

American Association of Port Authorities
 Westin Seattle Hotel, Grand Ballroom 2 & 3
 September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

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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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Official Service Provider

Global Experience Specialists, Inc. (GES) 7050 Lindell Road Las Vegas, NV 89118-4702	Phone (in USA): 800.475.2098 FAX (in USA): 866.329.1437 Contact us Online: www.ges.com/chat	International Calls: 702.515.5970 International Faxes: 702.263.1520
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GES on-site Exhibitor Service Desk: GES will have an on-site Exhibitor Service Desk located in the Exhibit Hall Foyer during set-up, show, and move out. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

GES Exhibitor Servicer Hours

Monday, September 12, 10:00 AM - 6:00 PM	Tuesday, September 13, 7:00 AM - 4:00 PM
Wednesday, September 14, 7:00 AM - 4:00 PM	Thursday, September 15, 7:30 AM - 1:00 PM

Show Information

Booth Sizes: 10' wide x 8' deep and Row 700 only: 10' wide and 6' deep
 Backwall Drape: 8' high Black
 Sidewall Drape: 3' high Black
 Facility Carpet Color: Multi pattern
 Table Skirt Color: Black
 1 - 6' Draped Table, Black
 2 - Contour Side Chairs
 1 - Wastebasket w/liner
 1 - Two line ID sign (7"x44") provided automatically

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

Discount Deadline Date: Monday, August 22 GES orders must be received with payment by this date.

Exhibitor Installation

Monday, September 12 10:00 AM - 6:00 PM

Show Hours

Tuesday, September 13 7:30 AM - 4:00 PM
 Wednesday, September 14 7:30 AM - 4:30 PM
 Thursday, September 15 7:30 AM - 10:30 AM

Exhibitor Dismantle

Thursday, September 15 10:30 AM - 1:00 PM

Empty Container Return

Thursday, September 15 10:30 AM Start time for Empty Container Return.

Carrier Check-in Post-Show

Thursday, September 15 12:00 PM Carriers post-show must be checked-in by this time.

Facility Clear

Thursday, September 15 1:00 PM All exhibitor materials must be removed.

Carrier Pick Up Post-Show from Warehouse

Monday, September 19 7:30 AM Carrier pick-up post show from warehouse begins.
 Thursday, September 22 3:30 PM Carrier pick-up post show from warehouse ends.

Ship Exhibit Materials to GES Warehouse *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse:

c/o GES
 American Association of Port Authorities
 (Your Company Name & Booth Number)
 4060 Lind Avenue SW
 Renton, WA 98057
 USA

Shipments must arrive on or between:

August 9 - September 7, 2011
 Hours for receiving are Monday - Friday, 7:30 AM - 3:30 PM
The warehouse will be closed Monday, September 5, 2011.

ATTENTION EXHIBITORS: All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments **will not** be accepted at the Westin Seattle Hotel. Westin Seattle Hotel does not have the capabilities to receive nor have adequate storage space for Exhibitor materials. Any materials shipped to the Westin Seattle Hotel will be consigned to GES and you will be billed the appropriate material handling charges by GES. Exhibitors may also be billed an additional receiving charge by the Westin Seattle Hotel for any items sent directly to the Westin Seattle Hotel.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 2

Order directly with GES ONLINE at: www.ges.com/ecom

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IMPORTANT NOTE REGARDING INBOUND & OUTBOUND FREIGHT

Due to tight security and lack of adequate storage space at the Westin Seattle Hotel absolutely NO Direct Shipments are permitted to this facility. The Westin Seattle Hotel does not have facilities for receiving or storing freight.

Please make arrangements with your carrier to DELIVER ALL SHIPMENTS to the GES Advanced Receiving Warehouse located at 4060 Lind Avenue SW, Renton, WA 98057 (USA) starting August 9, 2011 until September 7, 2011. All shipments must be received at GES Warehouse by Wednesday, September 7, 2011.

The warehouse will be closed Monday, September 5, 2011.

For OUTBOUND SHIPMENTS, carriers must pick up all shipments at the GES Advanced Receiving Warehouse located at 4060 Lind Avenue SW, Renton, WA 98057 (USA), starting September 19, 2011 at 7:30 AM.

**ALL SHIPMENTS MUST BE PICKED UP NO LATER THAN
September 22, 2011 by 3:30 PM
OR THEY WILL BE RE-ROUTED VIA GES LOGISTICS.**

Warehouse Hours of Operation are Monday - Friday, 7:30 AM - 3:30 PM.

If you have any questions regarding this procedure, please call the GES National Servicer at 800.475.2098 or contact us: <http://www.ges.com/chat>

For shipments inadvertently delivered directly to the facility, a 30% surcharge in addition to the Advance Freight Handling Rates, will apply.

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 34 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

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

Freight Carriers

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

Tracking Shipments

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

Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **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 Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter®** 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®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

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

Work Zone

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

NEED ASSISTANCE?

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



Get GES Transportation Plus and

Save 10%

On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Priority move in/move out
- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at: www.ges.com/logistics/quote

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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GLOBAL EXPERIENCE SPECIALISTS (GES)
 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

Form Deadline Date:
August 22, 2011

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

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 139.00 cwt	\$ 125.10 cwt	ST/ST \$ 174.00 cwt	\$ 156.60 cwt
ST/OT \$ 174.00 cwt	\$ 156.60 cwt	ST/OT \$ 217.50 cwt	\$ 195.75 cwt
OT/OT \$ 208.50 cwt	\$ 187.65 cwt	OT/OT \$ 261.00 cwt	\$ 234.90 cwt

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How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: 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: All other times, Saturdays, Sundays, Holidays.
ST/ST: If freight will be handled on straight time into the show and out of the show.
ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:
 Drivers with inbound shipments must check in at the GES warehouse by 2:00pm 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. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 18.20 fee will be charged per shipment.

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 34 days (any materials stored beyond 34 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: A 30% (\$50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:
Tue, Aug 9, 2011: Advance shipments may begin arriving at warehouse.
Wed, Sep 7, 2011: Last day for shipments to arrive at warehouse.
The warehouse will be closed Monday, September 5, 2011.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)
 _____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To Warehouse:

On Date: _____
 By Carrier: _____
 Total Number of Pieces: _____

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

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY =	TOTAL PRICE
Small Package, Advance, 1st Carton	\$ 46.00	1	\$
Small Package, Advance, Each Additional Carton	\$ 23.00		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT =	TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%		A x 3% = B		\$
C. Payment Enclosed		A + B = C		\$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

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

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Association of Port Authorities

NAME OF EXHIBITION

61-1109-03482

BOOTH NUMBER

C/O GES
4060 Lind Avenue SW
Renton, WA 98057
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Aug 9, 2011 - Wednesday, Sep 7, 2011

The warehouse will be closed Monday, September 5, 2011.

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Association of Port Authorities

NAME OF EXHIBITION

61-1109-03482

BOOTH NUMBER

C/O GES
4060 Lind Avenue SW
Renton, WA 98057
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Aug 9, 2011 - Wednesday, Sep 7, 2011

The warehouse will be closed Monday, September 5, 2011.

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





Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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GLOBAL EXPERIENCE SPECIALISTS (GES)
4060 Lind Avenue SW Renton, WA 98057
Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

Form Deadline Date:
August 22, 2011

MANDATORY FORM*

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

Shipping Information

FROM:

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

SHIPPING DESTINATION 1: Number of Labels Needed:

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

SHIPPING DESTINATION 2: Number of Labels Needed:

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

Method of Shipment

Please Select Desired Method of Shipment Below:

- GES Logistics:**
 - Ground**
 - Air**
 - Next Day Delivery**
 - 2nd Day Delivery**
 - Deferred Delivery**
 - Van Line** - Full Pad Partial Pad Crated
 - Specialized Service:** _____

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.

- Other:** _____
- Common Carrier**
- Air**
 - Next Day Delivery
 - 2nd Day Delivery
 - Deferred Delivery
- Van Line**
 - Full Pad
 - Partial Pad
 - Crated

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

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

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

050911 Csrm

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 8

61-1109-03482

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Official Service Provider

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

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

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

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

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

Exhibitor Appointed Contractors

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

1. The Exhibitor must notify Show Management in writing and Global Experience Specialists, Inc. (GES) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Hutman & Associates (Show Management), American Association of Port Authorities (Show) and Westin Seattle Hotel (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must ensure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
 - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
 - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
 6. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and Global Experience Specialists, Inc. (GES) with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
 7. All information must be received in the Global Experience Specialists, Inc. (GES) office no later than 10 days prior to the show.

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

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

INSUREERS AFFORDING COVERAGE

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

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

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/11	01/01/12	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 50,000	
	MED EXP (Any one person)				\$ 5,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <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"/> _____	SKLS-029499S	01/01/11	01/01/12	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	BODILY INJURY (Per person)				\$	
	BODILY INJURY (Per accident)				\$	
	PROPERTY DAMAGE (Per accident)				\$	
	AUTO ONLY-EA ACCIDENT				\$1,000,000	
	OTHER THAN AUTO ONLY:				\$	
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/11	01/01/12	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/11	01/01/12	X WC STATU-ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER Professional Liability	000P98298-A11	01/01/11	01/01/12	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Global Experience Specialists, Inc. (GES) (Official Service Provider), Hutman & Associates (Show Management), Westin Seattle Hotel (Facility), and American Association of Port Authorities (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignee are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: September 13 - 15, 2011 at city of Seattle.

6. CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: CANCELLATION

Global Experience Specialists, Inc. (GES)
 Exhibitor Services
 4060 Lind Avenue SW
 Renton, WA 98055-4902

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, CIC

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



Exhibitor ELECTRIC Equipment Order Form

Electrical Services	Qty	DAILY RATE		Days	Total	Customer Information
		Advanced	On Site	Used		

500 Watts or 5 Amps		\$25.00	\$30.00		
1000 Watts or 10 Amps		\$30.00	\$40.00		
2000 Watts or 20 Amps		\$40.00	\$50.00		
power strip with 25' extension cord		\$25.00	\$30.00		

Call for additional power needs
 * Note: a 22% service delivery charge will apply on Equipment Total, charged for 2 days only)

Neither the Westin Seattle, PSAV nor their contractors or subcontractors are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection install a surge protector/ undervoltage protector on your computer(s) and/or other equipment as you deem necessary. Electrical contractors for the Westin Seattle/PSAV should make all installation connections to all electrical services. The Westin Seattle nor PSAV will be responsible for any damage or loss of equipment, componetry, hardware or software and/or damage/injury to any person caused by the installation, connection to, or plugging into of any electrical outlet by personnel other than Westin Seattle, PSAV or Authorized Agents.

Show/Convention Name:	
Firm Name:	
Address:	
City:	
State:	Zip:
Ordered By:	
Telephone #:	
Fax #:	
email:	

If you don't see something you need, please call the number listed below for assistance.

Ordering Instructions

- ⇒ **The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.**
- ⇒ Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- ⇒ To guarantee equipment availability and advanced rate, this order should reach us **7 days prior** to delivery.
- ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- ⇒ **CANCELLATIONS:**
Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge.

Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED	Delivery Information
---------------	-------------------------------------	----------------------

EQUIPMENT TOTAL		On-Site Contact:
DELIVERY/SETUP/PICKUP (22% of Equipment Total for 2 days only)		Booth #: _____ Room #: _____
SUBTOTAL		Delivery Date: _____ Time: _____
SALES TAX (9.5% of line 3)***		Show Start Date: _____ Time: _____
TOTAL DUE		Pickup Date: _____ Time: _____

Method of Payment	PLEASE CHECK ONE	Return For Processing
-------------------	------------------	-----------------------

Card Number: _____ Security Code _____	American Express	<input type="checkbox"/>
_____ Exp Date ___ / ___		
Cardholder's Name (as appears on card): _____	Visa	<input type="checkbox"/>
	MasterCard	<input type="checkbox"/>
Cardholders Signature: _____		

**PSAV Presentation Services
at the Westin Seattle**

1900 5th Ave
Seattle, WA 98101
206-728-0900 (phone)
206-728-0909 (fax)



Exhibitor Audiovisual Equipment Order Form

Video Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information
		Advanced	On Site			
DVD Player		\$100.00	\$125.00			Show/Convention Name:
32" Video/Data monitor		\$200.00	\$225.00			Firm Name:
32" Video/Data monitor with DVD Player on 54" cart		\$300.00	\$325.00			Address:
42" Plasma Monitor (Includes Monitor Stand)***		\$450.00	\$500.00			City:
50" Plasma Monitor (Includes Monitor Stand)***		\$650.00	\$700.00			State: <input type="text"/> Zip: <input type="text"/>
*** We do not supply labor for mounting Plasma Monitors to your hard sets***						Ordered By:
LCD Package (projector, cart, power, and 5' Screen)		\$350.00	\$400.00			Telephone #:
54" Rolling Cart w/Black Skirt		\$35.00	\$50.00			Fax #:
Betacam Playback Deck		\$400.00	\$450.00			email:

Computer Equipment	Qty	DAILY RATE		Days Used	Total	If you don't see something you need, please call the number listed below for assistance.
		Advanced	On Site			
Laptop Computer w/CD-ROM Drive and/or Floppy Drive Please Note Specific Software/Hardware Needs Below:		\$250.00	\$325.00			
Software/Hardware: Note: Daily Rate is subject to change reliant upon software/hardware needs.						
HP Laserjet 2200 Printer (B&W, 19ppm)		\$125.00	\$175.00			
17" Flat Screen LCD Monitor		\$125.00	\$175.00			
20" Flat Screen LCD Monitor		\$175.00	\$225.00			
Call With Specific Needs...						

Ordering Instructions

- ⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.
- ⇒ Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- ⇒ To guarantee equipment availability and advanced rate, this order should reach us **7 days prior** to delivery.
- ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- ⇒ **CANCELLATIONS:**
Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge.

Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED		Delivery Information	
EQUIPMENT TOTAL			On-Site Contact:	
DELIVERY/SETUP/PICKUP (22% of Equipment Total for 2 days only)			Booth #:	Room #
SUBTOTAL			Delivery Date:	Time:
SALES TAX (9.5% of line 3)***			Show Start Date:	Time:
TOTAL DUE			Pickup Date:	Time:

Method of Payment	PLEASE CHECK ONE	Return For Processing
Card Number: _____ Security Code _____	American Express <input type="checkbox"/>	PSAV Presentation Services at the Westin Seattle 1900 5th Ave Seattle, WA 98101 206-728-0900 (phone) 206-728-0909 (fax)
_____ Exp Date __ / __	Cardholder's Name (as appears on card): _____	
_____	Cardholders Signature: _____	
	American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>	

Meetings @ Westin

The Westin Seattle – Order Form

Exhibitor High Speed Internet (HSIA) and Telephone Form

Convention Name: _____
Company Name: _____
Booth # & Location: _____
Contact Name: _____
Contact Phone & Fax #: _____
Contact Address: _____

Install Date/Time: _____ End Date/Time: _____

**Orders received less than 1- day prior to event are subject to a 25% surcharge.
All services are subject to 9.0% Washington Sales Tax.**



<u>Type of Service</u>	<u>Price Per Day</u>	<u># of Lines</u>
DID:	\$125.00	_____

(In-House, Local, Toll-Free, Long Distance, Direct Dial In/Out with Phone Number)

	<u>Price Per Day</u>	
High Speed Internet Access (HSIA)		
Wireless (three computers)	\$250.00	_____
Additional wireless connections	\$25.00 each	_____

Wired HSIA available upon request



An estimated total charge for the services arranged by your organization will be billed in full to your credit card ten to fourteen days prior to arrival.

Credit Card Type: American Express Visa MC Diners
Credit Card Number: _____
Expiration Date: _____
Cardholder's Name: _____
Signature of Cardholder: _____

Please fax back to The Westin Seattle - Fax #: 206-727-5896

***For more information, please contact:
Ms. Stacey Browning
The Westin Seattle
Tel: 206-727-5820***

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

American Association of Port Authorities
 Westin Seattle Hotel, Grand Ballroom 2 & 3
 September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

SEATTLE FIRE DEPARTMENT RULES & REGULATIONS FOR EXHIBITS

1. All decorations, drapes, signs, banners, plastic displays, hay, split bamboo, combustibles, etc. **must be flame-retardant and accompanied by a Flame Certificate that verifies that they are flame-retardant.** Wood panels greater than 1/4" original thickness are considered flame-resistant. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain synthetic materials cannot be made flame resistant, and **their use is strictly prohibited.**
2. Special Effects permits are required for indoor fireworks, etc. Each of these effects will be subject to extensive review and will be handled on a case-by-case basis. Permits are not required to use smoke machines or lasers. Smoke machine usage must be communicated to the Fire Marshal and Convention Facilities Event Manager in case it becomes necessary to authorize deactivation of smoke sensors.
3. Displayed vehicles must be indicated on submitted floor plans and are subject to the following restrictions:
 - a. Fuel in tanks is limited to a maximum of ¼ tank or five (5) gallons, whichever is less. Diesel fuel tanks are limited to a maximum of ¼ tank. **Vehicles with no or non-functioning fuel gauges will not be allowed in public assembly areas without prior approval by the Fire Marshal.**
 - b. Battery cables must be disconnected, with the cable ends taped over to prevent sparking.
 - c. Fuel tank fill caps must either be lockable or taped shut.
4. Deep fat fryers can be used under the following conditions without prior approval or permit:
 - a. Maximum capacity 1 gallon.
 - b. Fire extinguisher readily available in the booth with a minimum UL rating of [Class "K".] This fire extinguisher is in **ADDITION** to any built in suppression system.
 - c. A metal cover capable of covering the deep fat fryer shall be readily available in the booth.

NOTE: Deep fat fryers with a capacity of more than 1 gallon require advance approval from the Fire Marshal.

5. Candles may only be used in public assembly areas if under permit for Open Flame, and only within an approved container (specific conditions apply). Sterno does not require a permit.
6. LPG (Propane) and CNG (Compressed Natural Gas) are prohibited in the Convention Center. Exception: 8-oz. butane canisters, which are used in conjunction with tabletop burners. Each exhibit booth is limited to one 8-oz. canister. If additional canisters are needed, they must be stored outside the building in an area that is acceptable to the Fire Department and the Convention Facility. (Specific approval is required for any cooking within a booth)
7. Combustible storage is not allowed on the event floor. Combustible storage is specifically prohibited in dead areas, behind booth drapes or in unsold areas. Empty cardboard boxes intended for repackaging must be removed from the event floor. Booth storage of literature/brochures is limited to full boxes that can be easily stored under tables in the booth.
8. Helium, Nitrogen, Oxygen and Nitrous oxide tanks are allowed on the event floor with prior approval by the Fire Marshal. Tanks must be properly labeled for contents and firmly secured in the upright position, with valves protected against damage. Nitrous oxide and Oxygen tanks over 250 cubic feet are prohibited. Oxidizing gases (Oxygen or Nitrous oxide) in amounts in excess of 503 cubic feet may only be used in public assembly areas under permit for Hazardous Materials.

Exhibit Hall Guidelines:

1. All fire hose cabinets and fire extinguishers must be visible and kept clear and readily accessible during move-in, show days and move-out. The issue of visibility and ease of access to fire equipment applies to the event floor as well as service corridors.
2. Large covered booths [over 100 square feet] require that the floor plan and booth plan be pre-approved by the Fire Marshal. Booths up to 300 square feet require a 2A 10BC fire extinguisher and a smoke detector.

NOTE: In covered booths over 300 square feet, the Fire Marshal will require that a fire suppression system be installed in the booth.

Multi-Level and Covered Exhibit Booths:

This information is provided as a general guideline of the policies pertaining to the installation of a multi-level or covered booth. These regulations are described in the National Fire Protection Act (Section 12.7.4.3.7), as applied by the Seattle Fire Department, as well as in the Seattle Building Code and Convention Facility Policy. Facility Clients, Exhibit Managers, Show Decorators, and/or General Service Contractors are responsible for ensuring that all exhibitors are aware of and comply with these regulations. The review process for covered or multi-level booths should be started early to ensure approval before the start of the show. Please contact your GES, Global Experience Specialist, if you have questions regarding this information or the overall process

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American Association of Port Authorities
Westin Seattle Hotel, Grand Ballroom 2 & 3
September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
4060 Lind Avenue SW Renton, WA 98057
Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

Definitions

Covered Booth: A booth that has any material or object placed over or upon the exhibit is considered a covered booth. (e.g. roof, canopy, tent, Moss fabric, etc.)

Multi-level Booth: An exhibit that has a second level or tier constructed on top of the exhibit or portion of the exhibit, is accessed by stairs, and can be occupied by persons is considered a multi-level booth.

Covered Booths of 100 to 299 square feet

Booth plan must be reviewed and approved by the Fire Marshal at least 3 months in advance. A detailed .pdf drawing of the proposed exhibit, to include exact dimensions of covered area Minimum of (1) "2A 10BC" rated fire extinguisher must be placed within the covered area. A smoke detector must be placed at the highest point of each covered area. There must be a means of turning off electrical power to the booth during non-show hours.

Covered & Multi-level booths of 300 square feet and above

In addition to the above requirements, the following will apply: A minimum of 3 months lead-time may be required for the approval process. An approved temporary automatic fire suppression sprinkler system must be installed.

The following information needs to be provided to the Fire Department Engineer:

- a. Name and contact information for the licensed & qualified sprinkler contractor.
- b. Engineer certified plans of the sprinkler head locations, pipe sizes, and flow calculations.

The exhibitor is allowed to select the qualified provider of their choice to design and install their in-booth sprinkler system.

Convention Center's selected life safety system contractor must connect the booth system to the facility's life safety system. Please contact the Facility Representative for an estimate of charges.

ALL Multi-level booths of any square footage

A Temporary Structure Permit must be obtained from Seattle Department of Planning and Development (DPD). Contact Nick Maricich at (206) 233-7175 or nick.maricich@seattle.gov.

The following information needs to be submitted to DPD at least 3 months in advance:

- a. Completed DPD application form and associated fees
- b. (2) Sets of stamped engineering drawings for DPD
- c. Letter of Structural Integrity
- d. DPD may require an onsite field inspection of the completed structure.
- c. (1) Set of drawings in .pdf format e-mailed to the CONVENTION FACILITY Events Representative

Special Considerations

Approval of a covered or multi-level booth plan is contingent upon final approval of the overall exhibit hall floor plan submitted by show management.

Coverings constructed of open grate or mesh greater than ¼ inch or a UL listed drop out ceiling may be exempt from the sprinkler requirement.

It is suggested that covered booths of less than 100 square feet submit plans to the GES, Global Experience Specialist, for review.

A series or combination of covered areas, whether in one booth or adjacent booths, must be separated by a minimum of 10 feet.

An exhibit that fails to comply with these regulations will not be allowed to install for the event.

Additional Fire Department Permits that May Be Required*:

Open Flame	Code #1102
Special Effects	Code #7801 and/or Code #7802
Flammable Liquid	Code #8020
Oxidizing Gases (Temporary Hazardous Materials)	Code #8208

*A complete listing of fees, appropriate applications and additional information may also be found on-line at: <http://www.cityofseattle.net/fire/FMO/fmo.htm>

Seattle Fire Department Fire Prevention Division

Phone: (206) 386-1331

Fax: (206) 386-1348

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

American Association of Port Authorities

Westin Seattle Hotel, Grand Ballroom 2 & 3
September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)

4060 Lind Avenue SW Renton, WA 98057
Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

Union Information

To assist you in planning your participation in your Seattle area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Exhibit Labor

GES offers experienced union labor exclusively through the Pacific Northwest Regional Council of Carpenters to assist with the installation of your exhibit booth(s). A full-time employee of the exhibiting company may set their own exhibit provided that one person can accomplish the task in less than one-half hour (30 minutes) and without the use of tools or ladders. Also it is permissible for one (1) full time, company employee to supervise GES Carpenters on the work, or GES will provide a foreman for that function at applicable rates.

Freight Handling Jurisdiction

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth, safe, and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the exhibit hall through the hand carry entrance. The use of mechanical equipment by exhibitors is not permitted. Access to the loading docks will be controlled by GES in order to provide for a safe and efficient move-in and move-out. GES will not be responsible, however, for any materials we do not handle.

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.

GES requests that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for service rendered) to our employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a GES supervisor. Employees of GES are paid at an excellent wage scale and thus, tipping is strongly discouraged as not being an accepted policy of GES. This applies to all GES employees.

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

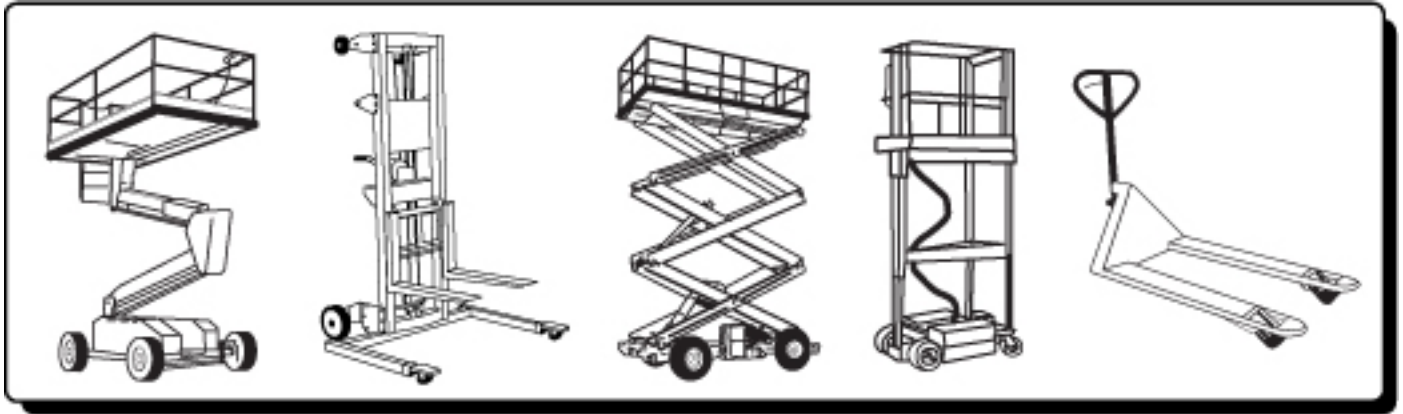
GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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

American Association of Port Authorities
 Westin Seattle Hotel, Grand Ballroom 2 & 3
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 4060 Lind Avenue SW Renton, WA 98057
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ATTENTION ALL EXHIBITORS!



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

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

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

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

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

Thank you for your complete cooperation.

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

American Association of Port Authorities
Westin Seattle Hotel, Grand Ballroom 2 & 3
September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
4060 Lind Avenue SW Renton, WA 98057
Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

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

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

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' wide x 8' deep and Row 700 only: 10' wide and 6' deep booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

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

Showsite.

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

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

Work Zone.

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

Outbound - Move Out.

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

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

American Association of Port Authorities
Westin Seattle Hotel, Grand Ballroom 2 & 3
September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
4060 Lind Avenue SW Renton, WA 98057
Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

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

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

Safety Guidelines:

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

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

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



STOP. THINK. SAFETY.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

Form Deadline Date:
 August 22, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Special Freight Services — Small Passenger Vehicles Only!

Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$60.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to either the facility's main entrance or dock and ask about or watch for the Cartload Service area. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicerenter.



Place Order Here				
ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
RLCDB	Cartload Service, Dock to Booth	\$60.00	1	\$
RLCBD	Cartload Service, Booth to Dock	\$60.00	1	\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Payment Enclosed		A + B = C	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign:			X	
			AUTHORIZED NAME - PLEASE PRINT	DATE



GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

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

Pick Up Information

DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:		
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):		MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery		

Delivery Information

DATE:	RECEIVING HOURS:			
DESTINATION:	EXHIBITOR NAME:			
SHOW NAME:	BOOTH NUMBER:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
SHOW CONTRACTOR:	CONTACT:	PHONE NUMBER:		

Method of Shipment

Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.	Special Instructions (Additional Charges May Apply)
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Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces:	Total Weight:	Hazardous Materials Contact Number () _____ - _____
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: _____ X <small>I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.</small>
AUTHORIZED NAME - PLEASE PRINT _____		DATE _____

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

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 21

Order directly with GES ONLINE at: www.ges.com/ecommm

61-1109-03482

060110



Get GES Global Transportation Plus and

Save 10%

On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics roundtrip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote contact us at geslogistic_International@ges.com

ges.com

Exhibitions | Events | ExperiencesSM



GES Logistics - International Shipping Quote Form

R-20

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

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 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
Pick Up Information		
PICKUP DATE:	SHIPPING / RECEIVING HOURS:	
STREET ADDRESS:	CITY:	PROVINCE: POSTAL CODE: COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):		MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment				
Type of Customs Entry:	<input type="checkbox"/> Permanent (Sold/Giveaways)	Value of Permanent Goods (US\$):		\$
	<input type="checkbox"/> Temporary (To Return)	Value of Temporary Goods (US\$):		\$
Mode of Transport:	<input type="checkbox"/> Ocean FCL	<input type="checkbox"/> Ocean LCL	<input type="checkbox"/> AirFreight	<input type="checkbox"/> Truck
Type of Equipment for FCL:	<input type="checkbox"/> 40' Container	<input type="checkbox"/> 20' Container	<input type="checkbox"/> High Cube	<input type="checkbox"/> Other:
Commodity:				
Desired Delivery Date or Targeted Move-In Date:				

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
				Total Gross Weight (7)	Total Value (8)
				kilos	\$

Use a separate piece of paper if you need to provide additional weight and dimensions.
 Check this box if you would like to receive a return quote back to origin specified at the top of this form.

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

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 888.454.4437.

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound per package, \$ 100.00 (USD) per package or \$1,500 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.
 Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

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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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ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

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

I. Definitions

GES: Global Experience Specialists is hereinafter referred to as 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, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- a. **Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. **Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold 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 1½% per month until paid.

IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- a. **Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. **Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. **Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. **Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. **Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. **Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. **Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. **Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. **Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. **Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to 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 un-supervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. **Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. **Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer'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.

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

American Association of Port Authorities
Westin Seattle Hotel, Grand Ballroom 2 & 3
September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
4060 Lind Avenue SW Renton, WA 98057
Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

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

What is an Official Service Provider?

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

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

GES Show Services

Booth Furniture & Accessories

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

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning.

Custom Exhibits

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

Rental Exhibits

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

Installation & Dismantle Services

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

Graphics

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

Shipping

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

Lighting & Rigging

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

How Can I Order My Show Services?

GES® Online @ www.ges.com/ecomm/

GES® Online makes ordering GES products and services fast, simple and secure. Follow these simple instructions to order:

Step 1: If you have previously registered on GES® Online, enter your User ID and Password. If this is your first time on GES® Online, you will need to create an online account. We now have two ways for you to create an online ordering account:

- A. Create an account by searching for your company name and zip code. This method does not require you to know your activation code.
- B. Create an account by entering your Activation Code (CSN). Please note that the Activation Code is CASE SENSITIVE.

Step 2: Once logged in, sign up or select your show.

Step 3: Browse products and create orders for your show.

Step 4: Once you are satisfied with your choices, simply check out to process the order.

Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history.

GES National Servicer®

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

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

7050 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.FAX.1GES (866.329.1437)
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicer®

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

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.

Exhibitor Services

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

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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American Association of Port Authorities
 Westin Seattle Hotel, Grand Ballroom 2 & 3
 September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

Form Deadline Date:
August 13, 2011

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

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

Exhibitor Appointed Contractor _____

Street Address _____

City, State, Zip _____

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

Contact: _____

Description of Proposed Service for Exhibitor: _____

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

Rules & Regulations

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

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

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

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

No exceptions will be made

Tips to Exhibitor Appointed Contractors

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

NEED ASSISTANCE?

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

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

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

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.
American Association of Port Authorities
 Westin Seattle Hotel, Grand Ballroom 2 & 3
 September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

Discount Deadline Date:
August 22, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Carpet

[Link to view images: http://ges.com/ecomm/info/carpet.pdf](http://ges.com/ecomm/info/carpet.pdf)

Standard Pre-cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
C0810	13 oz. Standard Carpet 8'x10'	9.5	155.00	232.50
C0820	13 oz. Standard Carpet 8'x20'	9.5	295.50	443.25
C0830	13 oz. Standard Carpet 8'x30'	9.5	452.25	678.50

Custom-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
CCSC	13 oz. Standard Carpet Custom-Cut, Per Sq.Ft.	9.5	2.87	4.30
CPL	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	9.5	4.09	6.15
CPLU	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	9.5	4.96	7.45

Padding

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
CRPU	Carpet Padding, 1/2" Thick, Per Sq.Ft.	9.5	1.29	1.94

Visqueen Plastic Covering for Protection

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
CV	Carpet Plastic Covering, Per Sq.Ft.	9.500	0.66	0.99

Furniture and Accessories

[Link to view images: http://ges.com/ecomm/info/furniturestandard.pdf](http://ges.com/ecomm/info/furniturestandard.pdf)

Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
AG05	Chair, Contemporary Arm, 23"W 18"D 31"H	9.5	100.00	150.00
AG06	Chair, Contemporary Side, 19.5"W 18"D 31"H	9.5	92.25	138.00
AG01	Chair, Plastic Contour, 18"W 18.5"D 32"H	9.5	52.75	79.25
AG08	Stool, Contemporary, 17"W 18"D 48"H	9.5	107.00	161.00

Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
AG15	Table, Rectangle, 24"X36"X30" High	9.5	100.00	150.00
AG14	Table, Square, 24"x24"x30" High	9.5	92.25	138.00
AG17	Table, Starbase, 30" Diameter x 40" High	9.5	186.00	279.00
AG16	Table, Starbase, 40" Diameter x 30" High	9.5	186.00	279.00

Skirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
ATD4	Table 4', Skirted 4 Sides, 24" x 30" High	9.5	107.00	161.00
ATD6	Table 6', Skirted 3 Sides, 24" x 30" High	9.5	131.00	197.00
ATD8	Table 8', Skirted 3 Sides, 24" x 30" High	9.5	154.00	231.00
ATDS4	Table, Skirt 4th Side	9.5	61.00	91.50

Unskirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
AT4	Table 4', Unskirted, 24" x 30" High	9.5	45.50	68.25
AT6	Table 6', Unskirted, 24" x 30" High	9.5	61.00	91.50
AT8	Table 8', Unskirted, 24" x 30" High	9.5	76.75	115.00

Skirted Counters

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
ACD4	Counter 4', Skirted 4 Sides, 24" x 42" High	9.5	124.00	186.00
ACD6	Counter 6', Skirted 3 Sides, 24" x 42" High	9.5	147.00	221.00
ACD8	Counter 8', Skirted 3 Sides, 24" x 42" High	9.5	169.00	254.00
ACDS4	Counter, Skirt 4th Side	9.5	61.00	91.50

Unskirted Counter

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
AC4	Counter 4', Unskirted, 24" x 42" High	9.5	90.25	135.00
AC6	Counter 6', Unskirted, 24" x 42" High	9.5	108.00	162.00
AC8	Counter 8', Unskirted, 24" x 42" High	9.5	125.00	188.00

Risers

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
ARD4	Riser 4', Double Tier, 48"x8"x16" High	9.5	52.75	79.25
ARS4	Riser 4', Single Tier, 48"x8"x8" High	9.5	37.50	56.25
ARD6	Riser 6', Double Tier, 72"x8"x16" High	9.5	68.75	103.00
ARS6	Riser 6', Single Tier, 72"x8"x8" High	9.5	52.75	79.25

Custom Booth Drape

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
AD03	Drape, 3' High, Per Foot	9.5	15.70	23.55
AD08	Drape, 8' High, Per Foot	9.5	19.00	28.50

Accessories

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
AMCH	Aisle Stanchion Chain, Plastic, Per Foot	9.5	4.66	7.00
AAST	Aisle Stanchion, without Chain	9.5	45.50	68.25
AAE	Aluminum Easel	9.5	61.00	91.50
AABS	Bag Stand	9.5	84.50	127.00
AACT	Clothes Tree	9.5	84.50	127.00
AAGR	Garment Rack	9.5	84.50	127.00
AALR	Literature Rack	9.5	109.00	164.00
ABP8	Pegboard, White, 4'x8'	9.5	147.00	221.00
AAR	Refrigerator	9.5	334.00	501.00
AMCL	Security Cage, Large, without Lock	9.5	467.00	701.00
AMCS	Security Cage, Small, without Lock	9.5	311.00	467.00
AASHB	Sign Holder, Bell Base	9.5	76.75	115.00
AASH	Sign Holder, Chrome, 22"x28"	9.5	76.75	115.00
ABT8	Tackboard, 4'x8'	9.5	154.00	231.00
AATT	Ticket Tumbler	9.5	131.00	197.00
AAW	Wastebasket	9.5	19.00	28.50
AAWS	Waterfall Stand	9.5	84.50	127.00

Furniture Package

Furniture Package 1

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
AF1	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	9.5	229.95	345.60
AF1R	Furniture Package 1 with Riser Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket, (1) 6' Single Riser.	9.5	277.43	396.00

Furniture Package 2

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
AF2	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	9.5	544.50	816.75

Specialty Furniture

[Link to view images: http://ges.com/ecomm/info/furniturepecialty.pdf](http://ges.com/ecomm/info/furniturepecialty.pdf)

Seating - Sofas and Loveseats

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
BLSM	Loveseat, Key West, Black, 57"L 35"D 33"H	9.5	478.00	717.00
BLSC	Loveseat, Lisbon, Black Leather, 64"L 36"D 34"	9.5	689.00	1,030.00
BLSD	Loveseat, Newport, Leather, 54"L 34"D 33"H	9.5	755.00	1,130.00
BSED	Sectional, Newport, Charcoal, 113"L 34"D 33"H	9.5	1,490.00	2,240.00
BSO2	Sectional, South Beach, Suede, 152"L 40"D 33"	9.5	1,380.00	2,070.00
BSOQ	Sofa, Astro, 83"L 36"D 29"H	9.5	720.00	1,080.00
BSOM	Sofa, Key West, Black, 85"L 35"D 33"H	9.5	536.00	804.00
BSOC	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	9.5	753.00	1,130.00
BSON	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	9.5	645.00	968.00
BMP5	Sofa, Memphis, 55"L 31"D 28"H	9.5	686.00	1,030.00
BSOK	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	9.5	645.00	968.00
BSO1	Sofa, South Beach, Suede, 69"L 29"D 33"H	9.5	627.00	941.00

Seating - Club Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
BCHQ	Chair, Astro Light Beige, 36"L 36"D 29"H	9.5	486.00	729.00
BOCH	Chair, Barcelona, Black, 30"L 31"D 35"H	9.5	763.00	1,140.00
BOCW	Chair, Barcelona, White, 30"L 30"D 31"H	9.5	830.00	1,250.00
BOCL	Chair, Cappuccino, 29"L 29"D 34"H	9.5	362.00	543.00
BOCU	Chair, Globus, 28"L 26"D 28"H	9.5	350.00	525.00
BCHC	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	9.5	524.00	786.00
BCHN	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	9.5	449.00	674.00
BMPC	Chair, Memphis, 27.25"L 31.75"D 27.5"H	9.5	440.00	660.00
BCHD	Chair, Newport, Leather, 24"L 34"D 33"H	9.5	447.00	671.00
BCHK	Chair, Rio, Blue Suede, 39"L 34"D 33"H	9.5	500.00	750.00
BOCB	Chair, Tub, Key West, Black, 31"L 31"D 31"H	9.5	369.00	554.00
BCOD	Corner, Newport, Leather, 34"L 34"D 33"H	9.5	520.00	780.00

Seating - Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
BXC6	Chair, Altura, Guest, 25"L 20"D 34"H	9.5	290.00	435.00
BCS8	Chair, Berlin, Black/White, 18"L 22"D 32"H	9.5	118.00	177.00
BCS9	Chair, Berlin, Red/White, 18"L 22"D 32"H	9.5	118.00	177.00

61-1109-03482

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

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

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Office and Utility Furniture

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
BJD7	Desk, Executive, Graphite, 60"L 30"D 29"H	9.5	465.00	698.00
BJD6	Desk, Executive, Mahogany, 60"L 30"D 29"H	9.5	511.00	767.00
BWD2	Desk, Writing, Graphite, 48"L 24"D 30"H	9.5	305.00	458.00
BL27	File, Lateral, Graphite, 36"L 20"D 29"H	9.5	399.00	599.00
BL26	File, Lateral, Mahogany, 36"L 20"D 29"H	9.5	428.00	642.00
BPO3	Kiosk, Black/Maple, 24"L 21"D 42"H	9.5	460.00	690.00
BPO1	Podium, Lecturn, Cherry, 24"L 19"D 50"H	9.5	290.00	435.00
BCP5	Table, Computer, Graphite, 36"L 30"D 42"H	9.5	306.00	459.00
BCP3	Table, Training, Grey, 48"L 24"D 30"H	9.5	297.00	446.00

Lamps

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
BLA1	Lamp, Floor, Pewter, 58"H	9.5	151.00	227.00
BLAE	Lamp, Lumalight, Orange, 15"L 13"D 90"H	9.5	305.00	458.00
BLAF	Lamp, Lumalight, Red, 15"L 13"D 90"H	9.5	305.00	458.00
BLAD	Lamp, Lumalight, White, 15"L 13"D 90"H	9.5	305.00	458.00
BLA2	Lamp, Parisian, Pewter, 28"H	9.5	149.00	224.00

Carpet Information

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

Precut

Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.

Custom Cut

Guaranteed to be high quality carpet, and includes visqueen plastic covering. Custom-Cut carpet orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Padding

GES offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

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.

Furniture & Accessories Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

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

Specialty Furniture Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items. Custom orders are available. Please call for quote.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

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

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

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

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

American Association of Port Authorities
Westin Seattle Hotel, Grand Ballroom 2 & 3
September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
4060 Lind Avenue SW Renton, WA 98057
Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

Discount Deadline Date:
August 22, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Place Order Here

ITEM CODE	DESCRIPTION	COLOR CODE	PRICE EACH or PRICE/SQ.FT. X	QUANTITY or TOTAL SQ.FT. =	TOTAL (\$) X	3% PSP =	SUBTOTAL (\$) X	TAX (%)*	GRAND TOTAL (\$)
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
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			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$
			\$		\$	3 %	\$	%	\$

*Calculate tax only if the item is identified as having a tax on the price list.

Payment Enclosed	\$
-------------------------	-----------

Color Options

13 oz. Standard Custom-Cut Carpet Colors

Black (BLA), Blue (BLU), Blue Jay (JAY), Burgundy (BUR), Emerald Green (EGR), Gray (GRA), Pepper (PEP) or Red (RED). Gray will be provided if no color is indicated on your order.

13 oz. Standard Carpet Colors

Black (BLA), Blue (BLU), Blue Jay (JAY), Burgundy (BUR), Emerald Green (EGR), Gray (GRA), Pepper (PEP) or Red (RED). Gray will be provided if no color is indicated on your order.

26 oz. Plush Custom-Cut Carpet Colors

Cement (CMT), Charcoal (CHA), Cobalt (COB), Dove (DOV), Lava Rock (LRO), Navy (NAV), Onyx (ONY), Red (RED), Royal Blue (RBL), Silky Beige (SBE), Silver (SIL) or Snow (SNO). Dove will be provided if no color is indicated on your order.

50 oz. Ultra Plush Custom-Cut Carpet Colors

Bisque (BIS), Black (BLA), Cabernet (CAB), Graphite (GRP), Iceberg (ICB), Midnight (MID), Seascape (SEA), Sterling (STR) or Teal (TEA). Iceberg will be provided if no color is indicated on your order.

Column Drape

Beige (BGE), Black (BLA) or White (WHI). null will be provided if no color is indicated on your order.

Table Skirt Color

Beige (BGE), Black (BLA), Blue (BLU), Burgundy (BUR), Forest Green (FGR), Gold (GOL), Gray (GRA), Mauve (MAU), Purple (PUR), Red (RED), Teal (TEA) or White (WHI). Gray will be provided if no color is indicated on your order.

I agree in placing this order that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and the Information as outlined by each line of business on the preceding pages.

Authorized Signature - Please Sign: X	
AUTHORIZED NAME - PLEASE PRINT	DATE

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 31

61-1109-03482
Order directly with GES ONLINE at: www.ges.com/ecom

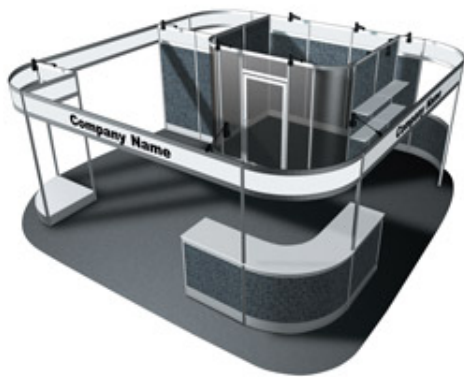
R090810 B060711-0749

Standard Exhibits

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at www.ges.com/chat.

20x20 Exhibits



DG5B2 - Exhibit System 5105, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



DG4B - Exhibit System 5104, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



DG2B - Exhibit System 5102, 10'x10' Inline Includes:

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



DG3B - Exhibit System 5103, 10'x10' Inline Includes:

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

6ft Table Display



DG1B - Exhibit System 5101, 6' Tabletop Display Includes:

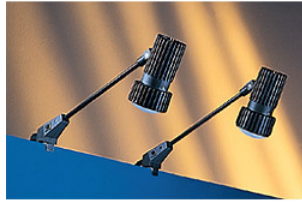
- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Standard Exhibits

Accessories



DGAB - Exhibit, Ad Board



DGLA - Exhibit, Armlight



DGCC - Exhibit, Counter, 1M Curved



DGC1 - Exhibit, Counter, 1M x 1/2M x 40"H



DGC2 - Exhibit, Counter, 2M x 1/2M x 40"H



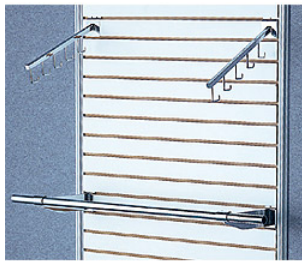
DGLL - Exhibit, Light Box, Large 37"x85"



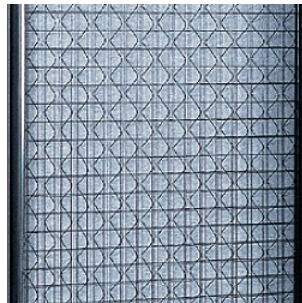
DGLM - Exhibit, Light Box, Medium 37"x56"



DGLS - Exhibit, Light Box, Small 37"x28"



DGPSW1M - Exhibit, Panel, Slatwall, 1M X 8'



DGWW - Exhibit, Panel, Wirewall, 1M



DGS - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black



Coated: Oxford White



Coated: Prism Blue



Coated: Silver Gray



Fabric: Black



Fabric: Blue



Fabric: Gray

Trim Color



Black



Silver

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Discount Deadline Date:
August 22, 2011

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

Price List							
ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits				Accessories			
DG5B2	Exhibit System 5105, 20'x20' Island	\$ 10,150.00	\$ 15,230.00	DGPSW1	Exhibit, Panel, Slatwall, 1M X 8'	\$ 470.00	\$ 705.00
10x20 Exhibits				DGWW	Exhibit, Panel, Wirewall, 1M	\$ 459.00	\$ 689.00
DG4B	Exhibit System 5104, 10'x20' Inline	\$ 6,840.00	\$ 10,260.00	DGS	Exhibit, Shelf, 1M x 10" Deep	\$ 62.50	\$ 93.75
10x10 Exhibits				<i>Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.</i>			
DG2B	Exhibit System 5102, 10'x10' Inline	\$ 1,650.00	\$ 2,480.00				
DG3B	Exhibit System 5103, 10'x10' Inline	\$ 3,110.00	\$ 4,670.00				
6ft Table Display							
DG1B	Exhibit System 5101, 6' Tabletop Display	\$ 1,550.00	\$ 2,330.00				
Accessories							
DGAB	Exhibit, Ad Board	\$ 538.00	\$ 807.00				
DGLA	Exhibit, Armlight	\$ 79.75	\$ 120.00				
DGCC	Exhibit, Counter, 1M Curved	\$ 741.00	\$ 1,110.00				
DGC1	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 375.00	\$ 563.00				
DGC2	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 515.00	\$ 773.00				
DGLL	Exhibit, Light Box, Large 37"x85"	\$ 683.00	\$ 1,020.00				
DGLM	Exhibit, Light Box, Medium 37"x56"	\$ 539.00	\$ 809.00				
DGLS	Exhibit, Light Box, Small 37"x28"	\$ 333.00	\$ 500.00				

Please Indicate Choices **Place Order Here**

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

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

Table Skirt Color (DG1B ONLY).

Gray will be provided if no color is indicated below:

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

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, DGAB, DGCC, DGC1, DGC2, DGLL, DGLM, DGLS ONLY).

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

- Coated: Black Coated: Oxford White
- Coated: Prism Blue Coated: Silver Gray
- Fabric: Black Fabric: Blue
- Fabric: Gray

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, DGAB, DGCC, DGC1, DGC2, DGLL, DGLM, DGLS ONLY).

Silver will be provided if no color is indicated below:

- Black Silver

Arm Light: White Black

Wirewall Panel: White Black

Plexi: Smoke Clear

Electrical or Utilities Under Carpet?

- Yes No

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

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

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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9.5%		C x 9.5% = D	\$
E.	Payment Enclosed		C + D = E	\$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

CUSTOM ID SIGN Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY Signs will be black text on white background. If Custom ID is not required, please indicate ID copy. Print or type.

051011

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Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact GES for details.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.



gif
@ 400%



ai / eps vector
@ 400%

Vector Artwork

For the best quality, artwork should be created in **vector format (ai or vector eps)**. Logos taken from websites are generally gifs. **Gif files are not acceptable as they will not print clearly.** See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo's or text, must be supplied in a **vector format (ai or vector eps)**.

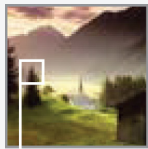
Artwork created in a pixel format, i.e., TIFF and JPEG is not suitable. See Visual.

Vectors

Vectors

Text @ 100%

Outlined Text



Low Resolution
(72dpi) jpeg 88 Kb



High Resolution
(300dpi) jpeg 3.52 Mb

Bitmap/Raster Artwork

JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.** See Visual.

PDF - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.

Make sure images are saved at high resolution (300dpi). See Visual.



Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files.

FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

	HOST	USER NAME:	PASSWORD:
Western Region Shows	ftp://csftp.ges.com/West	geswstftp	o8c!x6eq

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

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Email: afitzgerald@ges.com Tel: (425) 873-3103

Discount Deadline Date:
August 22, 2011

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

Price List				Additional Items to Decorate Your Booth
ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	<p>We offer complete graphics services from Design to Print!</p> <p><i>We can create custom graphics to fit any of your needs, including:</i></p> <ul style="list-style-type: none"> • Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps) • Vinyl or Mesh Banners for use in your booth • Backlit graphics for lightboxes and display cases • Custom fit / contour cut / 3D graphics for eye catching effects • Printing on specialized materials <p>For a quotation, please visit: http://www.ges.com/graphics/quote/</p>
I1060	Sign, 10"x60"	\$ 111.00	\$ 167.00	
I1114	Sign, 11"x14"	\$ 71.75	\$ 108.00	
I1422	Sign, 14"x22"	\$ 85.75	\$ 129.00	
I1444	Sign, 14"x44"	\$ 126.00	\$ 189.00	
I2060	Sign, 20"x60"	\$ 183.00	\$ 275.00	
I2228	Sign, 22"x28"	\$ 126.00	\$ 189.00	
I2844	Sign, 28"x44"	\$ 163.00	\$ 245.00	
I4060	Sign, 40"x60"	\$ 278.00	\$ 417.00	
I4896	Sign, 48"x96"	\$ 315.00	\$ 473.00	
I0711	Sign, 7"x11"	\$ 59.50	\$ 89.25	
I0744	Sign, 7"x44"	\$ 71.75	\$ 108.00	
IEB	Easel Back	\$ 12.20	\$ 18.30	

Print File Submission Information **Place Order Here**

I have NOT sent my print ready file(s) to GES
Please let us know when you expect to submit your artwork:

I need assistance submitting my file(s), please contact me

I will be submitting my file by (date) _____

I need GES to set my copy
Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES
Check the submission type used below:

I put them on the GES FTP site

I sent them to the gesgraphics@ges.com mailbox

I sent a disc via USPS, FedEx, UPS or other

I sent them directly to a GES employee (insert name below)

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Sales Tax: 9.5%		C x 9.5% = D	\$
E.	Payment Enclosed		C + D = E	\$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

SIGN INFO

If you do not have a print file to submit, please write in the text and description for your sign order here:

Digital File Submission:
You can upload your file(s) after sending in your order using the information below.

HOST	USER NAME:	PASSWORD:
Western Region Shows ftp://csftp.ges.com/West	geswstftp	o8clx6eq

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

042911

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August 22, 2011

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

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

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

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

Important Information & Rates

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

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

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Straight Time	\$ 78.50	\$ 98.25	\$ 117.75
Over Time	\$ 137.50	\$ 172.00	\$ 206.25

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

GES Supervised (OK to Proceed)
Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

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

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

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- Pop-Up Two Story Custom
 Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	3% PSP	SUBTOTAL	9.5% TAX	GRAND TOTAL
	AM PM	AM PM								\$
	AM PM	AM PM								\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: <input checked="" type="checkbox"/> _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____							A.	Total Labor Ordered	\$	
							B.	25% (\$50.00) GES Supervision	\$	
							C.	Payment Enclosed	\$	

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



Key Information\Supervised Labor Checklist

L-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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Form Deadline Date:
August 22, 2011

MANDATORY FORM*

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

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

Setup Information for GES Installation

Setup Drawings/Instructions Attached Rental Carpet Color _____
 Setup Drawings With Exhibit Own Carpet Color _____
 Case/Crate Number _____ Padding _____
 Number of Workers Required for Setup _____ Approximate Time for Setup _____
 Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____
 Number of Graphics _____ Layout Provided? Yes No Description _____
 Number of Lights _____ Number of Light Boxes _____ Description _____

Did You Order ---

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

Tear-down Information for GES Dismantle

Tear-down Drawings/Instructions Attached Rental Carpet Color _____
 Tear-down Drawings With Exhibit Own Carpet Color _____
 Case/Crate Number _____ Padding _____
 Number of Workers Required for Tear-down _____ Approximate Time for Tear-down _____
 Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____
 Number of Graphics _____ Layout Provided? Yes No Description _____
 Number of Lights _____ Number of Light Boxes _____ Description _____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____
 PrePaid Collect (for non-GES Logistics Shipments only) Address _____
 Bill To _____ City/State/Zip _____
_____ Second Consignee _____
_____ Address _____
 GES Storage _____ City/State/Zip _____
Method GES Logistics Common Carrier AirFreight Vanline Other _____
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor-completed GES' Outbound Material Handling Form attached: Yes No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: Yes No

Emergency Contact Information / Showsite Contact

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

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

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

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

61-1109-03482

NEED ASSISTANCE?

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

Order directly with GES ONLINE at: www.ges.com/ecom

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

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

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

American Association of Port Authorities
Westin Seattle Hotel, Grand Ballroom 2 & 3
September 13 - 15, 2011

GLOBAL EXPERIENCE SPECIALISTS (GES)
4060 Lind Avenue SW Renton, WA 98057
Contact: Anne Fitzgerald
Email: afitzgerald@ges.com Tel: (425) 873-3103

Discount Deadline Date:
August 22, 2011

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

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
JVOPEN	Before Show Open Only (per sq. ft.)	\$ 0.55	\$ 0.83
JV	Duration of Show (per sq. ft. per day)	\$ 0.39	\$ 0.58
JVN	Per Day (per sq. ft. per day)	\$ 0.50	\$ 0.75
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
JP0	Porter Service, 0-500 sq.ft., Per Day	\$ 131.00	\$ 197.00
JP05	Porter Service, 501-1500 sq.ft., Per Day	\$ 162.00	\$ 243.00
JP15	Porter Service, 1501-3000 sq.ft., Per Day	\$ 197.00	\$ 296.00

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

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%**.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Straight Time	\$ 41.00	\$ 51.25	\$ 61.50
Over Time	\$ 71.75	\$ 89.75	\$ 107.75

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site.

Please Indicate Service

Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

Yes No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicenter**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	= TOTAL PRICE
JV	Vacuuming Duration			3	\$
JVN	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
JVOPEN	Vacuuming Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	= TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						\$

A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Payment Enclosed		A + B = C	\$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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GLOBAL EXPERIENCE SPECIALISTS (GES)
 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

Form Deadline Date:
 August 22, 2011

MANDATORY FORM*

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

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

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

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

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/ assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank wire transfer payment information:

Beneficiary: Global Experience Specialists
 c/o Bank of America Account #: 7188-1-01819
 901 Main Street, TX1-492-07-14 ABA Routing #: 0260-0959-3
 Dallas, TX 75202-3714 USA SWIFT Address: BOFAUS3N
 Telephone # 800-657-9533 ext 59248 CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
 Bank of America, Wire Transfer-Customer Services
 2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

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

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

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

Credit Card Charge Authorization

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

Account Number Corporate Card Personal Card

PROVIDE EXPIRATION DATE MasterCard VISA American Express

*Signature Required Below

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

Calculation of Orders

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

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

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check Number: Dated:

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

PLEASE SIGN X AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

61-1109-03482

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 40

Order directly with GES ONLINE at: www.ges.com/ecom

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
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American Association of Port Authorities
 Westin Seattle Hotel, Grand Ballroom 2 & 3
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GLOBAL EXPERIENCE SPECIALISTS (GES)
 4060 Lind Avenue SW Renton, WA 98057
 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

Form Deadline Date:
 August 22, 2011

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

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

Exhibiting Firm		
EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

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

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

Other (Please Specify) _____

Third Party		
THIRD PARTY		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

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

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

Other (Please Specify) _____

Exhibiting Firm Credit Card Charge Authorization

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

Account Number Corporate Card Personal Card

--	--	--	--

PROVIDE EXPIRATION DATE MasterCard VISA American Express

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

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

PLEASE SIGN X _____
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Third Party Credit Card Charge Authorization

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

Account Number Corporate Card Personal Card

--	--	--	--

PROVIDE EXPIRATION DATE MasterCard VISA American Express

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

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

PLEASE SIGN X _____
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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 Contact: Anne Fitzgerald
 Email: afitzgerald@ges.com Tel: (425) 873-3103

Form Deadline Date:
 August 22, 2011

MANDATORY FORM*

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

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

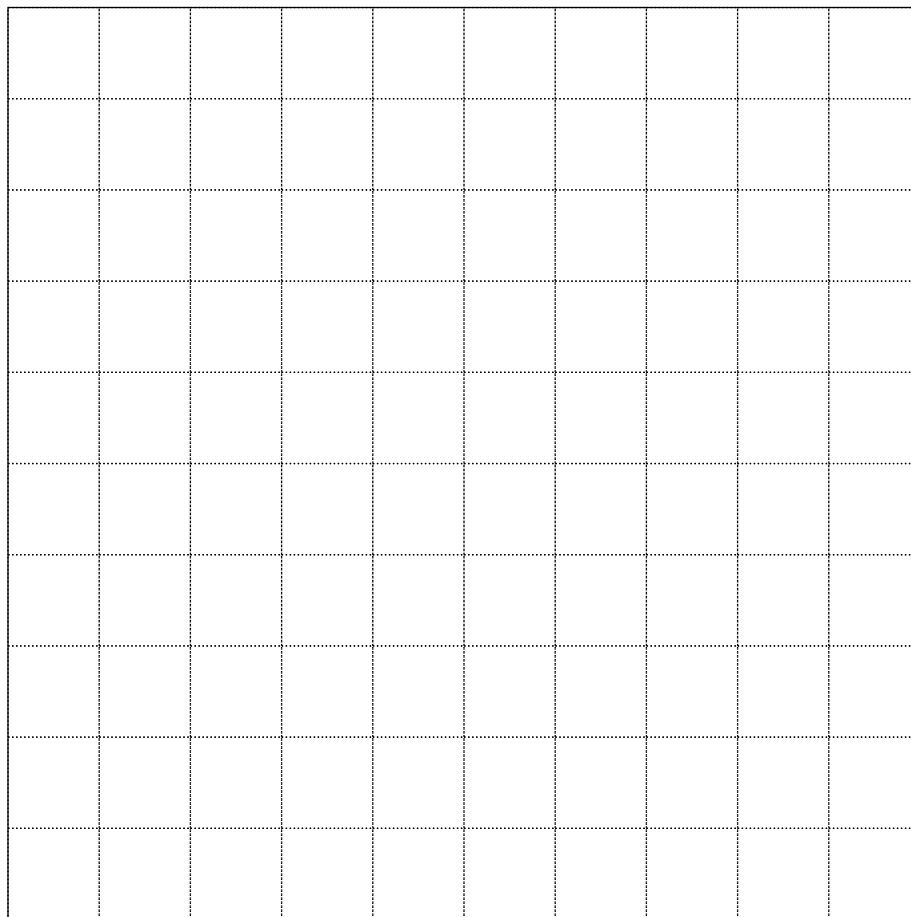
- Pegboard / Tackboard - Form Q-1
- Special Colored Drape - Form Q-1
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)



Indicate
 Adjacent
 Booth or
 Aisle Number:

Indicate
 Adjacent
 Booth or
 Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

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



International Wholesale Florist

www.tradeshowflorist.net
 14106 6th Ave. SW Seattle, WA 98166
 Phone: 206-623-2828 / Fax: 206-623-5530
 info@tradeshowflorist.net

Company _____ Booth Number _____ Install Date _____ AM PM
 Street Address _____ City _____ State _____ ZIP _____
 Phone _____ Fax _____ Email _____ PO Number _____
 Event Name _____ Event Date _____ Event Location _____
 Ordered by: _____

- Check Discover American Express
 Visa Mastercard Corporate Personal

Card Number _____ Name on card _____ Exp. Date _____

Flowers and plants say it best! Add flowers and plants to your booth or stage or special event to complete the visual ambiance with style and warmth, thereby providing the finished look that you want to show your guests and customers.

Green Plant Rental

(If not specifically requested, the green plants will be from a selection of Ficus, Schefflera, Palm, Dracaena, Spathiphyllum & others. Decorative containers holding the plants will be assumed to be black contemporary cylinders unless white or terracotta or baskets are requested. Other containers and Bamboo and Northwest trees and foliage are also available upon special request.)

Quantity	Price	TOTAL
_____ 3' Plant	39.50	_____
_____ 4' Plant	49.50	_____
_____ 5' Plant	59.50	_____
_____ 6' Plant	69.50	_____
_____ 7' Plant	79.50	_____
_____ Small Fern (6" Pot) <input type="checkbox"/> Ivy <input type="checkbox"/> table top plant	25.00	_____
_____ Large Fern (10" Pot) <input type="checkbox"/> Ivy <input type="checkbox"/> Pathos	35.00	_____

Blooming Plant Rental

Quantity	Price	TOTAL
_____ Chrysanthemum <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Other*	20.00	_____
_____ Begonia or Kolanchoe <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Other*	25.00	_____
_____ Azalea or Cyclamen <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other*	30.00	_____
_____ Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other*	35.00	_____
_____ Hydrangea <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> White	35.00	_____

Fresh Flower Designs

(Unless otherwise specified all arrangements will be designed in a vase with a traditional & colorful all round style)

Quantity	Price	TOTAL
_____ Arrangements, Small (approx. 1 ft. to 1.5 ft.)	45.00	_____
_____ Arrangements, Medium (approx. 1.5 ft. to 2 ft.)	65.00	_____
_____ Arrangements, Large (approx. 2 ft. to 3 ft.)	85.00	_____

For tropical flowers in arrangements, please add \$10.00 dollars and check this box

* Special Requests:

Subtotal	_____
Delivery	\$10.00
9.5% Sales Tax	_____
<i>(Per Washington Law, Delivery is Taxed)</i>	
GRAND TOTAL	_____

Payment Policy: All orders must be paid in full prior to delivery.

Quantity Order Discounts: Available upon request for budgets exceeding \$350.

Rental Policy: Unless other arrangements have been made all items to be left in booth at end of show. All prices include installation, servicing, container, & removal. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of IWF.

Cancellation Policy: Items canceled within three days of the show will be charged at 50% of original order.

3

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A

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B

Booth Layout Form, Page 42

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F

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G

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