in my booth space?**
The square columns in Halls A, B, C, and D are 22". Hall G has various column sizes – 30.5" x 40" / 40" x 43" / 77" circular / 96" circular.
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 Services Manual

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 ENKWSA's website – www.enkwsa.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 ENKWSA's official travel agency, onPeak. Go to ENKWSA's website – www.enkwsa.com
- Schedule appointments with your buyers.
- Pay your final balance.
- On-site promotional opportunities are available through ENKWSA – 818-379-9400
 - o Signs, Banners, and Showcases
 - o Show Directory & Buyers Guide
 - o Show Daily
 - o 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
 - o Booth Packages
 - o Electrical Service and Labor
 - o Booth Furnishings
 - o Catering
 - o 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 ENKWSA's website www.enkwsa.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.



Exhibitor Services Manual

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 ENKWSA's website www.enkwsa.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 ENKWSA 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 ENKWSA's website www.enkwsa.com.



Exhibitor Services Manual

DIRECTORY OF EXCLUSIVE & OFFICIAL VENDORS SANDS EXPO & CONVENTION CENTER

	COMPANY & ADDRESS	TELEPHONE	FAX
Advertising/On-Site Marketing	Lisa Heitner lheitner@enkshows.com	818-464-2353	818-464-7011
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
BoothSeal	BoothSeal	646-243-0811	212-888-7130
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
Concierge Service	Just Ask. Where 101 Convention Center Drive, # 680 Las Vegas, NV 89109	702-338-4025 x 201	702-635-3001
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. 25 th Ave Broadview, IL 60155-4531	708-786-5565 866-600-LEAD www.compusystems.com/order	708-344-4444



Exhibitor Services Manual

DIRECTORY OF EXCLUSIVE & OFFICIAL VENDORS (cont'd) SANDS EXPO & CONVENTION CENTER

	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



Exhibitor Services Manual

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.

HOUSING / HOTEL INFORMATION

Travel Planners is the official housing vendor for ENKWSA will be available to assist you with your hotel reservations. Reservations can be made online at www.enkwsa.com or by calling the ENKWSA 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 ENKWSA, 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 ENKWSA.

Exhibitor agrees that to the maximum extent permitted by law ENKWSA 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 ENKWSA 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.enkwsa.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 ENKWSA. 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 ENKWSA and possibly criminal or civil charges, the exhibiting company on that person's name badge may also be expelled from ENKWSA 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.



Exhibitor Services Manual

VENDOR INFORMATION

A variety of vendors provide products and services for exhibitors participating in ENKWSA. 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 ENKWSA. 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
BoothSeal	BoothSeal
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

ENKWSA will provide one-time complimentary booth vacuuming & trash pickup for all exhibitors on Sunday, February 5, 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.



Exhibitor Services Manual

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

ENKWSA does not have an official Model Agency. Local models hired to work at ENKWSA 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 ENKWSA 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 ENKWSA. Please refer to the **Optional Services** section for the order form.

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 ENKWSA 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.

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. ENKWSA is working closely with the Sands Expo to provide a baggage storage area in the lobby. 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

ENKWSA 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 Saturday, February 4. **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 Tuesday, February 5.

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 Sunday, February 5. ENKWSA can and will clear the aisles at exhibitor expense after 6:00pm on Sunday, February 5 if necessary for installation of aisle carpet.

EARLY TEAR-DOWN OF BOOTH

ENKWSA officially closes at 4:00pm on Wednesday, February 8. Exhibitors are not permitted to dismantle booths or pack product samples before the show officially closes.

No samples may be removed on Wednesday, February 8 prior to 4:00pm. If you need to remove samples from the show for Wednesday sales meetings or other reasons, the samples must be removed after 6:00pm on Tuesday, February 7; 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.



Exhibitor Services Manual

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 ENKWSA 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 ENKWSA 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. Shipments 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 ENKWSA 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

ENKWSA closes at 4:00 PM on Wednesday, February 8, and moving out of ENKWSA 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.



Exhibitor Services Manual

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 ENKWSA 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.
- All merchandise must be removed from the Secured Storage Room 30 minutes after the close of the Show.
- GES will begin returning Exhibitors' cartons, boxes, etc. that were placed in empty storage once the aisle carpet is removed. Since there will be many boxes to return from numerous areas it will take some time before all materials are returned to your Booth. (Not all empties will be returned at the same time.) Please be patient. This process can take 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. ENK recommends that Exhibitors remain with their shipment until the carrier of your choice picks it up. ENK, 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 ENKWSA'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.



Exhibitor Services Manual

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 9. The form is located in **ENKWSA 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 27, 2011. 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 two hours before opening time each day.

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 ENKWSA. 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.



Exhibitor Services Manual

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.

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

ENKWSA 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 ENKWSA 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

ENKWSA 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.



Exhibitor Services Manual

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 check your merchandise into the Secured Storage Room (refer to page 17 for further details).
- Make sure the person retrieving merchandise from the Secured Storage Room has the appropriate identification and information.



Exhibitor Services Manual

ON-SITE MARKETING & PROMOTIONS

MARKETING OPPORTUNITIES

ENKWSA offers exhibitors valuable on-site marketing opportunities to exhibiting companies. For a complete list of opportunities go to the ENKWSA web site, www.enkwsa.com and click under Exhibitor Information and click Advertising & Onsite Marketing or [click here](#). For more information contact Lisa Heitner, (818) 464-2353, lheitner@enkshows.com.

PRESS ROOM

ENKWSA will provide a Press Room where exhibitors may drop off press kits. The press room is open to editorial press during show hours.

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 ENKWSA Office (818) 379-9400 for further details.

PROMOTIONAL CHECKLIST

Setting up your booth at ENKWSA 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

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

AT THE SHOW

- o Deliver press kits to the Press Room
- o Hold your in-booth event

POST SHOW

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



Exhibitor Services Manual

BOOTH BUILDING RULES

ENKWSA FEBRUARY 2012 will be held ENTIRELY WITHIN HALL G of Sands Expo. Hall G has limited ceiling height and NO STRUCTURES TALLER THAN 12 FEET WILL BE ALLOWED. Also HANGING SIGNS WILL NOT BE ALLOWED. Inline booths can be no taller than 10 feet. Please read the remainder of this section for more details.

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 will NOT be allowed at ENKWSA February 2012.

BOOTH CARPET / FLOOR COVERING

Aisle Carpet: The aisle carpet will be red.

Booth Carpet: Every booth in ENKWSA 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 ENKWSA gray carpet. **EXHIBITORS USING THEIR OWN CARPET OR FLOOR COVERING MUST NOTIFY GES BY JANUARY 4, 2012. Use the NO ENKWSA 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 ENKWSA.

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

BOOTH CONSTRUCTION

ENKWSA 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 ENKWSA booth package as part of the ENKWSA 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 ENKWSA for in-line booths. Refer to ENKWSA'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 Services Manual

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 20, 2012. **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 20. Please refer to the **ENKWSA 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 **WILL NOT BE PERMITTED AT ENKWSA FEBRUARY 2012.** The entire show will take place on Level 1 of Sands Expo and the ceiling height will not accommodate hanging signs.

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 are not be allowed at ENKWSA FEBRUARY 2012.

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 ENKWSA'S web site for more information.

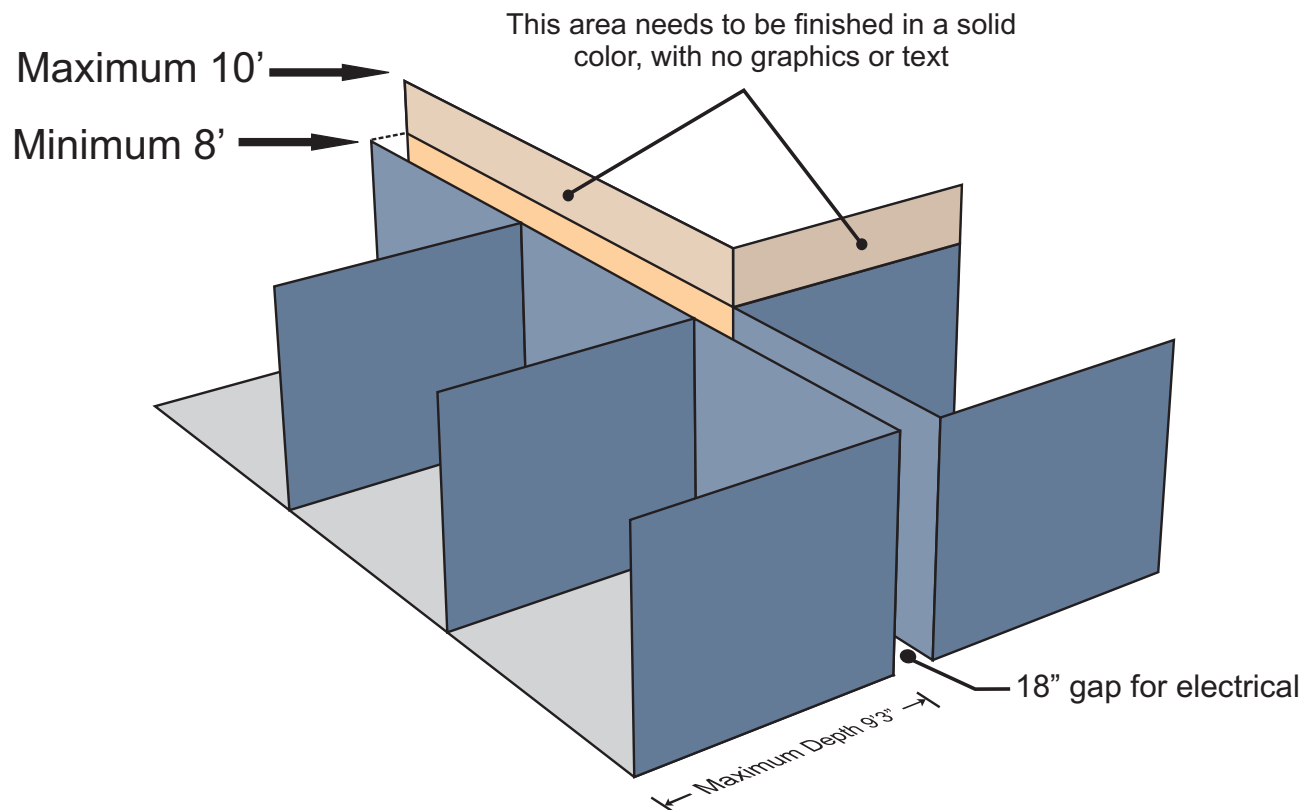
SMOKE DETECTORS

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. ENKWSA will **NOT** provide walls, exhibitor must provide walls.



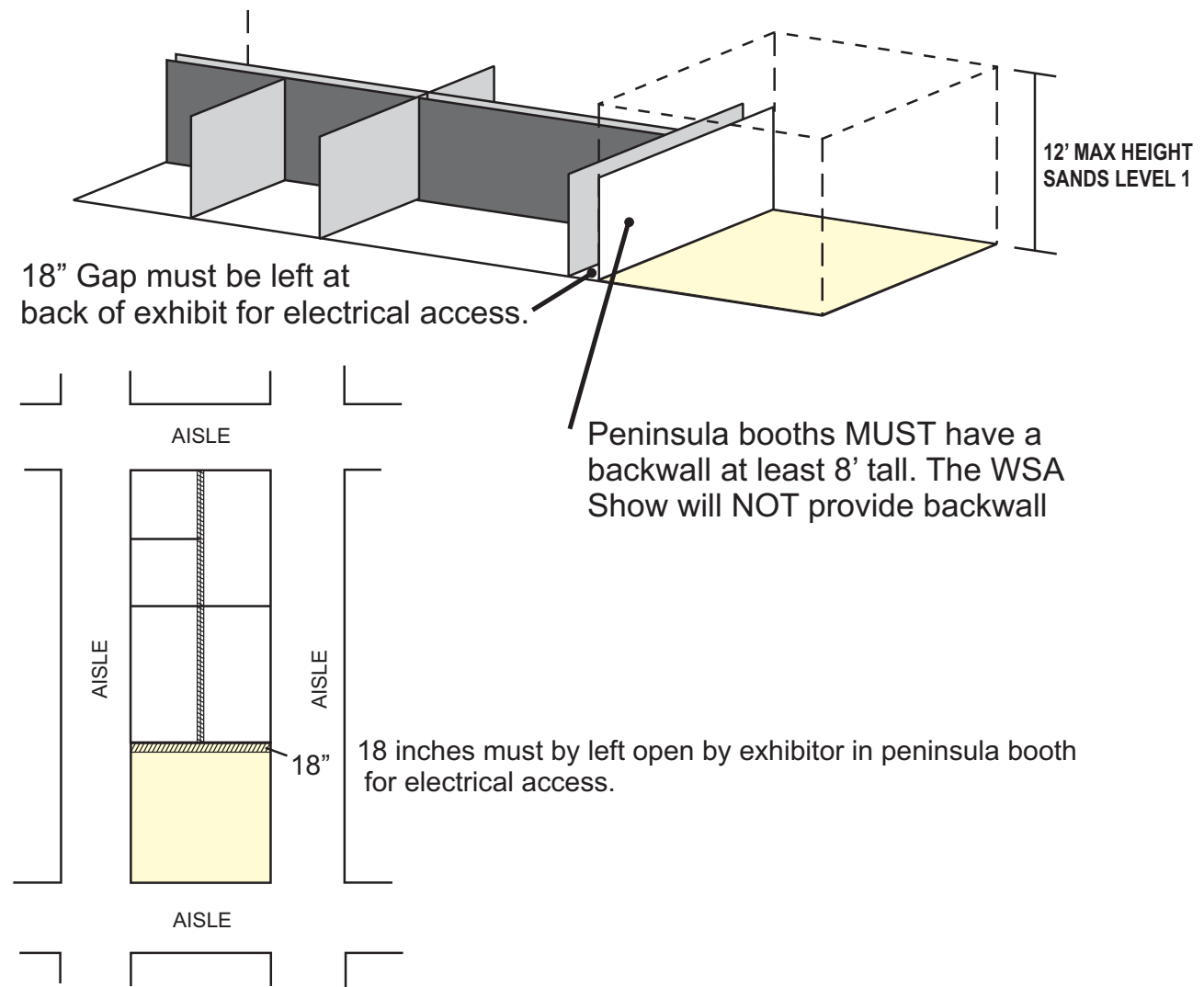
PENINSULA BOOTH

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. ENKWSA will NOT provide walls.

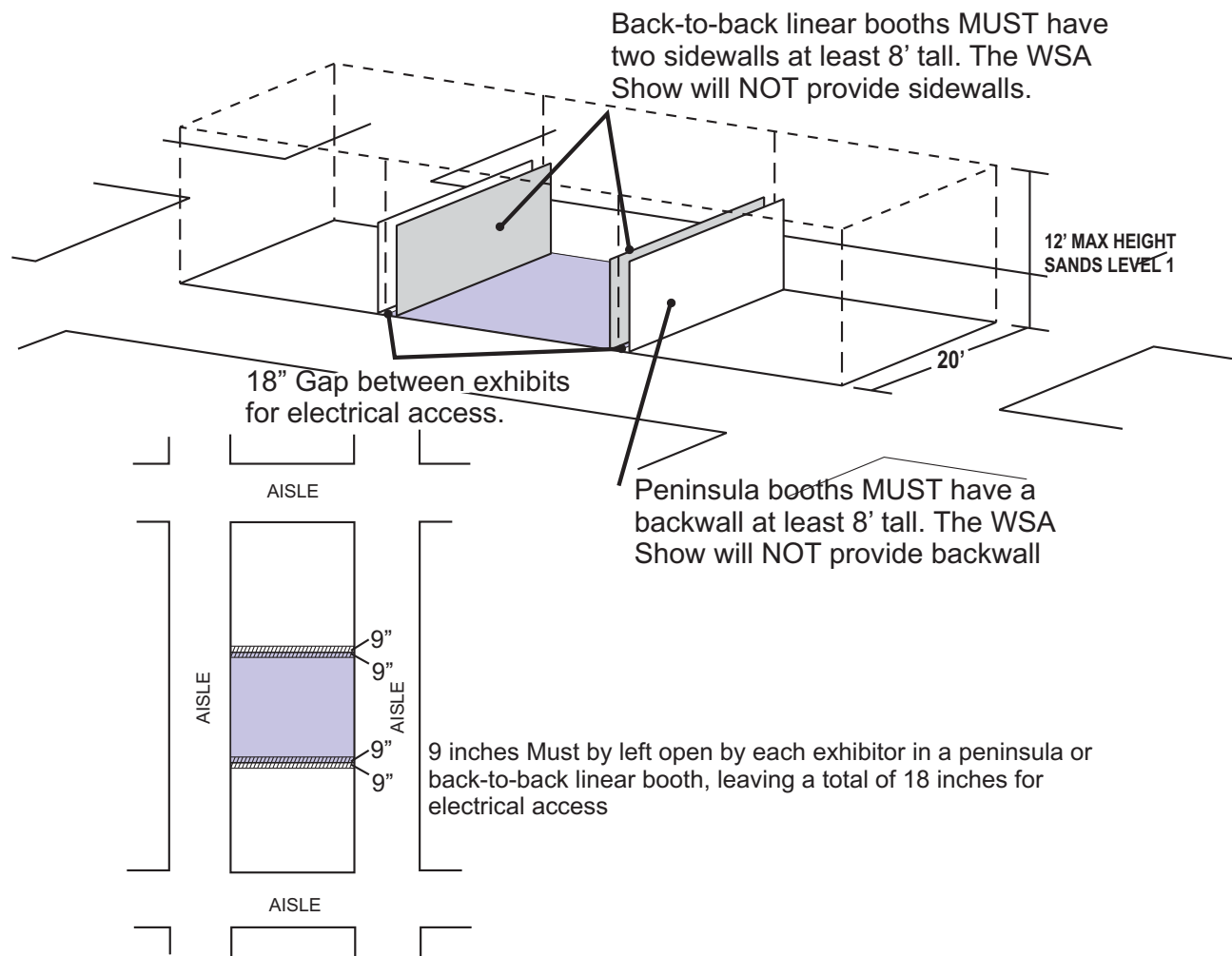
Peninsula exhibits must leave 18" of space behind the back wall for electrical and fire access

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



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

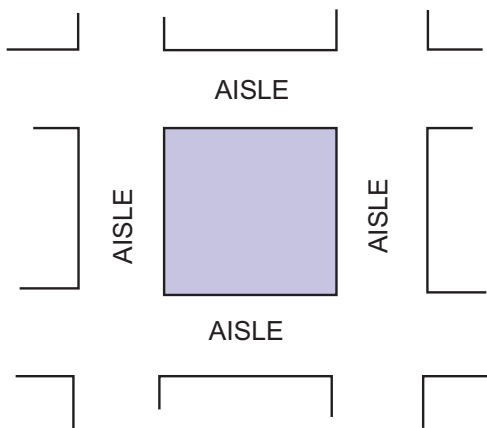
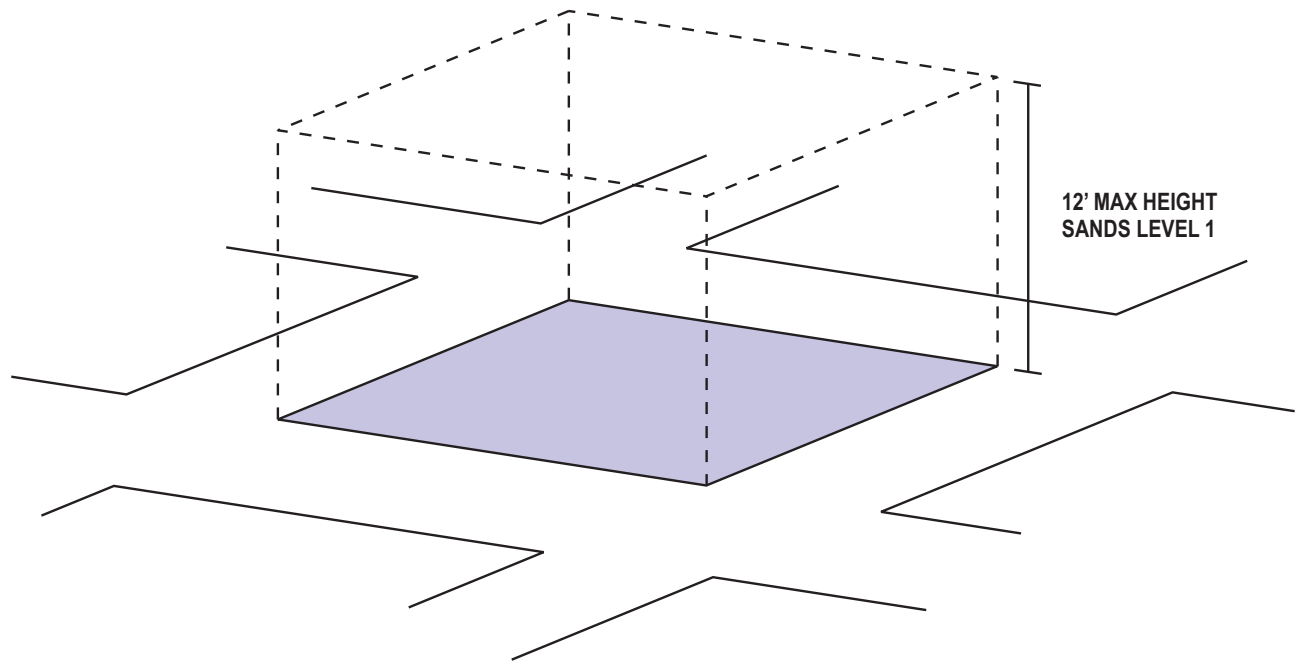
Back-to-back linear booths can be built to a maximum height of 12'.



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'.





Exhibitor Services Manual

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'



Exhibitor Services Manual

2. WSA FORMS

Acknowledgement of Rules & Regulations

Motorized Vehicle Notification Form

Alcoholic Beverages Authorization Form

WSA EAC General Information



Exhibitor Services Manual

ACKNOWLEDGEMENT OF RULES & REGULATIONS

MANDATORY -- SIGN AND RETURN THIS FORM

ENKWSA Acknowledgement of Rules & Regulations must be returned to Show Management by **January 9, 2012**.

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.



Exhibitor Services Manual

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 9, 2012**. 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 $\frac{1}{4}$ 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



Exhibitor Services Manual

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 9, 2012**.

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



Exhibitor Services Manual

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 ENKWSA, 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 20, 2012.

- 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 ENKWSA 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 ENKWSA FEBRUARY 6-8, 2012 (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 contractor.
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.

ENK INTERNATIONAL IS CERTIFICATE HOLDER. THE REQUIRED POLICIES AS STATED HEREIN MUST NAME AS "ADDITIONAL INSURED" THE FOLLOWING: (1) ENK INTERNATIONAL 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., SATURDAY, FEBRUARY 4 and complete installation prior to 8:00 pm on SUNDAY, FEBRUARY 5; and complete dismantling / packing prior to 4:00 pm, WEDNESDAY, FEBRUARY 8.
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 ENK International, WSA, 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 _____



Exhibitor Services Manual

3. REGISTRATION, TRAVEL & HOUSING

Exhibitor Registration

WSA Housing Information



Exhibitor Services Manual

EXHIBITOR REGISTRATION INFORMATION

ENKWSA will provide name badges for your company representatives that will be working in your booth. You may register for exhibitor name badges online at ENKWSA'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 ENKWSA and possibly criminal or civil charges, the exhibiting company on that person's name badge may also be expelled from ENKWSA 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 ENKWSA without a name badge.

Register on line at <http://www.enkwsa.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.



TRAVEL AND HOUSING

HOUSING INFORMATION

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

We understand that there are other companies claiming to have some relationship with ENKWSA 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.

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

- No prepayment
- 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 exclusive housing coordinator for ENKWSA. Making your reservations is fast and easy. On the web at www.enkwsa.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.



FEBRUARY 6.7.8 2012

THE VENETIAN AND SANDS EXPO. LAS VEGAS

Three Ways to Book



www.wsashow.com



enktravel@enkshows.com



800-221-3531
212-532-1660

Official Hotels & Rates

Rate Specials ▶

HEADQUARTER HOTEL

1. **Venetian*** 3255 Las Vegas Blvd S
Single/Double (Sun-Thurs): \$209*, (Fri-Sat): \$229*
2. **Fairfield Inn by Marriott*** 3850 S. Paradise Rd.
Single/Double \$79
3. **Flamingo** 3555 Las Vegas Blvd S
Please check website for rate information.
4. **Harrah's** 3475 Las Vegas Blvd S
Please check website for rate information.
5. **Imperial Palace** 3535 Las Vegas Blvd S
Please check website for rate information.
6. **Residence Inn Hughes Center*** 370 Hughes Ctr. Drive
Single/Double \$99
7. **Treasure Island*** 3300 Las Vegas Blvd S
Single/Double (2/2, 2/6 - 2/9): \$119, (2/3 - 2/4): \$169, (2/5 and 2/10): \$139
▶ Advanced Purchase, Non Refundable Rates (3 night minimum stay, expires December 9th):
Single/Double (2/2, 2/6 - 2/9): \$99, (2/3 and 2/4): \$149, (2/5 and 2/10): \$119

Rates do not include current tax of 12% or applicable surcharges, subject to change.

Shuttle service will be provided to and from the Sand Expo Convention Center at all of the official hotels, with the exception of Treasure Island and the Venetian

***ENKWSA packages available, please see website for complete details.**

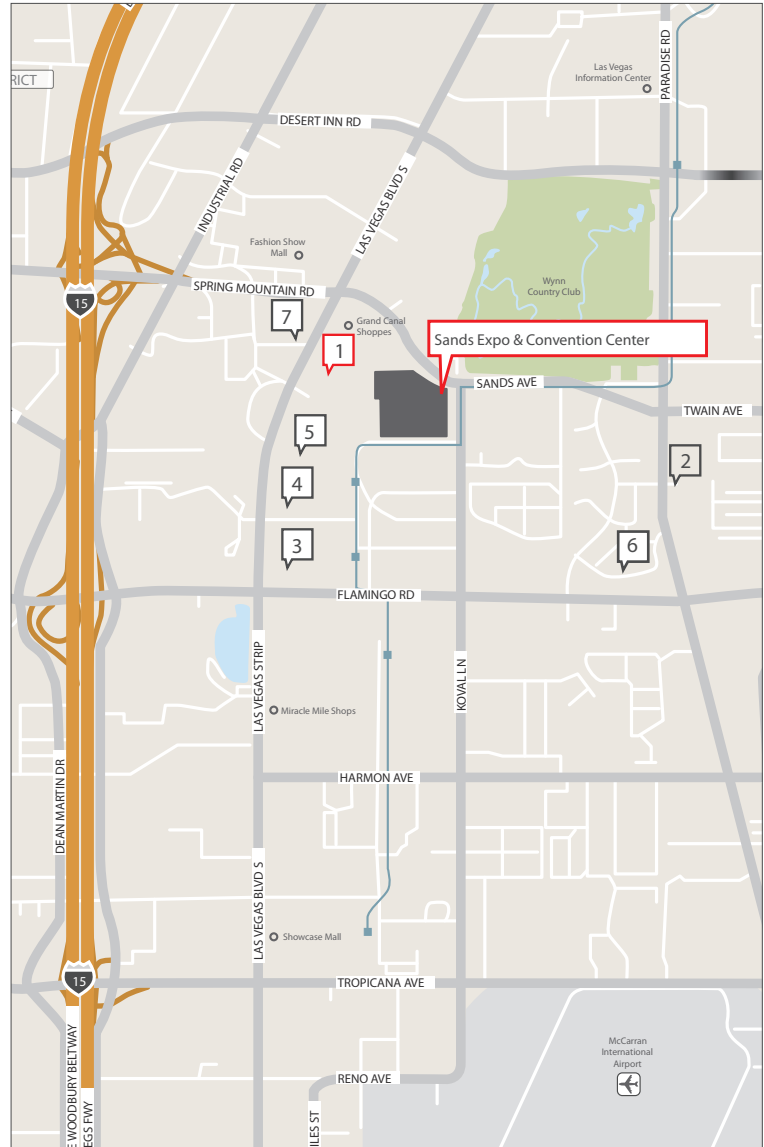
Get the best hotel savings & service!

The Official ENKWSA Program offers you lower prices and bigger benefits than anybody else.

- First dibs on the most popular hotels
- Guaranteed lowest rates
- No booking or service fees
- Protection from scammers



Map



Map used to indicate approximate locations only.



Exhibitor Services Manual

4. INTERNATIONAL EXHIBITORS

General Information

Visa Information

International Shipping Information

International Freight Guidelines (Phoenix International Business Logistics)



Exhibitor Services Manual

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 ENKWSA 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. ENKWSA has automated the Letter of Invitation process. Invitation letters can be obtained through ENKWSA's website – www.enkwsa.com

SHIPPING

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



Exhibitor Services Manual

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. ENKWSA has automated the process for obtaining a Letter of Invitation.
2. Complete information for obtaining a Letter of Invitation is available at ENKWSA's website – enkwsa.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. ENKWSA cannot assist you with the interview process, nor can anyone representing ENKWSA 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.



Exhibitor Services Manual

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 ENKWSA's official international freight forwarder, Phoenix Business Logistics. Phoenix is a licensed U.S. Customs' and has been working with ENKWSA exhibitors for the past couple of years.

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



The ENK-WSA Winter Show 2012

The Venetian and Sands Expo Center, Las Vegas

Feb 6-8, 2012

International Freight Guidelines



PHOENIX

Phoenix International Business Logistics, Inc.

Chicago Branch

9950 W. Lawrence Ave.

Tel# 847-357-9255

Schiller Park, IL 60176

Fax# 847-357-9394

Ctc: Frank Rettig, Branch Manager

E-mail: frettig@phoenixlogistics.com



Phoenix International Business Logistics

INTRODUCTION – SHOW MANAGEMENT RECOMMENDATION

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 to Las Vegas. Show management at ENKWSA has appointed our company as their recommended International Freight Forwarder and Customs Broker for their ENK-WSA SHOW – WINTER 2012 event.

These guidelines contain all of the necessary information for you to prepare your shipment for transportation to Las Vegas by air or sea. For shipments out of Canada or Mexico, overland service by truck is also available.

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 your country agent for guidance and complete pricing from your location to the fairgrounds.

STEP-BY-STEP INTERNATIONAL FREIGHT GUIDELINES

- STEP 1** FAX your “FREIGHT INFORMATION SHEET” to CHICAGO.....by JAN 3RD
- STEP 2** REVIEW “WOOD PACKING MATERIALS” AND “10+2” BULLETINS - URGENT!
- STEP 3** CONFIRM your SHIPMENT DATE.....(Arrive 2 weeks before move-in)
- STEP 4** REVIEW DETAILS ABOUT U.S. CUSTOMS DUTIES/TAXES.....by Dec 15th
- STEP 5** REVIEW INFORMATION ON U.S. CUSTOMS PROCEDURES.....by Dec 15th
- STEP 6** PREPARE and SEND REQUIRED DOCUMENTATION.....At time of shipment
- STEP 7** PACK and LABEL your SHIPMENT.....At time of shipment
- STEP 8** READ INFO ON CARGO INSURANCE and PAYMENT.....by Dec 15th
- STEP 9** PHOENIX INT’L DELIVERS your CARGO to SHOW SITE.....ON TIME
- STEP 10** ON-SITE HANDLING and RETURN INSTRUCTIONS.....At show site
- RECAP** PHOENIX PARTNERS and NOTES TO REVIEWREAD TODAY

COMMUNICATION is the key to success in the transportation industry, as it is in so many aspects of our lives. We urge you to communicate with us in a timely and clear manner to guarantee that your shipment is delivered on time and in good condition

STEP 1 RETURN FREIGHT INFORMATION SHEET TO CHICAGO OFFICEEMAIL: frettig@phoenixlogistics.com OR FAX# 847-357-9394**IMPORT FREIGHT INFORMATION SHEET**

SHOW: ENK-WSA SHOW – WINTER SHOW 2012, LAS VEGAS

EXHIBITOR:

BOOTH NO:

MOVE-IN DATE:

CONTACT(S) AT SHOW:

DEFINITIVE OR TEMPORARY CLEARANCE:
IMPORTER OF RECORD: Name and address

SHIP BY: AIR OCEAN (circle one)

BILLING_____
EXHIBITOR_____
PHOENIX AGENT IN COUNTRY OF ORIGIN
(Confirmation required)_____
OTHER: (Specify)_____
Name and Address of Agent:**PAYMENT CONDITIONS:**

Unless prior arrangements have been made with your local Phoenix agent, all charges are payable before final delivery to show site. American Express, Visa, wire transfer or company check are all acceptable forms of payment.

FREIGHT ARRIVAL CONDITIONS:

To insure proper U.S. Customs clearance and timely delivery to your booth, freight must be in the port of destination 8-10 working days prior to the move in date. A 30% surcharge may be assessed for shipments arriving within 3 working days of the exhibitor's move in date.

DELIVERY TERMS:

- * Phoenix is only responsible for delivery of freight to show site dock.
- * The designated drayage contractor is responsible for all onsite freight movements.
- * Phoenix is not responsible for loss of freight while on show site.
- * Phoenix will not accept collect freight unless advance arrangements have been made in writing.

The below signed Exhibitor/Company guarantees payment of all charges incurred on this shipment in accordance with the above instructions and the Terms and Conditions of Phoenix International Business Logistics, Inc which are available upon request

NAME: _____

SIGNATURE: _____

DATE: ____/____/____



Phoenix International Business Logistics

STEP 2 REVIEW “WOOD PACKING MATERIALS” AND “10+2” BULLETINS

U.S. REGULATIONS REGARDING “WOOD PACKING MATERIALS:

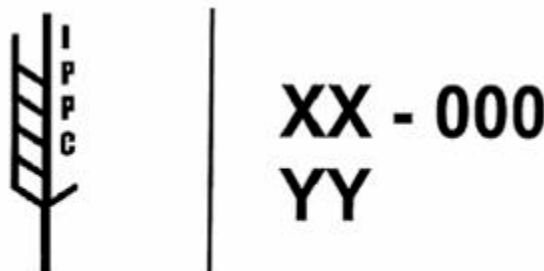
****The U.S. Dept of Agriculture in conjunction with U.S. Customs now requires all pallets and crates made of wood are to be “heat treated” and “stamped” or they will not be allowed into the U.S. Please review the urgent information below regarding these new procedures.**

Operating Procedures for Trade Community Regarding Implementation of the Wood Packaging Materials (WPM) Regulation

Responding to increasing damage to U.S. forestry and agriculture, and in an effort to reduce the risk of introduction and /or spread of quarantine pests associated with wood crates and pallets, the United States Department of Agriculture (USDA) has revised and issued a final rule on its import regulations for wood packaging material (WPM).

With nearly 70% of all goods traded internationally packaged and shipped in some form of solid wood packing material, the implication of the new ruling for foreign exhibitors is significant. For example, international exhibitors not adhering to the WPM requirements may find their exhibits delayed or ordered re-exported by U.S. Customs.

All pallets and crates must be made of wood materials that are heat-treated and stamped, or loaded in ocean containers that are fumigated prior to export. A fumigation certificate needs to be provided only if the wood packing materials are not heat-treated and stamped with the following IPPC logo



XX represents the ISO country code.

000 represents the unique number assigned by the national plant protection organization.

YY represents either HT for heat treatment or MB for methyl bromide fumigation.

. ***Detailed information can be found at: <http://www.aphis.usda.gov/ppq/wpm/>



Phoenix International Business Logistics

NEW U.S. CUSTOMS “10+2” IMPORTER SECURITY FILING. REGULATIONS

Effective on January 26, 2010, U.S. Customs and Border Protection department requires that all importers of OCEAN FREIGHT cargo must file a “10+2” document at least 48 hours BEFORE the cargo leaves the country of origin.

This regulation was designed to help U.S. Customs determine the valid nature of the shipper, manufacturer, and consignee for the protection of our country against possible deadly goods being imported by unknown sources.

If the exhibitor fails to provide this information, a \$5,000 penalty will be issued!

Phoenix Int’l Business Logistics will provide you with this form (see attached) and will file this document with U.S. Customs on your behalf. However, we must have your document completed by our agent or your own designated freight forwarder at least 72 hours before vessel sailing from your port.

The name “10+2” refers to 10 fields of information required from the shipper, plus 2 pieces of information that the shipping line will provide direct to U.S. Customs. We Will need to know:

- Name of shipper of goods
- Name and address of manufacturer of goods
- Name and address of loading warehouse and foreign port
- Name of vessel and shipment bill of lading number
- Name of consignee (Exhibiting company name & Booth#)
- Address of consignee (Location of the trade fair, city, & state)
- Name of importer of record and importer number (Phoenix will complete)
- Harmonized Tariff Code(s) for your products

We have attached a blank form that you can download and complete on-line. Usually, our agent or your freight forwarder will take care of this for you. But you must make sure to provide them with the right information BEFORE your cargo leaves the port.

REMINDER – “10+2+ FORM IS DUE AT LEAST 72 HOURS BEFORE SAILING



Phoenix International Business Logistics

STEP 3 **CONFIRM SHIPMENT ARRIVAL 2 WEEKS BEFORE MOVE-IN**

All ocean and air cargo to Las Vegas should be routed to Los Angeles seaport, CFS station, or LAX International Airport. To allow for Customs clearance and delivery to show site, please ship your cargo to arrive in Los Angeles at least 2 weeks prior to your scheduled move-in date.

Smaller air freight shipments or late air cargo shipments may be sent direct to Las Vegas airport in case of need. Please contact us immediately to advise of a direct shipment to Las Vegas. Direct shipments should arrive at least 7 working days prior to target move-in date.

CONSIGNEE DETAILS FOR OCEAN BILL OF LADING OR AIRWAY BILL:

Consigned to: Name of Exhibiting Company
 c/o ENK-WSA SHOW – Winter 2012 / Booth# _____
 Sands Expo / The Venetian
 Las Vegas, NV

Notify: PIBL (Phoenix Intl Business Logistics
 Tel# (847) 357-9255
 Ctc: Frank Rettig

STEP 4 **REVIEW DETAILS ABOUT U.S. CUSTOMS DUTIES AND TAXES**

U.S. CUSTOMS TAXES – All shipments to the U.S. are subject to certain taxes, regardless if the goods are “Temporary” imports or “Permanent” Imports. Here are the details:

1. MERCHANDISE PROCESSING FEE – 0.21% of Value – Min. \$25.00 / Max \$485.00
This tax is charged and collected by U.S. Customs for all importations and helps to pay for the expenses of the U.S. Customs Service.
2. HARBOR MAINTENANCE FEE – 0.14% of Value – No minimum charge
This tax applies only to sea freight cargo and is charged on all ocean cargo importations to help pay for the maintenance of U.S. port operations.

U.S. CUSTOMS DUTY – In addition to standard Customs taxes, all shipments to the U.S. are subject to payment of duty, depending on the country of origin and the Harmonized Tariff Code. Many countries have “Most Favored Nation” status with the U.S. Government, meaning that imports from these countries are almost always duty-free. However, certain commodities from many origins have to pay Customs duty.



Phoenix International Business Logistics

STEP 5 REVIEW INFORMATION ON U.S. CUSTOMS PROCEDURES

All shipments arriving in the U.S. require a Customs Broker to prepare an entry document, which is submitted by computer to U.S. Customs. In order to prepare the entry document for an exhibitor's cargo, we will need certain information and documentation.

A. IMPORTER OF RECORD – WHO WILL ACT AS IMPORTER FOR YOUR CARGO?

The shipper must provide a company name which we can declare as importer on the U.S. Customs entry. This may be a U.S. company or it may be a foreign non-resident company, however, almost every clearance processed under a non-resident company will be inspected by U.S Customs Service officials. It will take longer to obtain a release and there will be Customs exam expenses involved. When Customs finishes their inspection at the airport or seaport, it will then be released for delivery to the exhibition.

A-1: For a U.S. resident company acting as the importer and representative, we will require the following information. Please include a contact person name and phone number.

1. Completed U.S. Customs Power of Attorney Form
2. Valid U.S. Tax ID/EIN Number

A-2: For a foreign non-resident company, we will require the following:

1. Completed U.S. Customs Power of Attorney Form

B. EXPLANATION OF U.S. IMPORT CLEARANCES AND BOND

TEMPORARY IMPORT CLEARANCE – This type of import clearance is used if the total duty on any particular shipment is over US\$300.00. Goods will be allowed to enter the U.S. duty-free for 90 days and must be re-exported. Each shipment is under a temporary guarantee and cannot leave the fairgrounds unless under the supervision of Phoenix Intl Business Logistics.

PERMANENT IMPORT CLEARANCE – Goods which have low duties or are scheduled to remain in the U.S. after the trade fair will be entered as permanent imports. Cargo can be freely sold, given away, or otherwise distributed during the fair.

U.S. CUSTOMS IMPORT BOND – U.S. Customs requires that all shipments into the country carry a bond that guarantees the payment of applicable duties, taxes, and potential fines or penalties. Phoenix Intl Business Logistics will arrange this bond for a handling fee as shown in our tariff. A bond is required for all shipments whether temporary or permanent imports.



Phoenix International Business Logistics

STEP 6 PREPARE AND SEND REQUIRED DOCUMENTATION

REQUIRED DOCUMENTATION – SEND TO COORDINATING OFFICE IN CHICAGO

- (1) U.S Customs “10+2” form (ocean cargo only).....72 hours before vessel sailing
- (2) Phoenix Int'l “Import Freight Information Sheet”.... Fax or email by Jan 3rd
- (3) U.S. Customs Power of Attorney Form..... Fax or email 10 days before cargo arrival
- (4) AirwayBill / Ocean Bill of Lading..... Fax or email as soon as possible
- (5) Proforma Invoice/Packing List.....Fax or email 5-10 days before cargo arrival
- (6) Phoenix Int'l “Terms & Conditions” Form..... Fax or email 10 days before cargo arrival

- (1) U.S. Customs “10+2” form – for OCEAN cargo only – Due 72 hours before sailing, please see attached blank form, as mentioned in Step 2.
- (2) Phoenix Int'l “Import Freight Information Sheet” - Prepare and return this form in Step 1 by Jan 3rd
- (3) U.S. Customs Power of Attorney Form – We have a packet of info that will be sent to each client at time of shipment, which includes instructions on how to complete it.
- (4) Airway Bill / Ocean Bill of Lading - Prepare as per instructions in Step 3 and send copy as soon as possible.
- (5) Proforma Invoice/Packing List – Blank form is available, if needed. Please return the completed form at least 10 days before cargo arrival. Please prepare, in detail, a list of all the goods packed in each carton/crate/pallet, with the unit value and total value of each commodity. This document must be in English and required to Include the following details:

Consignee: Exhibiting Company Name c/o ENKWSA Show – Winter 2012 Sands Expo ./ Venetian Las Vegas, NV Booth# _____	Notify: Phoenix Intl Business Logistics Tel# (847) 357-9255 Ctc: Frank Rettig U.S. Importer Info: If applicable
Invoice Details:	
*Invoice Number and Date	
*Number of pieces shipped and type of piece (2 crates, 4 cartons, etc.)	
*Weight and dimensions of each piece	
*Harmonized Tariff Code Number of each item	
*Country of Origin	
*Unit value and total value of each commodity	
*Model Number and Serial Number for electronics and machinery	
*Amounts in USD preferred	

- (6) Phoenix Int'l “Terms and Conditions” Form – This document will be included in our Customs Power of Attorney packet, which details our service terms and conditions. We ask that each exhibitor sign and return this form to our Chicago office at time of shipment..



Phoenix International Business Logistics

STEP 7 PACK AND LABEL YOUR SHIPMENT

All cargo should be packed for international shipping by the shipper prior to leaving your facility. Please remember that cargo will most likely be inspected by U.S. Customs and therefore should be packed in such a manner to allow for Customs to open and close it without difficulty.

Label your cargo on top and on at least one side, as follows:

LABEL CARGO: EXHIBITING COMPANY NAME / BOOTH# _____
C/O ENKWSA Show – Winter 2012
Sands Expo / Venetian
LAS VEGAS, NV USA
1/5, #2/5, #3/5, etc.

WOOD PACKING MATERIAL – As detailed in Step 2, U.S. Customs requires that any wooden crates, pallets or other untreated wood materials be heat-treated and stamped with certification of treatment. Cargo will be refused entry into the U.S. if wood packing materials are not properly stamped or treated prior to export from your country.

STEP 8 REVIEW CARGO INSURANCE AND PAYMENT TERMS

Please note that Phoenix does not provide transport insurance unless requested in advance, in writing, directly to our Chicago coordinating office or through our designated agent. Our terms and conditions for taking responsibility of your consignment are also clearly stated on a separate attached form. Contact us immediately if you have any questions about our terms of service.

Payment can be arranged in advance through our local agent in your country. If no previous credit terms are established, payment may be made in advance via wire transfer or credit card, or paid directly to Phoenix at show site via a U.S. corporate check, AMEX, VISA/MasterCard, traveler's checks, or cash.

STEP 9 PHOENIX DELIVERS YOUR FREIGHT TO SHOW SITE – ON TIME

Phoenix Intl Business Logistics has prepared these guidelines to ensure the timely handling of your cargo. These necessary steps are designed to minimize risks and delays. We will coordinate the on-time delivery to the fairgrounds by communicating with the general contractor to confirm your booth number, building location, and target delivery date.

Phoenix offers 15 days free storage after cargo arrival for air and LCL ocean freight.



Phoenix International Business Logistics

STEP 10 ON-SITE HANDLING and RETURN INSTRUCTIONS

All on-site handling of cargo from show site docks to booth and back out will be done by GES and the exhibitor must pay GES directly for their services. During the event, a Phoenix Int'l representative will talk to you by phone or in person to discuss any return shipment arrangements. GES will have a form for you to complete which will give us clear instructions as to the outbound transportation of your merchandise. This form is available at the GES Service Center at the fairgrounds.

Any unsettled charges will be collected before move-in. No shipments will be allowed to leave the facility without full payment of charges due, unless previous payment arrangements have been made with our overseas agent.

Expedited return shipments should be advised in advance of the show opening so that Phoenix Int'l can make the necessary arrangements to export or re-deliver your outbound shipments with priority status.

RECAP PHOENIX AGENTS and NOTES TO REVIEW

Our organization has offices, agents, and partners in over 75 different countries to service your international shipping needs. Our complete listing is too large to include in these guidelines, therefore, we ask that you email our Coordinating Office in Chicago for contact details of the provider nearest you:

EMAIL FOR AGENT INFO: frettig@phoenixlogistics.com (Frank Rettig, Show Coordinator)

NOTE (1) PROHIBITED COMMODITIES – Certain commodities are prohibited from import into the U.S. without certain licenses or permits, such as foodstuffs, beverages, firearms, and most textiles. We advise against shipping any items of clothing (such as T-shirts) because of these restrictions, however, should you find it necessary to import such merchandise, please ship it separately and in advance of your primary shipment.

NOTE (2) LATE SHIPMENTS – We cannot guarantee the on-time delivery of shipments which arrive past our requested arrival times noted in Step 3. Late shipment surcharges of 30%-100% may be applicable depending on the actual confirmed arrival date of your goods.

NOTE (3) RATE TARIFF – Our "ENKWSA Winter Show 2012" rate tariff is available upon request, or you may receive a complete quote directly from your door to the fairgrounds from our agent in your country. Discounts are available for cargo over 5,000 lbs. and country pavilions.

MASTER CUSTOMS ORIGINAL POWER OF ATTORNEY

Check appropriate box
☐ Individual
☐ Partnership
☐ Corporation
☐ Sole Proprietorship

KNOW ALL MEN BY THESE PRESENTS: That, _____
(Full name of person, partnership, corporation, or sole proprietorship (identify))

a corporation doing business under the laws of the State of _____ or a _____

doing business as _____ residing at _____

having an office and place of business at _____, hereby constitutes and appoints each of the following persons:

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC. U.S. CUSTOMS BROKER POWER TO BE EXERCISED THROUGH ITS LICENSED OFFICERS AND SPECIFICALLY AUTHORIZED EMPLOYEES.

as a true and lawful agent and attorney of the grantor named above for and in the name, place, and stead of said grantor from this date and in all Customs Districts, and in no other name, to make, endorse, sign declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet or other document required by law or regulation in connection with the importation, transportation, or exportation of any merchandise shipped or consigned by or to said grantor; to perform an act or condition which may be required by law or regulation in connection with such merchandise; to receive any merchandise deliverable to said grantor.

To make endorsements on bills of lading conferring authority to transfer title, make entry or collect drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacture, certificate of manufacture and delivery, abstract of manufacturing records, declaration of proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing in any customs district;

To sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unlading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under

applicable laws and regulations, consignee's and owner's declaration provided for in section 485, Tariff Act of 1930, as amended, or affidavits in connection with the entry of merchandise;

To sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unlading or operation of any vessel or other means of conveyance owned or operated by said grantor;

To authorize other Customs Brokers to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a non resident of the United States, to accept service of process on behalf of the grantor;

And generally to transact at the customshouses in any district any and all customs business, including making, signing, and filing of protests under section 514 of the Tariff Act of 1930, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney, giving to said agent and attorney full power and authority to do anything whatever requisite and necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents; the foregoing power of attorney to remain in full force and effect until revoked, and notice of revocation in writing is duly given to and received by the District Director of Customs and Phoenix International Business Logistics, Inc. of the district aforesaid. The donor hereby authorizes Phoenix International Logistics to act as their customs broker in accordance with the provisions of 19 C.F.R 111 and we agree to waive receipt of the broker's bill for services and the entry in accordance with 19 C.F.R 111.36.

The execution of the Power of Attorney acknowledges that we have read the Terms and Conditions of service as outlined on the reverse of this Master Customs Power of Attorney and agree to such Terms and Conditions.

IN WITNESS WHEREOF, the said _____

has caused these presents to be sealed and signed: (Signature) _____

(Capacity) _____ (If Corporation, individual must be authorized by the board of Directors of the Corporation) (DATE) _____

WITNESS: _____

IRS NUMBER (For Corporation) _____

SOCIAL SECURITY NUMBER (For Individual) _____

INDIVIDUAL OR PARTNERSHIP CERTIFICATION

CITY _____
COUNTY _____ STATE _____

On this _____ day of _____, 20____, personally appeared before me _____

residing at _____, personally known or sufficiently identified to me, who certifies that

_____ (is)(are) the individual(s) who executed the foregoing instrument and acknowledge it to be _____ free act and deed.

(Notary Public)

CORPORATE CERTIFICATION

(To be made by an officer other than the one who executes the power of attorney)

I, _____, certify that I am the _____

of _____, organized under the laws of the state of _____

that _____, who signed this power of attorney on behalf of the donor, is the _____ of said corporation; and that said power of attorney was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body as the same appears in a resolution of the Board of Directors passed at a regular meeting held on the _____ day of _____ 20____, now in my possession or custody, I further certify that the resolution is in accordance with the articles of incorporation and bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of _____ this _____ day of _____, 20____

(Signature)

(Date)

If the corporation has no corporate seal, the fact shall be stated, in which case a scroll or adhesive shall appear in the appropriate, designated place. Customs powers of attorney of residents (including resident corporations) shall be without power of substitution except for the purpose of executing shipper's export declarations. However, a power of attorney executed in favor of a licensed customs broker may specify that the power of attorney is granted to the customs broker to act through any of its licensed officers or any employee specifically authorized to act for such customs broker by power of attorney.

If you are the importer of record, payment to the broker will not relieve you of liability for custom's charges (duties, taxes or other debts owed Customs) in the event the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with separate check payable to the "U.S. Customs Border and Protection Service" which shall be delivered to Customs by the Broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

Please read Carefully

TERMS AND CONDITIONS OF SERVICE

All shipments to or from the Customer, which term shall include the exporter, importer, sender, receiver, owner, consignor, consignee, transferor or transferee of the shipments, will be handled by the forwarder and/or customs broker handling this shipment (hereinafter called the "*Company*").

1. **Services by third parties:** Unless the Company carries, stores or otherwise physically handles the shipment, and loss, damage, expense or delay occurs during such activity, the Company assumes no liability as a carrier and is not to be held responsible for any loss, damage, expense or delay to the goods to be forwarded or imported except as provided in paragraph 10 and subject to the limitations of paragraph 8 below, but undertakes only to use reasonable care in the selection of carriers, truckmen, lightermen, forwarders, customs brokers, agents, warehousemen and others to whom it may entrust the goods for transportation, cartage, handling and/or delivery and/or storage or otherwise. When the Company carries, stores or otherwise physically handles the shipment, it does so subject to the limitation of liability set forth in paragraph 8 below unless a separate bill of lading, air waybill or other contract of carriage is issued by the Company, in which event the terms thereof shall govern.

2. **Liability Limitations of Third Parties.** The Company is authorized to select and engage carriers, truckmen, lightermen, forwarders, customs brokers, agents warehousemen and others, as required, to transport, store, deal with and deliver the goods, all of whom shall be considered as agents of the Customers, and the goods may be entrusted to such agencies subject to all conditions as to limitation of liability for loss, damage, expense, or delay and to all rules, regulations, requirements and conditions, whether printed, written or stamped, appearing in bills of lading, receipts or tariffs issued by such carriers, truckmen, lightermen, forwarders, customs brokers, agents, warehousemen and others. The Company shall under no circumstances be liable for any loss, damage, expense or delay to the goods for any reason whatsoever when said goods are in custody, possession, or control of third parties selected by the Company to forward, enter and clear, transport or render other services with respect to such goods.

3. **Choosing Routes or Agents.** Unless express instructions in writing are received from the Customer, the Company has complete freedom in choosing the means, route and procedure to be followed in the handling, transportation and delivery of the goods. Advice by the Company to the Customer that a particular person or firm has been selected to render services with respect to the goods shall not be construed to mean that the Company warrants or represents that such person or firm will render such services.

4. **Quotations Not Binding.** Quotations as to fees, rates of duty, freight charges, insurance premiums or other charges given by the Company to the Customer are for informational purposes only and are subject to change without notice and shall not under any circumstances be binding upon the Company unless the Company in writing specifically undertakes the handling or transportation of the shipment at a specific rate.

5. **Duty to Furnish Information.** (a) On an import, the Customer shall furnish to the Company invoices in proper form and other documents necessary or useful in the preparation of the U.S. Customs entry and, also, such further information as may be sufficient to establish, inter alia, the dutiable value, the classification, the country of origin, the genuineness of the merchandise and any mark or symbol associated with it, the Customer's right to import and/or distribute the merchandise, and the merchandise's admissibility, pursuant to U.S. Law or regulation. If the Customer fails in a timely manner to furnish such information or documents, in whole or in part, as may be required to complete the Security Filing or U.S. Customs entry or comply with U.S. Laws or regulations, or if the information or documents furnished are inaccurate or incomplete, the Company shall be obligated only to use its best judgment in connection with the shipment and in no instance shall be charged with knowledge by the Customer of the true circumstances to which such inaccurate, incomplete, or omitted information or document pertains. Where a bond is required by U.S. Customs to be given for security purposes or the production of any document or the performance of any act, the Customer shall be deemed bound by the terms of the bond notwithstanding the fact that the bond has been executed by the Company as principal, it being understood that the Company entered into such undertaking at the instance and on behalf of the Customer, and the Customer shall indemnify and hold the Company harmless for the consequences of any breach of the terms of the bond. (b) On an export at a reasonable time prior to the exportation of the shipment the Customer shall furnish to the Company the commercial invoice in proper form and number, a proper consular declaration, weights, measures, values and other information in the language of and as may be required by the laws and regulations of the U.S. and the country of destination of the goods. (c) On an export the Customer shall be governed by the provisions of paragraphs 8-10 below. The Customer shall be bound by and warrant the accuracy of all invoices, documents and information furnished to the Company by the Customer or its agents for export, entry or other purposes and the Customer agrees to indemnify and hold harmless the company against any increase duty, penalty, find or expense including attorneys' fees, resulting from any inaccuracy, incomplete statement, omission or any failure to make timely presentation, even if not due to any negligence of the Customer.

6. **Declaring higher valuation.** Inasmuch as truckers, carriers, warehousemen and others to whom the goods are entrusted usually limit their liability for loss or damage unless a higher value is declared and a charge based on such higher value is agreed to by said truckers, etc., the Company must receive specific written instructions from the Customer to pay such higher charge based on valuation and the trucker, etc., must accept such higher declared value; otherwise the valuation placed by the Customer on the goods shall be considered solely for export or Customs purposes and the goods will be delivered to the truckers, etc., subject to the limitations of liability set forth herein in paragraphs 8-10 below with respect to any claim against the Company and subject to the provisions of paragraph 2 above.

7. **Insurance.** The Company will make reasonable efforts to effect marine, fire, theft and other insurance upon the goods only after specific written instructions have been received by the Company in sufficient time prior to shipment from point of origin, and the Customer at the same time states specifically the kind and amount of insurance to be placed. The Company does not undertake or warrant that such insurance can or will be placed. Unless the Customer has its own open marine policy and instructs the company to effect insurance under such policy, insurance is to be effected with one or more insurance companies or other underwriters to be selected by the Company. Any insurance placed shall be governed by the certificate or policy issued and will only be effected when accepted by such insurance companies or underwriters. Should an insurer dispute its liability for any reason, the insured shall have recourse against the insurer only and the Company shall not be under any responsibility of liability in relation thereto, notwithstanding premiums and the charge of the Company for arranging the same shall be at the Customer's expense. If for any reason the goods are held in warehouse, or elsewhere, the same will not be covered by any insurance, unless the Company receives written instructions from the Customer. Unless specifically agreed in writing, the Company assumes no responsibility to effect insurance on any export or import shipment which it does not handle.

8. **Limitation of liability.** The Customer agrees that the Company shall in no event be liable for any loss, penalty, liquidated damages, physical damage, expense or delay to the goods resulting from the negligence or other fault of the Company for any amount in excess of \$50.00 per shipment "or the invoiced value if less" and any partial loss or damage for which the Company may be liable shall be adjusted prorata on the basis of such valuation. The Customer has the option of paying a special compensation to increase the liability of the Company in excess of \$50.00 per shipment in case of any loss, damage, expense or delay from causes which would make the Company liable, but such option can be exercised only by specific written agreement made with the Company prior to shipment which agreement shall indicate the limit of the Company's liability and the special compensation for the added liability by it to be assumed.

9. **Presenting claims.** In no event shall the Company be liable for any act, omission or default by it in connection with an exportation or importation, unless a claim therefore in shall be presented to it at its office within ninety (90) days from date of exportation or importation of the goods in a written statement to which sworn proof of claim shall be attached.

No suit to recover for any claim or demand hereunder shall in any event be maintained against the Company unless instituted within six (6) months after presentation of the said claim, as above provided. No agent or employee of the Company shall have authority to alter or waive any of the provisions of this clause.

10. **Liability of Company.** It is agreed that any claim or demand for, loss, damage, penalty, liquidated damages expense or delay shall be only against the carriers, truckmen, lightermen, forwarders, customs brokers, agents, warehousemen or others in whose actual custody or control the goods may be at the time of such loss, damage, penalty, liquidated damages, expense or delay, in that the Company shall not be liable or responsible for any claim or demand from any cause whatsoever, unless in each case the goods were in actual custody or control of the Company and the damages alleged to have been suffered be proven to be caused by the negligence or other fault of the Company, its officers or employees, in which event a limitation of liability set forth in paragraph 8 herein shall apply. The Company shall not in any circumstances be liable for consequential or punitive damages or damages arriving from loss of profit and shall not be liable to the Customer for actual or statutory damages unless it is first proven that the Company actually had knowledge of the circumstances giving rise to such claims and that the Company directly contributed to the act(s) allegedly causing such damages.

11. **Advancing money.** The Company shall not be obliged to incur any expense, guarantee payment or advance any money in connection with the importing, forwarding, transporting, insuring, storing or cooperating of the goods, unless the same is previously provided to the Company by the Customer on demand. The Company shall be under no obligation to advance freight charges, customs duties or taxes on any shipment, nor shall any advance by the company be construed as a waiver of the provisions hereof.

12. **Indemnification for Freight, Duties.** In the event that a carrier, other person or any governmental agency makes a claim or institutes legal action against the Company for ocean or other freight, duties, fines, penalties, liquidated damages or other money due arising from a shipment of goods of the Customer, the Customer agrees to indemnify and hold harmless the Company for any amount the Company may be required to pay such carrier, other person or governmental agency together with reasonable expenses, including attorney fees, incurred by the Company in connection with defending such claim or legal action and obtaining reimbursement from the Customer. The confiscation or detention of the goods by any governmental authority shall not affect or diminish the liability of the Customer to the Company to pay all charges or other money due promptly on demand.

13. **C.O.D. Shipments.** Goods received with Customer's or other person's instructions to "Collect on Delivery" (C.O.D.) by drafts or otherwise, or to collect on any specified terms by the time drafts or otherwise, are accepted by the Company only upon the express undertaking that it will exercise reasonable care in the selection of a bank, correspondent, carrier or agent to whom it will send such item for collection, and the Company will not be responsible for any act, omission, default, suspension, insolvency or want of care, negligence, or fault of such bank, correspondent, carrier or agent, nor for any delay in remittance lost in exchange, or loss during transmission, or while in the course of collection.

14. **General Lien on Any Property.** The Company shall have a general lien on any and all property (and documents relating thereto) of the Customer, in its possession, custody, or control or in route, for all claims for charges, expenses or advances incurred by the Company in connection with any shipments of the Customer and if such claim remains unsatisfied for (30) days after demand for its payment is made, the Company may sell at public auction or private sale, upon ten (10) days written notice registered mail (R.R.R.), to the Customer, the goods, wares and/or merchandise, or so much thereof as may be necessary to satisfy such lien, and apply the net proceeds of such sale to the payment of the amount due the Company. Any surplus from such sale shall be transmitted to the Customer, and the Customer shall be liable for any deficiency in the sale.

15. **Compensation of Company.** The compensation of the Company for its services shall be included with and is in addition to the rates and charges of all carriers and other agencies selected by the Company to transport and deal with the goods and such compensation shall be exclusive of any brokerage, commissions, dividends or other revenue received by the Company from carriers, insurers and others in connection with the shipment. On ocean exports, upon request, the Company shall provide a detailed breakout of the components of all charges assessed and a true copy of each pertinent document relating to these charges. In any referral for collection or action against the Customer for monies due to the Company, upon recovery by the Company, the customer shall pay the expenses of collection and/or litigation, including a reasonable attorney fee.

16. **No responsibility For Government Requirements.** It is the responsibility of the Customer to know and comply with the marking requirements of the U.S. Customs Service, the regulations of the U.S. Food and Drug Administration, and all other requirements, including regulations of Federal, state and/or local agencies pertaining to the merchandise. The Company shall not be responsible for action taken or fines or penalties assessed by any governmental agency against the shipment because of the failure of the Customer to comply with the law or the requirements or regulations of any governmental agency or with a notification issued to the Customer by any such agency.

17. **Indemnity Against Liability Arising from the Importation of Merchandise.** The Customer agrees to indemnify and hold the Company harmless from any claims and/or liability arising from the importation of merchandise which violates any Federal, state and/or other laws or regulations and further agrees to indemnify and hold the Company harmless against any and all liability, penalties, liquidated damages, loss, damages, costs, claims and/or expenses, including but not limited to attorney's fees, which the Company may hereafter incur, suffer or be required to pay by reason of claims by any government agency or private party. In the event that any action, suit or proceeding is brought against the Company by any government agency or any private party, the Company shall give notice in writing to the Customer by mail at its address on file with the Company. Upon receipt of such notice, the Customer at its own expense shall defend against such an action and takes all steps as may be necessary or proper to prevent the obtaining of a judgment and/or order against the Company.

18. **Loss, Damage or Expense due to Delay.** Unless the services to be performed by the Company on behalf of the Customer are delayed by reason of the negligence or other fault of the Company, the Company shall not be responsible for any loss, damage or expense incurred by the Customer because of such delay. In the event the Company is at fault, as aforesaid, its liability is limited in accordance with the provisions of paragraph 8-10 above.

19. **Construction of Terms and Venue.** The foregoing terms and conditions shall be construed according to the laws of the State chosen by Company. Unless otherwise consented to in writing by the Company, no legal proceeding against the Company may be instituted by the Customer, its assigns, or subrogee except in the city chosen by Company.

20. Except for Customs entries and duties, we are independent contractors.

21. The submission of incomplete or inaccurate information related to an import entry, including descriptions, quantities, weights, purchase prices, discounts, commissions, changed selling prices at time of exportation, assists, country of origin, etc., makes you liable to severe governmental penalties or sanctions. In the event the information forwarded to us, or which accompanied the shipment, does not accurately reflect the entire transaction, it is essential that you immediately notify us so that we can take corrective action.

22. In the event of any litigation between the Company and the Customer to enforce any provision of the Master Customs Power of Attorney, or of its Terms and Conditions of Service, or any right of either party hereto, the unsuccessful party in such litigation shall pay to the successful party all costs and expenses, including reasonable attorney's fees. If the Company is made a party to any litigation instituted by or against the Customer, the Customer shall indemnify the Company and hold it harmless from all costs and expenses, including reasonable attorney's fees incurred by it in connection therewith. Furthermore, if any action at law or in equity be brought to enforce this the Company's Master Power of Attorney, or its Terms and Conditions of Service, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this or any related agreement, the attorney's fees and other costs incurred by the Company in such action or proceeding shall be paid by the Customer. It is the intention of the parties that the prevailing party in such action or proceeding shall recover its attorney's fees and other costs from the non prevailing party.

Signature: _____ Date: _____

MASTER CUSTOMS POWER OF ATTORNEY

Check appropriate box

☐ Individual
☐ Partnership
☐ Corporation
☐ Sole Proprietorship

KNOW ALL MEN BY THESE PRESENTS: That, ⁽¹⁾

(Full name of person, partnership, corporation, or sole proprietorship (identify))

a corporation doing business under the laws of the State ⁽²⁾

or ⁽³⁾

doing business as ⁽⁴⁾

residing at ⁽⁵⁾

having an office and place of business at ⁽⁶⁾, hereby constitutes and appoints each of the following persons.

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC. U.S. CUSTOMS BROKER POWER TO BE EXERCISED THROUGH ITS LICENSED OFFICERS AND SPECIFICALLY AUTHORIZED EMPLOYEES.

as a true and lawful agent and attorney of the grantor named above for and in the name, place, and stead of said grantor from this date and in all Customs Districts, and in no other name, to make, endorse, sign declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet or their document required by law or regulation in connection with the importation, transportation, or exportation of any merchandise shipped or consigned by or to said grantor; to perform an act or condition which may be required by law or regulation in connection with such merchandise; to receive any merchandise deliverable to said grantor.

To make endorsements on bills of lading conferring authority to transfer title, make entry or collect drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacture, certificate of manufacture and delivery, abstract of manufacturing records, declaration of proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing in any customs district;

To sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unloading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given an accepted under vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under

applicable laws and regulations, consignee's and owner's declaration provided for in section 485, Tariff Act of 1930, as amended, or affidavits in connection with the entry of merchandise;

To sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading or operation of any vessel or other means of conveyance owned or operated by said grantor;

To authorize other Customs Brokers to as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a non resident of the United States, to accept service of process on behalf of the grantor;

And generally to transact at the customshouses in any in any district any and all customs business, including making, signed, and filing of protests under section 514 of the Tariff Act of 1930, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney, giving to said agent and attorney full power and authority to do anything whatever requisite and necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents; the foregoing power of attorney to remain in full force and effect until revoked, and notice of revocation in writing is duly given to and received by the District Director of Customs and The Radius Group Inc. of the district aforesaid. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its receipt in the office of the district director of customs of the said district.

The execution of the Power of Attorney acknowledges that we have read the Terms and Conditions of service as outlined on the reverse of this Master Customs Power of Attorney and agree to such Terms and Conditions.

IN WITNESS WHEREOF, the said ⁽⁷⁾

has caused these presents to be sealed and signed: (Signature) ^(8A)

^(8B)

(If Corporation, individual must be authorized by the board of Directors of the Corporation)

(Capacity) ⁽⁹⁾

(DATE) ⁽¹⁰⁾

WITNESS: ⁽¹¹⁾

⁽¹²⁾

⁽¹³⁾

(Corporate Seal)

IRS NUMBER (For Corporation) ⁽¹⁴⁾

SOCIAL SECURITY NUMBER (For Individual) ⁽¹⁵⁾

CITY _____
COUNTY _____
STATE _____

INDIVIDUAL OR PARTNERSHIP CERTIFICATION

On this _____ day of _____, 19____, personally appeared before me _____
residing at _____, personally known or sufficiently identified to me, who certifies that
_____ (is)(are) the individual(s) who executed the foregoing instrument and acknowledge it to be _____ free act and deed.

CORPORATE CERTIFICATION

(To be made by an officer other than the one who executes the power of attorney)

I, ^(16A) _____, certify that I am the ^(16B) _____
or ⁽¹⁾ _____, organized under the laws of the state of ⁽²⁾ _____
that ⁽⁸⁾ _____, who signed this power of attorney on behalf of the donor, is the ⁽⁹⁾ _____
of said corporation; and that said power of attorney was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body as the same appears in a resolution of the Board of Directors passed at a regular meeting held on the _____ day of _____ 19____, now in my possession or custody, I further certify that the resolution is in accordance with the articles of incorporation and bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of _____ this _____ day of _____, 19____

⁽¹⁷⁾

(Signature)

(Date)

If the corporation has no corporate seal, the fact shall be stated, in which case a scroll or adhesive shall appear in the appropriate, designated place. Customs powers of attorney of residents (including resident corporations) shall be without power of substitution except for the purpose of executing shipper's export declarations. However, a power of attorney executed in favor of a licensed customs broker may specify that the power of attorney is granted to the customs broker to act through any of its licensed officers or any employee specifically authorized to act for such customs broker by power of attorney.

If you are the importer of record, payment to the broker will not receive you of liability for custom's charges (duties, taxes or other debts owed Customs) in the event the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with separate check payable to the "U.S. Customs Service" which shall be delivered to Customs by the Broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

Power of Attorney

Instructions

1. Full company name as it appears on corporate records.
(If an individual, their full name)
2. Name of state, Province or country of incorporation.
3. Not Applicable.
4. Name under which business is conducted.
(if different from # 1 above)
5. Not Applicable
6. Complete address.
(Corporation's headquarters address preferred)
7. Name appearing on line # 1 above.
8. (A) Signature of Corporate officer.
(B) Print name of Officer.
9. Title of preferred person on line #8.
10. Date signed.
11. Signature of witness.
12. Signature of second witness.
13. Affix corporate seal.
(If no seal, print "No corporate seal "
14. Company IRS/EIN number.
15. Signor's Social security number
(Only for sole proprietorship, individual or partnership)
16. (A) Second corporate officer
(B) Title of second corporate officer
17. Signature of second corporate officer.

U.S. Customs regulations state the customs broker must have the original POA in their records.



Exhibitor Services Manual

5. BOOTH BUILDING

Booth Construction Policy

Booth Construction Policy Questions and Answers

Guidelines for Building Your Own Booth



BOOTH CONSTRUCTION

Booth Construction Policy

ENKWSA 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 a ENKWSA 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. ENKWSA will **NO LONGER** provide pipe and drape dividing walls.

What if I have already purchased booth space and now would like to purchase a Booth Package?

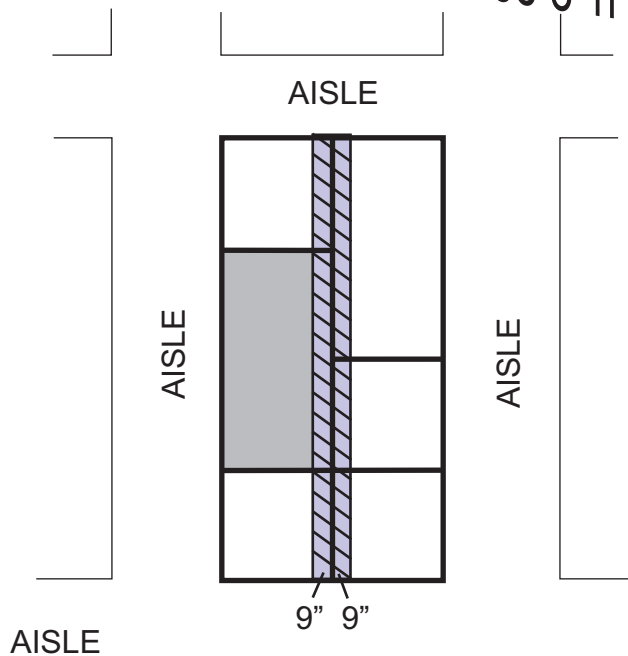
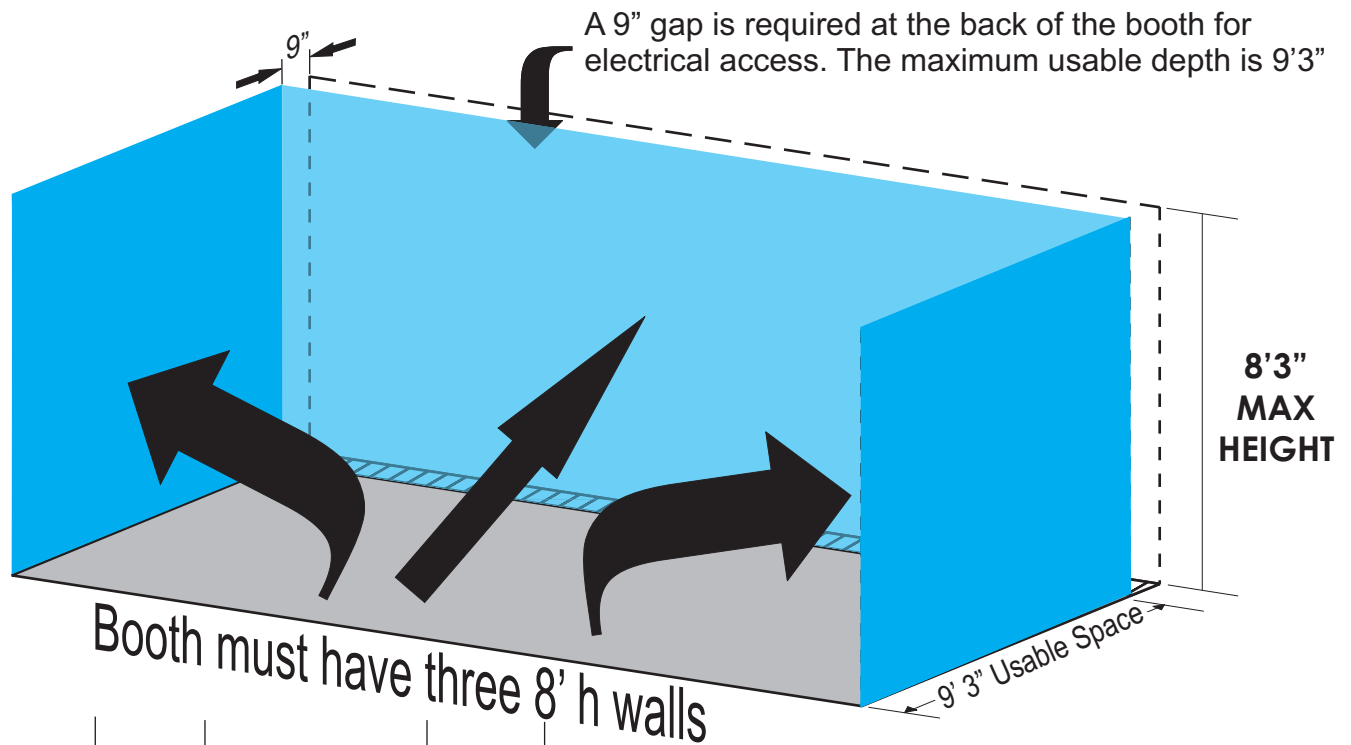
You can upgrade from a standard booth to a Booth Package just by paying the difference. Please send in a completed Booth Packages Form along with payment.

What if I show up and do not preorder a package?

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

BUILDING YOUR OWN IN-LINE BOOTH

Bounded by an aisle on one or two sides
All in-line booths must have three 8' high walls provided by the exhibitor. WSA will not 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 have 8' high walls 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 8' 3" in height, including signs.
- Any part of the outside of your display that is visible must be finished.

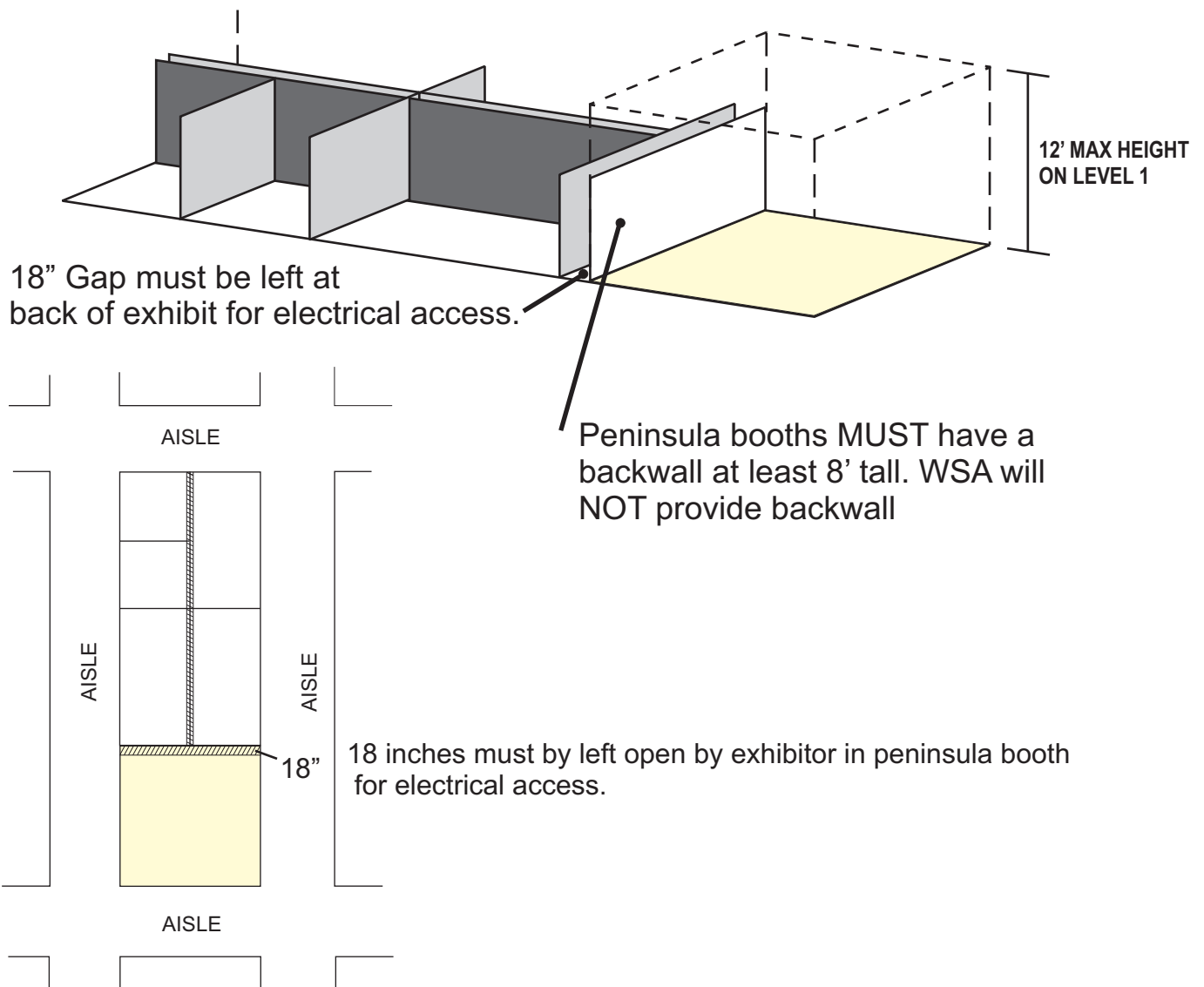
9 inches must be left open at the rear of all inline booths, leaving a total of 18 inches for electrical access

PENINSULA BOOTH

Bounded by aisles on three sides

All exhibitors in peninsula booths, must provide a backwall that is at least 8' tall, WSA will NOT provide backwall dividers. Peninsula exhibitors that back up to inline booths must leave a gap of 18" for electrical access at the back of the display.

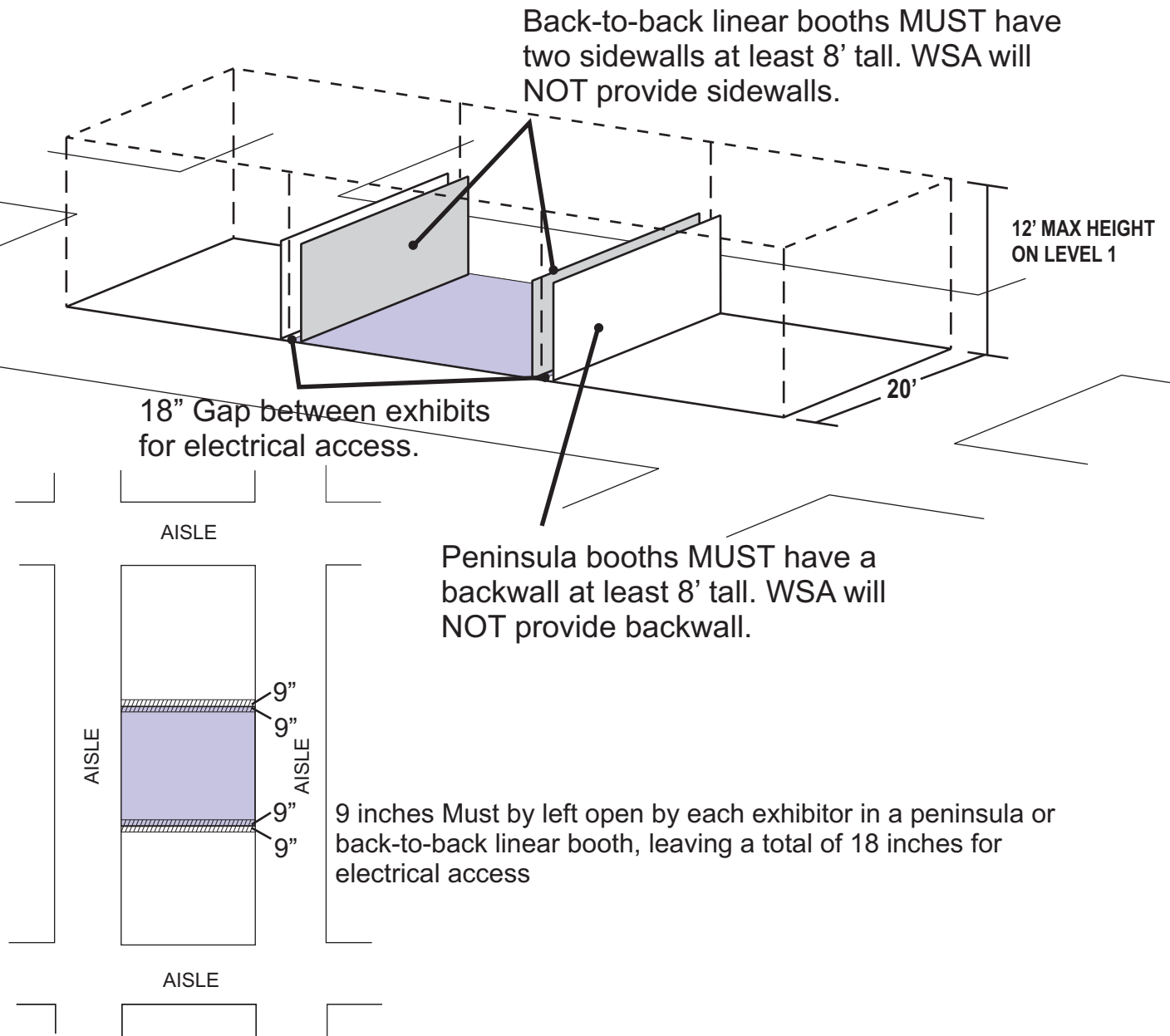
Peninsula booths can be built to a maximum height of 12'.



BACK-TO-BACK LINEAR BOOTHS

All exhibitors in back-to-back linear booths, must provide a sidewalls on both sides that are at least 8' tall, WSA will NOT provide sidewall dividers. 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'.





Exhibitor Services Manual

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

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



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Official Service Provider

Global Experience Specialists, Inc. (GES) [®]	Phone (in USA): 800.475.2098	International Calls: 702.515.5970
7050 Lindell Road	FAX (in USA): 866.329.1437	International Faxes: 702.263.1520
Las Vegas, NV 89118-4702	Contact us Online: www.ges.com/chat	

Show Information

Booth Size: Various
1st Night Vacuuming

*NOTE: The WSA Show will provide one-time booth vacuuming for all exhibitors the night before the show opens on Sunday, February 5, 2012
Target maps can be found at: www.wsashow.com

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

Wed, Jan 11, 2012	Discount Deadline Date for orders received with payment		
Mon, Jan 2, 2012	Advance Shipments may begin arriving at the Warehouse		
Wed, Jan 25, 2012	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		
Wed, Feb 1, 2012	Direct Shipments may begin arriving at the Exhibit Site starting at: Refer to Targeted Floorplan		
Sun, Feb 5, 2012	Last day for Direct Shipments to arrive at the Exhibit Site ending at: Refer to Targeted Floorplan		
Wed, Feb 1, 2012	Installation	8:00 AM - 5:00 PM	Refer to Targeted Floorplan
Thu, Feb 2, 2012		8:00 AM - 5:00 PM	Refer to Targeted Floorplan
Fri, Feb 3, 2012		8:00 AM - 5:00 PM	Refer to Targeted Floorplan
Sat, Feb 4, 2012		8:00 AM - 5:00 PM	Refer to Targeted Floorplan
Sun, Feb 5, 2012		8:00 AM - 5:00 PM	Refer to Targeted Floorplan
All Crates must be labeled for removal from the hall by 6:00 PM, Saturday, February 4, 2012.			
Sunday, February 5, 2012 is reserved for light housekeeping only. All Exhibits must be set up by 6:00 PM on this day.			
Mon, Feb 6, 2012	Show Hours	9:00 AM - 6:00 PM	
Tue, Feb 7, 2012		9:00 AM - 6:00 PM	
Wed, Feb 8, 2012		9:00 AM - 4:00 PM	
Exhibitors will be allowed to enter the hall at 7:00 AM on Monday, February 6, 2012 for general clean-up prior to show opening.			
Wed, Feb 8, 2012	Dismantle	4:00 PM - 8:00 PM	Refer to Targeted Floorplan
Thu, Feb 9, 2012		8:00 AM - 5:00 PM	Refer to Targeted Floorplan
Thu, Feb 9, 2012	Carriers must be checked in at the GES Marshalling Yard by: Refer to Targeted Floorplan		
Thu, Feb 9, 2012	All exhibitor materials must be removed by: Refer to Targeted Floorplan		

IMPORTANT: In fairness to your fellow exhibitors and in the interest of maintaining the integrity of ENKWSA, no one will be permitted to disassemble or remove their exhibit in whole or in part prior to 4:00 PM, Wednesday, February 8, 2012. 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, Wednesday, February 8, 2012.

*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 GES Exposition Services
7000 Lindell Road
Las Vegas, NV 89118
USA

Shipments should arrive on or between:
January 2 - 25, 2012

Direct Shipments to Exhibit Site: c/o GES Exposition Services
Sands Expo and Convention Center
201 East Sands
Las Vegas, NV 89169
USA

Shipments should arrive on or between:
Refer to Targeted Floorplan

GES Servicer[®]

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

Need Assistance?

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



Order Directly Online:
<https://ordering.ges.com/Show/Info/011005655>

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



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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 any custom sized booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National Servicer[®] 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 enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your 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
- Staples, 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.

Need Assistance?

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

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

011005655

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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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 & 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 & 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 & 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?

GES's new online ordering platform is a fast and easy way to order products and services, keep track of important dates and manage your budget. Give it a try!

Step 1: Go to <https://ordering.ges.com/logon> and log in using the same username and password that you used for GES Online. New to online ordering? Click "Register Now" on the right side of the page to create a profile. It takes just a few minutes.

Step 2: Register for your show. Search for your show by typing it into the Search bar. When you find it, click on the circle icon to the left of the show name. It will take you to the show home page. In order to see all product and service information, you need to register for the show. Click on "Manage My Account" and fill out all the information. Then, a pop-up window will appear, asking for your company name and your booth number. Fill in the two fields and you're all set!

Step 3: Browse products and services and add them to your shopping cart.

Step 4: When you are ready to complete the order, click "Proceed with Check Out" and enter in your secure credit card information.

GES National Servicer®

The GES National Servicer® 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 Servicer®

Once you are at the show, the GES Servicer® 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!

Need Assistance?

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



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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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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER	CONTACT'S HOTEL (OPTIONAL)

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.
Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

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 # 800-657-9533 ext 59248 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 Servicer® at 800.475.2098 or visit the GES Servicer® 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 will not be processed 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
EXP. DATE	EXP. DATE	EXP. DATE
PROVIDE EXPIRATION DATE	PROVIDE EXPIRATION DATE	PROVIDE EXPIRATION DATE
PROVIDE EXPIRATION DATE	PROVIDE EXPIRATION DATE	PROVIDE EXPIRATION DATE

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	\$
Hardwall Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
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, Inc. (GES) 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:

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

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

011005655

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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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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

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

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

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

Exhibiting Firm		
EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

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

- | | |
|---|--|
| ☐ Rental Furniture | ☐ Rental Carpet |
| ☐ Exhibit Systems | ☐ Signs |
| ☐ I & D Labor | ☐ In-Booth Forklift Labor |
| ☐ Material Handling In & Out | ☐ Transportation Charges |

☐ Other (Please Specify) _____

Third Party		
THIRD PARTY		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

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

- | | |
|--|---|
| ☐ All Services | ☐ Rental Furniture |
| ☐ Rental Carpet | ☐ Exhibit Systems |
| ☐ Signs | ☐ I & D Labor |
| ☐ In-Booth Forklift Labor | ☐ Material Handling In & Out |
| ☐ Transportation Charges | |

☐ Other (Please Specify) _____

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed 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
--------------------------------	------------------------	-------------------------------------	-------------------------------	---

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

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		

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed 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
--------------------------------	------------------------	-------------------------------------	-------------------------------	---

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

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		

Need Assistance?

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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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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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

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 Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor Booth Cleaning ☐ Yes ☐ No Furniture ☐ Yes ☐ No A/V Equipment ☐ Yes ☐ No Telephone/Internet ☐ Yes ☐ No	Electrical Labor/Boothwork ☐ Yes ☐ No Sent to the Official Electrical Contractor ☐ With the Exhibit Other Items _____ _____ _____	Electrical Under Carpet ☐ Yes ☐ No _____ _____ _____
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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 _____
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Outbound Freight Information

Outbound Freight Charges _____ ☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only) ☐ Bill To _____ ☐ GES Storage _____ Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight 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	Consigned To _____ Address _____ City/State/Zip _____ Second Consignee _____ Address _____ City/State/Zip _____ ☐ Vanline ☐ Other _____
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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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Need Assistance?

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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.



STOP. THINK. SAFETY.

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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 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.

Need Assistance?

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ENKWSA
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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

- 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.
- 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 1/2% per month until paid.

IV. Mutual Obligation Indemnification

- 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.**

- 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

- 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.
- 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.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- 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.
- 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.

- 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.
- 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.
- 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

- 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.
- 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

- 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.
- 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.
- 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.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration 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.

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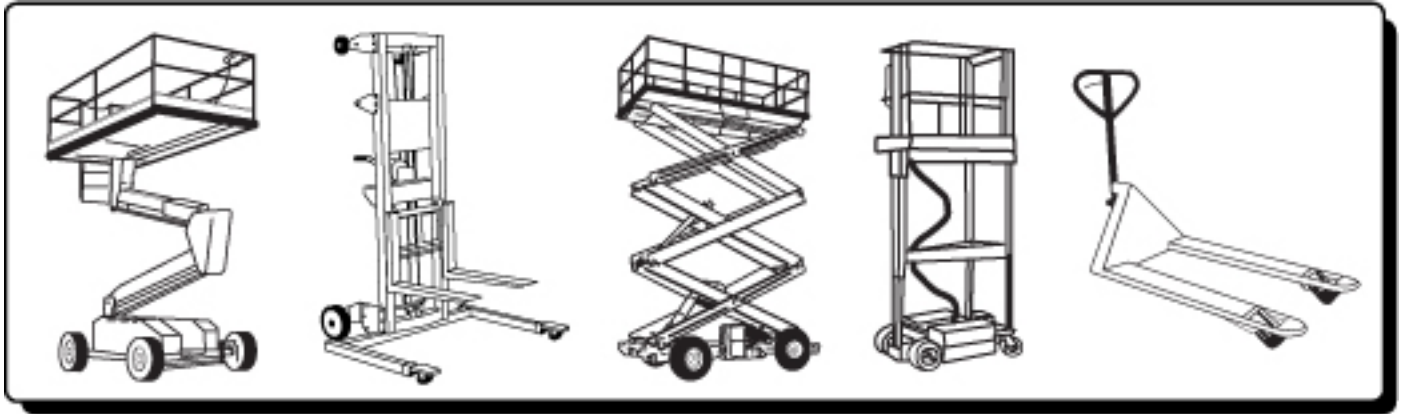
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February 6 - 8, 2012

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.

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


ENKWSA

Sands Expo and Convention Center

February 6 - 8, 2012

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), ENK International (Show Management), ENKWSA (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.

Need Assistance?

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

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<https://ordering.ges.com/Show/Info/011005655>

011005655

ACORD						CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/12	
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.					
2. INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819						INSUREERS AFFORDING COVERAGE INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:					
COVERAGES											
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.											
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS						
A	GENERAL LIABILITY	000P98298-A11	01/01/12	01/01/13	EACH OCCURENCE		\$1,000,000				
	☒ COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)		\$ 50,000				
	☐ CLAIMS MADE ☒ OCCUR				MED EXP (Any one person)		\$ 5,000				
	☐				PERSONAL & ADV INJURY		\$1,000,000				
	☐				GENERAL AGGRREGATE		\$2,000,000				
	GENERAL AGGREGATE LIMIT APPLIES PER				PRODUCTS-COMP/OP AGG		\$2,000,000				
☐ POLICY ☐ PROJECT ☐ LOC											
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/12	01/01/13	COMBINED SINGLE LIMIT		\$1,000,000				
	☒ ANY AUTO				(Ea accident)						
	☐ ALL OWNED AUTOS				BODILY INJURY		\$				
	☐ SCHEDULED AUTOS				(Per person)						
	☒ HIRED AUTOS				BODILY INJURY		\$				
	☒ NON-OWNED AUTOS				(Per accident)						
☐		PROPERTY DAMAGE		\$							
☐		(Per accident)									
A	GARAGE LIABILITY	XL1234567	01/01/12	01/01/13	AUTO ONLY-EA ACCIDENT		\$1,000,000				
	☐ ANY AUTO				OTHER THAN		\$				
	☐				AUTO ONLY:		\$				
A	UMBRELLA/EXCESS LIABILITY	A4145-SS-PJ37	01/01/12	01/01/13	EACH OCCURENCE		\$1,000,000				
	☒ OCCUR ☐ CLAIMS MADE				AGGREGATE		\$1,000,000				
	☐ DEDUCTIBLE						\$				
	☐ RETENTION \$						\$				
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/12	01/01/13	☒ WC STATU-ORY LIMITS	☐ OTHER					
	E.L. EACH ACCIDENT				\$1,000,000						
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000						
	E.L. DISEASE -POLICY LIMIT				\$1,000,000						
D	OTHER Professional Liability	000P98298-A11	01/01/12	01/01/13	Each Occurrence & Aggregate		\$1,000,000				
					\$3,000,000						
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), ENK International (Show Management), Sands Expo and Convention Center (Facility), and ENKWSA (Show) are hereby named as additional insured, 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: February 6 - 8, 2012 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" from of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), ENK International (Show Management), ENKWSA (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.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 2, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

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

Exhibitor Appointed Contractor _____

Street Address _____

City, State, Zip _____

Phone (area code _____) _____ Fax (area code _____) _____

Contact: _____

Description of Proposed Service for Exhibitor: _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
5. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/ Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. 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.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.

11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and Global Experience Specialists, Inc. (GES) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made

Tips to Exhibitor Appointed Contractors

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

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 4, 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 January 4, 2012, or WSA 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 will not be utilizing the provided package carpet**

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

INFORMATION AND INSTRUCTIONS

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 colored carpet labels provided in this Exhibitor Service Manual.
2. Exhibitor supplied carpeting must cover your entire booth area.
NO PARTIAL COVERAGE WILL BE ALLOWED.
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 25, 2012.
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.**

Need Assistance?

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



Order Directly Online:
<https://ordering.ges.com/Show/Info/011005655>

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



FROM:



TO:

EXHIBITING COMPANY

ENKWSA

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:

Monday, Jan 2, 2012 - Wednesday, Jan 25, 2012

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



FROM:



TO:

EXHIBITING COMPANY

ENKWSA

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:

Monday, Jan 2, 2012 - Wednesday, Jan 25, 2012

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



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

R-6c



FROM:



TO:

EXHIBITING COMPANY

ENKWSA

NAME OF EXHIBITION

BOOTH NUMBER

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

Refer to Targeted Floorplan

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 \$ 14.05 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces 



FROM:



TO:

EXHIBITING COMPANY

ENKWSA

NAME OF EXHIBITION

BOOTH NUMBER

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

Refer to Targeted Floorplan

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 \$ 14.05 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces 

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

Global Experience Specialists, Inc. (GES) • 7050 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.


ENKWSA

 Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

 Go to below link to view Images and information:
<http://ges.com/ecomm/info/C1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
VISQUEEN PLASTIC COVERING FOR PROTECTION			
<i>Includes installation and removal.</i>			
500410	Carpet Plastic Covering, Per Sq.Ft.	\$ 0.90	\$ 1.37
PADDING			
<i>GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.</i>			
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	\$ 1.84	\$ 2.77

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.

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			
<i>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.</i>			
5000	13 oz. Standard Carpet Custom-Cut, Per Sq.Ft.	\$ 2.77	\$ 4.14
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 3.37	\$ 5.05
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 3.96	\$ 5.95

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
Place Order Here
13 oz. Standard Carpet Colors

Item #'s 5000

Gray will be provided if no color is indicated below.

- | | | |
|-----------------------------------|--|-----------------------------------|
| ☐ Black | ☐ Blue | ☐ Blue Jay |
| ☐ Burgundy | ☐ Emerald Green | ☐ Gray |
| ☐ Pepper | ☐ Red | |

26 oz. Plush Custom-Cut Carpet Colors

Item #'s 5006

Dove will be provided if no color is indicated below.

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

50 oz. Ultra Plush Custom-Cut Carpet Colors

Item #'s 5007

Iceberg will be provided if no color is indicated below.

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

Do you require electrical or utilities under the carpet?

- | | |
|------------------------------|-----------------------------|
| ☐ Yes | ☐ No |
|------------------------------|-----------------------------|

Calculate Total Square Footage:

Width: _____ x Length: _____ = _____ Square Feet

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)	$A \times 8.1\% = B$ \$
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
--------------------------------	------

Need Assistance?

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


Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

011005655

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

Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

Go to below link to view images and information:
<http://ges.com/ecom/info/A1-Brochure-CORE.pdf>

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Display Furniture*			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 58.00	\$ 86.75	300083	Display Case 6', Half View	\$ 490.25	\$ 735.25
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 63.00	\$ 94.50	300084	Display Case 6', Quarter View	\$ 490.25	\$ 735.25
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 37.00	\$ 55.50	300088	Display Case 7', Vertical	\$ 604.50	\$ 907.25
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 55.75	\$ 83.25	Accessories			
Tables				600201	Additional Panel, GEM	\$ 216.50	\$ 281.50
300057	Table, Rectangle, 24"x36"x30" High	\$ 55.75	\$ 83.25	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 3.84	\$ 5.60
300056	Table, Square, 24"x24"x30" High	\$ 55.75	\$ 83.25	300123	Aisle Stanchion, without Chain	\$ 27.25	\$ 40.75
300059	Table, Starbase, 30" Diameter x 40" High	\$ 163.25	\$ 244.50	300103	Aluminum Easel	\$ 32.00	\$ 48.00
300058	Table, Starbase, 40" Diameter x 30" High	\$ 133.00	\$ 199.00	300111	Bag Stand	\$ 65.75	\$ 98.50
Skirted Tables				300102	Coat Rack	\$ 67.00	\$ 100.50
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300104	Garment Rack	\$ 51.00	\$ 76.50
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 65.25	\$ 97.50	300106	Literature Rack	\$ 166.00	\$ 248.50
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 82.00	\$ 122.50	300201	Pegboard, White, 4'x8'	\$ 108.75	\$ 163.25
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 96.75	\$ 145.50	300202	Pegboard, White, 2'x8'	\$ 83.25	\$ 124.50
3007	Table, Skirt 4th Side	\$ 26.50	\$ 39.75	300033	Pipe, 8' Upright	\$ 11.80	\$ 17.40
Skirted Counters				300107	Refrigerator*	\$ 249.25	\$ 374.00
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				300015	Rod, 6' to 10' Telescopic	\$ 8.20	\$ 12.40
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 85.75	\$ 128.50	300131	Security Cage, Large, without Lock	\$ 288.25	\$ 432.75
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 104.00	\$ 155.75	300120	Sign Holder, Bell Base	\$ 49.00	\$ 73.50
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 125.75	\$ 188.25	300108	Sign Holder, Chrome, 22"x28"	\$ 47.00	\$ 70.25
3017	Counter, Skirt 4th Side	\$ 26.75	\$ 40.25	300212	Tackboard, 2'x8'	\$ 83.25	\$ 124.50
Risers				300211	Tackboard, 4'x8'	\$ 83.25	\$ 124.50
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 29.75	\$ 45.25	300112	Ticket Tumbler, Small, Table Top	\$ 76.00	\$ 114.00
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 26.50	\$ 39.75	300113	Wastebasket	\$ 12.40	\$ 17.15
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 41.00	\$ 61.50	300118	Waterfall Stand	\$ 80.75	\$ 121.50
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 36.00	\$ 53.50	<i>Prices include delivery, installation, rental, and removal.</i>			
Display Furniture*				<i>*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.</i>			
300073	Display Case 4', Corner View	\$ 491.75	\$ 737.25				
300074	Display Case 4', Full View	\$ 416.75	\$ 624.25				
300075	Display Case 4', Half View	\$ 416.75	\$ 624.25				
300076	Display Case 4', Quarter View	\$ 416.75	\$ 624.25				
300078	Display Case 5', Full View	\$ 446.25	\$ 669.25				
300079	Display Case 5', Half View	\$ 446.25	\$ 669.25				
300080	Display Case 5', Quarter View	\$ 446.25	\$ 669.25				
300082	Display Case 6', Full View	\$ 490.25	\$ 735.25				

Please Indicate Choice
Place Order Here
Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017 ONLY)

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| ☐ Beige | ☐ Black | ☐ Blue |
| ☐ Burgundy | ☐ Forest Green | ☐ Gold |
| ☐ Gray | ☐ Mauve | ☐ Purple |
| ☐ Red | ☐ Teal | ☐ White |

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.

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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ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

COMPANY NAME	EMAIL ADDRESS	Booth Number
--------------	---------------	--------------

GES Furniture Packages offer significant savings!

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 151.56	\$ 225.59	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 339.66	\$ 506.84
Prices include delivery, installation, rental, and removal.				Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			

Please Indicate Choice

Table Skirt Color (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| ☐ Beige | ☐ Black | ☐ Blue |
| ☐ Burgundy | ☐ Forest Green | ☐ Gold |
| ☐ Gray | ☐ Mauve | ☐ Purple |
| ☐ Red | ☐ Teal | ☐ White |

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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ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

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	\$ 356.50	\$ 534.50
302110	EZ Shelf Cabinet, White, 64"L x 24"H	\$ 416.50	\$ 624.50
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	\$ 178.00	\$ 267.50

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.



Single EZ-Shelf



Double EZ-Shelf



EZ-Cabinet

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

Need Assistance?

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<http://ges.com/ecom/info/B1-Brochure-CORE.pdf>
Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas and Loveseats				Seating - Office and Utility Seating			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 796.50	\$ 796.50	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 342.50	\$ 342.50
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 551.75	\$ 551.75	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 415.25	\$ 415.25
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 872.75	\$ 872.75	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 177.50	\$ 177.50
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,727.75	\$ 1,727.75	305126	Chair, Task, 25"L 26"D 21"H	\$ 94.50	\$ 94.50
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,592.50	\$ 1,592.50	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 311.75	\$ 311.75
305117	Sofa, Astro, 83"L 36"D 29"H	\$ 241.75	\$ 241.75	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 177.50	\$ 177.50
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 620.00	\$ 620.00	Seating - Barstools			
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 870.25	\$ 870.25	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 179.00	\$ 179.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 241.75	\$ 241.75	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 179.00	\$ 179.00
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 459.75	\$ 459.75	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 230.50	\$ 230.50
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	\$ 745.25	\$ 745.25	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"	\$ 219.25	\$ 219.25
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 724.25	\$ 724.25	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 121.50	\$ 121.50
Seating - Club Chairs				305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 256.50	\$ 256.50
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 121.25	\$ 121.25	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 256.50	\$ 256.50
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 690.50	\$ 690.50	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 256.50	\$ 256.50
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 738.00	\$ 738.00	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 327.25	\$ 327.25
305181	Chair, Blue Suede, 39"L 34"D 33"H	\$ 577.75	\$ 577.75	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 327.25	\$ 327.25
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 420.00	\$ 420.00	Tables - Cafe			
305180	Chair, Globus, 28"L 26"D 28"H	\$ 544.00	\$ 544.00	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 251.75	\$ 251.75
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 604.75	\$ 604.75	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 336.00	\$ 336.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 121.25	\$ 121.25	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 165.25	\$ 165.25
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 168.25	\$ 168.25	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 176.50	\$ 176.50
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 516.50	\$ 516.50	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 336.00	\$ 336.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 425.25	\$ 425.25	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 399.00	\$ 399.00
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 600.25	\$ 600.25	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 293.75	\$ 293.75
Seating - Chairs				305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 399.00	\$ 399.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 194.75	\$ 194.75	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 165.25	\$ 165.25
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 150.25	\$ 150.25	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 176.50	\$ 176.50
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 150.25	\$ 150.25	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 336.00	\$ 336.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 96.50	\$ 96.50	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 399.00	\$ 399.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 96.50	\$ 96.50	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 251.75	\$ 251.75
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 121.25	\$ 121.25	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 336.00	\$ 336.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 234.50	\$ 234.50	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 325.75	\$ 325.75
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 121.50	\$ 121.50	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 409.50	\$ 409.50
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 369.25	\$ 369.25	Tables - Bar			
305113	Chair, Manhattan, 26"L 22"D 34"H	\$ 188.50	\$ 188.50	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 262.00	\$ 262.00
305108	Chair, New York, 23"L 32"D 33"H	\$ 136.00	\$ 136.00	305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 342.75	\$ 342.75
305115	Chair, Panton, White, 20"L 34"D 33"H	\$ 241.75	\$ 241.75	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 262.00	\$ 262.00
305078	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 231.75	\$ 231.75	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 322.75	\$ 322.75
305071	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 231.75	\$ 231.75	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 342.75	\$ 342.75
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 231.75	\$ 231.75	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 403.25	\$ 403.25
305075	Chair, Stage, Red, 24"L 26"D 36"H	\$ 231.75	\$ 231.75	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 322.75	\$ 322.75
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 343.50	\$ 343.50	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 403.25	\$ 403.25
Seating - Ottomans				305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 262.00	\$ 262.00
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 463.50	\$ 463.50	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 322.75	\$ 322.75
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 463.50	\$ 463.50	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 342.75	\$ 342.75
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 121.25	\$ 121.25	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 403.25	\$ 403.25
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18"H	\$ 121.25	\$ 121.25	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 262.00	\$ 262.00
305082	Ottoman, Cube, Lemon, 17"L 17"D 18"H	\$ 121.25	\$ 121.25	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 342.75	\$ 342.75
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18"H	\$ 121.25	\$ 121.25	305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 342.75	\$ 342.75
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 194.75	\$ 194.75	305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 423.00	\$ 423.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 461.75	\$ 461.75	Tables - Cocktail			
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 461.75	\$ 461.75	305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 159.50	\$ 159.50
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 194.75	\$ 194.75	305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 164.75	\$ 164.75
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 194.75	\$ 194.75	305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 360.50	\$ 360.50
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 277.00	\$ 277.00	305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 169.50	\$ 169.50
305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 386.25	\$ 386.25	305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 415.25	\$ 415.25
305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 386.25	\$ 386.25	305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 323.75	\$ 323.75
Seating - Office and Utility Seating				305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 244.75	\$ 244.75
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 236.25	\$ 236.25	305022	Table, Cocktail, Visions, 48"L 28"D 17"H	\$ 259.25	\$ 259.25
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 226.00	\$ 226.00				
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 180.75	\$ 180.75				

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COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Tables - End Tables				Product Display			
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 150.50	\$ 150.50	305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 222.00	\$ 222.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 194.75	\$ 194.75	305053	Etager, Black, 30"L 16"D 70"H	\$ 213.75	\$ 213.75
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 342.00	\$ 342.00	305052	Etager, Pewter, 30"L 16"D 70"H	\$ 213.75	\$ 213.75
305046	Table, End, Silverado, 24" Round 22"H	\$ 161.00	\$ 161.00	305098	Pedestal, Graphite, 24"L 24"D 36"H	\$ 261.75	\$ 261.75
305045	Table, End, Soho, 26"L 26"D 27"H	\$ 360.50	\$ 360.50	305100	Pedestal, Graphite, 24"L 24"D 42"H	\$ 274.25	\$ 274.25
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 167.25	\$ 167.25	305102	Pedestal, Graphite, 30"L 30"D 42"H	\$ 295.25	\$ 295.25
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 277.00	\$ 277.00	305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 288.50	\$ 288.50
305051	Table, End, Visions, 22"L 24"D 21"H	\$ 230.50	\$ 230.50	Office and Utility Furniture			
Tables - Conference				305040	Credenza, Graphite, 72"L 24"D 29"H	\$ 396.25	\$ 396.25
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 194.75	\$ 194.75	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 365.00	\$ 365.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 319.50	\$ 319.50	305057	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 286.50	\$ 286.50
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 194.75	\$ 194.75	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 365.00	\$ 365.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 286.50	\$ 286.50	305138	Desk, Writing, Graphite, 48"L 24"D 30"H	\$ 198.50	\$ 198.50
305027	Table, Conf., Graphite, 42" Round 29"H	\$ 236.25	\$ 236.25	305059	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 244.75	\$ 244.75
305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 307.00	\$ 307.00	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 323.75	\$ 323.75
305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 332.25	\$ 332.25	305106	Kiosk, Black/Maple, 24"L 21"D 42"H	\$ 313.25	\$ 313.25
305170	Table, Conf., Gray, 42" Round 29"H	\$ 236.25	\$ 236.25	305104	Podium, Lectern, Cherry, 24"L 19"D 50"H	\$ 335.00	\$ 335.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	\$ 307.00	\$ 307.00	305038	Table, Computer, Graphite, 36"L 30"D 42"H	\$ 205.25	\$ 205.25
305172	Table, Conf., Gray, 96"L 36"D 29"H	\$ 332.25	\$ 332.25	305036	Table, Training, Grey, 48"L 24"D 30"H	\$ 343.50	\$ 343.50
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 401.25	\$ 401.25	Lamps*			
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 260.75	\$ 260.75	305060	Lamp, Floor, Pewter, 58"H	\$ 175.25	\$ 175.25
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 274.25	\$ 274.25	305064	Lamp, Lumalight, Orange, 15"L 13"D 90"H	\$ 352.50	\$ 352.50
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 351.50	\$ 351.50	305065	Lamp, Lumalight, Red, 15"L 13"D 90"H	\$ 352.50	\$ 352.50
305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 201.00	\$ 201.00	305063	Lamp, Lumalight, White, 15"L 13"D 90"H	\$ 352.50	\$ 352.50
Tables - Martini Bar				305061	Lamp, Parisian, Pewter, 28"H	\$ 98.75	\$ 98.75
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 3,516.00	\$ 3,516.00	<i>*Power is not included. Order power on Electrical Order Form in this manual. Please note if 24 hour power is required.</i>			
305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,321.75	\$ 1,321.75				
Product Display							
305002	Bookcase, Graphite, 36"L 13"D 71"H	\$ 198.50	\$ 198.50				

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

Need Assistance?

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

Order Directly Online:
<https://ordering.ges.com/Show/Info/011005655>

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

Global Experience Specialists, Inc. (GES) • 7050 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.



ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:

January 11, 2012

Go to below link to view images and information:
<http://ges.com/ecom/info/landD.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	\$ 59.00
Install & Dismantle, OT Code: 705000	\$ 94.65

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	TOTAL # OF WORKERS	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			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.

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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

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ENKWSA

 Sands Expo and Convention Center
 February 6 - 8, 2012

Form Deadline Date:
 January 11, 2012

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	\$ 139.50
5,000#, OT Code: 705200	\$ 175.00

*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	TOTAL # OF FORKLIFTS	LABOR RATE	=	TOTAL
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					

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

Payment Enclosed

\$

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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.

Need Assistance?

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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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 / Truss Labor Order Form (H-2) by January 11, 2012.**

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Shipping Instructions

All hanging signs should be received in advance at the GES Warehouse by January 11, 2012.

Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

Need Assistance?

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

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ENKWSA

 Sands Expo and Convention Center
 February 6 - 8, 2012

Discount Deadline Date:
 January 11, 2012

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		Discount	Regular
High Lift, Composite	Code: 705300	\$ 401.50	\$ 532.75
Worker per Hour		Discount	Regular
Rigging, Hanging Sign, ST	Code: 705020	\$ 59.00	\$ 73.75
Rigging, Hanging Sign, OT	Code: 705020	\$ 94.65	\$ 118.50

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

Overtime:
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date.

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 11, 2012. The hanging sign must also arrive at the GES warehouse by January 11, 2012 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 11, 2012. 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.

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

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.

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:				A. Payment Enclosed		\$
X _____ AUTHORIZED NAME - PLEASE PRINT				DATE		

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

Need Assistance?

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

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Order Directly Online:
<https://ordering.ges.com/Show/Info/011005655>

011005655

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

ENKWSA

NAME OF EXHIBITION

011005655

Booth Number

C/O GES
7000 Lindell Road
Las Vegas, NV 89118
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 2, 2012 - Wednesday, Jan 11, 2012

Refer to Targeted Floorplan

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

ENKWSA

NAME OF EXHIBITION

011005655

Booth Number

C/O GES
7000 Lindell Road
Las Vegas, NV 89118
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 2, 2012 - Wednesday, Jan 11, 2012

Refer to Targeted Floorplan

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



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

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ENKWSA

 Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

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

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
GEM HANGING SIGN			
600080	Exhibit System, Blade Sign, 2 Sided, 2M x .91	\$ 1,654.00	\$ 2,480.75
600081	Exhibit System, Square Sign, 2M x 2M x .917	\$ 2,373.00	\$ 3,559.50
600082	Exhibit System, Triangle Sign, 3(2M) x .917M	\$ 2,085.25	\$ 3,127.75

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
Triangular 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
Need Assistance?

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

Order Directly Online:
<https://ordering.ges.com/Show/Info/011005655>

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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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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

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
- ☐ Hardwall Exhibit Systems (if exhibit size is smaller than booth size) - Form Z-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ 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: _____)

A full page of blank graph paper. The grid consists of 10 columns and 10 rows of squares, formed by solid black lines. There are no margins or additional markings on the page.

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.**

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

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ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

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

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 65.00	\$ 96.75
600506	Sign, 11"x14"	\$ 58.00	\$ 86.75
600507	Sign, 14"x22"	\$ 44.25	\$ 66.00
600508	Sign, 14"x44"	\$ 86.25	\$ 129.50
600509	Sign, 20"x60"	\$ 129.25	\$ 194.00
600510	Sign, 22"x28"	\$ 89.25	\$ 134.00
600512	Sign, 28"x44"	\$ 132.25	\$ 198.00
600514	Sign, 40"x60"	\$ 201.50	\$ 302.75
600515	Sign, 48"x96"	\$ 256.00	\$ 383.50
600501	Sign, 7"x11"	\$ 48.25	\$ 72.75
600502	Sign, 7"x44"	\$ 55.00	\$ 82.50
600680	1M (8' x 4') Custom Interior Graphic Panel	\$ 599.00	\$ 732.25
600681	2M (8' x 6') Custom Interior Graphic Panel	\$ 898.50	\$ 1,098.25
600682	3M (8' x 10') Custom Interior Graphic Panel	\$ 1,497.50	\$ 1,830.50
600546	Exhibitor, Special Sign	\$ 19.45	\$ 23.80
600519	Sign, Logo ID 12" x 36"	\$ 113.50	\$ 113.50
600547	Easel Back	\$ 7.10	\$ 10.65

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/>

Please Indicate Choice

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: o8clx6eq

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:

Need Assistance?

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

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

011005655

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Email: null • Fax: null

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



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

For Processing, This Form Must be Faxed or E-mailed to:

E-mail:

FAX:

BOOTH PACKAGE ID SIGN WITH LOGO

One (1) Standard Brand ID sign is included per 10' x 10' booth package contracted. For an additional charge, a brand logo can be added to your booth package ID sign. One logo per ID sign.

ITEM#	DESCRIPTION	RATE
600519	Sign, Logo ID 12" x 36"	\$ 113.50

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 EXCEPTIONS WILL BE MADE.**
- GES must receive artwork by **January 11, 2012**
- Refer to the **DIGITAL FILE PREPARATION** form (I-2) included in this manual for submission requirements of your art to GES.
- For the best quality, logo artwork must 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 Feb 12/ID Sign Graphic Files/>

West User: geswstftp

West Password: o8clx6eq

File Path: West / Las Vegas / WSA Feb 12/ ID Sign Graphic Files

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
600519	Sign, Logo ID 12" x 36"	\$113.50		\$
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

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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Sands Expo and Convention Center
February 6 - 8, 2012

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%



ai / eps vector
@ 400%

Vectors

Vectors

Text @ 100%

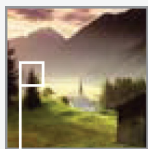
Outlined Text

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.

Western Region Shows
Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

HOST
ftp://csftp.ges.com/West

USER NAME: geswstftp
PASSWORD: o8clx6eq

Need Assistance?

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

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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Frequently Asked Questions

What is the Creative Service FTP site?

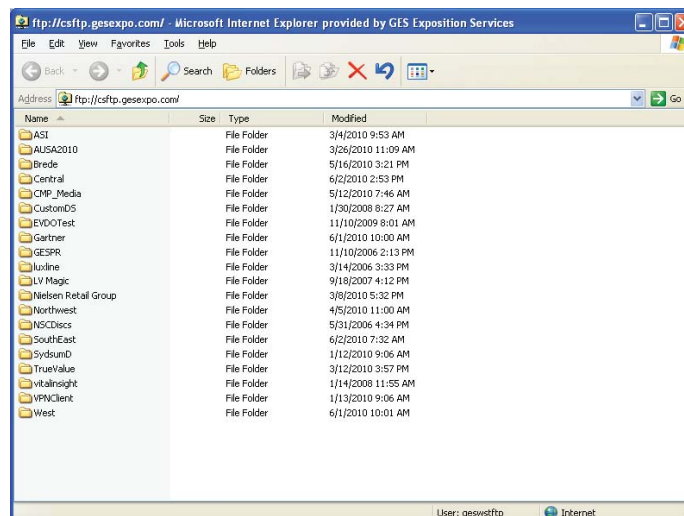
The FTP site is a directory to which you may send large graphics files to the GES Creative Services team. When files are too large to send by email, users can log on with a GES-supplied username and password and begin uploading their files to the FTP site.

Accessing the GES Creative Services FTP site

The FTP site has an internet address, but this one looks a little different because it uses **File Transfer Protocol (ftp://)** instead of the **Hyper Text Transfer Protocol (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.

Sensitive 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.

Need Assistance?

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February 6 - 8, 2012

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:

<u>REGION</u>	<u>CITY OF OCCURRENCE</u>
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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Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

Go to below link to view images and information:
<http://ges.com/ecom/info/D1-Brochure-CORE.pdf>

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

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits**				Accessories**			
600005	Exhibit System GEM #5, 20'x20' Island	\$ 20,482.00	\$ 30,723.00	661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 444.75	\$ 667.50
10x20 Exhibits**				600291	Exhibit, Panel, Wirewall, 1M	\$ 360.25	\$ 528.75
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 5,565.25	\$ 8,348.25	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 51.75	\$ 77.25
10x10 Exhibits**				600119	Flat Shelf 9-3/4" x 1meter	\$ 81.25	\$ 105.75
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,475.00	\$ 2,212.25	600123	Shelving, Slanted, White	\$ 81.00	\$ 105.25
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 2,125.25	\$ 3,187.75	**Power is not included. Order power on Electrical Order Form in this manual. Please note if 24 hour power is required.			
6ft Table Display**				Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 817.25	\$ 1,225.75				
Accessories**							
600410	Exhibit, Ad Board, 1M x 8'	\$ 439.00	\$ 658.00				
600110	Exhibit, Armlight Black	\$ 64.50	\$ 96.00				
600103	Exhibit, Counter, 1M Curved	\$ 466.25	\$ 699.25				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 311.50	\$ 466.50				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 427.50	\$ 641.25				
600221	Exhibit, Light Box, Large 37"x85"	\$ 1,573.75	\$ 1,800.75				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 1,346.50	\$ 1,573.75				
600223	Exhibit, Light Box, Small 37"x28"	\$ 1,124.75	\$ 1,346.50				

Please Indicate Choices
Place Order Here
13 oz. Standard Carpet Colors (20x20 Exhibits**, 10x20 Exhibits**, 10x10 Exhibits** ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|--|-----------------------------------|
| ☐ Black | ☐ Blue | ☐ Blue Jay |
| ☐ Burgundy | ☐ Emerald Green | ☐ Gray |
| ☐ Pepper | ☐ Red | |

Table Skirt Color (600001 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|---------------------------------------|---------------------------------|-----------------------------------|
| ☐ Beige | ☐ Blue | ☐ Burgundy |
| ☐ Forest Green | ☐ Gold | ☐ Gray |
| ☐ Mauve | ☐ Purple | ☐ Red |
| ☐ Teal | ☐ White | ☐ Black |

Panel Type and Color (20x20 Exhibits**, 10x20 Exhibits**, 10x10 Exhibits**, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Fabric: Gray will be provided if no color is indicated below:

- | | |
|---|---|
| ☐ Fabric: Black | ☐ Fabric: Blue |
| ☐ Fabric: Gray | ☐ Laminate: Amberwood |
| ☐ Laminate: Black | ☐ Laminate: Maple |
| ☐ Laminate: Oxford White | ☐ Laminate: Prism Blue |
| ☐ Laminate: Silver Gray | |

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 | ☐ Silver |
|--------------------------------|---------------------------------|

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 original 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

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/ecom/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.

Need Assistance?

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


Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

Go to below link to view images and information:
<http://ges.com/ecom/info/Z1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Slatwall Accessories				Smoothwall Grid Accessories			
661851	Hardwall, Slatwall, Hang Bar, 1M	\$ 59.25	\$ 89.25	660221	Hardwall, Grid, Hang Bar, 1M	\$ 59.25	\$ 89.25
661852	Hardwall, Slatwall, Hang Bar, 2M	\$ 134.25	\$ 201.00	660222	Hardwall, Grid, Hang Bar, 2M	\$ 133.50	\$ 200.00
600280	Hardwall, Slatwall, Hook 4" Black	\$ 5.90	\$ 8.95	661681	Hardwall, Grid, Hook 4" Black	\$ 5.90	\$ 8.95
600282	Hardwall, Slatwall, Hook 6" Black	\$ 5.90	\$ 8.95	661684	Hardwall, Grid, Hook 6" Black	\$ 5.90	\$ 8.95
600284	Hardwall, Slatwall, Hook 8" Black	\$ 5.90	\$ 8.95	661687	Hardwall, Grid, Hook 8" Black	\$ 5.90	\$ 8.95
661891	Hardwall, Slatwall, Waterfall, 5-Ball Black	\$ 24.80	\$ 37.50	661701	Hardwall, Grid, Waterfall, 5-Ball Black	\$ 24.80	\$ 37.50
661894	Hardwall, Slatwall, Waterfall, 6-Ball Black	\$ 24.80	\$ 37.50	661704	Hardwall, Grid, Waterfall, 7-Ball Black	\$ 24.80	\$ 37.50
661897	Hardwall, Slatwall, Waterfall, Hooks Black	\$ 24.80	\$ 37.50	661707	Hardwall, Grid, Waterfall, Hooks Black	\$ 24.80	\$ 37.50
				Hardwall Accessories			
660111**	Hardwall, Armlight, Black 300W Halogen	\$ 64.50	\$ 96.00	660112**	Hardwall, Armlight, White 300W Halogen	\$ 64.50	\$ 96.00
661848	Hardwall, Shelf, 1M x 10" White	\$ 51.75	\$ 77.25				

Halogen Lights are not permitted at the Sands Expo and Convention Center, a substitute will be provided in its place.

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

Please Indicate Choices
13 oz. Standard Carpet Colors (ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|--|-----------------------------------|
| ☐ Black | ☐ Blue | ☐ Blue Jay |
| ☐ Burgundy | ☐ Emerald Green | ☐ Gray |
| ☐ Pepper | ☐ Red | |

Electrical or Utilities Under Carpet?
☐ Yes* ☐ No

**If yes, please order floorwork labor on E-3: Electrical Labor Order Form.*

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/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 go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email exhibitdesign@ges.com

Need Assistance?

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

Order Directly Online:
<https://ordering.ges.com/Show/Info/011005655>



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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
ENKWSA
C/O Global Experience Specialists, Inc. (GES)
Sands Expo and Convention Center
201 East Sands
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

Need Assistance?

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



RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

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?



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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February 6 - 8, 2012

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at:
GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:
www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.

Estimating Material Handling Charges, *continued*

- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer**® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

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

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **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 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

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

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.

Need Assistance?

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





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:

- Priority move in/move out
- On-site GES support team
- Online tracking 24/7
- 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: www.ges.com/logistics/quote

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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:		
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.**

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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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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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

Go to below link to view images and information:
<http://ges.com/ecomm/info/specialhandling.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Transportation Plus: Ship With GES Logistics To Receive A 10% 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

Rate	Standard Rates	Transportation Plus Saving Rates
	\$ 85.75 cwt	\$ 77.18 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 sq. ft.	\$ 71.25 cwt	\$ 64.13 cwt	\$ 114.00 cwt	\$ 102.60 cwt
500 - 1,499 sq. ft.	\$ 64.25 cwt	\$ 57.83 cwt	\$ 102.80 cwt	\$ 92.52 cwt
1,500 - 2,999 sq. ft.	\$ 60.50 cwt	\$ 54.45 cwt	\$ 96.80 cwt	\$ 87.12 cwt
3,000 - 5,999 sq. ft.	\$ 57.00 cwt	\$ 51.30 cwt	\$ 91.20 cwt	\$ 82.08 cwt
6,000 sq. ft. and Greater	\$ 50.00 cwt	\$ 45.00 cwt	\$ 80.00 cwt	\$ 72.00 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 \$ 14.05 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% (\$26.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Mon, Jan 2, 2012: Advance shipments may begin arriving at warehouse.

Wed, Jan 25, 2012: Last day for shipments to arrive at warehouse.

Direct Dates:

Wed, Feb 1, 2012: Direct shipments may begin arriving at exhibit site.

Sun, Feb 5, 2012: Last day for shipments to arrive at exhibit site.

Refer to Targeted Floorplan

Off Target Surcharge: 30% (\$26.00 minimum) will apply to all inbound shipments arriving OFF TARGET. Please refer to Target Schedule.

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 off-target fees equal to 30% of the exhibitors material handling charges

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 52.25	1	\$
Small Package, Each Additional Carton	\$ 12.20		\$

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

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>



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 roundtrip 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 contact us at geslogistic_International@ges.com

ges.com

Exhibitions | Events | ExperiencesSM

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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.



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

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.

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

Total Gross Weight (7)	Total Value (8)
kilos	\$
AUTHORIZED NAME - PLEASE PRINT	DATE

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.**

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

011005655

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

ENKWSA

NAME OF EXHIBITION

011005655

BOOTH NUMBER

C/O **GES**
7000 Lindell Road
Las Vegas, NV 89118
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 2, 2012 - Wednesday, Jan 25, 2012

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

ENKWSA

NAME OF EXHIBITION

011005655

BOOTH NUMBER

C/O **GES**
7000 Lindell Road
Las Vegas, NV 89118
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 2, 2012 - Wednesday, Jan 25, 2012

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





FROM:



TO:

EXHIBITING COMPANY

ENKWSA

NAME OF EXHIBITION

BOOTH NUMBER

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

SHIPMENT SHOULD ARRIVE ON:
Refer to Targeted Floorplan

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$14.05 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces 



FROM:



TO:

EXHIBITING COMPANY

ENKWSA

NAME OF EXHIBITION

BOOTH NUMBER

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

SHIPMENT SHOULD ARRIVE ON:
Refer to Targeted Floorplan

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$14.05 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces 



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

ATTENTION EXHIBITORS!

From: ENKWSA 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:

- Saturday, February 4, 20126:00 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: Sunday, February 5, 2012.....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: Sunday, February 5, 2012.....6:00 pm
- Porter service is for exhibitors in personal passenger vehicles with no more than 300 lbs. of product.
NO DISPLAY OR DISPLAY MATERIALS!

Sunday, February 5, 2012 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 to the booth and will stay at your booth until your items have been unloaded. Forklift rates are an hourly fee.

Thank You,
ENKWSA and GES

Need Assistance?

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

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**ENKWSA**

Sands Expo and Convention Center

February 6 - 8, 2012

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 \$25.50 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 \$14.05 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 Servicer at www.ges.com/chat.

Need Assistance?

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

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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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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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 \$69.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' 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.

VEHICLES THAT DO NOT QUALIFY:
(AND NEED TO GO THROUGH MARSHALING)



Flatbed



Semi



Stakebed



Rentals



Trailers



Bobtail

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$69.00	1	\$
200506	Booth to Dock	\$69.00	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
--------------------------------	------

Need Assistance?

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

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

011005655

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

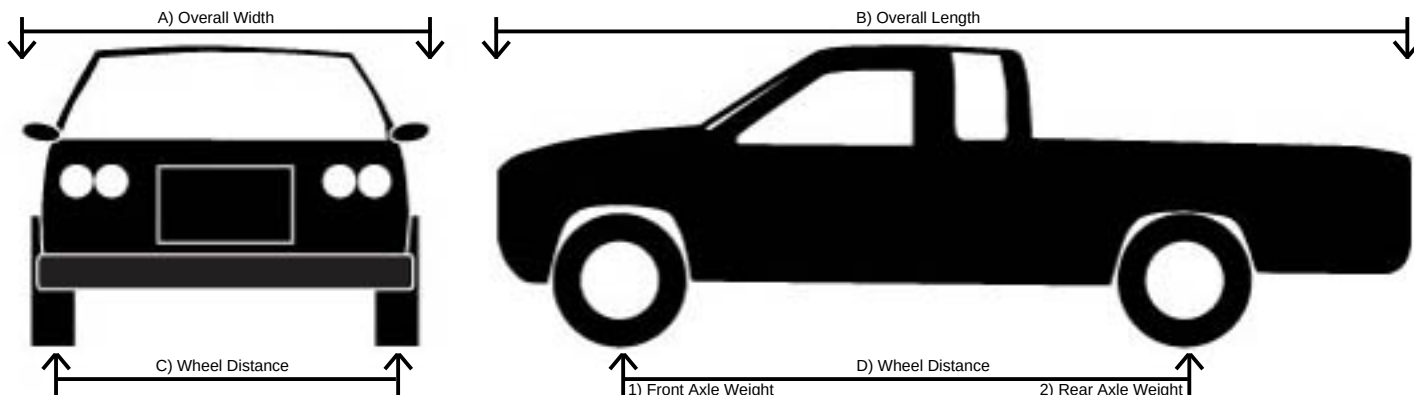
Global Experience Specialists, Inc. (GES) charges a round-trip fee of \$203.00 per vehicle to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to 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.									\$

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

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

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

To expedite & enhance your move-in for WSA in August 2012, 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 in GES advance drayage rates.

In addition, transportation from the February 2012 show to the warehouse, handling and storage until the August 2012 show is all inclusive at 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 February 2012 such as MAGIC or ASD? If so, please ask about our show to show transportation rates!

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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“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)..... \$76.75 cwt.

GES Storage and Transportation Rates:

Monthly Storage.....(1000 lb. minimum)..... \$6.05 cwt.
Yearly Storage.....(1000 lb. minimum)..... \$66.25 cwt.
Transportation to warehouse after show, includes warehouse handling.....(1000 lb. minimum)..... \$17.90 cwt.

Transportation Not Provided by GES:

Additional Warehouse Handling (in and out) Fee.....(1000 lb. minimum)..... \$9.46 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: _____

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

011005655

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

MANDATORY FORM*

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

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

Shipping Information

FROM:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

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:		

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.

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicer®**. 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.

*This form must be returned to GES for your order(s) to be processed.

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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 9, 2012 to be completed.
3. Signage will be posted at show site to direct exhibitors to the appropriate Porter Service Check-In area. Porter Service will begin at 5:00 pm and end at 9:00 pm on Wednesday, February 8, 2012.
4. GES will begin lowering hanging signs at the close of the show on Wednesday, February 8, 2012. 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 Thursday, February 9, 2012. 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 Servicer 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!

Need Assistance?

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



9. Specialized Event Services (SES) Order Forms

- SES – Specialized Event Services Brochure
 - o Welcome Letter
 - o Helpful Hints
 - o Credit Card Authorization Form
 - o Scope of Work
 - o Third Party Agent Form
 - o Service Location Plan
 - o Audio/Visual Equipment Order Form
 - o Cable/HDTV/Satellite Order Form
 - o Business Center Information
 - o Catering Information and Order Forms
 - o Booth Cleaning Order Form
 - o Electrical Services and Order Form
 - o Floral & Plant Services Order Form
 - o Internet Service Order Form
 - o Plumbing Information and Order Form
 - o Rigging & Hanging Order Form
 - o Telecommunications Services Order Form

ORDER FORM INDEX - 2012

* Credit Card Authorization / Method of Payment Form	3
Make a payment or leave a credit card on file with us.	
Specialized Event Services (SES) Scope of Work	4
Third Party Agent Form	5
Used when an exhibit house is also paying for services in your booth.	
* Service Location Plan.....	6
Use this form to indicate service locations within your booth.	
* Audio/Visual Equipment & Computer Rental Agreement / Order Form (2-part).....	7-8
Projectors, screens, audio equipment, professional installation, and support.	
A/V: Cable / HDTV / Satellite Order Form	9
High definition equipment, installation, and technical support.	
Business Center / Customer Service Information	10
For all your business needs during your show; from photocopies to shipping and more!	
* Catering Information.....	11
Catering to your needs: special events, receptions, and theme parties.	
* Catering Booth Services Order Form & Menu.....	12-14
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 13.	
* 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.....	19
Need electricity in your booth? Use this form to order it.	
* Electrical / Booth Lighting Services Order Form, Conditions & Instructions.....	20-21
Track lights, stanchions, overheads, and other lighting packages.	
Floral & Plant Services Order Form	22
Stand out from the crowd; give your booth a warm, professional look.	
* Internet Services Instructions, Conditions, & Order Form.....	23-24
Broadband Internet and technical services.	
* Plumbing / Compressed Air, Water, Drain Services Instructions, Conditions, & Order Form.....	25-26
Air, water, drain, and other plumbing services; fire suppression (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
* Telecommunications Services Instructions, Conditions, & Order Form	29-30
Single- and multi-line phones, voice mail, fax and modem lines.	

* Indicates that SES is the exclusive provider of these services at the Sands Expo & Convention Center.

* These forms and services are likely to be particularly important to you.



Dear Future Exhibitor:

Welcome to the Sands Expo & Convention Center! We have created this brochure for your convenience in ordering services for your 2012 event. Included are order forms and informational/instructional sheets. We hope you find this brochure to be a tool that will assist you in the preparation of your booth space.

Listed below is a synopsis of Specialized Event Services (SES) departments and capabilities at the Sands Expo & Convention Center (SECC):

BUSINESS CENTER An exclusive, full-service center for reliable business support services including sundries, photocopies, fax transmissions, office supplies, and shipping. For your convenience, we are located in the main Ground Lobby of the SECC.

CATERING As the exclusive provider for all food and beverage needs, our services range from meeting room coffee service and booth service to receptions, cocktail parties, and banquets.

CONVENTION SERVICES/BOOTH CLEANING SERVICES SES is also 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. Combine this with special effects such as fog, bubbles, sound, special lighting, waterfalls and fountains, and your booth will be widely admired.

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. Technical services include electrical, Internet services, telecommunication, truss and lighting rental, booth lighting, hanging sign service, full-service audio/visual rentals, video signal distribution, compressed air, and water and drain service.

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 with our Order Processing department, please call 702-733-5070.

Sincerely,

Jeff Zamaria
Director of Events

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

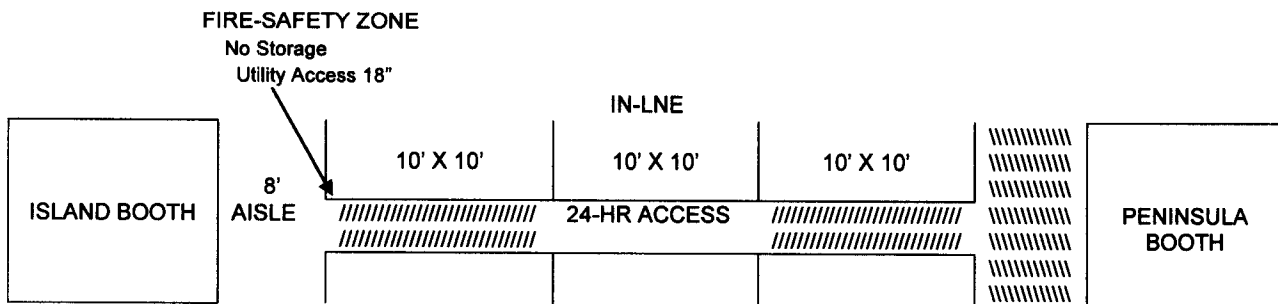
It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify SECC in writing with your company name, prior booth number, and new booth number. We also request that you send us a floorplan 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 floorplan which indicates the one main location for your services. If no floorplan 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.



CREDIT CARD AUTHORIZATION/METHOD OF PAYMENT FORM 2012

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.SANDEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION 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	☐ ELECTRICAL – ALL	☐ TELECOMMUNICATIONS – ALL
☐ BOOTH CLEANING SERVICES	☐ EQUIPMENT	☐ CALL DETAIL
☐ BOOTH LIGHTING	☐ LABOR	☐ OUTLETS
☐ BUSINESS CENTER SERVICES	☐ MATERIALS	☐ TRUSS/LIGHTING RENTAL
☐ CABLE/HDTV/SATELLITE	☐ OUTLETS	☐ EQUIPMENT
☐ CATERING	☐ PLANT AND FLORAL	☐ LABOR
☐ HANGING APPLICATIONS	☐ PLUMBING SERVICES	☐ MATERIALS
☐ INTERNET	☐ AUTOMATED SPRINKLER SYSTEM	☐ OUTLETS
☐ OTHER _____		

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.

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, and electrical and non-electric signs.
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 the scope of work.
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.



THIRD PARTY AGENT FORM - 2012

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.SANDEXPO.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 February 2012		EVENT DATES: Feb. 6-8, 2012		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. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION 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 | ☐ ELECTRICAL - ALL | ☐ TELECOMMUNICATIONS - ALL |
| ☐ BOOTH CLEANING SERVICES | ☐ EQUIPMENT | ☐ CALL DETAIL |
| ☐ BOOTH LIGHTING | ☐ LABOR | ☐ OUTLETS |
| ☐ BUSINESS CENTER SERVICES | ☐ MATERIALS | ☐ TRUSS/LIGHTING RENTAL |
| ☐ CABLE/HDTV/SATELLITE | ☐ OUTLETS | ☐ EQUIPMENT |
| ☐ CATERING | ☐ PLANT AND FLORAL | ☐ LABOR |
| ☐ HANGING APPLICATIONS | ☐ PLUMBING SERVICES | ☐ MATERIALS |
| ☐ INTERNET | ☐ AUTOMATED SPRINKLER SYSTEM | ☐ OUTLETS |
| ☐ OTHER | | |

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 ADDRESS:				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.

THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTER AND/OR THE VENETIAN HOTEL.



SERVICE LOCATION PLAN - 2012

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floorplan, 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.)

TELECOMMUNICATION SERVICES:

- Indicate main telephone line location.
- Indicate extension locations.

COMPRESSED AIR/WATER OUTLETS:

- Indicate these locations (for island booths) by writing "Air/Water" at appropriate location.

INTERNET SERVICES:

- Indicate location of main drop.

HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications. Please see page 4 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).
- Detach the Service Location Plan and send with your order form(s).
- Please complete this information for ease of booth identification.

EVENT NAME: WSA February 2012	EVENT DATES: Feb. 6-8, 2012
EXHIBITING CO. NAME:	BOOTH #:

Please indicate scale: 1 square = _____ feet OR Other: _____

			INDICATE BOOTH NO. THIS DIRECTION ↑			
INDICATE BOOTH NO. THIS DIRECTION ←						INDICATE BOOTH NO. THIS DIRECTION →
			INDICATE BOOTH NO. THIS DIRECTION ↓			

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 16, 2012



**AUDIO/VISUAL EQUIPMENT & COMPUTER RENTAL AGREEMENT/ORDER
FORM – 2012 (PART 1 OF 2)**

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.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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% CANCELATION 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.				

		QTY	PRICE	SUBTOTAL
NO DRAYAGE COST FOR SES-PROVIDED EQUIPMENT	VIDEO	32" LCD Screen (table stand only, does not include speakers)	\$600.00	
		46" LCD Screen (does not include floor stand or speakers)	\$900.00	
		42" Plasma Screen (does not include floor stand or speakers)	\$650.00	
		50" Plasma Screen (does not include floor stand or speakers)	\$800.00	
		60" Plasma Screen (does not include floor stand or speakers)	\$1,700.00	
		Plasma/LCD Floor Stand	\$100.00	
		Plasma/LCD Speakers (1 pair)	\$80.00	
		27" Monitor/VHS-DVD Combo	\$165.00	
		½" VHS Player/Recorder	\$85.00	
		½" PAL SECAM VCR Player	\$165.00	
		DVD Player (Region 1) NTSC	\$95.00	
		BETA SP Player	\$450.00	
	AUDIO	LCD Projector XGA up to 4,000 lumens 1024x768 native resolution	\$600.00	
		LCD Projector SXGA up to 5,500 lumens 1024x768 native resolution	\$725.00	
		350W Audio Package-2 (2-powered speakers/stands, mixer, equipment, 1-wired handheld microphone)	\$450.00	
		50W Powered Speaker (1 speaker w/stand)	\$150.00	
		4-Channel Mixer	\$65.00	
		8-Channel Mixer	\$125.00	
		Floor Mic w/Stand, Wired	\$50.00	
		Lavaliere Mic, Wired	\$50.00	
		Wireless Mic, Handheld	\$165.00	
		Wireless Lavaliere Mic	\$165.00	
		Wireless Mic, Headset	\$195.00	
		CD Player	\$90.00	
MISC	COMPUTER	8'X8' Support Package	\$85.00	
		6'x6' Support Package	\$85.00	
		Flipchart, Pad, 4 Markers, Easel	\$55.00	
		Flipchart, 3M Pad, 4 Markers	\$75.00	
		Desktop Computer with 17" Screen	\$350.00	
		Laptop Computer	\$350.00	
		EQUIPMENT TOTAL FOR THIS PAGE		
		LABOR ESTIMATE FROM NEXT PAGE		
		GRAND TOTAL FOR EQUIPMENT & LABOR		

Prices, Policies, and Procedures Subject to Change

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 16, 2012



AUDIO/VISUAL EQUIPMENT & COMPUTER RENTAL AGREEMENT/ORDER FORM - 2012 (PART 2 OF 2)

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

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDSEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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. ALL ORDERS ARE SUBJECT TO A CANCELLATION FEE OF 25%. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

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.**

LABOR RATES: \$ 89 PER HOUR, STRAIGHT TIME, MON-FRI, 8AM TO 5PM

\$168 PER HOUR, OVERTIME, MON-FRI, BEFORE 8AM / AFTER 5PM, AND ALL WEEKEND WORK

EQUIPMENT

- 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.
- POP-UP ORDERS MAY BE SUBJECT TO ADDITIONAL EQUIPMENT CHARGES BASED ON AVAILABILITY. 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.
- 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.

PLEASE FAX ALL TWO (2) PAGES TO THE FAX NUMBER LISTED ABOVE.

BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY UNDERSTANDS ALL OF THE ABOVE CONDITIONS AND TERMS.

SIGNATURE		DATE
CALCULATING YOUR ORDER:		REQUESTED LOAD-IN DATE & TIME:
EQUIPMENT RENTAL TOTAL		
\$		
LABOR (DELIVERY/INSTALL/DISMANTLE) 2 HOUR MINIMUM		REQUESTED LOAD-OUT DATE & TIME:
\$		
DEDICATED LABOR (SEE TERMS AND CONDITIONS)		We will make every effort to accommodate your requested time frame. However, circumstances beyond our control may prevent us from meeting your requested timeframe.
LABOR RATE (STRAIGHT TIME OR OVERTIME) x ACTUAL HOURS		
\$		
GRAND TOTAL (EQUIPMENT AND LABOR)		
\$		

PAYMENT AUTHORIZATION (Will be used for any and all SES services you order in addition to those listed on this form.)

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

Account Number:

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

Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

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 February 2012		EVENT DATES: Feb. 6-8, 2012		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. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

SERVICE	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Cable TV Drop with Tuner		\$390	\$470	
HDTV Receiver & Remote Rental (one required per source)		\$1,500	\$1,650	
Satellite Rental, SES		\$600	\$700	
Satellite/Antenna space Rental (accommodation fee for customer satellite dish or antenna)		\$180	\$210	
Cable TV Drop Relocation (relocate drop after installation)		\$350	\$410	
Outlet Moved (per line moved) (relocate outlet after installation-per outlet)		\$350	\$410	
LABOR				
Sig Dist Labor (2 techs @ 2 hours @ \$89.00/hr IN		\$356	\$356	
Sig Dist Labor (2 techs @ 1 hour @ \$89.00/hr OUT		\$178	\$178	
ALL SERVICES PROVIDED BY ENCORE			TOTAL	\$

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 for services CANCELED after they have been installed. All prices are subject to change without prior notice.

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.

PAYMENT AUTHORIZATION (Will be used for any and all SES services you order in addition to those listed on this form.)

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

Account Number:

[illegible]

Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

Prices, Policies, and Procedures Subject to Change

While you are exhibiting at or visiting the Sands Expo & Convention Center, stay on top of all your business needs by using the SES Business Center. The SES Business Center has the resources and experience to assist you with any business need that should arise during a show.

From the SES Business Center's Customer Service Window, located in the Ground Lobby, we offer:

FAXING SERVICES

Send or receive a fax, domestic or international.

SES Customer Service Center Fax Number: 702-733-5317

OFFICE SUPPLIES

Pens, pencils, paper, staplers, staples, glue, tape, marking pens, clipboards, paper clips, writing tablets, packaging supplies (shipping boxes, bubble wrap, shrink-wrap, tape, etc.), and Velcro® are all available at the service window. Please check our display case for additional items.

PHOTOCOPY SERVICE

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 provided.

PRINTING SERVICES

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 must accompany your order. Please call us at 702-733-5070 for pricing.

SHIPPING SERVICES (Domestic – UPS & Federal Express)

Prices are determined by weight and destination. There will be a handling fee per item in addition to shipping fees.

Shipping Notes:

- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:30 PM.
- Shipping is outbound from SECC/SES only.

SUNDRIES

Pain relievers, breath fresheners, lip protection, candy, antacids, cough drops, sewing kits, tissues, and much more are available at the service window.

OTHER SERVICES

Coat and baggage check - \$3.00 per item.

Business cards made at the Customer Service Desk.



CATERING INFORMATION – 2012 *

Our SES Catering Department is here to help make sure you have a very successful show. Our knowledgeable and helpful staff will assist you in planning all your food and beverage functions. From Show Management Offices, to Exhibit Booth deliveries, and cocktail receptions and special events, with your input we can develop custom menus to accommodate any specific theme.

* Our SES Catering Department is the exclusive caterer for all patrons of the SECC and we retain the exclusive rights for all food and beverage services therein.

It is not permissible to bring any food or beverage into the facility. This includes items for personal consumption. Any exception must be approved in writing. Failure to comply with this policy will result in a corkage fee in addition to any other damages to which SECC may be entitled.

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.

GUARANTEES

The SES Catering Department must be notified no later than 12 Noon three (3) business days (72 hours) prior to the scheduled function as to the number of guests that will be attending all planned functions. In some instances, more advance notice may be required due to custom menus, menu complexity, holidays, delivery, large number of guests, or other constraints.

PAYMENT / CANCELLATIONS

The SES Catering Department requires full payment on all food and beverage orders by 5PM PST 21 days prior to the date of the function to receive advanced pricing. For all orders prepaid by a check, wire transfer, or cash, an additional 10% will be added to the amount due for any anticipated overage when a credit card is not on file. Cancellation policy is as follows:

Less than 21 days but more than 10 days* - 50% of total order refunded

10 days but more than 3 days* - 25% of total refunded

3 days or less* - No refund

*All days referred to will be business days.

TAXES AND GRATUITY

Please note that all food and beverage orders are subject to an additional 21% service charge and current Nevada sales tax. Please do not hesitate to call our Catering Department at 702-733-5366 should you have any questions.

SES CATERING REQUEST TO DISTRIBUTE SAMPLES

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.

* GENERAL CONDITIONS

1. Items dispensed are limited to products manufactured, processed, or distributed by exhibiting company.
2. Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) MUST be purchased from the SES Catering Department.
3. 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.
4. All items are limited to sample size:
 - a) Beverages are limited to two ounces
 - b) Food items are limited to one ounce
5. 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.
6. Alcoholic beverages served must be purchased from a licensed Nevada distributor and dispensed by a person over the age of 21 who must possess a valid TAM card by the State of Nevada. A corkage fee may apply.
7. Disposal of food items and cleaning of food service equipment must be arranged through the Sands Expo & Convention Center.
8. 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.
9. All sampling booths are required to have a hand-washing station that complies with Clark County Health Department guidelines; those individuals who are distributing samples must wear latex gloves.

NAME OF EVENT WSA February 2012 COMPANY NAME _____

CONTACT PERSON _____ BOOTH/ROOM NO. _____

ADDRESS _____

TELEPHONE NO. _____ FAX NO. _____

Product(s) to dispense _____

Portion size to be dispensed _____ Quantity _____

Please explain purpose of product offering: _____

Please indicate any special services required: Storage _____ Freezer _____ Refrigeration _____ Cubic Feet Required _____

Food Handling _____ Cleaning _____ Disposal _____

RENTAL FEE MAY BE CHARGED FOR STORAGE AND CLEANING OF EQUIPMENT. For information concerning availability and charges, please call the SES Catering Department at 702-733-5366

Approved _____

SES Director of Catering

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 16, 2012**



CATERING BOOTH SERVICES ORDER FORM – 2012 *

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5366 • F: 702-733-5214

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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.

DAY OF WEEK/DATE	DELIVERY TIME	QTY	ITEM DESCRIPTION	ITEM PRICE	TOTAL

IMPORTANT INFORMATION

SUB-TOTAL _____

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.

* 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.

Decreases must be received 72 hours in advance of service. Cancellation policy is as follows: Less than 21 days but more than 10 days* - 50% of total order refunded. 10 days but more than 3 days* - 25% of total refunded. 3 days or less* - No refund. *All days referred to will be business days.

DEADLINE: All catering orders and full payment should be received by 5PM PST 21 days prior to show opening to receive advanced pricing.

TABLES AND ELECTRICAL REQUIREMENTS: SECC and SES does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.

SERVICE PERSONNEL (There is a four-hour minimum per day for service personnel.)

Attendant: \$38.00/hr Over 8 Hours \$57.00/hr

CHINA SERVICE (requires service attendant)

Full China Service \$3.00 per serving Glasses (wine, water, highball, or juice) \$1.00 each

Cocktail Service \$1.00 each China Coffee Service (cup, saucer, spoon) \$1.00 per setting

LINENS

Napkins \$10.00 each Tablecloths (54"x120" or 90"x90") \$30.00 each (Please call for availability.)

21% SERVICE CHARGE _____

8.10% SALES TAX _____

TOTAL _____

LABOR _____

GRAND TOTAL _____

Prices, Policies, and Procedures Subject to Change

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 16, 2012



CATERING BOOTH SERVICES MENU - 2012 (PART 1 OF 2) *

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5366 • F: 702-733-5214

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandexpo.com.

Advance discount prices are effective prior to 5PM PST 21 days prior to show opening date; show prices are effective thereafter.

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.

CUSTOM MENUS UPON REQUEST

ITEM DESCRIPTION	ADVANCE PRICE	SHOW SITE PRICE
BEVERAGES		
Individual Fruit Juices 10 oz. each	\$4.00	\$5.00
Individual Naked Juice/Energy Drink 16 oz. each	\$5.00	\$6.00
Assorted Soft Drinks 12 oz each	\$4.00	\$4.25
Bottled Water 16 oz. each	\$4.00	\$4.25
Specialty Water, Sparkling and Still – Small	\$5.00	\$6.00
Specialty Water, Sparkling and Still – Large	\$10.00	\$11.00
Coffee – Regular or Decaf – 5 Gallons	\$278.00	\$306.00
Hot Chocolate – 1 Gallon	\$57.00	\$62.00
Hot Tea – 5 Gallons	\$278.00	\$306.00
Iced Tea – 5 Gallons	\$278.00	\$306.00
Lemonade – 5 Gallons	\$232.00	\$255.00
Coffee Pour Over Unit – for entire show	\$386.00	\$425.00
<i>Includes 8 bags of coffee, 2 bags of decaf, 10 tea bags, cups & condiments</i>		
Additional Coffee Kit	\$180.00	\$198.00
Fruit Juice – 1 Gallon	\$57.00	\$62.00
<i>Orange, cranberry, grapefruit, apple, tomato, pineapple</i>		
Domestic Beer 16 oz. each	\$5.00	\$6.00
Imported Beer 16 oz. each	\$6.00	\$7.00
Ice – 20 pounds	\$21.00	\$23.00
<i>Keg Beer & Wine Service Available</i>		
BREAKFAST ITEMS		
Individual Smoked Salmon Tray – each (min. 12)	\$15.00	\$17.00
<i>1 bagel, smoked salmon, tomato, red onion, capers, hard-boiled egg, and cream cheese</i>		
Hard-boiled Eggs w/Kosher Salt & Cracked Pepper – each	\$2.00	\$2.00
Individual Fruit Yogurt - dozen	\$52.00	\$57.00
Whole Fresh Fruit – dozen	\$41.00	\$45.00
Seasonal Fruit Cup - each (min. 12)	\$8.00	\$9.00
Cinnamon Rolls - dozen	\$52.00	\$57.00
Assorted Danish (regular or miniature) - dozen	\$52.00	\$57.00
Assorted Muffins (regular or miniature) - dozen	\$52.00	\$57.00
Croissants - dozen	\$54.00	\$59.00
Bagels with Cream Cheese - dozen	\$56.00	\$61.00
Assorted Granola & Breakfast Bars - dozen	\$46.00	\$51.00
Breakfast Sandwiches - dozen	\$77.00	\$85.00
Combo Breakfast Basket - dozen	\$54.00	\$59.00
<i>croissants, danish, muffins</i>		
Krispy Kreme Donuts - dozen	\$49.00	\$54.00
SNACKS & FINGER FOODS (ONE POUND SERVES APPROX. 10 PEOPLE)		
Homemade Potato Chips, Tortilla Chips or Pretzels – per pound	\$41.00	\$45.00
Onion Dip, Salsa Trio, or Guacamole – per quart (serves 25)	\$36.00	\$40.00
Gourmet Snack Basket	\$103.00	\$113.00
<i>packaged mixed nuts, flavored snack mixes, gourmet popcorn, trail mix (serves 20-25)</i>		
Assorted Finger Sandwiches (50 pieces)	\$185.00	\$204.00
BLT Finger Sandwiches (50 pieces)	\$232.00	\$255.00
Vegetable Crudite	\$232.00	\$255.00
Indiv. Bags of Chips/Pretzels/Popcorn (24 min.)	\$74.00	\$82.00
Snack Mix - per pound	\$40.00	\$44.00
Fancy Mixed Nuts - per pound	\$41.00	\$45.00
Assorted Cookies - dozen	\$43.00	\$48.00
Brownies - dozen	\$43.00	\$48.00
Biscotti - dozen	\$54.00	\$59.00
Assorted Candy Bars - dozen	\$41.00	\$46.00
Fruit Basket - each	\$67.00	\$74.00

SANDWICHES & PLATTERS (SERVES 25)

All sandwiches & platters include appropriate accompaniments.

Chef's Sandwich Platter	\$309.00	\$340.00
Chicken Breast & Sliced Beef Tenderloin*	\$333.00	\$367.00
Chicken, Tuna, and Egg Salad Sandwich Platter	\$309.00	\$340.00
Deli Platter w/Choice of Italian or Traditional Meats and Cheeses	\$361.00	\$397.00
Caesar Wraps – Chicken or Vegetarian	\$283.00	\$312.00
Savory Turkey Wraps – sliced turkey, red onion cucumbers, lettuce, Swiss cheese, and cranberry honey mustard on wheat wrap	\$309.00	\$340.00
Italian Submarine Platter	\$335.00	\$367.00
Sliced Seasonal Fresh Fruit Tray	\$232.00	\$255.00
Imported & Domestic Cheese Platter	\$283.00	\$312.00
Fruit and Cheese Platter	\$258.00	\$283.00

HOT ENTREES (SERVES 25)

FOOD SERVER REQUIRED. PLEASE CALL FOR EXTENDED MENU OPTIONS

SALADS (SERVES 25)

Mixed Greens Salad w/Choice of Dressing	\$129.00	\$142.00
BLT Salad w/Homemade Blue Cheese Dressing	\$155.00	\$170.00
Caesar Salad	\$124.00	\$137.00
Caesar Salad with Chicken	\$180.00	\$198.00
Greek Salad – Romaine & baby spinach, red onion, Feta cheese, Kalamata olives, pepperoncini, cucumbers, house vinaigrette	\$180.00	\$198.00
Spinach Salad – w/chicken, dried cranberries, golden raisins, toasted almonds, goat cheese, raspberry walnut vinaigrette	\$201.00	\$221.00
Fruit, Pasta, or Potato Salad	\$129.00	\$142.00

PIZZA (SERVES 8)

Cheese Pizza	\$31.00	\$34.00
Pepperoni Pizza	\$36.00	\$40.00
Vegetarian Pizza	\$36.00	\$40.00
Supreme Pizza	\$39.00	\$43.00

BOXED LUNCHES (MINIMUM OF 10 EACH)

(includes whole fresh fruit, bag of chips, cookie, & bottled water)

Roast Beef	\$36.00	\$40.00
Smoked Ham	\$31.00	\$34.00
Turkey Breast	\$31.00	\$34.00
Tuna Sandwich	\$31.00	\$34.00
Chicken Caesar Wrap	\$31.00	\$34.00
Caesar Salad	\$26.00	\$28.00
Chicken Caesar Salad	\$31.00	\$34.00
Italian Submarine	\$36.00	\$40.00

GOURMET BOXED LUNCHES (MINIMUM OF 10 EACH)

(includes whole fresh fruit, bag of chips, cookie, & bottled water)

Caprese Pesto Panini – fresh mozzarella, basil, tomatoes, pesto, olive oil	\$39.00	\$43.00
Caprese Pesto Panini with Chicken	\$41.00	\$45.00
Grilled Vegetable Baguette	\$36.00	\$40.00
Peppered Beef with Caraway Havarti and Horseradish Aioli	\$41.00	\$45.00
Smoked Turkey – w/Emmentaler cheese, crisp bacon, red onion, lettuce, tomato, and herbed aioli	\$41.00	\$45.00
Southwestern Chicken Salad Sandwich	\$39.00	\$43.00
Fresh Tuna Wrap – savory tuna, citrus vinaigrette, spinach, diced tomatoes, and avocado in a spinach tortilla	\$41.00	\$45.00

EQUIPMENT

Sanitation Bucket	\$26.00	\$26.00
Sanitation Bucket Refill	\$26.00	\$26.00
Single Hand Washing Sink	\$103.00	\$103.00

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 16, 2012



CATERING BOOTH SERVICES MENU - 2012 (PART 2 OF 2) *

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5366 • F: 702-733-5214

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandexpo.com.

Advance discount prices are effective prior to 5PM PST 21 days prior to show opening date; show prices are effective thereafter.

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.**

Labor Charges – There is a four-hour minimum.

	<u>Straight Time</u>	<u>Overtime (over 8 hrs)</u>
Attendant: per person per hour	\$38.00	\$57.00

All Services include disposable service ware at no additional charge. All prices are subject to change, a 21% service charge, and current Nevada sales tax.

The SES Catering Department requires full payment on all food and beverage orders by 5PM PST 21 days prior to date of function to receive advanced pricing. For all orders prepaid by a check, wire transfer, or cash, an additional 10% will be added to the amount due for any anticipated overage when a credit card is not on file. Cancellation policy is as follows:

Less than 21 days but more than 10 days* - 50% of total order refunded

10 days but more than 3 days* - 25% of total refunded

3 days or less* - No Refund

*All days referred to will be business days.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 16, 2012



CATERING / WATER COOLER RENTAL ORDER FORM - 2012 *

Mail or fax forms with payment to:

SANDS EXPO & CONVENTION CENTER, ORDER PROCESSING DEPT.

201 SANDS AVENUE • LAS VEGAS, NV 89169

P: 702-733-5366 • F: 702-733-5214

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

- **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.
- **Electrical outlet to be provided by Exhibitor (requires one 5-AMP 120 volt outlet). Use *Electrical Services Order Form*.**

Qty	Item	Advanced Price	Show Site Price	Total
	Water Cooler Unit (cold water only)	\$170.00	\$187.00	\$
	Additional Water Bottles	\$21.00	\$23.00	\$
	Additional Sleeve of Cups	\$7.00	\$8.00	\$
Sub-Total				\$
21% Service Charge				\$
8.10% Sales Tax				\$
TOTAL				\$

Orders placed on-site are subject to availability.

Exhibitors are responsible for the return of each water cooler unit and empty bottles.

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.

PAYMENT AUTHORIZATION (Will be used for any and all SES services you order in addition to those listed on this form.)

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

Account Number:

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Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

Prices, Policies, and Procedures Subject to Change

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 16, 2012



CONVENTION SERVICES: BOOTH CLEANING ORDER FORM - 2012 *

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

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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.				

SERVICE REQUESTED	ADVANCE ORDER DAILY RATE	SHOW SITE DAILY RATE	DATES REQUIRED	\$ SUB-TOTAL
VACUUM/EMPTY TRASH CANS (RECOMMENDED)	\$0.33 per square foot	\$0.43 per square foot		
sq. ft. @ x days				
DAMP MOP	\$0.39 per square foot	\$0.55 per square foot		
sq. ft. @ x days				
SHAMPOO CARPET/SPOT SHAMPOO (MINIMUM 50 SQUARE FEET)	\$0.68 Per square foot	\$0.84 Per square foot		
PERIODIC PORTER SERVICE: (Emptying of trash cans approx. every 90 minutes during show hours.)				
PP-1 Up to 400 sq. ft.	\$60 per day	\$ 75 per day		
PP-2 401 to 1,600 sq. ft.	\$102 per day	\$129 per day		
PP-3 1,601 sq. ft. and above	\$132 per day	\$181 per day		
PORTER SERVICE (4-HOUR MINIMUM)	\$28 per hour	\$33 per hour		
TOTAL				\$

OTHER 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. Periodic porter service is a service performed by a cleaning attendant every 90 minutes. This service consists of emptying of trash cans. 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 show.

We recommend booth cleaning on the night prior to show opening.

PAYMENT AUTHORIZATION (Will be used for any and all SES services you order in addition to those listed on this form.)

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

Account Number:

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Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

* 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).

SERVICE LOCATION PLAN / FLOORPLAN

- A *Service Location Plan* must be submitted to process electrical orders (page 6). Included should be the date and time the equipment and/or service is requested and the type of labor requested.

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 • Overtime: \$168/hour

- Labor between the hours of 8:00AM and 5:00PM, Monday through Friday will be at the Straight Time rate, except for 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.

EXHIBITOR GUIDELINES

- 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.
- 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.
- Twenty-four hour service to any outlet will be at double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.
- 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.

Continued on next page

EXHIBITOR GUIDELINES (continued)

- 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.
- 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.

FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS

- 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.

FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS (continued)

- 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.

ELECTRICAL CODE

Too frequently, fires have been traced to faulty wiring due to carelessness or lack of understanding of the risks involved in wiring. In the interest of public safety, exhibits in the Sands Expo & Convention Center may be inspected to determine if any violation exists. If violations are found, qualified personnel are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be energized. If an exhibitor does not understand basic safety standards, a qualified person should be consulted before the exhibit is sent to the Sands Expo & Convention Center. Serious risks can be eliminated by understanding basic requirements of safe wiring within your booth. For the safety of yourself and the public, remember these points:

- All extension cords that run under the carpet or flooring must be provided and installed by SES.
- All extension cords taped to the top of any carpet or flooring within booth space or meeting space must be supplied and installed by SES.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spotlights or floodlights are a hazard when lamps are too close to fabrics or other material which can be affected by heat. The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of two-wire fixtures is prohibited. Zip cords or two-wire cords are undergrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- Electrical requirements for an exhibit at the Sands Expo & Convention Center are for the safety of all exhibitors and are based on national and city electrical codes and ordinances.
- Local ordinances prohibit more than 2,000 watts/20 amps per lighting circuit and only one connection for power and motor outlets.
- Electrical permits required by the local Building and Safety Code will be obtained by SES. No storage is allowed behind booth for fire safety reasons.



SES
SPECIALIZED
EVENT SERVICES

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

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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% CANCELATION 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.					

LABOR REQUEST

**All outlets 208/408 volts
require electrical labor.**

STRAIGHT TIME: \$ 89/hour
OVERTIME: \$168/hour

DATE/TIME:

Type of Labor Requested:
☐ Distribution under carpet
☐ Equipment hookup

- ☐ Lighting fixtures
- ☐ Overhead distribution
- ☐ Attach electrical sign to booth structure

☐ Other:

**READ ALL ELECTRICAL
SERVICE INSTRUCTIONS AND
CONDITIONS ON PAGES 4, 17,
18 & 19 PRIOR TO PLACING
ORDER.**

***Note:** You are likely to need extra materials, such as extension cords, with your order. These will be added to your order as needed.

***24-HOUR POWER IS DOUBLE THE APPLICABLE RATE**

TOTAL

ALL EXTENSION CORDS RUNNING UNDER CARPET OR FLOORING MUST BE PROVIDED AND INSTALLED BY SES.

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be purchased 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.

PAYMENT AUTHORIZATION (Will be used for any and all SES services you order in addition to those listed on this form.)

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

Account Number:

[illegible]

Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address:

Prices, Policies, and Procedures Subject to Change

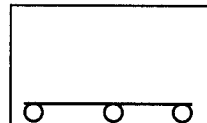
BOOTH LIGHTING INSTRUCTIONS

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.

**SAMPLE
(2) PACKAGE "D"**

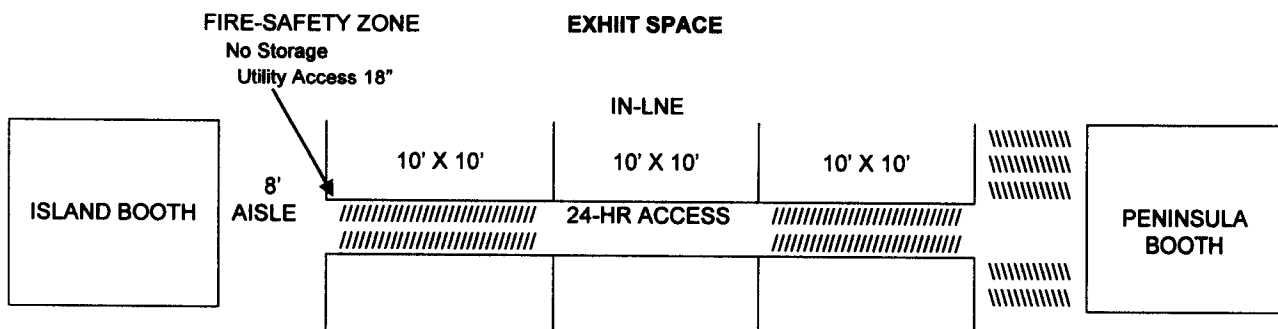
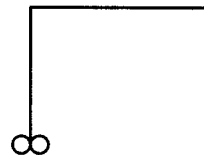


**SAMPLE
(1) PACKAGE "B"**



BOOTH NUMBER ← THIS DIRECTION 	BOOTH NUMBER THIS DIRECTION →
YOUR BOOTH NUMBER: 	

**SAMPLE
PACKAGE "D"
PACKAGE "E"**



LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 16, 2012**



**ELECTRICAL: BOOTH LIGHTING SERVICES *
ORDER FORM & CONDITIONS - 2012**

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

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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% CANCELATION 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 MOST LIGHTING PACKAGES INCLUDE ELECTRICAL POWER FOR LIGHTS, LIGHT TRACK, FIXTURES, INSTALLATION, MAINTENANCE, 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 160 WATT FLOOD LAMP). ALL FIXTURES ARE ADJUSTABLE.				

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	
NOTE: PACKAGES A, B, C, E: WHEN USED AT THE VENETIAN HOTEL, PLEASE ADD ONE HOUR OF LABOR FOR INSTALLATION PLUS ONE HOUR OF LABOR FOR DISMANTLE.			TOTAL	\$

FILL OUT FORM ON THE FOLLOWING PAGE WITH BOOTH LOCATION AND LIGHTING LOCATION

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.

PAYMENT AUTHORIZATION (will be used for any and all SES services you order in addition to those listed on this form):

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

Account Number:

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Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

Prices, Policies, and Procedures Subject to Change



SES
SPECIALIZED
EVENT SERVICES

Mail or fax forms with payment to:

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDSEXPO.COM

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.

DESIGNER SERVICES to help with your plant and flower requirements for your event or booth. Call to schedule an appointment.

FLORAL ARRANGEMENTS							
List Arrangement Name (Please visit us at https://floral.venetian.com to view a selection of our arrangements.)	\$65.00	\$75.00	\$100.00	\$125.00	\$150.00	QTY	TOTAL
<u>Special Instructions:</u>							

GREEN & BLOOMING PLANTS AND TREES – RENTAL ITEMS	QTY	ADANCE PRICE	SHOW SITE PRICE	TOTAL
Mum Plants (circle one: white / yellow / lavender / bronze)		\$25 each	\$30 each	
Orchid		\$35 each	\$40 each	
Bromeliads		\$30 each	\$35 each	
Kalanchoe (circle one: orange / red / pink / white)		\$25 each	\$30 each	
Fern – 6 inch		\$25each	\$30 each	
Fern – 8 inch		\$30 each	\$35 each	
Green Plants – 2 feet		\$30 each	\$40 each	
Green Plants – 3 feet		\$40 each	\$50 each	
Green Plants – 4 feet		\$50 each	\$60 each	
Green Plants – 5 feet		\$60 each	\$70 each	
Green Plants – 6 feet		\$70 each	\$85 each	
Green Plants – 8 feet		\$125 each	\$150 each	
<u>Special Instructions:</u>				
		SUB-TOTAL		
		ADD 8.10% NEVADA SALES TAX		
		TOTAL		

☐ 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.

Account Number:

Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address:

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Service	Connection Speed	Limit of IP Addresses	Recommended Usage
Fast Ethernet Service up to 3Mb (IE3)	3Mb Maximum	Includes one private IP address	Used for light bandwidth needs such as E-mail and general Internet browsing.
Fast Ethernet Service up to 10Mb (IE10)	10Mb Maximum	Includes one private IP address	Used for high bandwidth needs such as a video streaming.
Fast Ethernet Service up to 10Mb (IEPUB)	10Mb Maximum	Includes one public IP address	Unfiltered, no firewall, fully public shared Internet for high-speed usage and web hosting.
T-1 Dedicated Ethernet (IT1D)	1.54 Mps Maximum	Full T1 speed with 25 static, public IP addresses	Standard Dedicated T1 with no firewall protection. This is not advised for high-speed use.

The network connection provided by Specialized Event Services (SES) may be used only by the contracted corporation, its directors, officers, and employees, or guests when performing service for the company. **This service cannot be resold or distributed to any other company.** Users of the SES network will put forth every effort to avoid unnecessary network traffic and interference with the usage of others. Users of the network shall not transmit any communication which violates any local law or regulation or is likely to offend other users on the network. All devices on the SES network will be charged an access fee in the form of an additional IP address or a network package.

SES makes no guarantee of the performance, routing, or throughput of any data circuit connected to the Internet outside the facility's own backbone. Please call 702-733-5531 for assistance in planning your network.

SES requires all devices using the network to be protected by updated virus software, Windows security updates, and any other technological precautions deemed necessary to protect yourself and other users from viruses, malicious programs, pop-ups, pop unders, and other disruptive applications.

Any device which adversely impacts the SES network will result in service interruption with or without prior notice to the user at the discretion of SES. The device in question will remain disconnected until SES personnel deem that all issues have been resolved. No discount or refund will be issued in these circumstances. Additional fees for problem diagnosis and resolution will apply.

SES does not support any equipment that was not rented from the Sands Expo Business Center or directly from SES Internet.

LIMITATIONS

Every effort has been made to provide network connectivity that is compatible with most current industry standards. Certain operating systems, Internet browsers, VPN software, and other programs or devices may not function correctly or at all on the SECC network. SES does not block any ports or restrict any services that would prohibit these services from working.

Labor includes configuration of devices and any changes made to SES equipment to enhance the exhibitor's network, running cable, tipping cable, or observing as the exhibitor makes changes to his own devices. No drivers or software will be loaded onto an exhibitor's device, and no hardware changes will be made to an exhibitor's device by an SES Internet technician. If a hub is rented, it may be picked up at the service desk. SES Internet will not deliver the hub to your booth. It is the customer's responsibility to be familiar with and understand their equipment if they chose to bring their own hub or switch. Technical assistance beyond the initial installation will be charged a labor rate. No refunds will be given if technical problems were encountered due to the use of customer-provided equipment, or customer's own computer settings in general.

Due to the unpredictable nature of the World Wide Web, SES does not warrant that the services provided will meet the user's requirements or that the user's access to and use of the services will be uninterrupted. SES cannot and does not guarantee the privacy, security, authenticity, or non-corruption of any information transmitted through the system from the Internet. If a situation occurs involving nonperformance of services furnished by SES, user's sole remedy shall be a refund of a pro-rata portion of the price paid for services which were not provided. No credit will be issued for periods of lost service with a duration less than **eight** hours.



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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. WWW.SANDEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION FEE.REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

DESCRIPTION OF SERVICE		CODE	QTY	ADVANCED RATE (Incentive)	SHOW SITE RATE (Base)	SUBTOTAL
1. FAST ETHERNET (FE) CONNECTIONS						
a. Fast Ethernet Service up to 3Mb (Single Private IP Address)		IE3		\$1,200.00	\$1,400.00	
b. Fast Ethernet Service up to 10Mb (Single Private IP Address)		IE10		\$2,100.00	\$2,450.00	
c. Fast Ethernet Service up to 10Mb (Single Public IP Address)		IEPUB		\$3,500.00	\$4,000.00	
2. ADDITIONAL NEEDS						
a. Additional Private IP Address for IE3 or IE10 Services		IACC		\$125.00	\$125.00	
b. Additional Public IP Address for IEPUB Service		IACP		\$150.00	\$150.00	
c. CAT5 Cable		ICAT		\$1.00/foot	\$1.00/foot	
3. EQUIPMENT RENTAL						
a. 8 Port Hub Rental – 10/100 Auto-Sensing Must pay deposit of \$250		IHUB A8		\$150.00 + \$250 Deposit	\$175.00 + \$250 Deposit	
b. 16 Port Hub Rental - 10/100 Auto-Sensing Must pay deposit of \$250		IHUB A16		\$200 + \$250 Deposit	\$225 + \$250 Deposit	
4. SPECIAL LINE SERVICES						
a. T-1 Dedicated Service 1.54 Mb – Must call for availability.		IT1DE		\$5,000.00	\$6,600.00	
b. Special Engineering/Configuration – Call for information.						
5. LABOR CALL						
a. Labor (Straight Time is between 8:00 a.m. and 5:00 p.m. excluding holidays) Date/Time:				STRAIGHT TIME \$89.00/hour	OVERTIME \$168.00/hour	
					Subtotal	
Hub rental deposits returned upon receiving working hub. Unused portion of deposit(s) returned w/final billing.					GRAND TOTAL	
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-733-5568.						

Notes:

1. The choice of Internet Service Provider (ISP) is at the sole discretion of SES.
2. SES is the sole provider of all Internet services. The resale of Internet service is strictly prohibited.
3. SES reserves the right to append labor to any order if applicable. This includes, though not limited to, troubleshooting and additional assistance.
4. SES reserves the right to remove any equipment deemed to be harmful to the network.
5. SES **does not guarantee** the full functionality of specific applications including, though not limited to, VPN; Video Streaming; Net Meeting; Remote Terminal Services; Citrix; and PC anywhere.
6. SES guarantees that Internet services will be delivered no later than one hour before event.
7. All cabling, including CAT5, running under carpet or flooring must be provided and installed by SES.
8. Please attach all required floor plans/diagrams.

PAYMENT AUTHORIZATION (Will be used for any and all SES services you order in addition to those listed on this form.)

☐ Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ Diners Club ☐ American Express

Account Number:

[illegible]

Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address:

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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. Connection 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 floorplan 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.
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 floorplans. 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.



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P: 702-733-5070 • F: 702-733-5568

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDEXPO.COM

COMPRESSED AIR: 90-100 lbs. PSI. The standard connector for compressed air is a 1/2" 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 FT. OF 1 ST OUTLET)		\$212.00	\$335.00	\$
CFM REQUIRED: MINIMUM OF 5 CFM SIZE OF CONNECTION:		\$8.00/EACH CFM	\$12/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 1/2" 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 OUTLET WITHIN THE SAME BOOTH (WITHIN 5 FT. OF 1 ST 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 OUTLET WITHIN THE SAME BOOTH (WITHIN 5 FT. OF 1 ST OUTLET)		\$224.00	\$335.00	\$
WATER FILLING & DRAINING: Prices include a one-time fill and drain for each container based on Straight Time.				
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	\$
☐ Automatic Sprinkler System needed. Provide name & phone number of Exhibitor:		TOTAL PLUMBING SERVICE ORDER		\$

Labor between the hours of 8:00 AM and 5:00 PM Mon-Fri will be at the Straight Time labor rate. Labor before 8:00 AM and after 5:00 PM Mon-Fri, Saturdays and Sundays will be at the Overtime rate. Holidays will be billed at two times the Overtime rate.

☐ 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.

[illegible]

Cardholder's Billing Address: _____

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LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 16, 2012**



RIGGING / HANGING: TRUSS / THEATRICAL LIGHTING RENTAL / LABOR ORDER FORM - 2012 *

Mail or fax forms with payment to:
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201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568

ORDER ONLINE AT

Please indicate total number of pages faxed to ensure complete order was received. WWW.SANDSEXPO.COM

EVENT NAME: WSA February 2012		EVENT DATES: Feb. 6-8, 2012		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 6 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. CANCELTION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELTION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

NO DRAYAGE COST for SES PROVIDED equipment

(Drayage is the cost of hauling goods.)

ALLOW US TO ASSIST YOU WITH ALL OF YOUR PRODUCTION REQUIREMENTS. FROM THE SMALLEST TO THE LARGEST, WE CAN PROVIDE IT ALL!

- Motorized Hoists / Trussing
- Robotics and Conventional Lighting
- Dimmers and Controls
- No Shipping Costs for In-house Products
- Fully Trained and Professional Staff
- Lighting Design Services

LABOR REQUEST / RATES

- Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday will be at the Straight Time labor rate. Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, and holidays will be at the overtime rate.
- 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.
- Supervision - A 20% supervision fee will be charged when SES personnel are not working under the direct supervision of the exhibitor or exhibitor representative.

LABOR RATES: Straight Time = \$89/hour Overtime = \$168/hour

SERVICES REQUESTED: Date: _____ Time: _____ No. of Persons: _____ (3 person minimum for Rigging)

REFER TO THE SES "SCOPE OF WORK" FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.

PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.

PRODUCT LIST

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
PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES.

- | | | | |
|---|--|--------------------------------------|--|
| ☐ CONTROL | ☐ CUSTOM RIGGING PACKAGES | ☐ DIMMERS | ☐ LIGHTING FIXTURES |
| ☐ MOTORIZED HOISTS | ☐ MOVING LIGHTS | ☐ PERISHABLES | ☐ TRUSS |

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. Estimate charges will be applied to your listed method of payment. Failure to return the estimate prior to the first 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.

PAYMENT AUTHORIZATION (will be used for any and all SES services you order in addition to those listed on this form.)

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

Account Number:

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Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

Prices, Policies, and Procedures Subject to Change



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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. WWW.SANDSEXPO.COM

28

INSTRUCTIONS AND CONDITIONS

- 1) The Sands Expo & Convention Center (SECC) and Specialized Event Services (SES) shall not be liable for, and hereby released from, any special, indirect, incidental, or consequential damage; including without limitation, the following: lost profits, damage to business reputation, lost opportunity or commercial loss of any kind to the customer which results from the use (or the inability to use) any of the services or equipment which is contemplated herein, or from the breach by the SECC, SES, or any of their employees, agents or contractors.
- 2) **Cancellation:** Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee. No refund will be given for lines canceled after they have been installed.
- 3) All charges are subject to change without prior notice.

ADDITIONAL CHARGES/FEEES:

- **Call Detail Charges** – Local call, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call. All long-distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the SES Customer Service Desk within one hour following the close of the event. **Exhibitors who do not return their instruments will be charged: \$125 for single-line instruments and \$500 for multi-line and polycom instruments.**
- **Labor Charges** – Labor between the hours of 8:00 AM and 5:00 PM Monday-Friday (except holidays) will be at the Straight Time labor rate. All other hours will be at the Overtime rate (except holidays). Exhibitors will be charged to move lines, program exhibitor's equipment, or for damage to telephone lines which occurs in the booth and is caused by the exhibitor, exhibitor's employees, or any appointed representatives. Exhibitors will be charged on a labor and material basis for these occurrences.

LABOR RATES: Straight Time = \$89/hour Overtime = \$168/hour

LOCATION GRID

Please utilize attached grid to indicate all telephone line locations within your booth.

Please indicate scale: 1 square = _____ feet. Or other: _____

Indicate booth number this direction ↑ _____

← Indicate booth number this direction _____

Indicate booth number this direction → _____

Indicate booth number this direction ↓ _____

Prices, Policies, and Procedures Subject to Change



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.SANDEXPO.COM

FORM INFORMATION: (Please read carefully)

- **BEFORE TELEPHONE LINES ARE INSTALLED, A CREDIT CARD MUST BE ON FILE. PLEASE FILL OUT THE "CREDIT CARD AUTHORIZATION FORM". THE CREDIT CARD WILL BE USED TO INVOICE TELEPHONE CALLS THAT EXCEED THE DEPOSIT OR TO CREDIT ANY UNUSED PORTION OF YOUR DEPOSIT.**
- **PRE-PLANNING CAN SAVE YOU MONEY.** Telephone lines are dropped with the main power drop into booth. **PLEASE INDICATE ALL TELEPHONE LINE LOCATIONS BY FILLING OUT THE LOCATION GRID ON PAGE 29.** Failure to notify SES of telephone location will result in a charge on a time and material basis to relocate line.
- Telephone service which is pre-ordered cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set up. Orders that are placed after the cut-off date will be handled on a first-come, first-serve basis. Orders placed at show site cannot be guaranteed. Instruments should be picked up at SES Customer Service Desk.
- Instruments will not be delivered to your booth. Instruments should be picked up at SES Customer Service Desk.
- ** **SECCS/SES has a limited number of ISDN lines available. Call for availability. All others must be ordered through Century Link at 1-800-786-6272 directly one month in advance of show date. For each direct data or ISDN line ordered through Century Link, a single line must also be ordered from SES. Please inform SES when you are ordering a direct data or ISDN line by completing the information below. These special feature phones will not work unless you have ordered the additional single-line telephone service from SES.**

PAYMENT AUTHORIZATION (Will be used for any and all SES services you order in addition to those listed on this form.)

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

Account Number:

[illegible]

Expiration Date: _____ Cardholder's Name (as is appears on card): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

Prices, Policies, and Procedures Subject to Change



Exhibitor Services Manual

10. OPTIONAL SERVICES

Free Wireless Internet Information

Audio/Visual & Computer Equipment Rentals (ETS)

Lead Retrieval (CompuSystems Inc.)

Security Order Form (Pro-Tect Security)

Plant & Floral Order Form (Spring Valley Floral)

Concierge Services (Just ask. Where.)



Exhibitor Services Manual

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.

ENKWSA 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 **"WSA2012"** 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 **WSA2012**.
6. Browse the web and check email

ACCESS CODE: **WSA2012**

EVENT DATE: **2/2 to 2/8**



WSA
Sands Expo Center
Las Vegas, Nevada
February 6-8, 2012

Early Order Discount Deadline: **January 20, 2012**

Print Form

Submit by Email

Order Online

Order online at www.ets-av.com/orders and receive  miles

Company Information

Company Name _____
Company Address _____
City _____ State _____
Country United States 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 United States 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.



Flat Panel Monitors

Computer Only LCD 4:3 Aspect Ratio	Qty	Early Order	Standard Rate	Total
18" LCD Monitor (1280x1024)		\$65.00	\$90.00	
20" LCD Monitor (1600x1200)		\$90.00	\$125.00	

Computer Only LCD 16:9 Aspect Ratio

24" LCD Monitor (1920x1200)		\$225.00	\$300.00	
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Computer or Video LCD 16:9 Aspect Ratio

23" LCD Monitor (1280x768) (720p)		\$225.00	\$300.00	
24" LCD Monitor (1900x1200) (1080i)		\$450.00	\$600.00	
30" LCD Monitor (1280x768) (720p)		\$325.00	\$450.00	
32" LCD Monitor (1366x768) (720p)		\$450.00	\$600.00	
40" LCD Monitor (1920x1080) (1080p)		\$775.00	\$1,050.00	
46" LCD Monitor (1920x1080) (1080p)		\$900.00	\$1,200.00	
52" LCD Monitor (1920x1080) (1080p)		\$1,125.00	\$1,500.00	

Touchscreen Monitors Available-Please Call for Quote

Computer or Video Plasma 16:9 Aspect Ratio

42" Plasma Monitor (1024x768) (720p)		\$550.00	\$750.00	
50" Plasma Monitor (1366x768) (720p)		\$900.00	\$1,200.00	
50" Plasma Monitor (1920x1080) (1080i)		\$1,125.00	\$1,500.00	
61" Plasma Monitor (1366x768) (720p)		\$1,350.00	\$1,800.00	
65" Plasma Monitor (1366x768) (720p)		\$1,675.00	\$2,250.00	
65" Plasma Monitor (1920x1080) (1080i)		\$2,205.00	\$2,700.00	
85" Plasma Monitor (1920x1080) (1080i)		Call For Quote		
103" Plasma Monitor (1920x1080) (1080i)		Call For Quote		

Specialty Display

NEC 46" Narrow Bezel LCD		Call For Quote		
Winvision LED Panel		Call For Quote		
Barco LED Panel		Call For Quote		

Plasma/LCD Accessories

Single Plasma Chrome Floor Stand		\$100.00	\$150.00	
Rolling Chrome Plasma Stand		\$150.00	\$200.00	
Shelf For Chrome Plasma Stand		\$50.00	\$75.00	
54" Cart		\$50.00	\$75.00	

Playback

DVD Player		\$100.00	\$150.00	
Blu-Ray Player		\$225.00	\$300.00	
DVCR Player		\$450.00	\$600.00	

Computers (17" LCD Monitor included with desktops)

Windows Desktop	Qty	Early Order	Standard Rate	Total
2.8Ghz Dual Core 1g/80g/DVD/256k video		\$225.00	\$300.00	
2.4Ghz Quad Core 4g/500g/DVD/512k		\$325.00	\$450.00	

Windows Laptop

2.0 Ghz Core 2 Duo 2g/120g/DVDRW		\$225.00	\$325.00	
2.8 Ghz Core 2 Duo 4g/160g/512k video		\$325.00	\$450.00	

Mac Desktop

Mac Mini 1.66Ghz Core Duo		\$225.00	\$300.00	
Mac Pro Quad 3.0Ghz		\$450.00	\$600.00	

Mac Laptop

MacBook Pro 2.16Ghz Core Duo		\$390.00	\$525.00	
------------------------------	--	----------	----------	--

Printers (1st toner at no charge)

HP 4200N B&W Laser Printer		\$110.00	\$150.00	
HP 3800N Color Laser Printer		\$325.00	\$450.00	

Computer Accessories

Computer Speakers with Subwoofer		\$50.00	\$75.00	
Wireless Keyboard/Mouse Combo		\$30.00	\$50.00	
Remote Presenter		\$30.00	\$50.00	

Audio

Speaker Systems (all speakers come with floor stands)

Anchor AN-1000X Powered Speaker (pair)		\$100.00	\$150.00	
12" Powered Speaker (pair)		\$225.00	\$300.00	
15" Powered Speaker (pair)		\$325.00	\$450.00	
Meyer UPM-1P Powered Speaker (pair)		\$550.00	\$750.00	

Microphones

Wired Handheld Microphone		\$50.00	\$75.00	
Wired Lavalier Microphone		\$50.00	\$75.00	
Wired Headset Microphone		\$50.00	\$75.00	
Wireless Microphone Kit		\$275.00	\$375.00	

Mixers and Accessories

PCDI Computer Audio Interface		\$50.00	\$75.00	
4 Channel Mixer		\$75.00	\$100.00	
12 Channel Mixer		\$175.00	\$225.00	
CD Player		\$100.00	\$150.00	

Totals

Equipment Subtotal

Service Charge (20% of equipment total \$65 minimum)			\$65.00	
Grand Total			\$65.00	

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



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 Pro

PC Based System for extensive lead qualifying and notes. Includes badge scanner and lead retrieval software. PC not included. Requires electricity.

- Edit your prospect's contact information as you scan the badge
- Add unlimited notes to your prospect's record
- Create extensive product lists and unlimited survey questions
- Instant access to sales lead file



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.



CompuLEAD

Lead Retrieval Order Form



ENKWSA **FEBRUARY 6.7.8 2012**
SANDS EXPO & CONVENTION CENTER LAS VEGAS

ORDER ONLINE & SAVE \$10 www.compusystems.com/order

EARLY BIRD DEADLINE: 12/23/11 ADVANCE DEADLINE: 01/06/12

best value!

complete packages

Select a package for everything you need to capture, qualify and follow up with your leads.



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.

EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
\$585	\$635	\$695	___	\$ _____



CompuLEAD Mobile Qualifier ⁽¹¹³⁾

Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training.

\$510	\$550	\$595	___	\$ _____
-------	-------	-------	-----	----------



CompuLEAD Desktop Qualifier ⁽¹⁰¹⁾

Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training.

\$435	\$505	\$570	___	\$ _____
-------	-------	-------	-----	----------

a la carte

Select individual products and don't forget to order valuable enhancements (located below).
See product description sheet for more information.

CompuLEAD Mobile Elite ⁽¹⁷⁶⁾

► Wireless Printer for Mobile Elite ⁽¹⁷⁷⁾

CompuLEAD Mobile ⁽¹³⁾

CompuLEAD Pro ⁽¹⁷²⁾

CompuLEAD Desktop ^(01, 103)

EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
\$430	\$460	\$495	___	\$ _____
+\$50	+\$55	+\$60	___	\$ _____
\$400	\$425	\$450	___	\$ _____
\$425	\$450	\$475	___	\$ _____
\$325	\$375	\$425	___	\$ _____

enhancements

Keyboard ⁽⁰³⁾ Available for CompuLEAD Desktop.

Custom Qualifiers ^(05, 18, 180) Available for CompuLEAD Desktop, CompuLEAD Mobile, and CompuLEAD Mobile Elite.

Custom Survey ^(06, 179) Available for CompuLEAD Desktop and CompuLEAD Mobile Elite.

Delivery, Setup & In-Booth Training ⁽⁰⁸⁾ Available for all "a la carte" products.

\$ 30	\$ 35	\$ 40	___	\$ _____
\$ 60	\$ 70	\$ 80	___	\$ _____
\$ 60	\$ 70	\$ 80	___	\$ _____
\$ 75	\$ 85	\$ 95	___	\$ _____

literature

Electronic Literature Solution ^(EXP)

Reduce your cost to exhibit by eliminating the need to print your literature and minimize paper waste! Package includes one electronic company brochure (PDF) hosted in BuyerConnect, the attendee post-show follow-up system.



SELECT

\$ 49 ☐ \$ _____

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
\$50 CANCELLATION FEE

NO REFUNDS AFTER 01/20/12
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 \$ 10.00
No processing fee with online order.
TOTAL \$ _____



ORDER ONLINE & SAVE \$10.00
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!



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
Linked in

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. _____

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. For CompuLEAD Smart, you must customize your qualifiers **PRIOR** to activation.

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

Show Name _____

Company Name _____

Booth Number _____



Booth Security Order Form



Show or Convention : **ENKWSA** **FEBRUARY 6-8, 2012**
Location : **SANDS EXPO**

Booth security service :
\$ 22.00 per hour when ordered by January 6, 2012
\$ 25.00 per hour when ordered between January 8 - 27, 2012
\$ 32.00 per hour when ordered after January 27, 2012

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 Guards	Total Hours

Date	Day	Start Time	Finish Time	# of Guards	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 representatives, 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 WSA July 2011.

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 3511 S. Eastern Avenue Las Vegas, Nevada 89169 Phone: (702) 735-0110 Fax: (702) 735-7793 Force1@Pro-TectSecurity.Com www.Pro-TectSecurity.com	Company Name: _____ Date: _____ Address: _____ City : _____ State: _____ Zip: _____ Company Rep: _____ Phone: _____ Fax: _____ E-Mail: _____ Location/Booth #: _____
--	--

Client Signature: _____

PO #: _____

**CLIENT TO VERIFY SCHEDULE
Fax or E-Mail Completed Form**



DECORATING COMPANY INC.

Mailing Address: PO Box 760

Valley Cottage, NY 10989

TEL: 845 268-7555 FAX: 845 268-6570

Web Site: www.springvalleyfloral.com

FLORAL DECORATIONS

ENKWSA
February 6-8, 2012
Sands Expo
Las Vegas

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	60.00		
Fresh Floral Arrangement 15 - 18" High	65.00		
Exotic Floral Arrangement 14" High	75.00		
Exotic Floral Arrangement 24" High	90.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ____ yellow ____ white ____ lavender	23.00		
Azaleas	30.00		
Green Table Plant	22.00		
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 # _____

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
February 6 - 8, 2012

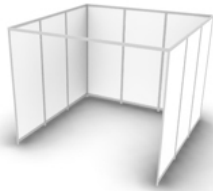
Booth Walls

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.)

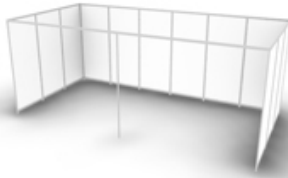
Panels

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.

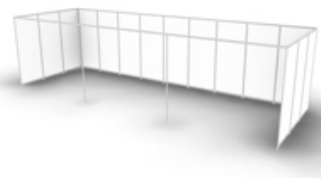
Actual Panel Dimensions: each one-meter panel is 38 1/8" wide and 91 1/4" high, half-meter panel is 18 1/2" wide x 91 1/4" high.



10' D X 10' W In-Line Booth



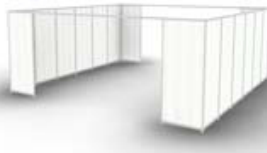
10' D X 20' W In-Line Booth



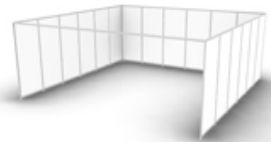
10' D X 30' W In-Line Booth



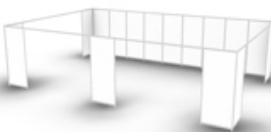
20' D X 20' W Peninsula Booth



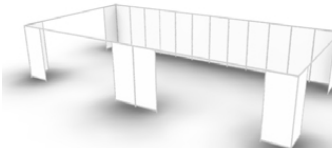
20' D X 20' W In-Line Booth- With Front Walls



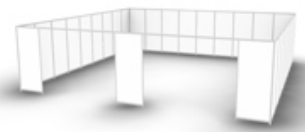
20' D X 20' W In-Line Booth



20' D X 30' W Peninsula Booth



20' D X 40' W Peninsula Booth



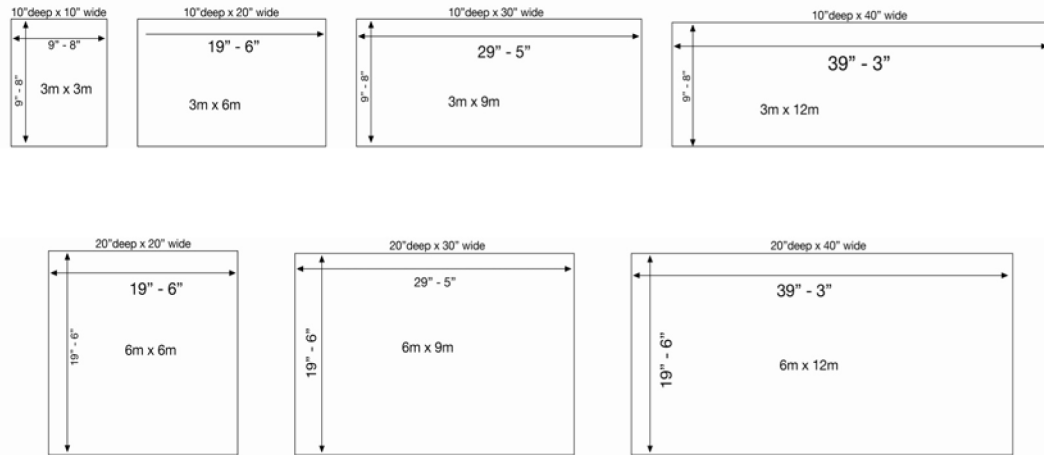
30' D X 30' W Peninsula Booth

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Sands Expo and Convention Center
February 6 - 8, 2012

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 ENK'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

Need Assistance?

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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ENKWSA

 Sands Expo and Convention Center
 February 6 - 8, 2012

Form Deadline Date:
 January 11, 2012

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 ENKWSA 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
Track with 3 Light Fixtures	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
Track with 3 Light Fixtures	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	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Dressing Room / Additional Wall Panels			Wall Mounted Items			
668514	Dressing Room 1 Wall Panel + 1 side draping	\$ 283.00	600119	Flat Shelf 9-3/4" x 1meter	\$ 81.25	\$ 105.75
668822	Dressing Room 2 Wall Panel + 1 side draping	\$ 477.00	600123	Shelving, Slanted, White	\$ 81.00	\$ 105.25
668598	GEM White Corlite Door 1M x 96"	\$ 411.00	302103	Garment Rack, 8'	\$ 81.00	\$ 105.50
600201	Additional Panel, GEM	\$ 216.50	600320	Display Bar, 1M	\$ 81.00	\$ 105.50
Miscellaneous Furnishings			302113	EZ Single Shelving Unit, White, 30"x11-1/2"x72"	\$ 178.00	\$ 267.50
302102	Chair, White	\$ 53.50	302310	Double EZ Shelves (58" wide x 72" high with 12" in between each	\$ 356.50	\$ 534.50
302303	Table, White Top, 30" x 30" x 30"	\$ 177.50				
300113	Wastebasket	\$ 12.40				

Important Information	Place Order Here																																
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.	<table border="1" style="width:100%"> <tr> <th>ITEM#</th> <th>DESCRIPTION</th> <th>PRICE</th> <th>QUANTITY</th> <th>TOTAL PRICE</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td>\$</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td>\$</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td>\$</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td>\$</td></tr> <tr> <td>A.</td> <td>Payment Enclosed</td> <td></td> <td></td> <td>\$</td> </tr> </table> I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: X <table border="1" style="width:100%"> <tr> <td style="width:80%">AUTHORIZED NAME - PLEASE PRINT</td> <td style="width:20%">DATE</td> </tr> </table>	ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE					\$					\$					\$					\$	A.	Payment Enclosed			\$	AUTHORIZED NAME - PLEASE PRINT	DATE
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				\$																													
A.	Payment Enclosed			\$																													
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.

Need Assistance?

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Order Directly Online:
<https://ordering.ges.com/Show/Info/011005655>

011005655

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ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

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 ENK 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. The prices include the electric power and labor.

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
664802	2 Halogen Light Track Fixtures	\$ 118.50	\$ 183.00
664803	3 Halogen Light Track Fixtures	\$ 177.75	\$ 274.50
700340	Track with 4 Light Fixtures	\$ 300.50	\$ 455.50
700341	Track with 5 Light Fixtures	\$ 359.75	\$ 547.00
700342	Track with 6 Light Fixtures	\$ 419.00	\$ 638.50

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

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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ENK'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 ENK, please indicate below your requested placement of the walls. **All custom configurations MUST be submitted by January 11, 2012.** Please remember that any walls used for a special configuration that are beyond the quantity included in the package provided by ENK must be ordered and paid for by ordering additional wall panels from GES. If GES receives your special wall request by the deadline and no additional panels are required, you will not incur additional charges. Exhibitors requesting a special wall configuration after the deadline (including at show site) will incur labor charges for the time it takes to make the change plus charges for the wall panels if you go beyond the quantity provided for your booth size. **Some requests may not be possible due to structural reasons.**

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

10 foot wall = 3 M
which = 3 squares

BACK WALL

LEFT WALL
RIGHT WALL

FRONT AISLE

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

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



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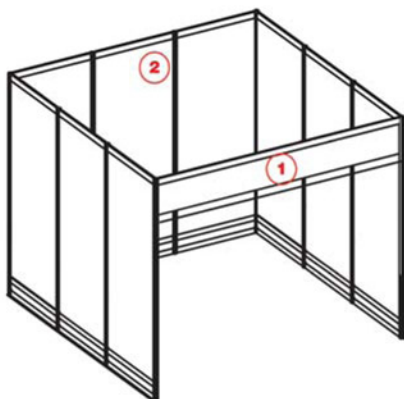
ENKWSA

ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:
January 11, 2012

COMPANY NAME	EMAIL ADDRESS	Booth Number
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600680	1M (8' x 4') Custom Interior Graphic Panel	\$ 599.00	\$ 732.25
600546	Exhibitor, Special Sign	\$ 19.45	\$ 23.80

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 (8' x 4') Custom Interior Graphic Panel			\$
600546	Exhibitor, Special Sign			\$
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.

Need Assistance?

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<https://ordering.ges.com/Show/Info/011005655>

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Sands Expo and Convention Center
February 6 - 8, 2012

Discount Deadline Date:

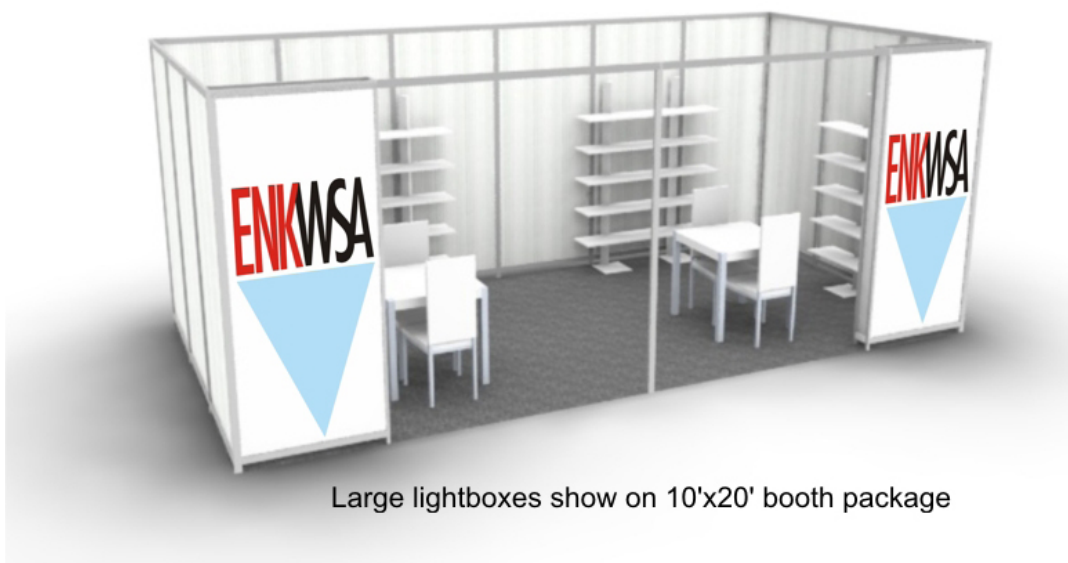
January 11, 2012

Go to below link to view images and information:
<http://ges.com/ecomm/info/D1-Brochure-CORE.pdf>

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"	\$ 1,573.75	\$ 1,800.75	\$ 2,022.50
600222	Exhibit, Light Box, Medium 37"x56"	\$ 1,346.50	\$ 1,573.75	\$ 1,800.75



Large lightboxes show on 10'x20' booth package

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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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

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 11, 2012 to receive discount price.
3. Send diagram indicating location of graphic panel to GES.
4. Send an e-mail to mirish@ges.com 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%20February%202012/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 ENKWSA 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.

Need Assistance?

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<https://ordering.ges.com/Show/Info/011005655>

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

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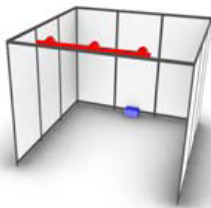
ENKWSA

ENKWSA

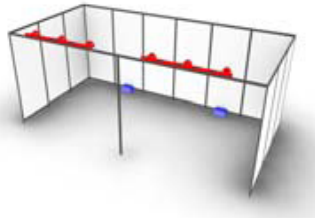
Sands Expo and Convention Center
February 6 - 8, 2012

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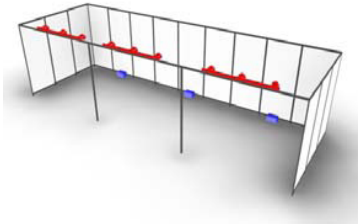
- The lights and electric drops will automatically be placed as indicated on the diagrams below.
- If you wish to change the location you must indicate the change on this form and return by the deadline above.
- Labor charges will be incurred if diagrams for a requested changed are received after the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



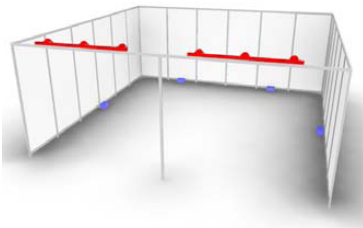
10' x 10' in-line or corner booth



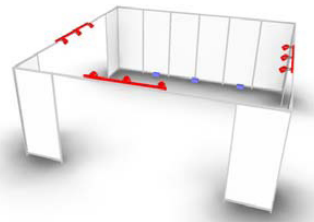
10' x 20' in-line or corner booth



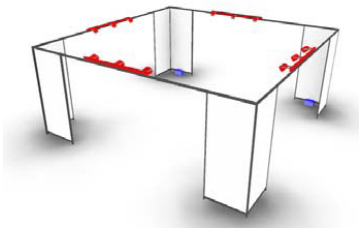
10' x 30' in-line or corner booth



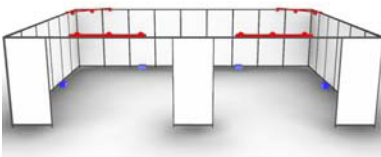
20' x 20' Showroom 1 opening



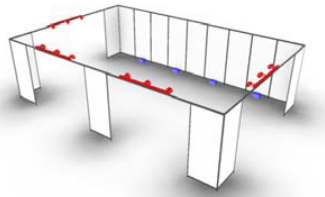
20' x 20' Peninsula 3 openings



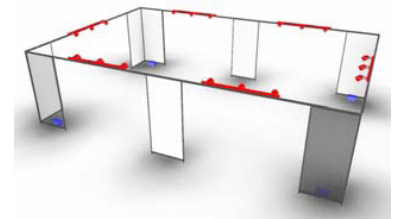
20' x 20' Island 4 openings



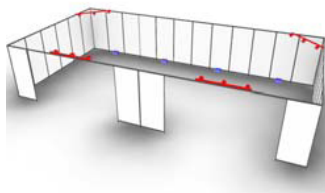
20' x 30' Showroom 1 openings



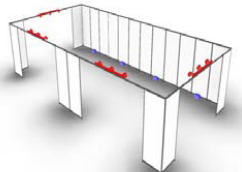
20' x 30' Peninsula 3 openings



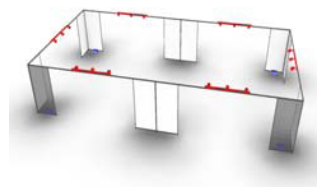
20' x 30' Island 4 openings



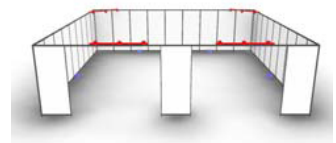
20' x 40' Showroom 1 opening



20' x 40' Peninsula 3 openings



20' x 40' Peninsula 4 openings



30' x 30' Peninsula 1 opening

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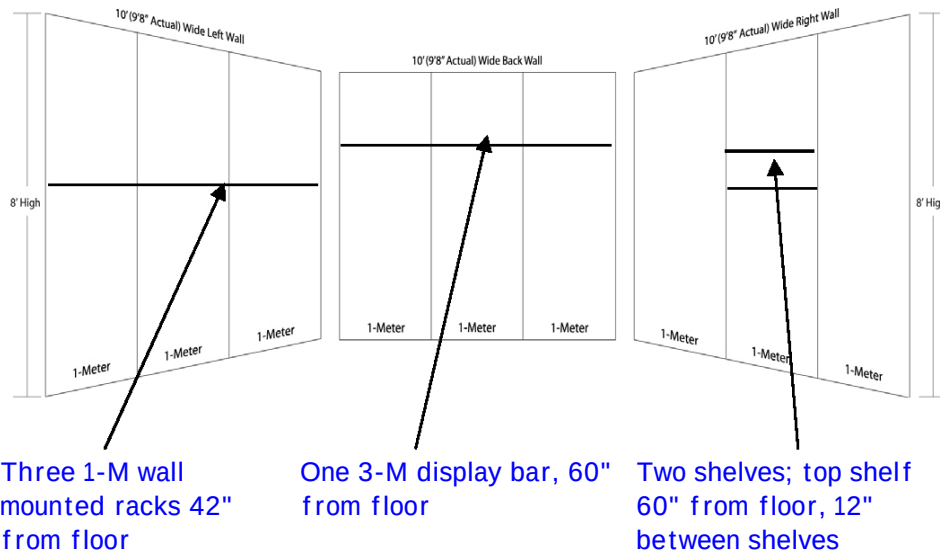
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Sands Expo and Convention Center
February 6 - 8, 2012

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.



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Form Deadline Date:
January 11, 2012

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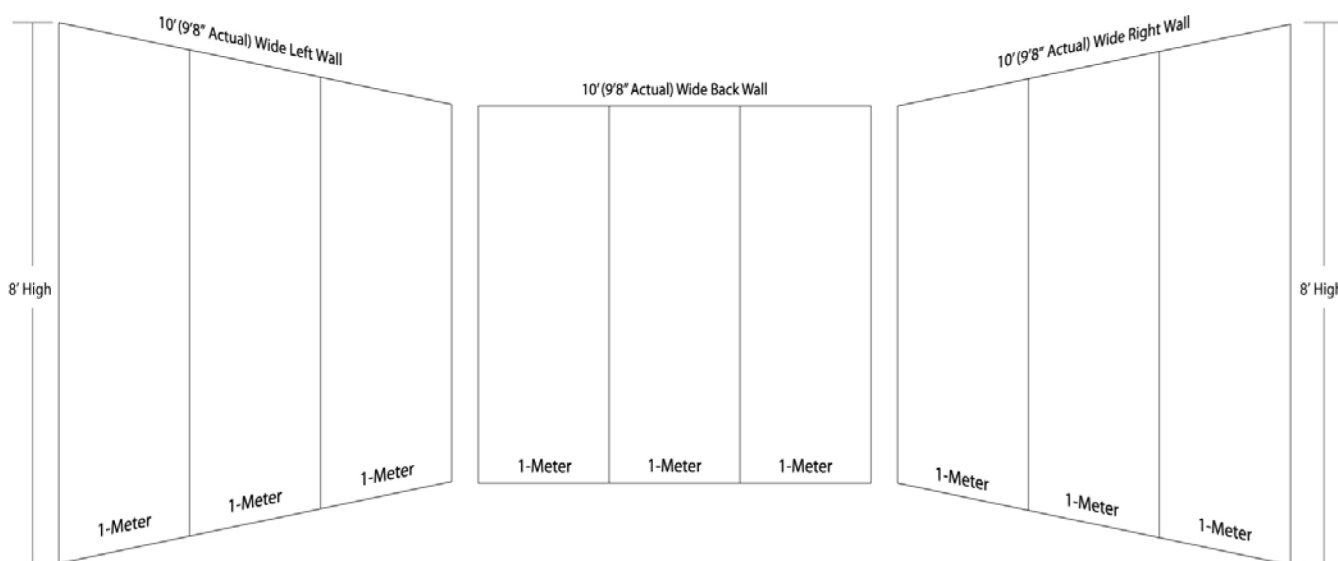
To have furnishings ordered from GES installed, this form must accompany your order.

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

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

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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February 6 - 8, 2012

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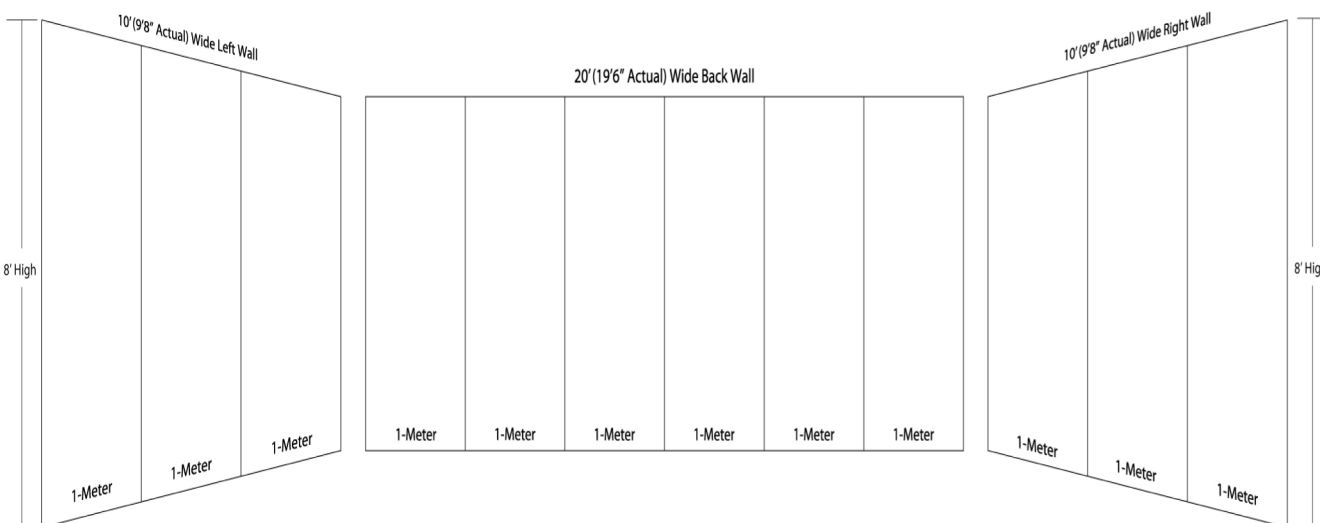
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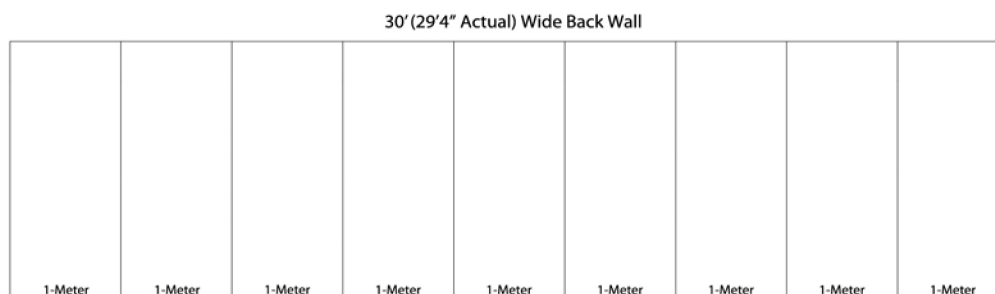
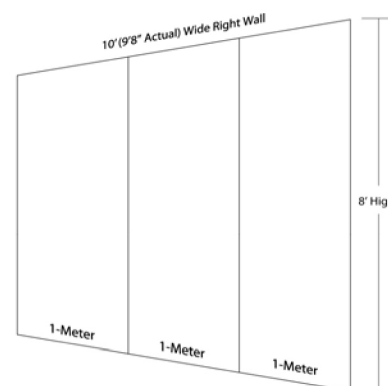
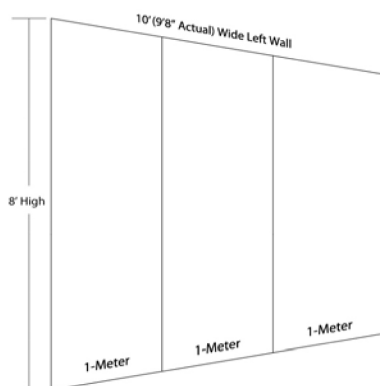
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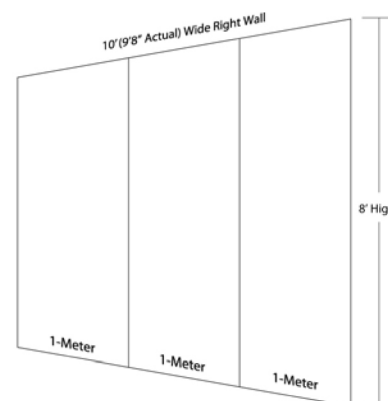
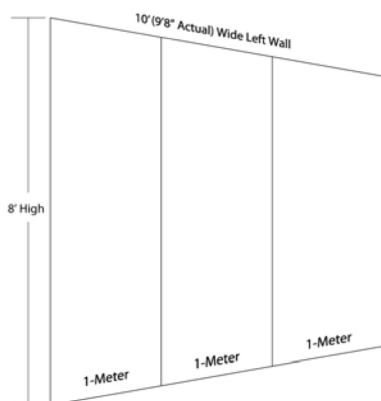
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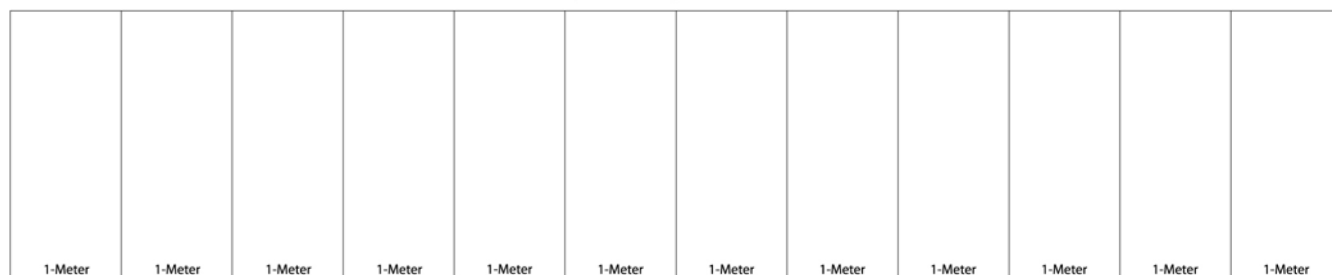
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40' (39'2" Actual) Wide Back Wall



Front Aisle

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