

**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.**

**Imaging USA**  
 New Orleans Ernest N Morial Convention Center  
 January 15 - 17, 2012

**Discount Deadline Date:**  
 December 23, 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.
- Orders placed at show site will be completed in the order in which they are received.

**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
Install & Dismantle, ST Code: 705000	\$ 74.75	\$ 93.50	\$ 112.00
Install & Dismantle, OT Code: 705000	\$ 112.00	\$ 140.25	\$ 168.25
Install & Dismantle, DT Code: 705000	\$ 149.25	\$ 187.00	\$ 224.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime:** All other times Monday through Friday. All day Saturday & Sunday.
- Double Time:** All day 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 30% (\$60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*

- 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.

**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.

- 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	X 2% PARISH 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.						<b>A.</b>	Total Labor Ordered	\$
Authorized Signature - Please Sign:						<b>B.</b>	30% (\$60.00 min) GES Supervision	\$
<b>X</b>	AUTHORIZED NAME - PLEASE PRINT				DATE	<b>C.</b>	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.

**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](http://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.

**Imaging USA**  
 New Orleans Ernest N Morial Convention Center  
 January 15 - 17, 2012

**Form Deadline Date:**  
 December 23, 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  Showsite

**Setup Information for GES Installation**

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

**Did You Order ---**

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

**Tear-down Information for GES Dismantle**

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

**NEED ASSISTANCE?**

Toll Free: 800.475.2098 Tel: 702.515.5970 [www.ges.com/chat](http://www.ges.com/chat)

053001559

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.

**Imaging USA**  
 New Orleans Ernest N Morial Convention Center  
 January 15 - 17, 2012

**Discount Deadline Date:**  
 December 23, 2011

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

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.  
 TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

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

**LABOR RATES ARE AS FOLLOWS:**

Forklift w/Operator Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 140.50	\$ 175.75	\$ 211.00
5,000#, OT Code: 705200	\$ 196.75	\$ 246.25	\$ 295.25
5,000#, DT Code: 705200	\$ 253.00	\$ 316.50	\$ 379.50

Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 74.75	\$ 93.50	\$ 112.00
Freight, OT Code: 705030	\$ 112.00	\$ 140.25	\$ 168.25
Freight, DT Code: 705030	\$ 149.25	\$ 187.00	\$ 224.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
  - Overtime:** All other times Monday through Friday. All day Saturday & Sunday.
  - Double Time:** All day 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
- Labor ordered at showsite will be filled on a first-come/first-serve basis.

\*Rates include taxes for equipment used.

**Please Indicate Service**

**Exhibitor Supervised (Do Not Proceed)**

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

**GES is responsible for the following type(s) of work:**

- Uncrating
- Leveling
- Reskidding
- Unskidding
- Dismantling
- Positioning
- Recreating

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL	2% PARISH TAX	GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$

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

Payment Enclosed

\$

**Authorized Signature - Please Sign:**

X \_\_\_\_\_ AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

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

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

**NEED ASSISTANCE?**

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

053001559

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

## Imaging USA

New Orleans Ernest N Morial Convention Center  
January 15 - 17, 2012

### Hanging Signs

**GES is responsible for assembly, installation, and removal of all hanging signs.**

**Remember:**

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

### Truss & Hoists

**GES is responsible for assembly, installation, and removal of all truss.**

**Remember:**

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. **Climbing on truss is strictly prohibited.**
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

**Please complete and return the  
Hanging Sign / Truss Labor Order Form (H-2) by December 23, 2011.**

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

### Shipping Instructions

**All hanging signs should be received in advance at the GES Warehouse by January 10, 2012.** Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

**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.**

**Imaging USA**  
 New Orleans Ernest N Morial Convention Center  
 January 15 - 17, 2012

**Discount Deadline Date:**  
 December 23, 2011

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

**GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS**

- A crew will be assigned consisting of a lift with two riggers for aerial work.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

High Lift w/Crew*	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 512.00	\$ 640.00	\$ 767.75
High Lift, OT Code: 705300	\$ 640.00	\$ 799.75	\$ 960.00
High Lift, DT Code: 705300	\$ 767.75	\$ 960.00	\$ 1,151.75

Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST Code: 705020	\$ 74.75	\$ 93.50	\$ 112.00
Rigging, Hanging Sign, OT Code: 705020	\$ 112.00	\$ 140.25	\$ 168.25
Rigging, Hanging Sign, DT Code: 705020	\$ 149.25	\$ 187.00	\$ 224.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.  
**Overtime:** All other times Monday through Friday. All day Saturday & Sunday.  
**Double Time:** All day 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)**  
 A 30% (\$60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- 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.

**Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) \_\_\_\_\_ Feet  
**Is Your Sign Electrical?** if yes, order power requirements on the Electrical Services Order Form in this manual.

- Yes  No
- Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.
- Yes  No

**Include engineer-stamped assembly and hanging instructions with the order.** GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

**LOCATION OF SIGN / DIMENSION OF TRUSS:** Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

- Type of Sign** (Select one sign type per order)
- Banner  Structural Signage  Systems
- Shape of Sign** (Select one sign type per order)
- Square  Rectangle  Triangle
- Circle  Other \_\_\_\_\_

**Dimensions & Weight of Sign**

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

# \_\_\_\_\_ Structural Pick Points: # of Pounds \_\_\_\_\_ at each point

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	=	TOTAL	X 2% PARISH 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: X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____	A.	Total Labor Ordered	\$
	B.	30% ( \$60.00 ) GES Supervision	\$
	C.	Payment Enclosed	\$

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

**NEED ASSISTANCE?**

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

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

H-1a



FROM:



FROM:

**ADVANCE SHIPMENT**

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**Imaging USA**

NAME OF EXHIBITION

053001559

Booth Number

**C/O GES  
5730 Powell Street  
New Orleans , LA 70123  
USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Monday, Dec 12, 2011 - Tuesday, Jan 10, 2012**

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

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



**ADVANCE SHIPMENT**

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**Imaging USA**

NAME OF EXHIBITION

053001559

Booth Number

**C/O GES  
5730 Powell Street  
New Orleans , LA 70123  
USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Monday, Dec 12, 2011 - Tuesday, Jan 10, 2012**

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

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



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

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

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

## Imaging USA

New Orleans Ernest N Morial Convention Center  
January 15 - 17, 2012

**Discount Deadline Date:**

December 23, 2011

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

### Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>CM Lodestar Chain Hoists</b>			
702133	Hoist, Electric Chain, 1 TON	<b>\$ 353.75</b>	\$ 530.75
702132	Hoist, Electric Chain, 1/2 TON	<b>\$ 303.00</b>	\$ 454.75
<b>Rotating Motors</b>			
609107	Rotating Motor 100#	<b>\$ 379.25</b>	\$ 569.00
609106	Rotating Motor 250#	<b>\$ 442.50</b>	\$ 663.50
609105	Rotating Motor 500#	<b>\$ 568.50</b>	\$ 852.75
<b>Tomcat Aluminum Truss</b>			
608131	Truss, 12" Box, Black, Per Foot	<b>\$ 120.00</b>	\$ 180.00
608132	Truss, 12" Box, Silver, Per Foot	<b>\$ 120.00</b>	\$ 180.00
608135	Truss, 12" Corner Block, Black	<b>\$ 120.00</b>	\$ 180.00
608136	Truss, 12" Corner Block, Silver	<b>\$ 120.00</b>	\$ 180.00

**Sign and/or truss points exceeding 200 lbs. will require a hoist .**

Order your chain hoists and truss through GES and save transportation and freight charges, as well as costly downtime. Hoists include: transportation charges, and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.

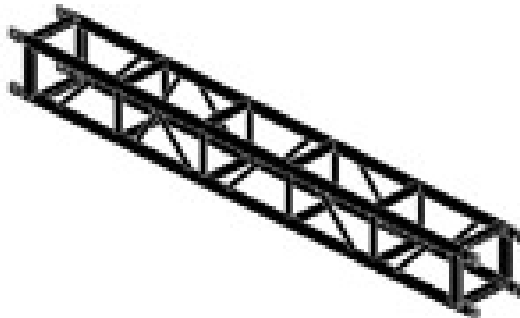
GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.

Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.

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

Orders placed at show site are subject to availability and will incur a 30% Late Order Charge.

### Place Order Here



ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Orleans Parish Tax: 2% Rental Tax: 9%		A x 11 % = B	\$
<b>C.</b>	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
--------------------------------	------

**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.**

## Imaging USA

 New Orleans Ernest N Morial Convention Center  
 January 15 - 17, 2012

**Discount Deadline Date:**

December 23, 2011

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

### Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Vacuuming</b>			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	<b>\$ 0.50</b>	\$ 0.76
500600	Duration of Show (per sq. ft. per day)	<b>\$ 0.37</b>	\$ 0.56
500602	Per Day (per sq. ft. per day)	<b>\$ 0.47</b>	\$ 0.71
<b>Shampooing</b>			
501004	Cleaning, Carpet Shampoo Before Show Open	<b>\$ 0.69</b>	\$ 1.04
<b>Mopping and Waxing</b>			
501002	Cleaning, Damp Mop & Wax	<b>\$ 0.91</b>	\$ 1.36
<b>Porter service</b>			
<i>GES will empty wastebaskets &amp; wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	<b>\$ 95.25</b>	\$ 143.00
501010	Porter Service, 501-1500 sq.ft., Per Day	<b>\$ 122.75</b>	\$ 184.25
501010	Porter Service, 1501-3000 sq.ft., Per Day	<b>\$ 331.75</b>	\$ 497.50
501010	Porter Service, 3001 sq.ft. & Up, Per Day	<b>\$ 389.25</b>	\$ 584.00

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.**

**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%**.

Show site cleaning orders must be placed a minimum (1) one hour prior to show open, are subject to availability, and will incur a 20% Late Order Charge.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 29.50	\$ 37.00	\$ 44.50
Porter Service, OT Code: 705010	\$ 44.50	\$ 55.50	\$ 67.00
Porter Service, DT Code: 705010	\$ 59.25	\$ 74.25	\$ 89.00

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.  
**Double Time:** All day 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
500600	Vacuuming Duration			3	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax 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						\$
<b>A.</b>	Total All Items Ordered					\$
<b>B.</b>	Orleans Parish Tax: 2%					A x 2% = B \$
<b>C.</b>	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
--------------------------------	------