

# Exhibitor Services Manual Table of Contents

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

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## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

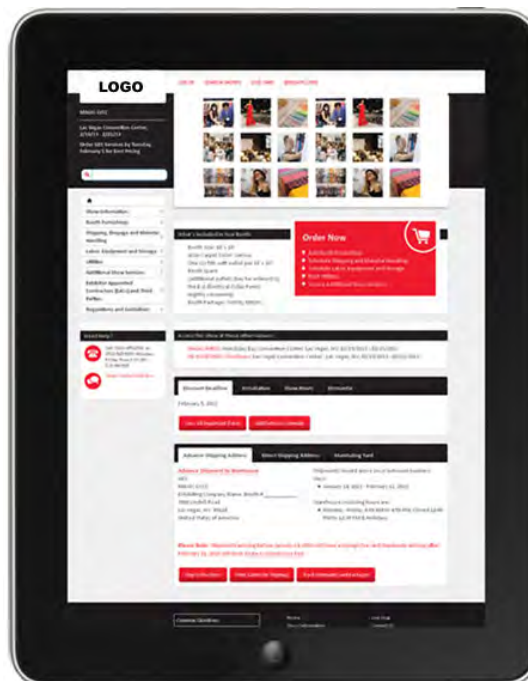
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National Servicer<sup>SM</sup>

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/017600906/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



# Show Information

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

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Phoenix Convention Center  
September 30 - October 2, 2018

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/017600906/contactus/esm>

## Official Service Provider

GES  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): (800) 475-2098    International Calls: (702) 515-5970  
FAX (in USA): (866) 329-1437    International Faxes: (702) 263-1520

GES will be onsite to assist you in coordinating any last-minute services, order additional products; and to answer any questions you may have.

## Show Information

### Standard Booth Package:

Booth Size: 10' x 10'  
Backwall Drape: Blue/Gray/Gray/Blue  
Sidewall Drape: Gray  
1- 6ft Blue Skirted Table  
2- Contour Chairs  
1- Wastebasket  
1- ID Sign

### Discount Deadline Date

Monday, September 10 GES orders must be received with payment by this date.

### Exhibitor Move In

Sunday, September 30 1:00 PM - 4:30 PM

**Please take notice - this event moves in on overtime, all applicable surcharges will apply**

### Show Hours

Monday, October 1 7:30 AM - 3:30 PM  
Tuesday, October 2 8:30 AM - 3:30 PM

### Exhibitor Move Out

Tuesday, October 2 3:30 PM - 6:00 PM

**Please take notice - this event moves out on overtime, all applicable surcharges will apply.**

### Empty Container Return

Tuesday, October 2 3:30 PM Start time for Empty Container Return.

### Carrier Check-in Post-Show

Tuesday, October 2 5:00 PM Carriers post-show must be checked-in by this time.

### Facility Clear

Tuesday, October 2 6:00 PM All exhibitor materials must be removed.

Chat with us <http://www.ges.com/chat>

Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse:

c/o GES  
NACADA: The Global Community for Academic  
Advising  
(Your Company Name & Booth Number)  
1740 South 40th Avenue  
Phoenix, AZ 85009  
USA

Shipments should arrive on or between:

August 28 - September 26, 2018  
Hours for receiving are Monday - Friday, 7:30 AM - 3:30 PM,  
closed for lunch from 11:00 AM – 12:00 PM  
Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Direct Shipments to Show Site:

c/o GES  
NACADA: The Global Community for Academic  
Advising  
(Your Company Name & Booth Number)  
Phoenix Convention Center  
100 North Third Street  
Phoenix, AZ 85004-2277  
USA

Shipments should arrive on:

September 30, 2018, 1:00 PM - 4:30 PM

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# General Information

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

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Phoenix Convention Center  
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## 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.
- We can save you time and money with our insight and experience of the show process. As the Official Service Provider, GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

## GES Show Services

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging

## Work Zone



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

## How Can I Order My Show Services?



**Expresso** is GES' planning, ordering and management system. Order everything you need for your tradeshow exhibits, view account order history, download the show schedule and more.

- Go to <https://e.ges.com/017600906/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



**GES National Servicenter®** provides consistency and continuity of customer service for exhibitors at shows:

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/017600906/contactus/esm>

**GES Servicenter®** is on-site to place any last-minute orders and provide show information while at show site.

## Exhibitor Services

- Our Exhibitor Services team is responsible for answering exhibitor questions, processing your orders and handling any special requests.

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Chat with us <http://www.ges.com/chat>

# Tips for New Exhibitors

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

## NACADA: The Global Community for Academic Advising

Phoenix Convention Center  
September 30 - October 2, 2018

### First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of September 10, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/017600906/esm>

### Details Matter When Shipping

Material Handling is the unloading of your exhibit materials. The service includes 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.

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/017600906/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/017600906/shippinghandling/esm>

### Dot Your I's and Cross Your T's

Please be aware that a valid credit card is required for all forms of payment. We require your credit card charge authorization to be on file with GES even if you are paying by check or wire transfer.

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract.
- Clearly indicate when paying by check. All check payments should be returned to:

GES  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

### Bank ACH/wire transfer payment information

Beneficiary:	GES	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA
c/o Bank of America	Account #: 7188101819	
901 Main Street,	Wire ABA Routing #: 026009593	
TX1-492-07-14	ACH ABA Routing #: 071000039	
Dallas, TX 75202-3714 USA	SWIFT Address: BOFAUS3N	
Telephone # (702) 263-2795 or (702) 914-5112	CHIPS Address: 0959	

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated

Chat with us <http://www.ges.com/chat>



## No Tipping

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is prohibited.

## Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all four (4) sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

## Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

## Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

## It's All About the Padding

Ordering carpet for your booth? Think about the kind of padding you need if you are going to be on your feet all day. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/017600906/carpet/esm>

## What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

- See Labor Information form for rules specific to the show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material costs.
- Pre-order labor to save.

Labor Services: <http://e.ges.com/017600906/LaborandEquipment/esm>



# Payment and Credit Card Charge Authorization

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

NACADA: The Global Community for Academic Advising  
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September 30 - October 2, 2018

Form Deadline Date:  
September 10, 2018

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country		Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

## Payment Information

- 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.  
*Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/017600906/item/2222>*
- 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.

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	GES Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N 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
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

## Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print	
Billing Address	
City	State
Account Number	Zip/Country
Expiration Date	<input type="checkbox"/> MasterCard
	<input type="checkbox"/> VISA
	<input type="checkbox"/> American Express
	<input type="checkbox"/> Corporate Card
	<input type="checkbox"/> Personal Card
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.	
<b>Please Sign</b>	MM/DD/YY
X Cardholder Signature	Check Number
Cardholder Name - Please Print	<b>Total Check Payment</b>
Date	<b>Total Credit Card Payment</b>
	Check Dated
	\$
	\$

## Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520  
Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693



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# International Third Party Billing Request

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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Form Deadline Date:  
September 10, 2018

Company Name Email Phone Number Booth Number

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number

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

Expiration Date

MM/YY
-------

- MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

**Please Sign**

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

## Step 2. Check services below to invoice to the Third Party

**All Services** If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

- Booth Cleaning  Exhibit Systems  GES Logistics  I & D Labor  Forklift Labor  Material Handling  
 Rental Carpet  Rental Furniture  Signs  
 Other (Please Specify) \_\_\_\_\_

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

## Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number

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

Expiration Date

MM/YY
-------

- MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

**Please Sign**

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

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 Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

**Review and Return:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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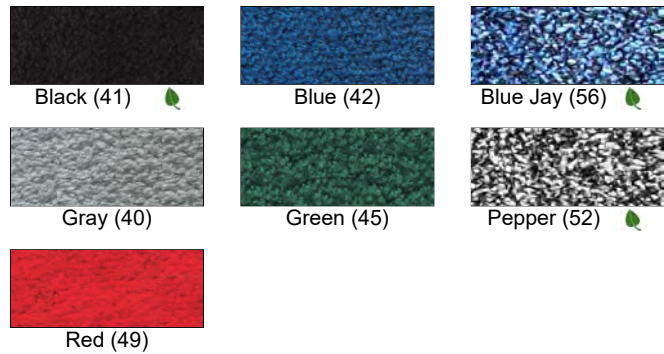
# Carpet

## Standard

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

Includes:

- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping

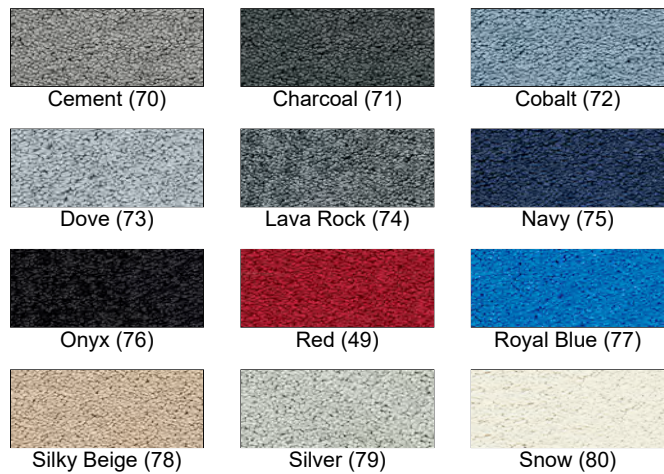


## Plush

Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping

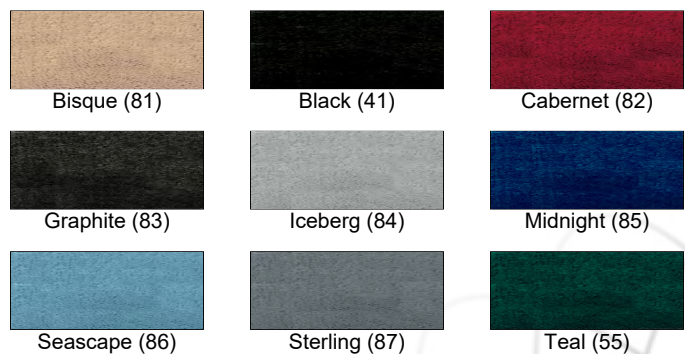



## Ultra Plush

Ultra Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturer's specifications.

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

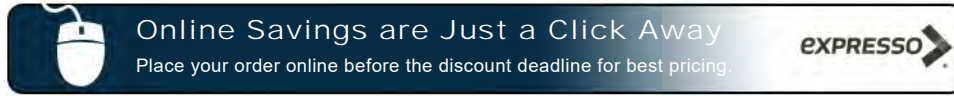
# Carpet Order Form

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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Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



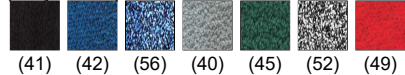
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

## Carpet

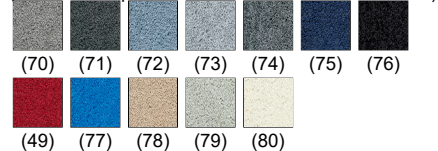
### Standard Color Options

(Gray will be provided if no color is indicated below)



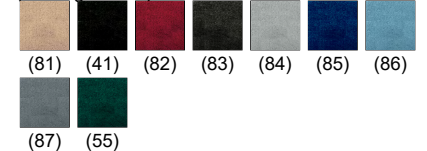
### Plush Color Options

(Dove will be provided if no color is indicated below)



### Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
5001	Pre-Cut Standard Carpet 10'x10'		232.00	254.25	322.00		8.6	\$
5002	Pre-Cut Standard Carpet 10'x20'		450.00	494.50	626.00		8.6	\$
5003	Pre-Cut Standard Carpet 10'x30'		696.00	763.75	967.00		8.6	\$

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft.

Item Code	Description	Color Code	On or Before 9/10/18		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		4.24	4.66	5.90		8.6	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		6.10	6.65	8.45		8.6	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		8.05	8.85	11.20		8.6	\$
			On or Before 9/10/18		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.66	2.92	3.70		8.6	\$
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		5.30	5.85	7.40		8.6	\$
			On or Before 9/10/18		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.		1.33	1.46	1.85		8.6	\$

### Electrical or Utilities Under Carpet?

Yes  No

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

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

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$ \_\_\_\_\_

**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.

Chat with us <http://www.ges.com/chat>



# Carpet Package Order Form

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Discount Deadline Date:  
 September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Online Savings are Just a Click Away  
 Place your order online before the discount deadline for best pricing.



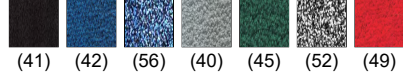
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

## Carpet Packages

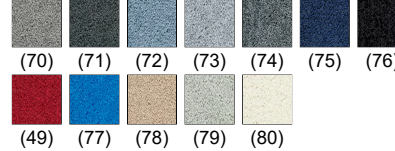
### Standard Color Options

(Gray will be provided if no color is indicated below)



### Plush Color Options

(Dove will be provided if no color is indicated below)



### Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	On or Before 9/10/18		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		7.24	7.85	10.06		8.6	\$
400022	Plush Carpet Package, Per Sq.Ft.		8.91	9.64	12.36		8.6	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		10.67	11.62	14.83		8.6	\$

### Electrical or Utilities Under Carpet?

Yes  No



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

## Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

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

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$ \_\_\_\_\_

**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.

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# Furniture and Accessories

## Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



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



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

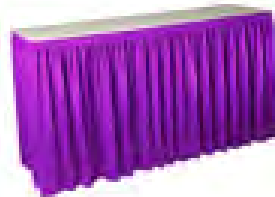
## Skirted Tables



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



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



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

## Table Skirt Colors



Beige (54)



Black (41)



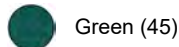
Blue (42)



Gold (46)



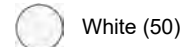
Gray (40)



Green (45)



Red (49)



White (50)

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

# Furniture and Accessories

## Display Furniture



Full View



Half View



Quarter View



Vertical

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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



# Furniture and Accessories Order Form

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Discount Deadline Date:  
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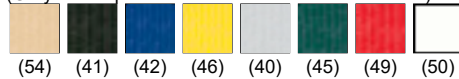
### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/017600906/BoothFurnishingsRental/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

(Gray will be provided if no color is indicated below)



### Chairs

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300050	Chair, Plastic Contour, Black	106.00	117.00	148.00		8.6	\$
300052	Padded Chair	134.00	147.00	186.00		8.6	\$
300053	Padded Stool	214.00	235.50	298.00		8.6	\$

### Tables

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300059	Table, Starbase, 30" Diameter x 40" High	245.00	268.50	340.00		8.6	\$
300058	Table, Starbase, 40" Diameter x 30" High	307.00	337.25	427.00		8.6	\$

### Skirted Tables

Item Code	Description	Color Code	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3004	Table 4', Skirted 4 Sides, 24" x 30" High		170.00	186.50	236.00		8.6	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		204.00	223.50	283.00		8.6	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		231.00	253.50	321.00		8.6	\$
3007	Table, Skirt 4th Side		93.50	102.75	130.00		8.6	\$

↳ Select size: 6' Table \_\_\_\_\_ 8' Table \_\_\_\_\_

### Unskirted Tables

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300400	Table 4', Unskirted, 24" x 30" High	125.00	137.50	174.00		8.6	\$
300600	Table 6', Unskirted, 24" x 30" High	158.00	173.75	220.00		8.6	\$
300800	Table 8', Unskirted, 24" x 30" High	176.00	192.75	244.00		8.6	\$

### Skirted Counters

Item Code	Description	Color Code	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		210.00	230.75	292.00		8.6	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		237.00	260.75	330.00		8.6	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		265.00	290.75	368.00		8.6	\$
3017	Counter, Skirt 4th Side		93.50	102.75	130.00		8.6	\$

↳ Select size: 6' Counter \_\_\_\_\_ 8' Counter \_\_\_\_\_

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Form Continues on Next Page



# Furniture and Accessories Order Form

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

Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Unskirted Counter

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
301400	Counter 4', Unskirted, 24" x 42" High	142.00	155.50	197.00		8.6	\$
301600	Counter 6', Unskirted, 24" x 42" High	176.00	192.75	244.00		8.6	\$
301800	Counter 8', Unskirted, 24" x 42" High	203.00	222.75	282.00		8.6	\$

## Risers

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300193	Riser 4', Double Tier, 48"x8"x16" High	71.50	78.50	99.50		8.6	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	51.00	56.00	71.00		8.6	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	93.50	102.75	130.00		8.6	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	71.50	78.50	99.50		8.6	\$

## Custom Booth Drape

Item Code	Description	Color Code	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3001	Drape, 3' High, Per Foot, 4' Minimum		21.60	23.70	30.00		8.6	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		27.25	29.75	37.75		8.6	\$

## Display Furniture

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300073	Display Case 4', Corner View	734.00	805.75	1,020.00		8.6	\$
300074	Display Case 4', Full View	716.00	786.00	995.00		8.6	\$
300075	Display Case 4', Half View	716.00	786.00	995.00		8.6	\$
300076	Display Case 4', Quarter View	716.00	786.00	995.00		8.6	\$
300078	Display Case 5', Full View	734.00	805.75	1,020.00		8.6	\$
300079	Display Case 5', Half View	734.00	805.75	1,020.00		8.6	\$
300080	Display Case 5', Quarter View	734.00	805.75	1,020.00		8.6	\$
300082	Display Case 6', Full View	755.00	829.50	1,050.00		8.6	\$
300083	Display Case 6', Half View	755.00	829.50	1,050.00		8.6	\$
300084	Display Case 6', Quarter View	755.00	829.50	1,050.00		8.6	\$
300088	Display Case 7', Vertical	993.00	1,090.00	1,380.00		8.6	\$

## Accessories

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300124	Aisle Stanchion Chain, Plastic, Per Foot	6.30	6.90	8.75		8.6	\$
300127	Aisle Stanchion, Tensa	97.75	107.50	136.00		8.6	\$
300123	Aisle Stanchion, without Chain	60.75	66.75	84.50		8.6	\$
300103	Aluminum Easel	82.75	90.75	115.00		8.6	\$
300111	Bag Stand	114.00	124.75	158.00		8.6	\$
300102	Coat Rack	114.00	124.75	158.00		8.6	\$
300104	Garment Rack	127.00	139.75	177.00		8.6	\$
300106	Literature Rack	159.00	174.50	221.00		8.6	\$
300201	Pegboard, White, 4'x8'	274.00	301.00	381.00		8.6	\$

↳ Select alignment: Horizontal  Vertical

300107	Refrigerator	489.00	537.00	680.00		8.6	\$
300131	Security Cage, Large, without Lock	630.00	692.00	876.00		8.6	\$
300120	Sign Holder, Bell Base	104.00	113.75	144.00		8.6	\$

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# Furniture and Accessories Order Form

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Discount Deadline Date:  
September 10, 2018

Company Name	Email	Phone Number	Booth Number
<b>Accessories</b>			
300108	Sign Holder, Chrome, 22"x28"	<b>105.00</b>	<b>115.25</b>
300211	Tackboard	<b>205.00</b>	<b>225.00</b>
↪ Select alignment: Horizontal ____ Vertical ____			
300112	Ticket Tumbler, Small, Table Top	<b>177.00</b>	<b>194.25</b>
300113	Wastebasket	<b>30.00</b>	<b>33.00</b>
300118	Waterfall Stand	<b>114.00</b>	<b>124.75</b>

## Electrical Outlets Not Included

Need power for that display case or refrigerator in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

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

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# Furniture Package Order Form

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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



### Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

## Furniture Package



### Furniture Package 1

Item Code	Description	Color Code	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4906	Furniture Package 1		401.40	441.45	558.68		8.6	\$
↳ Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.								

### Skirt Color Options

(Gray will be provided if no color is indicated.)



### Furniture Package 2

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total	
		Online (\$)	Discount (\$)					
490012	Furniture Package 2	785.70	862.43	1,091.48		8.6	\$	
↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.								

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

**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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# Specialty Furniture

## Seating - Sofas and Loveseats



305226 - Baja Loveseat, 61"L 30.5"D 28"H



305312 - Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H



305180 - Fairfax Sofa, White Vinyl/ Brushed Metal, 62"L 26"D 30"H



305049 - Hopi Loveseat, Gray Linen, 48"L 25"D 34"H



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305104 - Munich Armless Loveseat, 45"L 27"D 28.5"H



305106 - Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



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



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



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Specialty Furniture



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



305268 - Sofa, Tangiers, 78"L 37"D 36"H



305240 - Tangiers Loveseat, 57.5"L 37"D 37"H

## Seating - Club Chairs



305225 - Baja Chair, 36"L 30.5"D 28"H



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



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



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



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



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



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305102 - Munich Corner Chair, 26"L 27"D 28.5"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H

## Seating - Chairs



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



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



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



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



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H



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



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H



305178 - Fairfax Arm Chair, White Vinyl/Brushed Metal, 27"L 26"D 30"H



305047 - Hopi Chair, Gray Linen, 21"L 25"D 34"H

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# Specialty Furniture



305442 - Laguna Chair, 18"L 19"D 34"H



305420 - Malba Chair, Gray, 20"L 20"D 32"H



305421 - Malba Chair, Green, 20"L 20"D 32"H



305103 - Munich Armless Chair, 22.5"L 27"D 28.5"H



305300 - Razor Chair, White, 15.38"L 15.5"D 30.5"H



305441 - Zenith Chair, 19"L 22"D 32"H

## Seating - Ottomans



305316 - Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H



305057 - Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H



305058 - Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H



305059 - Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H



305060 - Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H



305061 - Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H



305063 - Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H



305064 - Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305280 - Ottoman, Endless Square, Black, 34"L 34"D 15"H



305279 - Ottoman, Endless Square, White, 34"L 34"D 15"H



305086 - Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H



305360 - Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H



305352 - Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H



305353 - Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H



305358 - Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H



305359 - Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H



305357 - Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H



305354 - Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H



305355 - Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H



305356 - Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H



305351 - Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H



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

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# Specialty Furniture



305251 - Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H



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



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



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



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



305248 - Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H



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



305239 - Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H



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



305238 - Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H



305237 - Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H



305249 - Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H



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



305111 - Sally Ottoman/Stool, White 12"L 12"D 17"H

## Seating - Office and Utility Seating



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



305325 - Chair, Executive, Black, 25"L 24"D 48"H



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305068 - Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H



305069 - Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H



305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H



305313 - Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H

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# Specialty Furniture

## Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



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



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



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



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



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



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



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



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



305259 - Christopher Barstool, 19"L 15"D 41"H



305443 - Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H



305006 - Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H



305007 - Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H



305440 - Zenith Barstool, 19"L 20"D 44"H



305208 - Zoey Barstool, Black, 15"L 16"D 30-34.75"H

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

## Tables - Cafe



305406 - 30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou



305426 - Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"



305084 - Cafe Table w/ Standard Black Base, 30"RND 29"H



305428 - Cafe Table/Black Base, Liquid Steel Blue, 30"RND 29"H



305067 - G30 Cafe Table, Powered White Top, 72"L 26"D 30"H



305429 - Madison Cafe Table/Hydraulic Base, 30"RND 29"H



305085 - Round Cafe Table w/ Hydraulic Base, 30"RND 29"H



305164 - Round Cafe Table w/ Standard Black Base, Graphite Nebula Top, 30"RND 29"H

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# Specialty Furniture



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



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



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



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



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



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



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



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



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



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Chrome Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Chrome Base, 36" Round 29"H

## Tables - Bar



305315 - 30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou



305083 - Bar Table w/ Hydraulic Base, 30" RND 45"H



305082 - Bar Table w/ Standard Black Base, 30" RND 42"H



305425 - Bar Table/Hydraulic Chrome Base, Steel Blue, 30" RND 45"H



305405 - Madison Bar Table/Black Base, 30" RND 42"H



305162 - Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H



305139 - Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H



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



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



305142 - Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H



305145 - Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H



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



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



305143 - Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H



305146 - Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H



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



305286 - Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H



305302 - Table, Bar, Silver Textured Grain/Chrome Base, 30" Round 45"H



305287 - Table, Bar, White Laminate/Black Base, 36" Round 42"H



305303 - Table, Bar, White Laminate/Chrome Base, 36" Round 45"H



305030 - Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 42"H

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# Specialty Furniture



305032 - Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H  
 305031 - Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H  
 305033 - Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H  
 305034 - Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H  
 305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H  
 305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H

## Tables - Cocktail



305430 - Alondra Cocktail Table, Glass, 47"L 24"D 16"H



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



305435 - Geo Cocktail Table, Wood, 47"L 24"D 17"H



305113 - Regis Table/Bench, 47"L 15.5"D 16"H



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



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



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



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



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



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

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# Specialty Furniture

## Tables - End Tables



305431 - Alondra End Table, Glass, 20"L 20"D 20"H



305432 - Alondra End Table, Wood, Chrome, 20"L 20"D 21"H



305254 - Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H



305436 - Geo End Table, Wood, 20"L 20"D 21"H



305258 - Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



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



305211 - Table, End, Oliver, 22" Round 22"H



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



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



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



305275 - Table, Timber, Wood, 16" Round 17"H

## Conference Tables



305402 - 10' Madison Table, 120"L 48"D 29"H



305231 - 10' Table, Conf., Granite, 120"L 46"D 29"H



305400 - 5' Madison Table, 60"L 48"D 29"H



305230 - 6' Table, Conf., Granite, 72"L 36"D 29"H



305401 - 8' Madison Table, 96"L 60"D 29"H



305026 - 8' Table, Conf., Granite, 96"L 44"D 29"H



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H

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# Specialty Furniture



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



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



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



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



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



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



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H

## Tables - Martini Bar



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



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

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# Specialty Furniture

## Product Display



305415 - Madison Bookcase, 36"L 12"D 72"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 36"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 36"H



305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"H



305045 - Posh Shelving, 36"L 18"D 72"H

## Office and Utility Furniture



305294 - Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H



305416 - Madison Credenza, 60"L 20"D 29"H



305417 - Madison Executive Desk, 60"L 30"D 29"H



305129 - Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H



305128 - Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered, Black Metal, 60"L 30"D 30"H

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# Specialty Furniture

## Lamps



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



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

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# Specialty Furniture Order Form

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Discount Deadline Date:  
September 10, 2018

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/017600906/BoothFurnishingsRental/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305226	Baja Loveseat, 61"L 30.5"D 28"H	871.00	955.75	1,210.00		8.6	\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,360.00	2,590.75	3,280.00		8.6	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	835.00	916.25	1,160.00		8.6	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	325.00	356.25	451.00		8.6	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	734.00	805.75	1,020.00		8.6	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	835.00	916.25	1,160.00		8.6	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	871.00	955.75	1,210.00		8.6	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	770.00	845.25	1,070.00		8.6	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,980.00	2,172.25	2,750.00		8.6	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,250.00	1,374.50	1,740.00		8.6	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,550.00	1,698.25	2,150.00		8.6	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,550.00	1,698.25	2,150.00		8.6	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,980.00	2,172.25	2,750.00		8.6	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	914.00	1,003.25	1,270.00		8.6	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,030.00	1,129.50	1,430.00		8.6	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	929.00	1,019.00	1,290.00		8.6	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	929.00	1,019.00	1,290.00		8.6	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	770.00	845.25	1,070.00		8.6	\$

### Seating - Club Chairs

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305225	Baja Chair, 36"L 30.5"D 28"H	713.00	782.00	990.00		8.6	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	673.00	738.50	935.00		8.6	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,020.00	1,121.75	1,420.00		8.6	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,020.00	1,121.75	1,420.00		8.6	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	713.00	782.00	990.00		8.6	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	610.00	669.00	847.00		8.6	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	519.00	569.50	721.00		8.6	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	614.00	673.75	853.00		8.6	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	610.00	669.00	847.00		8.6	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,020.00	1,121.75	1,420.00		8.6	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,020.00	1,121.75	1,420.00		8.6	\$

## Seating - Chairs

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305152	Chair, Altura, Guest, 25"L 20"D 34"H	384.00	421.75	534.00		8.6	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	158.00	173.75	220.00		8.6	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	158.00	173.75	220.00		8.6	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	190.00	208.50	264.00		8.6	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	190.00	208.50	264.00		8.6	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	122.00	133.50	169.00		8.6	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	182.00	199.75	253.00		8.6	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	551.00	604.25	765.00		8.6	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	551.00	604.25	765.00		8.6	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	190.00	208.50	264.00		8.6	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	467.00	512.75	649.00		8.6	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	190.00	208.50	264.00		8.6	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	614.00	673.75	853.00		8.6	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	246.00	269.25	341.00		8.6	\$
305442	Laguna Chair, 18"L 19"D 34"H	258.00	282.75	358.00		8.6	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	158.00	173.75	220.00		8.6	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	158.00	173.75	220.00		8.6	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	610.00	669.00	847.00		8.6	\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	122.00	133.50	169.00		8.6	\$
305441	Zenith Chair, 19"L 22"D 32"H	258.00	282.75	358.00		8.6	\$

## Seating - Ottomans

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	551.00	604.25	765.00		8.6	\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	551.00	604.25	765.00		8.6	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	551.00	604.25	765.00		8.6	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	551.00	604.25	765.00		8.6	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	551.00	604.25	765.00		8.6	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	551.00	604.25	765.00		8.6	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	551.00	604.25	765.00		8.6	\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	551.00	604.25	765.00		8.6	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	551.00	604.25	765.00		8.6	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	551.00	604.25	765.00		8.6	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	348.00	382.25	484.00		8.6	\$

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September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Seating - Ottomans

305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	348.00	382.25	484.00		8.6	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	396.00	434.50	550.00		8.6	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	238.00	260.75	330.00		8.6	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	297.00	326.25	413.00		8.6	\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	166.00	182.50	231.00		8.6	\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	166.00	182.50	231.00		8.6	\$

## Seating - Office and Utility Seating

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305126	Chair, Altura Task, 25"L 26"D 21"H	194.00	213.25	270.00		8.6	\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	515.00	564.75	715.00		8.6	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	515.00	564.75	715.00		8.6	\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	388.00	425.75	539.00		8.6	\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	388.00	425.75	539.00		8.6	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	388.00	425.75	539.00		8.6	\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	384.00	421.75	534.00		8.6	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	456.00	500.00	633.00		8.6	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	456.00	500.00	633.00		8.6	\$

## Seating - Barstools

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	395.00	432.75	548.00		8.6	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Seating - Barstools							
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	395.00	432.75	548.00		8.6	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	395.00	432.75	548.00		8.6	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	395.00	432.75	548.00		8.6	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	258.00	282.75	358.00		8.6	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	258.00	282.75	358.00		8.6	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	214.00	234.50	297.00		8.6	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	214.00	234.50	297.00		8.6	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	214.00	234.50	297.00		8.6	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	214.00	234.50	297.00		8.6	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	395.00	432.75	548.00		8.6	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	384.00	421.75	534.00		8.6	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	258.00	282.75	358.00		8.6	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	507.00	556.00	704.00		8.6	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	475.00	521.25	660.00		8.6	\$
305259	Christopher Barstool, 19"L 15"D 41"H	395.00	432.75	548.00		8.6	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	317.00	347.50	440.00		8.6	\$
305006	Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H	395.00	432.75	548.00		8.6	\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	258.00	282.75	358.00		8.6	\$
305440	Zenith Barstool, 19"L 20"D 44"H	395.00	432.75	548.00		8.6	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	475.00	521.25	660.00		8.6	\$

## Tables - Cafe

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	345.00	378.25	479.00		8.6	\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	396.00	434.50	550.00		8.6	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	345.00	378.25	479.00		8.6	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	358.00	392.50	497.00		8.6	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,480.00	1,627.25	2,060.00		8.6	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	396.00	434.50	550.00		8.6	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	396.00	434.50	550.00		8.6	\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top	345.00	378.25	479.00		8.6	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	396.00	434.50	550.00		8.6	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	364.00	399.75	506.00		8.6	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	396.00	434.50	550.00		8.6	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	459.00	504.00	638.00		8.6	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	345.00	378.25	479.00		8.6	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	364.00	399.75	506.00		8.6	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	396.00	434.50	550.00		8.6	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	459.00	504.00	638.00		8.6	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	345.00	378.25	479.00		8.6	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	345.00	378.25	479.00		8.6	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	396.00	434.50	550.00		8.6	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Cafe

305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	364.00	399.75	506.00		8.6	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	459.00	504.00	638.00		8.6	\$

## Tables - Bar

Item Code	Description	On or Before 9/10/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	396.00	434.50	550.00		8.6	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	396.00	434.50	550.00		8.6	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	345.00	378.25	479.00		8.6	\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	396.00	434.50	550.00		8.6	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	345.00	378.25	479.00		8.6	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	396.00	434.50	550.00		8.6	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	396.00	434.50	550.00		8.6	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	345.00	378.25	479.00		8.6	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	364.00	399.75	506.00		8.6	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	396.00	434.50	550.00		8.6	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	459.00	504.00	638.00		8.6	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	345.00	378.25	479.00		8.6	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	364.00	399.75	506.00		8.6	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	396.00	434.50	550.00		8.6	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	459.00	504.00	638.00		8.6	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	345.00	378.25	479.00		8.6	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	345.00	378.25	479.00		8.6	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	396.00	434.50	550.00		8.6	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	364.00	399.75	506.00		8.6	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	459.00	504.00	638.00		8.6	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,110.00	1,216.50	1,540.00		8.6	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,110.00	1,216.50	1,540.00		8.6	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,110.00	1,216.50	1,540.00		8.6	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,110.00	1,216.50	1,540.00		8.6	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,110.00	1,216.50	1,540.00		8.6	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,480.00	1,627.25	2,060.00		8.6	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,480.00	1,627.25	2,060.00		8.6	\$

## Tables - Cocktail

Item Code	Description	On or Before 9/10/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	436.00	478.00	605.00		8.6	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	436.00	478.00	605.00		8.6	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	408.00	447.75	567.00		8.6	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	456.00	500.00	633.00		8.6	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	554.00	608.25	770.00		8.6	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	554.00	608.25	770.00		8.6	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	408.00	447.75	567.00		8.6	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	317.00	347.50	440.00		8.6	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Cocktail

305016	Table, Cocktail, Silverado, 36" Round 17"H	408.00	447.75	567.00		8.6	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	408.00	447.75	567.00		8.6	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	408.00	447.75	567.00		8.6	\$

## Tables - End Tables

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305431	Alondra End Table, Glass, 20"L 20"D 20"H	356.00	391.00	495.00		8.6	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	356.00	391.00	495.00		8.6	\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	348.00	382.25	484.00		8.6	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	333.00	365.00	462.00		8.6	\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	317.00	347.50	440.00		8.6	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	416.00	456.50	578.00		8.6	\$
305273	Table, Aura, White Metal, 15" Round 22"H	218.00	239.25	303.00		8.6	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	218.00	239.25	303.00		8.6	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	333.00	365.00	462.00		8.6	\$
305211	Table, End, Oliver, 22" Round 22"H	274.00	300.25	380.00		8.6	\$
305046	Table, End, Silverado, 24" Round 22"H	333.00	365.00	462.00		8.6	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	333.00	365.00	462.00		8.6	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	333.00	365.00	462.00		8.6	\$
305275	Table, Timber, Wood, 16" Round 17"H	274.00	300.25	380.00		8.6	\$

## Tables - Conference

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305402	10' Madison Table, 120"L 48"D 29"H	929.00	1,019.00	1,290.00		8.6	\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	871.00	955.75	1,210.00		8.6	\$
305400	5' Madison Table, 60"L 48"D 29"H	649.00	712.50	902.00		8.6	\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	649.00	712.50	902.00		8.6	\$
305401	8' Madison Table, 96"L 60"D 29"H	871.00	955.75	1,210.00		8.6	\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	835.00	916.25	1,160.00		8.6	\$
305001	Atomic Table, 36"RND 30"H	428.00	469.25	594.00		8.6	\$
305002	Atomic Table, 42"RND 30"H	428.00	469.25	594.00		8.6	\$
305410	Madison Conference Table, 42"RND 29"H	575.00	630.25	798.00		8.6	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	135.00	147.75	187.00		8.6	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	372.00	408.25	517.00		8.6	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	575.00	630.25	798.00		8.6	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	372.00	408.25	517.00		8.6	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	575.00	630.25	798.00		8.6	\$
305027	Table, Conf., Graphite, 42" Round 29"H	475.00	521.25	660.00		8.6	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	575.00	630.25	798.00		8.6	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	475.00	521.25	660.00		8.6	\$

## Tables - Martini Bar

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	4,170.00	4,573.50	5,790.00		8.6	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Tables - Martini Bar							
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,680.00	1,848.25	2,340.00		8.6	\$

Product Display							
Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305415	Madison Bookcase, 36"L 12"D 72"H	523.00	573.50	726.00		8.6	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	763.00	837.25	1,060.00		8.6	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	922.00	1,011.00	1,280.00		8.6	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	763.00	837.25	1,060.00		8.6	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	922.00	1,011.00	1,280.00		8.6	\$
305045	Posh Shelving, 36"L 18"D 72"H	523.00	573.50	726.00		8.6	\$

Office and Utility Furniture							
Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	570.00	625.50	792.00		8.6	\$
305416	Madison Credenza, 60"L 20"D 29"H	673.00	738.50	935.00		8.6	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	673.00	738.50	935.00		8.6	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	734.00	805.75	1,020.00		8.6	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	693.00	760.75	963.00		8.6	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	214.00	234.50	297.00		8.6	\$

Lamps							
Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	377.00	413.00	523.00		8.6	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	277.00	304.00	385.00		8.6	\$

## Electrical Outlets Not Included



Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

**Reminder**

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_

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

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# Convenience Package Order Form

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Discount Deadline Date:  
 September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/017600906/packages/esm>



Stool Package A



Chair Package A

### Standard Furniture Package

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404301	Chair Package A	605.00	664.25	840.75		8.6	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404323	Display Case Package A	1,428.00	1,569.00	1,986.00		8.6	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.						
404324	Display Case Package B	1,330.00	1,460.75	1,849.00		8.6	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.						
404311	Stool Package A	703.00	772.50	977.75		8.6	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

### Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4046	Chair Package B		502.00	550.50	696.75		8.6	\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		695.00	764.75	967.75		8.6	\$
	↳ Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.							

### Skirt Color Options

(Gray will be provided if no color is indicated.)



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Form Continues on Next Page



# Convenience Package Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Specialty Furniture Package

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404504	Bar Package	2,448.00	2,691.75	3,408.00		8.6	\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.						
404506	Premium Stool Package	912.00	1,000.00	1,266.00		8.6	\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".						

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_

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

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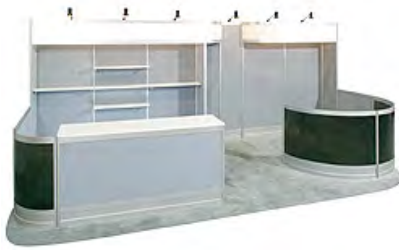


# Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at [www.ges.com/chat](http://www.ges.com/chat).

## 10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10'

Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10'

Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

## Trim and Panel Choices

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibit Systems

## Panel Type & Color

- Coated: Black (C41)
- Coated: Oxford White (C50)
- Coated: Silver Gray (C79)
- Fabric: Black (F41)
- Fabric: Gray (F40)

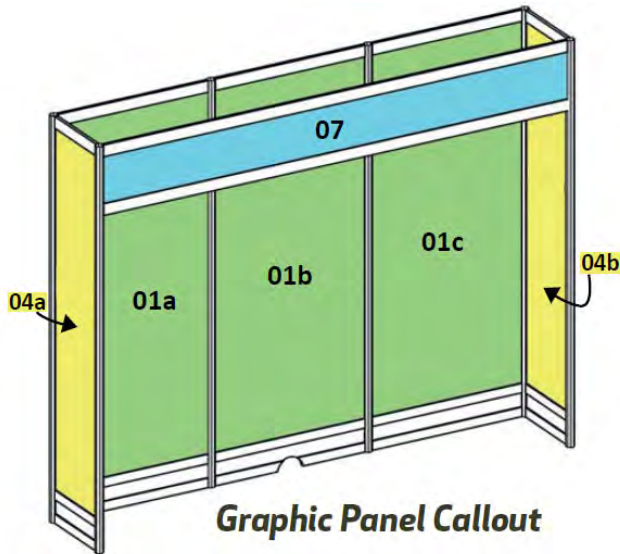
## Trim Color

- Black (41)
- Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
 Discount Price - \$578.00 /Regular Price - \$804.00  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$291.00 /Regular Price - \$405.00  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$246.00 /Regular Price - \$342.00  
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by September 10, 2018 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/017600906/exhibit2/esm>

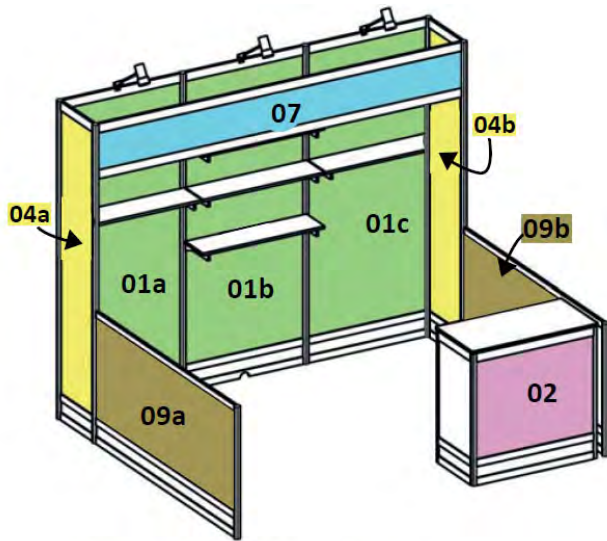


## Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #3, 10 x 10 (600003)



**Graphic Panel Callout**

- 01** 608301 38 1/8" wide x 86 1/4" tall  
 Discount Price - \$578.00 /Regular Price - \$804.00  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$291.00 /Regular Price - \$405.00  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$246.00 /Regular Price - \$342.00  
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
 Discount Price - \$204.00 /Regular Price - \$284.00  
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
 Online Discount - \$413.00 /Regular Price - \$574.00  
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by September 10, 2018 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/017600906/exhibit3/esm>

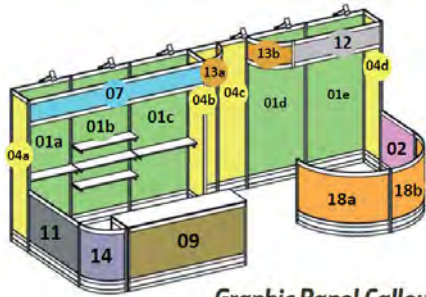


**Booth Rendering**

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #4, 10 x 20 (600004)



**Graphic Panel Callout**

- 12** 608312 57 7/8" wide x 12" tall  
Discount Price - \$127.00 /Regular Price - \$177.00  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$63.25 /Regular Price - \$88.00  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$322.00 /Regular Price - \$447.00  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$413.00 /Regular Price - \$574.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$158.00 /Regular Price - \$220.00  
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by September 10, 2018 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/017600906/exhibit4/esm>

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$578.00 /Regular Price - \$804.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$291.00 /Regular Price - \$405.00  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$122.00 /Regular Price - \$170.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$204.00 /Regular Price - \$284.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$246.00 /Regular Price - \$342.00  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

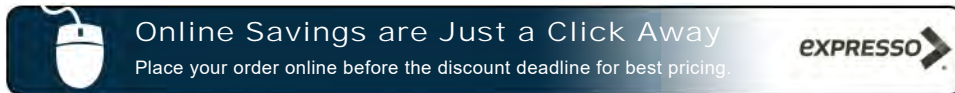
# Exhibit Systems Order Form

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Discount Deadline Date:  
 September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

**13 oz. Carpet Color Options**  
 (Gray will be provided if no color is indicated below)

**Exhibit Panel Color Options**  
 (Gray Fabric Panel will be provided if no color is indicated below)

C Color Codes are Coated Panels  
 F Color Codes are Fabric

**Trim Color Options**  
 (Silver will be provided if no color is indicated below)

## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600002	Exhibit System GEM #2, 10'x10' Inline	2,230.00	2,448.75	3,100.00		8.6	\$
↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____							
600003	Exhibit System GEM #3, 10'x10' Inline	4,200.00	4,613.00	5,840.00		8.6	\$
↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____							

### 10x20 Exhibits

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600004	Exhibit System GEM #4, 10'x20' Inline	9,250.00	10,158.00	12,860.00		8.6	\$
↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____							

### Electrical or Utilities Under Carpet?

Yes  No

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign** X \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_

**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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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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September 30 - October 2, 2018

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

## Graphics

- Avoid setting type in Photoshop - instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
  - a. Import the Illustrator type into Photoshop
  - b. Add effects to the type
  - c. Separate the effects onto a layer
  - d. Delete the type layer
  - e. Assemble the type and photo in a vector program
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

## Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

## Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



## Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred\* AI/EPS (vector)

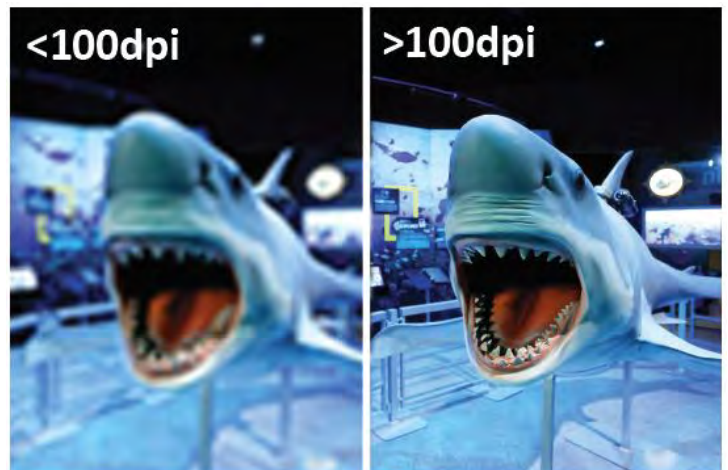


GIF, TIFF, JPEG (raster)



## Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/017600906/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number (e.g. ABC Company\_SHOW\_Booth 1234.zip)

# Digital File Preparation

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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## Text

Turn all fonts to 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. OTF (open type fonts) are preferred.

### Editable Text

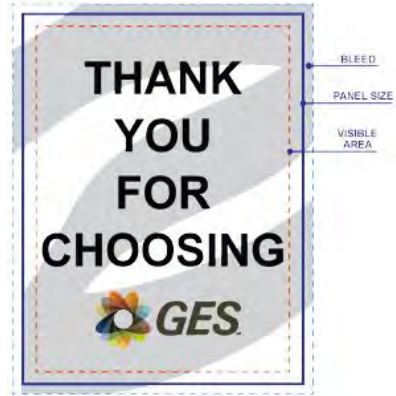


### Outlined Text - preferred\*



## Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



## Final Print package should contain:

- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



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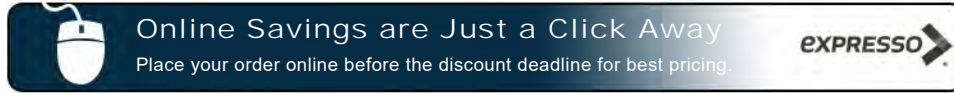
# Graphics and Signage Order Form

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



Order graphics and **upload artwork files** directly online: <https://e.ges.com/017600906/signs/esm>

## Graphics and Signage

Item Code	Description	On or Before 9/10/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	351.00	385.50	488.00		8.6	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	269.00	295.50	374.00		8.6	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	286.00	314.50	398.00		8.6	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	515.00	565.50	716.00		8.6	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	316.00	346.75	439.00		8.6	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	674.00	740.25	937.00		8.6	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	476.00	523.00	662.00		8.6	\$
601099	Printed Cardboard Base for Freestanding Boards	31.00	34.25	43.25		8.6	\$

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$

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Chat with us <http://www.ges.com/chat>



# Standard Graphics

## 38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*

# Material Handling/Drayage Information

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

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September 30 - October 2, 2018

## 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/Drayage 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.

## How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- 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.

## 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.

## 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/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/017600906/logistics\\_Quote](https://e.ges.com/017600906/logistics_Quote)

Chat with us <http://www.ges.com/chat>

## 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/Drayage 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.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- 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/Drayage Order Form for details.

## Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and 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, re-crating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the 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 Servicenter<sup>®</sup> 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 Servicenter<sup>®</sup>. 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.

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## 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 and 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.






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Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated show invoice
-  Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: [https://e.ges.com/017600906/logistics\\_quote](https://e.ges.com/017600906/logistics_quote)

Discount does not apply to shipments that are considered small packages, local, truckloads, or shipments over 5,000 lbs.

# Material Handling/Drayage Order Form

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Discount Deadline Date:  
 September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

## Step 1. Review Freight Material Handling Rates and Information

### Advance Shipment to Warehouse (200 lbs. minimum per shipment)

	Crated	Special Handling
Straight Time In / Straight Time Out	\$116.50 cwt	\$157.28 cwt
Straight Time In / Overtime Out	\$151.50 cwt	\$204.53 cwt
Overtime In / Overtime Out	\$186.50 cwt	\$251.78 cwt

#### Advance Shipments to Warehouse Dates:

**Tue, Aug 28, 2018:** Advance shipments may begin arriving at warehouse.

**Wed, Sep 26, 2018:** Last day for shipments to arrive at warehouse.

#### Carpet Handling

Straight Time In / Straight Time Out	\$189.50 cwt
Straight Time In / Overtime Out	\$246.50 cwt
Overtime In / Overtime Out	\$303.50 cwt

### Direct Shipment to Show Site (200 lbs. minimum per shipment)

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$106.50 cwt	\$143.78 cwt	\$170.40 cwt
Straight Time In / Overtime Out	\$138.50 cwt	\$186.98 cwt	\$221.60 cwt
Overtime In / Overtime Out	\$170.50 cwt	\$230.18 cwt	\$272.80 cwt

#### Direct Shipments to Show site Dates:

**Sun, Sep 30, 2018:** Direct shipments may begin arriving at exhibit site after 1:00 PM.

**Sun, Sep 30, 2018:** Last day for shipments to arrive at exhibit site by 4:30 PM.

#### Carpet Handling

Straight Time In / Straight Time Out	\$170.50 cwt
Straight Time In / Overtime Out	\$222.00 cwt
Overtime In / Overtime Out	\$272.50 cwt

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first 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. First shipment of small packages will be charged \$53.00. Each additional package will be charged \$26.50.



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# Material Handling/Drayage Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 2. Estimate Order

### Small Packages

  1   1st Small Package Shipment x \$53.00 = \_\_\_\_\_ Total

       # of additional packages (each) x \$26.50 = \_\_\_\_\_ Total

### Material Handling/Drayage

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.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

### Shipment Will Be Sent To:

Exhibit Site     Warehouse

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

### Surcharges

#### Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee will apply before published timeline.

#### Special Handling/Mixed Shipments:

A 35% surcharge will apply to items requiring special handling or mixed shipments.

#### Uncrated Shipments:

A 60% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

#### 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.

#### 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, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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# What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

## Special Handling Includes:

### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space.

### Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

### Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

### Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

### Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

### Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

### Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

### Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

### Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

## Special Handling Examples:



*Side Door Loading*

*Constricted Space Loading*



*Stacked Shipments*

*Uncrated Shipment*



*Multiple Shipments*

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

**NACADA: The Global Community for Academic Advising**

Name of Exhibition 017600906

BOOTH NUMBER

**C/O GES**  
**1740 South 40th Avenue**  
**Phoenix, AZ 85009 USA**

***Shipment Should Arrive on or Between:***  
***Tuesday, Aug 28, 2018 - Wednesday, Sep 26, 2018***

**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, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



TO:

Full Exhibiting Company Name at Show

**NACADA: The Global Community for Academic Advising**

Name of Exhibition 017600906

BOOTH NUMBER

**C/O GES**  
**1740 South 40th Avenue**  
**Phoenix, AZ 85009 USA**

***Shipment Should Arrive on or Between:***  
***Tuesday, Aug 28, 2018 - Wednesday, Sep 26, 2018***

**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, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

**NACADA: The Global Community for Academic Advising**

Name of Exhibition 017600906

BOOTH NUMBER

**C/O GES  
Phoenix Convention Center  
100 North Third Street  
Phoenix, AZ 85004-2277 USA**

**Shipment Should Arrive Only On:  
Sunday, Sep 30, 2018 1:00 PM - 4:30 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces



TO:

Full Exhibiting Company Name at Show

**NACADA: The Global Community for Academic Advising**

Name of Exhibition 017600906

BOOTH NUMBER

**C/O GES  
Phoenix Convention Center  
100 North Third Street  
Phoenix, AZ 85004-2277 USA**

**Shipment Should Arrive Only On:  
Sunday, Sep 30, 2018 1:00 PM - 4:30 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces

Please print this label on a color printer if possible

# Request for Pre-Printed Outbound Material Handling Release/Labels

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Form Deadline Date:  
September 10, 2018



## Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by September 10, 2018.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/017600906/prePrint/esm>

## Step 1. Tell us the location of materials for pickup (show site address).

Company/Consignee	Attention			
100 North Third Street	Phoenix	AZ	85004-2277	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

## Step 2. Tell us the location where freight should be sent.

### Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

### Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicercenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

**Review and Return:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



# Freight Service Questionnaire

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Form Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/017600906/freightQuestionnaire/esm>

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?

\_\_\_\_\_  
\_\_\_\_\_

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Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



# Installation and Dismantling Order Form

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Discount Deadline Date:  
 September 10, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday through Friday from 7:00 AM to 8:00 AM and 4:30 PM to 11:59 PM. All day Saturday & Sunday.
- Double Time (DT): All other times Monday through Friday. All day Holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	108.00	135.00	162.00			\$
705000	Install & Dismantle, ST Move Out	108.00	135.00	162.00			\$
705000	Install & Dismantle, OT Move In	162.00	203.00	243.00			\$
705000	Install & Dismantle, OT Move Out	162.00	203.00	243.00			\$
705000	Install & Dismantle, DT Move In	216.00	270.00	324.00			\$
705000	Install & Dismantle, DT Move Out	216.00	270.00	324.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/017600906/labor/esm>

## Step 2. Please Indicate Service



**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1 (A 30% ( \$ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:  
<https://e.ges.com/017600906/laborchecklist/esm>

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 30% ( \$ 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.

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# Installation and Dismantling Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

**Option 2**

- Exhibitor Supervised
  - 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: \_\_\_\_\_

Please estimate the number of workers and hours per worker needed for installation. 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.

**Move In**

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

**Move Out**

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day 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.

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

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

\_\_\_\_\_  
Authorized Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Discount Deadline Date:  
 September 10, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



### Easy Ordering Tips:

- 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.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Double Time (DT): All other times Monday through Friday. All day Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	268.00	335.00	402.00			\$
705200	5,000#, ST Move Out	268.00	335.00	402.00			\$
705200	5,000#, OT Move In	375.00	469.00	563.00			\$
705200	5,000#, OT Move Out	375.00	469.00	563.00			\$
705200	5,000#, DT Move In	675.00	844.00	1,010.00			\$
705200	5,000#, DT Move Out	675.00	844.00	1,010.00			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	113.00	141.00	170.00			\$
705030	Freight, ST Move Out	113.00	141.00	170.00			\$
705030	Freight, OT Move In	170.00	213.00	255.00			\$
705030	Freight, OT Move Out	170.00	213.00	255.00			\$
705030	Freight, DT Move In	340.00	425.00	510.00			\$
705030	Freight, DT Move Out	340.00	425.00	510.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/017600906/labor/esm>

## Step 2. Labor Information



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

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
- Leveling
- Reskidding
- Unskidding
- Dismantling
- Positioning
- Re-crating

Additional labor will be assigned if necessary.

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

### Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day 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 (1/2) 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.

Please estimate the number of workers and hours per worker needed for installation. 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.

#### Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

#### Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

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

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$ \_\_\_\_\_

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# Hanging Sign / Truss Labor Information

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Please complete and return the Hanging Sign / Truss Labor Order Form by September 10, 2018.

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

## Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs., unless it requires a chain motor.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include show site Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/ orientation) 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 trusses that do not require a chain motor.

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the Hanging Sign / Truss Labor Order Form (H-2).

- All trusses must be designed to comply with Show Organizer rules and regulations and facility limitations.
- All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.

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H-1 073018

# Hanging Sign / Truss Labor Order Form

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Discount Deadline Date:  
 September 10, 2018

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- GES is responsible for assembly, installation, and removal of all hanging sign/trusses that do not require a chain motor.
- A crew will be assigned consisting of a lift with two riggers for aerial work.
- If your sign requires a chain motor, please contact AV Concepts at 602.252.2425
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

### Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift, ST Move In	501.50	627.00	752.00			\$
705300	High Lift, ST Move Out	501.50	627.00	752.00			\$
705300	High Lift, OT Move In	627.00	784.00	941.00			\$
705300	High Lift, OT Move Out	627.00	784.00	941.00			\$
705300	High Lift, DT Move In	941.00	1,180.00	1,410.00			\$
705300	High Lift, DT Move Out	941.00	1,180.00	1,410.00			\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	113.00	141.00	170.00			\$
705020	Sign Assembly, OT Move In Only	170.00	213.00	255.00			\$
705020	Sign Assembly, DT Move In Only	340.00	425.00	510.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/017600906/labor/esm>



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

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H-2 073018



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

Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

\_\_\_\_\_ (if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

### Type of Sign

- Banner  Structural Signage  
 Systems  Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

**(Not provided by GES. These services must be ordered through the electrical service provider)**

Is your sign electrical?  
 Yes  No

### Shape of Sign

- Square  Rectangle  
 Triangle  Circle  
 Serpentine  Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_  
Weight at each pick point \_\_\_\_\_  
Have you submitted your structurally engineered rigging points? \_\_\_\_\_  
Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?  
 Yes  No  
If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

### Hoists

**(Not provided by GES. These services must be ordered through the facility)**

Are hoists required?  
 Yes  No  
if yes, how many? \_\_\_\_\_  
 Exhibitor Owned  GES Rental

### Supervision

Do you want to supervise the hanging of your sign?  
 Yes  No  
If yes, schedule the date you would like the sign to be hung in Step 3 of this form.  
Please provide GES with a contact name and number to discuss \_\_\_\_\_

If no, GES will supervise without exhibitor present.

- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Your hanging sign received in the Advanced Warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign orientation must be given by providing surrounding booth numbers.

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H-2 073018



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

Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Truss Options

### Type of Truss

- Plated (end plates)     Spigot

### Size of Truss

- 12"                       20.5"

### Dimensions Truss Design

Width \_\_\_\_\_ Length \_\_\_\_\_  
Total Truss/Lighting Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

Do you require an electrical drop to the truss?

- Yes                       No

How much power is required for the truss?  
\_\_\_\_\_

Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

### Truss Attachments

- Audio Visual Equipment\*
- Signage/Banners
- Static Lighting
- Dimmable/Programmable Lighting\*

\*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

### Pick Points

Number of structural pick points \_\_\_\_\_

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

### Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

### Location of Truss

- Aerial/Flown                       Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

### Hoists

Are hoists required?

- Yes                       No

if yes, how many? \_\_\_\_\_

- Exhibitor Owned                       GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

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H-2 073018



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

Discount Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, 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 equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) 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.

Please estimate the number of workers and hours per worker needed for installation. 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.

### Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

X

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

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$ \_\_\_\_\_

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# Booth Layout - Hanging Signs

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Form Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_



## Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

080718 017600906

H-3 102615

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

NACADA: The Global Community for Academic Advising

Name of Exhibition 0170600906

Booth Number

C/O GES
1740 South 40th Avenue
Phoenix, AZ 85009 USA

Shipment Should Arrive on or Between:
Tuesday, Aug 28, 2018 - Wednesday, Sep 26, 2018

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, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces GES



TO:

Full Exhibiting Company Name at Show

NACADA: The Global Community for Academic Advising

Name of Exhibition 0170600906

Booth Number

C/O GES
1740 South 40th Avenue
Phoenix, AZ 85009 USA

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Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces GES

Please print this label on a color printer if possible



# Sign Hanging and Rigging Indemnification Form

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Form Deadline Date:  
September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

At your request, GES, as the exclusive provider of sign hanging and rigging services at the NACADA: The Global Community for Academic Advising (“Show”), September 30 - October 2, 2018 (“Dates”), will hang your company’s or organization’s materials (banners, signs, lights, or rigging supplies). However, because your company or organization has elected to use non-GES materials and because of the inherent hazards associated with these services, GES needs your company or organization to indemnify GES and release them from any liability resulting from these services. By signing, your company or organization is guaranteeing the stress points are properly engineered for hanging the sign(s). However, GES may refuse to hang a sign, if, in our opinion it appears unsafe. In exchange for the services described above,

\_\_\_\_\_ (“Company/Organization”) hereby agrees to hold harmless, defend and indemnify GES, its officers, directors, employees, agents and subcontractors from and against any and all claims, liability, losses, costs and expenses, including reasonable attorneys’ fees, resulting directly or indirectly from the performance by GES of such hanging and rigging services.

Except as expressly stated herein, the contract between the parties for the above-referenced Show remains in full force and effect.

GES

Company/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**IF YOUR SIGN REQUIRES A CHAIN MOTOR,  
PLEASE CONTACT AV CONCEPTS AT 602-252-2425**

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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H-8 100517



# Cleaning and Porter Service Order Form

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Discount Deadline Date:  
 September 10, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.79	1.10		1	\$
500600	Duration of Show (per sq. ft. per day)	0.57	0.79		2	\$
500602	Per Day (per sq. ft. per day)	0.75	1.05			\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.97	1.35		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	1.31	1.82			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	125.00	174.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	248.00	345.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	483.00	672.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	597.00	830.00			\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

## Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

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# Notice of Intent to Use EAC and Policies and Procedures

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Form Deadline Date:  
August 31, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) \_\_\_\_\_ Fax: (area code ) \_\_\_\_\_

Description of proposed service for Exhibitor: \_\_\_\_\_

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://beta.certfocus.com/expresso>  
\*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES

Please Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

## Review and Return Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

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# Agreement and Rules and Regulations between GES and EAC

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

Form Deadline Date:  
August 31, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



Attention:

- **This form must be completed by the EAC.**

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

## Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the 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 work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC 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.
- EAC 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 EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. 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 at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
  - Commercial General Liability, including contractual 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.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
  - 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.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), NACADA: The Global Community for Academic Advising (Show Management), NACADA: The Global Community for Academic Advising (Show) and Phoenix Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, 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.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should 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.

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# Agreement and Rules and Regulations between GES and EAC

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

NACADA: The Global Community for Academic Advising  
 Phoenix Convention Center  
 September 30 - October 2, 2018

Form Deadline Date:  
 August 31, 2018

Company Name	Email	Phone Number	Booth Number
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## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into 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 Servicerenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. 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 those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

**Please Sign**  \_\_\_\_\_  
 Authorized EAC's Signature

\_\_\_\_\_ Date  
 Authorized EAC's Name - Please Print

## Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
 Contact Name at Show Site: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

Official Use Only	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	
Authorized Name - Please Print	Date

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**ACORD** **1.** **CERTIFICATE OF LIABILITY INSURANCE** **DATE (MM/DD/YY)**  
**01/01/18**

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

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

INSUREERS AFFORDING COVERAGE

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

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

**COVERAGES**  
**3.** 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	<b>4.</b> TYPE OF INSURANCE	POLICY NUMBER	<b>7.</b> POLICY EFFECTIVE DATE (MM/DD/YY)	<b>8.</b> POLICY EXPIRATION DATE (MM/DD/YY)	<b>9.</b> LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/18</b>	<b>01/01/19</b>	EACH OCCURRENCE <b>\$1,000,000</b>
					FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>
					MED EXP (Any one person) <b>\$ 5,000</b>
					PERSONAL & ADV INJURY <b>\$1,000,000</b>
					GENERAL AGGRREGATE <b>\$2,000,000</b>
					PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>
<b>B</b>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/18</b>	<b>01/01/19</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b>
					(Ea accident)
					BODILY INJURY <b>\$</b>
					(Per person)
					BODILY INJURY <b>\$</b>
					(Per accident)
<b>A</b>	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	<b>XL1234567</b>	<b>01/01/18</b>	<b>01/01/19</b>	AUTO ONLY-EA ACCIDENT
					OTHER THAN <b>\$</b>
					AUTO ONLY: <b>\$</b>
<b>A</b>	<b>UMBRELLA/EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>A4145-SS-PJ37</b>	<b>01/01/18</b>	<b>01/01/19</b>	EACH OCCURRENCE <b>\$1,000,000</b>
					AGGREGATE <b>\$1,000,000</b>
					<b>\$</b>
					<b>\$</b>
					<b>\$</b>
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<b>A4145-SS-PJ37</b>	<b>01/01/18</b>	<b>01/01/19</b>	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT <b>\$1,000,000</b>
					E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>
					E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>
<b>D</b>	<b>OTHER</b>				Each Occurrence & Aggregate

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
**5.** GES (Official Service Provider), NACADA: The Global Community for Academic Advising (Show Management), Phoenix Convention Center (Facility), and NACADA: The Global Community for Academic Advising (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignor are included as Loss Payee. The insurance provided for the benefit of 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: September 30 - October 2, 2018 at city of Phoenix.

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

**6.** GES  
c/o CertFocus (web portal)  
National Service Center  
7000 Lindell Road  
Las Vegas, NV 89118

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

AUTHORIZED REPRESENTATIVE *John Smith* **10.**

- 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 General Information form in this Exhibitor Services Manual.
- 4. Form of Coverage:** Must be "occurrence" form of coverage.
- 5. Name of Additional Insureds:** GES (Official Service Provider), NACADA: The Global Community for Academic Advising (Show Management), NACADA: The Global Community for Academic Advising (Show) and Phoenix Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
- 6. Certificate Holder:** Must be 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 #11 on Agreement and Rules and Regulations between GES and EAC.
- 10. Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

Submit Certificate of Insurance for EAC here: <https://beta.certfocus.com/expresso>  
\*There is a \$21.00 service fee per upload, this fee also applies if this form is mailed to GES



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# Show Site Work Rules

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

## Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

## Jurisdiction Information

GES has a friendly, skilled, quality conscious and productive labor force in Phoenix. GES Phoenix is in partnership with the International Alliance of Theatrical and Stage Employees (IATSE). Members of this union claim jurisdiction over all set up and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings. In addition to utilizing the service of the Official Contractor, exhibitors may use full-time company personnel to assist in certain aspects of display erection. The services of outside display houses can be utilized as long as they comply with notification, safety and insurance provisions.

Arizona is a "right to work" state. However, union labor is required for certain aspects of your exhibit handling; the following is a description of the work rules and an outline of jurisdiction.

## Material Handling

The unloading and delivery of all display related materials, machinery and equipment from the convention site docks to the exhibitor's booths and loading out from the exhibitor's booths to trucks at the docks must be performed by the Official Service Contractor. Exhibitors may "hand carry" items into the convention site, provided they do not use material handling equipment to assist them (e.g. dollies, luggage carts, hand trucks). All booth and aisle cleaning is the jurisdiction of the Official Service Contractor.

## Facility

Facility may provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning of certain areas and phones. Their work rules and union jurisdictional issues would apply for these services. Should you have any questions concerning the service jurisdiction of any of the facilities please call GES at 800.475.2098.

## Gratuities

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

## Work Zone

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

## Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

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# Stop. Think. Safety.

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018



Safety is very important for everyone working in the Exhibit Hall.

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.

No individuals under the age of 18 are permitted on the show floor at any time. 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.



# Fire Regulations

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

**NACADA: The Global Community for Academic Advising**  
Phoenix Convention Center  
September 30 - October 2, 2018

**Dear Exhibitors: The Phoenix Fire Department wants to help you set up your exhibit in a safe manner. To avoid any last minute changes in your setup, we ask that you read the information below about the City's fire code as it pertains to your exhibit. Should questions arise after reviewing this material, or if your exhibit includes items that require special approval, please call Dave West, Fire Prevention Specialist, 602.495.5774 in advance of exhibit move-in.**

## General Requirements:

- A. The trade show/exhibit shall be set up as indicated on the approved plan(s).
- B. ALL DECORATIONS, including but not limited to, drapes, signs, banners, acoustical materials, cotton, hay, paper, straw moss split bamboo, wood chips, and foamcore shall be rendered flame retardant. Oilcloth, tar paper, nylon, plastic cloth and certain other plastic materials cannot be made flame retardant and their use is prohibited. Vertical carpet is not allowed unless it is flame retardant. Proof of a satisfactory flame retardant treatment may include a field flame test or documentation.
- C. Exit signs shall be visible from any location in the room. If not, temporary exit signs shall be posted.
- D. Exit and aisles shall be clear of all obstructions. This includes charts, easels, trailer tongues, etc.
- E. Aisles shall be a minimum ten (10) feet wide in the exhibit halls\* and eight (8) feet wide in meeting rooms\*. *\*This may be increased based upon the show type and setup.*
- F. A minimum three (3) foot clearance shall be provided around all fire extinguishers\*, fire hose cabinets, and fire alarm pull stations. *\*If fire extinguishers are obstructed by booths or drapes then the event is responsible to provide accessible 2A-10BC fire extinguisher(s)*
- G. Combustible materials such as pamphlets or paper products shall be limited to a one (1) day supply and shall be maintained in an orderly fashion inside the booth. Any storage of combustible materials such as packing materials behind the booth is prohibited.
- H. Combustible materials (i.e., crates and boxes) shall be stored outside the building in an approved area or in an approved storeroom.
- I. Non-flammable compressed gas cylinders shall be properly secured to prevent tipping over.
- J. Single station smoke detectors shall be provided in all enclosed exhibits exceeding 120 square feet with roofs (i.e., recreational vehicles, mobile homes, tents, trailers, etc.). Enclosed exhibits exceeding 300 square feet shall comply with additional requirements.
- K. Booths which require 50' or more travel distance to reach an exit access aisle shall be provided with a minimum of two (2) exits remote from each other.

## SPECIAL REQUIREMENTS:

### **A. LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT:**

1. All fuel tank fill caps shall be sealed in an approved manner to prevent the escape of vapors
2. Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) gallons (18.9L), whichever is less.
3. Vehicles or equipment shall not be fueled or defueled within the building.
4. The "hot lead" battery cable shall be removed from the battery used to start the vehicle while the vehicle is in the building. The disconnected battery cable shall be taped.
5. Batteries used to power auxiliary equipment may be permitted to

### **B. COOKING AND WARMING DEVICES:** All cooking and warming shall be approved by the Fire Marshal. All cooking devices shall be listed by recognized testing laboratories (i.e., UL/FM).

1. Cooking and warming devices shall be isolated from the public by either placing the devices minimum four (4) feet back from the front of the booth, or providing a rated Plexiglas shield between the public and the device(s).
2. Individual cooking or warming devices shall not exceed 288 square inches of surface area.
3. The table surface holding the cooking or warming device shall be of non-combustible material.
4. A minimum of two (2) feet shall be provided between devices.
5. Combustible materials shall be maintained a minimum of two (2) feet from cooking and warming devices.
6. A 20-B:C rated fire extinguisher shall be provided, or an approved automatic extinguishing system shall be provided, within each booth utilizing cooking or warming devices.
7. Butane burners are allowed providing that (1) the cylinder and appliance is listed (i.e. UL/FM), (2) the appliance shall not have more than (2) two non-refillable cylinders, each having a maximum capacity of 1.08 lbs (0.490 KG), (3) the full/empty cylinders shall be removed from the building after every day, and no extra cylinders shall be stored within the building.

### **C. ELECTRICAL:**

1. Non-grounded two (2) wire extension cords are not permitted.
2. Extension cords shall not be run under carpet/rugs unless designed to, or is approved by the in-house electricians.
3. There shall be a three (3) foot clearance between lights and combustibles.
4. All electrical cords, devices, and equipment shall be free from defects.
5. All electrical cords in the path of travel shall be taped down to prevent tripping.

### **D. HAZARDOUS MATERIALS ARE PROHIBITED.** These include but are not limited to:

1. Flammable compressed gases such as acetylene, hydrogen, and propane.
2. Flammable liquids such as gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids unless allowed in section A. LIQUID AND GAS FUELED VEHICLES.
3. Hazardous materials such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
4. Explosive materials unless approved by the Fire Marshal.
5. Cryogenic (i.e. liquid nitrogen, liquid oxygen, etc.) unless approved by the Fire Marshal.

### **E. OPEN FLAME DEVICES ARE PROHIBITED.** Exceptions include:

1. Cooking or warming devices in compliance with B. COOKING AND WARMING DEVICES.
2. Items reviewed and approved by the Fire Marshal (i.e. candles).
3. Sterno may be used for warming trays.

### **F. SPECIAL PERMITS:**

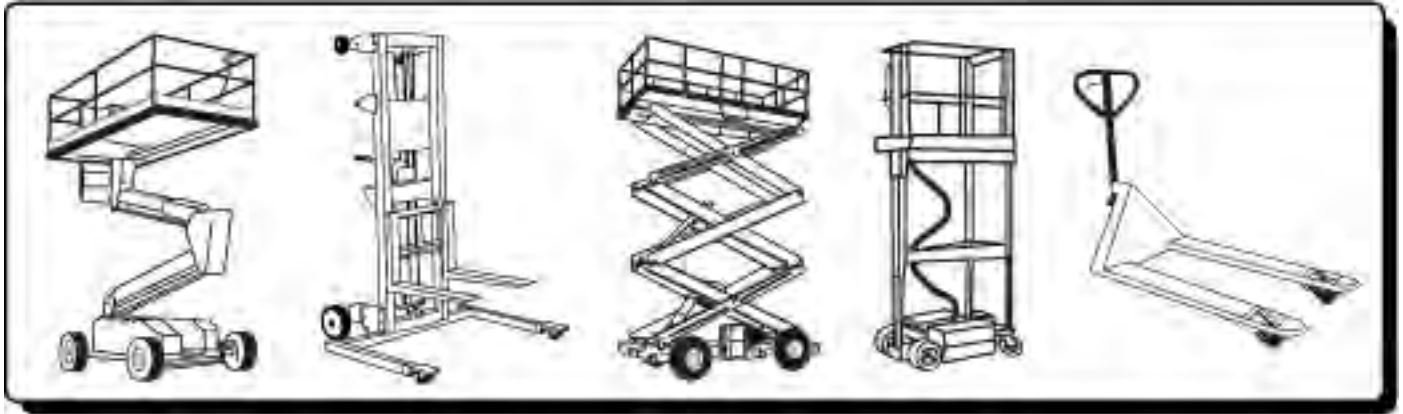
1. Tents over 400 square feet and canopies over 1200 square feet.
2. Outdoor/indoor pyrotechnic events. Only a pyrotechnic operator with a valid City of Phoenix Certificate of Fitness Card is authorized to conduct a permitted display or show.

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# Operation of All Mechanical Lifts

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018



## Attention all exhibitors:

- The operation or use of all motorized 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 equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- 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.

## Work Zone



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

Thank you for your complete cooperation.

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# GES Payment Policy

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

## 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 surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

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

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings 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.

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# GES Terms and Conditions of Contract

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

NACADA: The Global Community for Academic Advising  
Phoenix Convention Center  
September 30 - October 2, 2018

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

## I. Definitions

**GES:** GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **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, unsupervised 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; **Unsupervised 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 unsupervised labor.

## II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

## III. Customer Obligations

- a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site.
- b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Services. GES retains its right to hold Customers' 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 1.5% per month until paid.

## IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' 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 Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **GES to Customer:** To the extent of GES's 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 attorneys' 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.**

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## VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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## 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's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.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's 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.

## XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

## 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 the credit card authorization information that you enter on the website 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 deadline date.

**Method of Payment:** GES accepts MasterCard, Visa, American Express via this website.

**Third Party Billing:** Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**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 date.

**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 toward 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.

If you have any questions regarding our payment policy, please call GES National Servicer<sup>®</sup> at 800.475.2098 or visit the GES Servicer<sup>®</sup> at the show.

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 even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon 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 the credit card 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 its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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# Additional Service Order Forms



Submit Form To:

Commonwealth Electric Company  
 100 North 3rd Street, Phoenix, AZ 85004  
 PH 602.253.5881 Fax 602.253.5530  
 Email: (Christi) [cbryan@commonwealthelectric.com](mailto:cbryan@commonwealthelectric.com)

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event: <b>NACADA</b>				Dates: <b>Sept. 27- Oct. 3, 2018</b>	
				Event # <b>479629</b>	
For Discount Payment Price we must receive your order and payment prior to this <b>DISCOUNT DEADLINE DATE OF: 9.13.2018</b>					
Company Name:				Booth#:	
<b>Standard Electrical Outlets **Rates are for duration of event**</b>				If you require services not listed on this form please call for a quote.	
Qty	Description	Discount	Regular		
<b>120V Motor &amp; Equipment Outlets (3 Pronged)</b>					
	500 Watts (5Amp)	\$106.09	\$137.92		Lighting, Water and/or Air, please call for Order Form
	1000 Watts (10 Amp)	\$143.17	\$186.12		
	2000 Watts (20 Amp)	\$181.28	\$235.66		
<b>1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor</b>					
	10 Amp 208V 1 Phase	\$244.11	\$317.34		Rates are <b>DOUBLE</b> the Outlet Rate Check if required
	20 Amp 208V 1 Phase	\$287.37	\$373.58		
	30 Amp 208V 1 Phase	\$358.44	\$465.97		<b>Overhead Power:</b> Rates are Time and Material, please call for quote.
	50 Amp 208V 1 Phase	\$489.25	\$636.03		
	60 Amp 208V 1 Phase	\$555.17	\$721.72		
	100 Amp 208V 1 Phase	\$894.40	\$1,162.72		
<b>3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor</b>					
	10 Amp 208v 3 Phase	\$276.04	\$358.85		<b>208V and 480V Services:</b> There is a <b>MINIMUM</b> labor charge of (1) hr. for installation/removal of all 208V service. There is a <b>MINIMUM</b> labor charge of (2) hrs. for installation/removal of all 480V service.
	20 Amp 208V 3 Phase	\$385.22	\$500.79		
	30 Amp 208V 3 Phase	\$425.17	\$552.72		
	50 Amp 208V 3 Phase	\$614.73	\$798.63		
	60 Amp 208V 3 Phase	\$745.15	\$968.70		
	100 Amp 208V 3 Phase	\$1,371.34	\$1,782.74		
<b>Rental Items</b>					
	Extension Cord 15'	\$29.20			Outlets requested to be placed anywhere other than the <b>back of the booth</b> will require a layout and a <b>MINIMUM</b> of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power.
	Extension Cord 25'	\$31.36			
	5-way power strip	\$27.04			
	3-way adaptor	\$23.79			
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges					
<b>Labor for Layout/Overhead/Qty and 208V Services</b>					
	ST (M-F 8am-4:30pm)	\$95.17			Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in.  Layout to follow
	OT (M-F 4:30pm-12am & Sat 8am-12 am)	\$142.76			
	DT (M-F 12Am-8am & all Sundays/Holidays)	\$190.34			
State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption.  **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations **		<b>Total Order</b>		<b>FOR SUPERVISED LABOR ONLY</b>	
		<b>8.6% Sales Tax</b>		Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.	
		<b>Labor Amount</b>		Date/Time Requested	
		<b>Total Due</b>		Onsite Contact	
				Onsite Contact Cell #	
Company Name				Phone	
				Cell Phone	
Address				State	Zip
Email Address **Please Print Legibly**				Onsite Contact	
Signature				Print Name	
Paid by: CK AX MC VS			CC#	Exp Date	
Cardholder Signature				Print Name	





## Commonwealth Electric Customer Information

### Payment Policy

1. Payment is required in full when order is placed.
2. Payment must be in U.S. dollars, check or credit card including Visa, MasterCard, and American Express.
3. A \$35 fee will be assessed on all returned checks.
4. Tax: All amounts, except labor, are subject to a combined Arizona State and City tax. If you are tax exempt in the State of Arizona, please attach the Sales Tax Exemption Certificate (form 5000) to your order.
5. Credit will not be given for service/equipment once they have been installed regardless of usage.
6. Refunds must be requested in writing by customer within 7 days of close of the event.
7. Claims will not be considered unless file in writing prior to close of show.

### Outlets and Equipment

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the CECM order form.
2. Each outlet ordered is **ONE SINGLE** plug-in.
3. Outlets are to be ordered separately by **EACH** exhibitor and may not be shared.
4. Facility utility outlets are not part of the booth space and may not be used by the exhibitor/vendor.
5. For in-line and peninsula booths, each outlet will be located at the back of the booth. For island booths outlets will be placed at the most convenient location for CECM unless otherwise noted by the exhibitor. Should outlets be required in any other location within the booth, a labor charge will be incurred.

### Labor

1. Labor charges shall be incurred for the following: (Please refer to your order form or contact CECM for labor minimums per service.)
  - Request your outlet anywhere but the back of the booth. A layout form must be attached to these orders with booth orientation
  - All 110v services above 20 amps
  - Any 208v service or higher is ordered
  - Conversion of exhibitor power connection
  - All overhead service
  - 8 or more services within the same booth space
  - Requested exhibitor supervision for service installation

### Conditions and Regulations

1. CECM will provide standard NEMA connections for all services 208v and higher. Please check with CECM Account Manager for specific type of connection per facility. It is the responsibility of each exhibitor to convert to each facility's connection.
2. Exhibitors/Vendors are responsible for supplying all convertors 220v-110v for international equipment. Should CECM supply there will be an additional charge. Contact CECM for specific charges.
3. Exhibitors are responsible for providing GFI outlets, should GFI be required. CECM can provide these services at an additional charge.
4. CECM will not be responsible for any cutting or altering of any floor covering in order to bring services to booth space in a specific location.
5. All materials and equipment furnished by CECM to provide service shall remain the property of CECM and be removed only by CECM at the close of the event. Any equipment removed by the exhibitor/vendor shall be charged replacement cost of the specific equipment.
6. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
7. All equipment must be properly labeled with complete information as to current, voltage, phase, cycle, horsepower, etc.
8. All exhibitor/vendor supplied cords must be of the 3 wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited.
9. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. All motors over 3hp must have magnetic starters and disconnecting switch provided by the exhibitor/vendor.
11. Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.



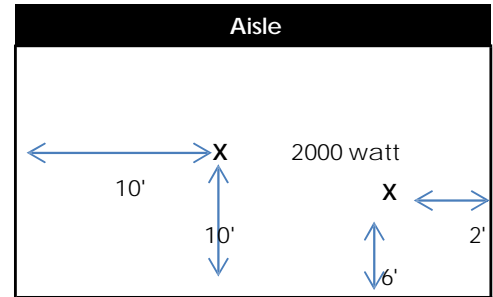
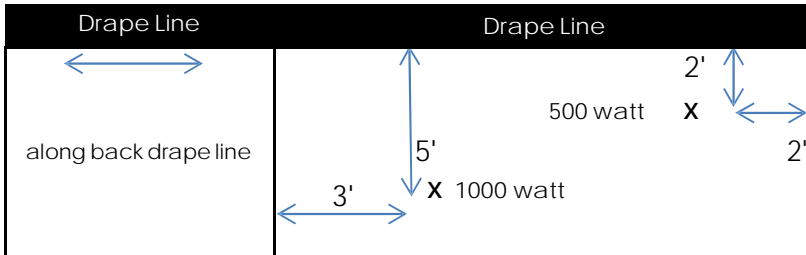
Event:
Booth Name & Number

### Examples filling out your floor plan-Not to Scale

Line Booth  
Standard Placement

Line Booth  
Custom Placement w/measurements

Island Booth  
Custom Placement w/measurements



## Exhibitor Floor Plan

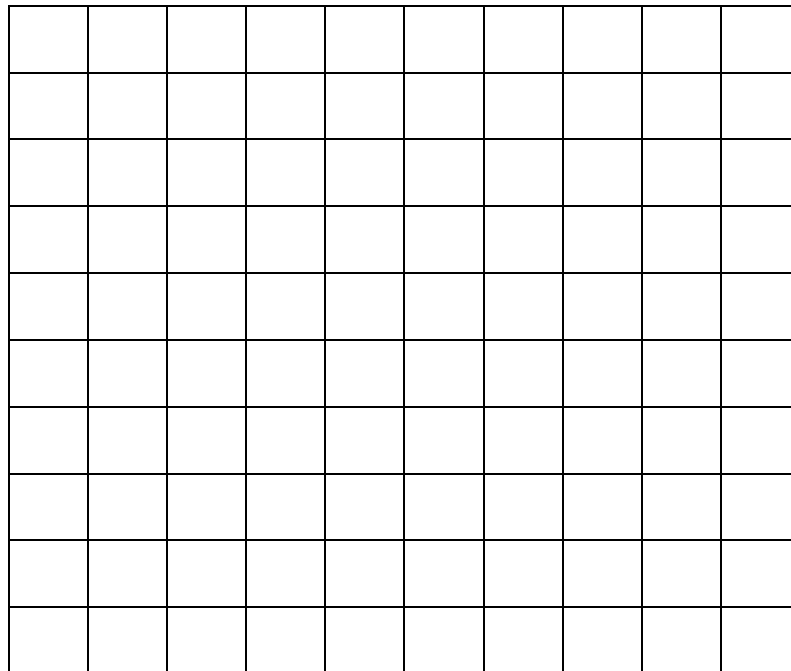
Important Element of your floor plan to include:

- \* Mark Service Location
- \* Indicate adjacent booth numbers and/or aisles
- \* Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

Adj Booth # \_\_\_\_\_

Adj Booth #

\_\_\_\_\_



Adj Booth #

\_\_\_\_\_

Adj Booth # \_\_\_\_\_

**Wi-Fi Services**  
**NACADA Annual Conference**  
**September 30-October 2, 2018**  
**Phoenix Convention Center**  
**Additional Information**

The information provided below is for exhibitors who may require Internet services for a presentation and/or at a booth or table exhibit area.

Internet Services are provided by **SmartCity** at the NACADA Annual Conference. Please refer to the following four pages to order “Dedicated Wired Internet” or “Broadband Wired Internet” services. SmartCity is giving incentive pricing if an order is placed and paid for 14 days prior to the first day of exhibitor move-in, which is September 30, 2018.

SmartCity is also offering **Wi-Fi passes** as follows:

One-day rate/per device/per day:	\$ 79.95
Three-day rate/per device:	\$159.99

Exhibitor representatives may order the WiFi pass service on-site at the Phoenix Convention Center. The purchaser needs to go to network settings on the device of choice and choose the “Exhibitor Internet” network; this will redirect to a pay screen. The device used to purchase the WiFi pass service is the only device that can be used; the password is not transferrable to other devices.

If you would like to order this WiFi pass service prior to the NACADA Annual Conference, please call SmartCity’s direct line at **602/252-1770** and speak to one of their customer service representatives to place your order. Please address any questions you have about connection speed/bandwidth required for your presentation or at your exhibit area to the SmartCity customer service representatives.



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1st Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
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<p><b>Dedicated Wired Internet Routers Allowed</b></p> <p>Connection speeds of 3Mbps and up</p> <p><b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Broadband Wired Internet No Wired or Wireless Routers</b></p> <p>Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Internet Applications</li> <li>• Social Media</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Private IP Address</b></p>
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**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
			<b>SUBTOTAL</b>		
			<b>ESTIMATED 10% TAX / FEES</b>		
			<b>GRAND TOTAL</b>		
<b>Make Checks Payable to SMART CITY NETWORKS</b> Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>					
<b>Effective January 1, 2018 – December 31, 2018</b>			<b>Customer No: 2018 - 029 -</b>		

**INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT**

# Network Security Declaration

Center: Phoenix CC - (029) - AZ  
Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2018 - 029 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: Norton McAfee Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? Yes No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

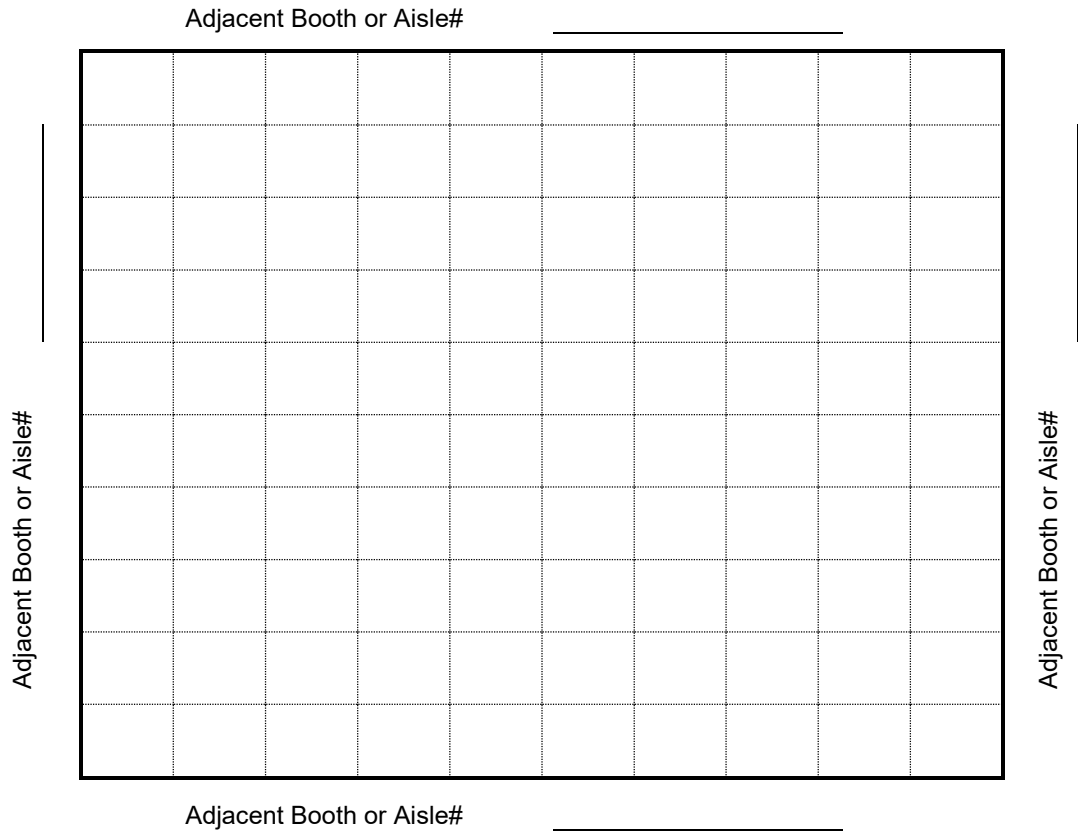


Center: Phoenix CC - (029) - AZ  
Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2018 - 029 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_ . **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

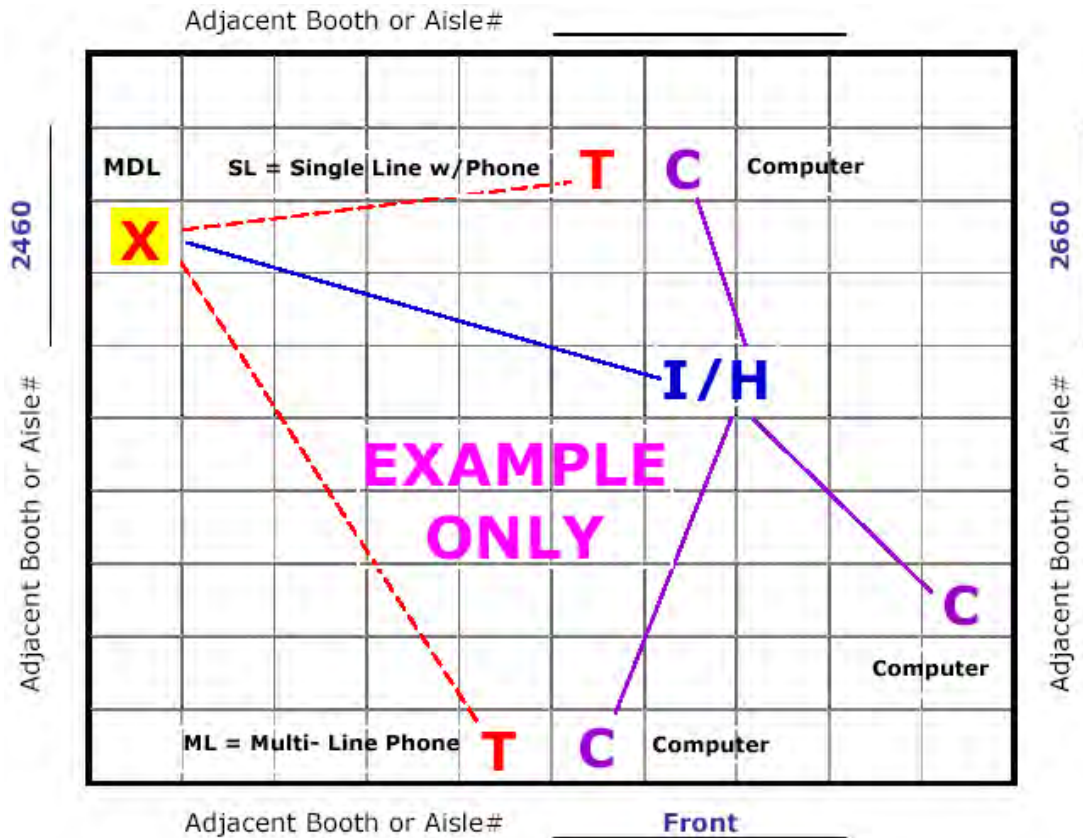


Center: Phoenix CC - (029) - AZ  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2018 - 029 - XXX - XXXX

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**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



- SHOW OFFICIAL MEANS:**
- NO EXPENSIVE SHIPPING/STORAGE FEES!
  - Free On-Site Technical Support
  - Installation & Testing Included
  - Pre-Carpet Cable Installation Included
  - Replacement Equipment On-Site
  - **\*\*All Pricing Is For Entire Show\*\***



Phoenix, AZ  
September 30 - October 3, 2018

**ONLINE ORDERING AVAILABLE! - WWW.CCREVENTS.COM/ORDER.ASPX**

**Call Toll Free: (877) 292-0101 ~ exhibitor@eventlinkav.com ~ www.eventlinkav.com ~ Fax: (770) 907-0103**

**Mail order with Payment to: eventLink, 7220 Oakley Industrial Blvd, Union City, GA 30291**

<b>BOOTH NAME:</b>		<b>BOOTH #:</b>
<b>ORDERED BY:</b>		<b>EMAIL ADDRESS:</b>
<b>COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>PHONE#:</b>	<b>FAX #:</b>	
<b>ONSITE CONTACT:</b>		<b>ONSITE CELL #</b>
<b>DELIVERY DATE:</b>	<b>Select One:</b> <input type="checkbox"/> 8am - 10am <input type="checkbox"/> 10am - 12pm <input type="checkbox"/> 1pm - 3pm <input type="checkbox"/> 3pm-5pm	

QTY	FLAT SCREEN LCD DISPLAYS	ADVANCE RATE On or Before 9/20/18	STANDARD RATE On or After 9/21/18	TOTAL
	24" LCD Display (1920 x 1080) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$95.00	\$115.00	
	26" LCD Display (1280 x 768) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$150.00	\$180.00	
	32" LCD Display (1920 x1080) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$175.00	\$210.00	
	37" LCD Display (1920 x1080) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$250.00	\$300.00	
	40" LCD Display (1920 x1080) <b>***SHOW SPECIAL w/ Pole Stand***</b>	\$275.00	\$330.00	
	46" LCD Display (1920 x1080) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$350.00	\$420.00	
	55" LCD Display (1920 x1080) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$400.00	\$480.00	
	65" LCD Display (1920 x1080) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$900.00	\$1,080.00	
	80" LCD Display (1920 x1080) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$1,495.00	\$1,795.00	
	90" LCD Display (1920 x1080) <input type="checkbox"/> Wall Mount <input type="checkbox"/> Desktop	\$3,000.00	\$3,600.00	
	Floor Stand for LCD (Available for eventLink Displays Only)	\$125.00	\$150.00	
	<input type="checkbox"/> With Shelf <input type="checkbox"/> No Shelf    (if nothing chosen, shelf will NOT be included)	\$25.00	\$30.00	
	MAC Conversion Video Adaptor (Dongle)	\$50.00	\$60.00	
	<b>VIDEO source will be from? Please indicate below:</b>			
	Computer _____; DVD or other Video Device _____; Multiple _____; Other(specify) _____			
	<b>AUDIO source will be from? Please indicate below:</b>			
	Computer _____; DVD or other Video Device _____; Multiple _____; Other(specify) _____			
QTY	AUDIO EQUIPMENT	ADVANCE RATE On or Before 9/20/18	STANDARD RATE On or After 9/21/18	TOTAL
	Wired Microphone: Handheld, Lavalier, Headset (circle one)	\$35.00	\$42.00	
	Shure UHF Wireless Microphone Kit	\$175.00	\$210.00	
	Mackie 1202 Mixer (4 Mic Inputs)	\$50.00	\$60.00	
	FBT Powered Speaker With Wall Mount or Floorstand (80 Watts)	\$95.00	\$114.00	
	FBT Sound System: 2 Speakers With Floor Stands and Mixer (160 Watts)	\$200.00	\$240.00	
	JBL Powered Speaker With Floor Stand (150 watts)	\$150.00	\$180.00	
	JBL Sound System: 2 Speakers With Floor Stands and Mixer (300 watts)	\$300.00	\$360.00	
	Custom Sound Systems Available	Call for Quote	Call for Quote	





**SHOW OFFICIAL MEANS:**

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- Installation & Testing Included
- Pre-Carpet Cable Installation Included
- Replacement Equipment On-Site
- **\*\*All Pricing Is For Entire Show\*\***



Phoenix, AZ  
September 30 - October 3, 2018

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**Mail order with Payment to: eventLink, 7220 Oakley Industrial Blvd, Union City, GA 30291**

QTY	PERSONAL COMPUTERS	ADVANCE RATE On or Before 9/20/18	STANDARD RATE On or After 9/21/18	TOTAL
	HP i5 3.10Ghz, 4 Gig, 500Gig HD, DVDRW	\$175.00	\$210.00	
	Imac 21" i5 2.8 Ghz, 8Gig, 1 TB,	\$295.00	\$354.00	
	Imac 27" i5 2.8 Ghz, 8Gig, 1 TB,	\$350.00	\$420.00	
QTY	LAPTOP COMPUTERS	ADVANCE RATE On or Before 9/20/18	STANDARD RATE On or After 9/21/18	TOTAL
	HP i5 3.10Ghz, 4 Gig, 500Gb, DVDRW	\$225.00	\$270.00	
	MacBook Pro 13" i5 2.3Ghz, 4 Gig, 500 Gig HD, DVDRW	\$250.00	\$300.00	
	iPad 16GB WiFi	\$125.00	\$150.00	
	iPad 16GB WiFi with Standing Kiosk	\$275.00	\$330.00	
QTY	COMPUTER PERIPHERALS	ADVANCE RATE On or Before 9/20/18	STANDARD RATE On or After 9/21/18	TOTAL
	Wireless Keyboard & Mouse Combo	\$30.00	\$36.00	
	Computer Multimedia Speakers	\$10.00	\$12.00	
	4 Port Ethernet Hub	\$25.00	\$30.00	
	8 Port Ethernet Hub	\$35.00	\$42.00	
QTY	PRINTERS	ADVANCE RATE On or Before 9/20/18	STANDARD RATE On or After 9/21/18	TOTAL
	Lexmark MS510dn (45ppm)	\$150.00	\$180.00	
	Lexmark MS810dn (55ppm)	\$195.00	\$234.00	
	Hewlett Packard Color Laserjet CP2025N (21ppm)	\$295.00	\$354.00	
QTY	VIDEO DISPLAYS & ACCESSORIES	ADVANCE RATE On or Before 9/20/18	STANDARD RATE On or After 9/21/18	TOTAL
	Blu-Ray DVD Player	\$50.00	\$60.00	
			<i>Equipment Subtotal</i>	
<b>DAMAGE WAIVER</b> (ADD 12% of Equipment Subtotal)		<b>OPTIONAL</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Damage Waiver Total</b>
			<i>Add 7% Scv Charge to Equipment Subtotal</i>	
<b>Card Holder Signature:</b>			<b>Del / Pickup</b>	\$95.00
<b>Name on Card (print):</b>			<b>TOTAL</b>	
<b>Credit Card #:</b>			<i>ADD 3% Convenience Fee IF paying by credit card</i>	
<b>Expiration Date:</b>		<b>CVV #</b>		
<b>Billing Address:</b>			<b>AMOUNT DUE</b>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>		

**Terms & Conditions:**

eventLink will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment. All onsite cancellations will be charged 100% of the rental rate. All orders cancelled within 10 Business days prior to show opening, will be charged 50% of the rental rate. Card holder accepts responsibility for convenience fee or any bank charges associated with wire transfer payments. Contact our office for wire transfer information. Receipt of order by eventLink implies acceptance of Terms & Conditions by customer.

# 2018 Convention Plant Rental Form

Phone: (602) 738-8126  
 Fax: (602) 595-0861  
 arizonaplants@yahoo.com



**Mailing Address**  
 Arizona Plant Company  
 15049 N. Central Ave.  
 Phoenix, Arizona 85022  
 www.arizonaplantcompany.com

Show Name / Location / Room#:			Qty	Floral Arrangements	Price	Total
Show Name:				Traditional Shape Size Color	\$45.00	
Location				Traditional Tropical Shape Size Color	\$65.00	
Room				Traditional Tropical Shape Size Color	\$75.00	
<b>Dates &amp; Times</b>				Traditional Tropical Shape Size Color	\$95.00	
Show Setup				(Other Needs) Please call for a Quote.		
Show Starts			<b>Qty</b>	<b>Potted Flowers</b>	<b>Price</b>	<b>Total</b>
Show Ends				Mums: Yellow White Purple	\$20.00	
<b>Exhibitor or Management Information</b>				Bromeliads Yellow Red Orange	\$25.00	
Booth#				Kalanchoes: Red Yellow White	\$25.00	
Company			Only certain colors are available at certain times. These colors are the most likely available at any time.			
Contact			<b>Qty</b>	<b>Green Plants</b>	<b>Price</b>	<b>Total</b>
Phone/Fax				Small Fern	\$15.00	
				Large Fern	\$30.00	
<b>Payment Information</b>				3 Foot Plant	\$39.00	
Print Cardholders Name				4 Foot Plant	\$49.00	
x.				5 Foot Plant	\$59.00	
Credit Card Number				6 Foot Plant	\$69.00	
x.				7 Foot Plant	\$79.00	
Exp Date	Security Code	Billing Zip Code				
Authorized Signature						
x.			<b>Subtotal</b>			
E-mail Address of Cardholder Used for your receipts only.			Tax 9.3%			
x.			<b>Delivery</b>			<b>\$10.00</b>
Memo:GES			<b>Total</b>			

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

NACADA: The Global Community for Academic Advising  
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September 30 - October 2, 2018

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Phoenix Convention Center

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