

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

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

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Estimating Material Handling Charges, *continued*

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES 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.



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

Form Deadline Date:
December 23, 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. 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 (100 lbs. minimum per shipment)

Crated Materials

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 47.50 cwt	\$ 42.75 cwt	ST/ST	\$ 52.73 cwt	\$ 47.46 cwt
ST/OT	\$ 59.00 cwt	\$ 53.10 cwt	ST/OT	\$ 65.49 cwt	\$ 58.94 cwt
OT/OT	\$ 71.00 cwt	\$ 63.90 cwt	OT/OT	\$ 78.81 cwt	\$ 70.93 cwt

Direct Shipment to Exhibit Site (100 lbs. minimum per shipment)

Crated Materials

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 42.50 cwt	\$ 38.25 cwt	ST/ST	\$ 47.18 cwt	\$ 42.46 cwt
ST/OT	\$ 53.00 cwt	\$ 47.70 cwt	ST/OT	\$ 58.83 cwt	\$ 52.95 cwt
OT/OT	\$ 63.50 cwt	\$ 57.15 cwt	OT/OT	\$ 70.49 cwt	\$ 63.44 cwt

Uncrated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 59.93 cwt	\$ 53.94 cwt
ST/OT	\$ 74.73 cwt	\$ 67.26 cwt
OT/OT	\$ 89.54 cwt	\$ 80.59 cwt

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 or exhibit site 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. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 15.45 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 32 days (any materials stored beyond 32 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

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

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

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

Advance Dates:

Mon, Dec 12, 2011: Advance shipments may begin arriving at warehouse.

Tue, Jan 10, 2012: Last day for shipments to arrive at warehouse.

***** The GES Advanced Warehouse will be closed 12/23, 12/26, 12/30, and 1/2 in observance of the Holiday *****

Direct Dates:

Fri, Jan 13, 2012: Direct shipments may begin arriving at exhibit site after 12:00 PM.

Sun, Jan 15, 2012: Last day for shipments to arrive at exhibit site by 9:00 AM.

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. **100** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

Exhibit Site Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

(Please Complete R-8 for Using GES Logistics - Domestic Shipping Services)

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

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Orleans Parish Tax: 2.0%		C x 2% = D		\$
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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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.

R-5



FROM:



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

*** The GES Advanced Warehouse will be closed 12/23, 12/26, 12/30, and 1/2 in observance of the Holiday ***

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



FROM:



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**

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Carrier _____
Number _____ of _____ pieces





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Imaging USA

NAME OF EXHIBITION

053001559

BOOTH NUMBER

C/O GES

New Orleans Ernest N Morial Convention Center
900 Convention Center Blvd
New Orleans, LA 70130
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Jan 13, 2012 after 12:00 PM - Sunday, Jan 15, 2012 by 9:00 AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 15.45 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Imaging USA

NAME OF EXHIBITION

053001559

BOOTH NUMBER

C/O GES

New Orleans Ernest N Morial Convention Center
900 Convention Center Blvd
New Orleans, LA 70130
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Jan 13, 2012 after 12:00 PM - Sunday, Jan 15, 2012 by 9:00 AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 15.45 fee will be charged per shipment.

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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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
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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:

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

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

NEED ASSISTANCE?

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

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Imaging USA

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

COMPANY NAME		EMAIL ADDRESS			BOOTH NUMBER:
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)
Pick Up Information					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:	STATE:	ZIP:	COUNTRY:
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):					MARK FOR WEEKEND PICK UP OR DELIVERY: <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)

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. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Authorized Signature - Please Sign: </div> X
I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.		AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

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

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



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

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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 January 15 - 17, 2012

Discount Deadline Date:
 December 23, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Important Information & Rates

Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk.

Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor for deliveries.

Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicer. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. **Do not use "Empty" labels.**

Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after the close of the show (delivery charges will apply).

ITEM#	DESCRIPTION	DISCOUNT RATE	REGULAR RATE
200513	Access Storage, 1/4 Trailer	\$ 160.75	\$ 160.75
200513	Access Storage, 1/2 Trailer	\$ 321.00	\$ 321.00
200513	Access Storage, Full Trailer	\$ 642.25	\$ 642.25

Notice – You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the **GES Servicer**. **An advance deposit is required to guarantee storage reservations.**

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:

Forklift with Operator		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
Storage, ST	Code: 705044	\$ 74.75	\$ 93.50	\$ 112.00
Storage, OT	Code: 705044	\$ 112.00	\$ 140.25	\$ 168.25
Storage, DT	Code: 705044	\$ 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
Orders Placed at Show Site are subject to availability, and an additional 30% surcharge.

Place Order Here

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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, 1/4 Trailer	\$ 160.75	1	\$
200513	Access Storage, 1/2 Trailer	\$ 321.00	1	\$
200513	Access Storage, Full Trailer	\$ 642.25		\$

Please Indicate

Please describe your product:

A.	Total All items Ordered		\$
B.	Orleans Parish Tax: 2%	A x 11 % = B	\$
C.	Trailer 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

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

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

This special service is offered exclusively for this show.

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 five (5) trips. Services can be made **up to five round trips** from the dock to your booth or your booth to the dock. Charges for these services are \$25.00 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 up to five round trips. **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 are five cartloads 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 freight 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 Servicenter.
- Exhibitors may not use carts without authorization by a GES manager.



Place Order Here				
ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$25.00		\$
200506	Booth to Dock	\$25.00		\$
A.	Total All items Ordered			\$
B.	Orleans Parish Tax: 2%		A x 11 % = 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	

07/12/10 Csfrm

NEED ASSISTANCE?

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

053001559

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COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

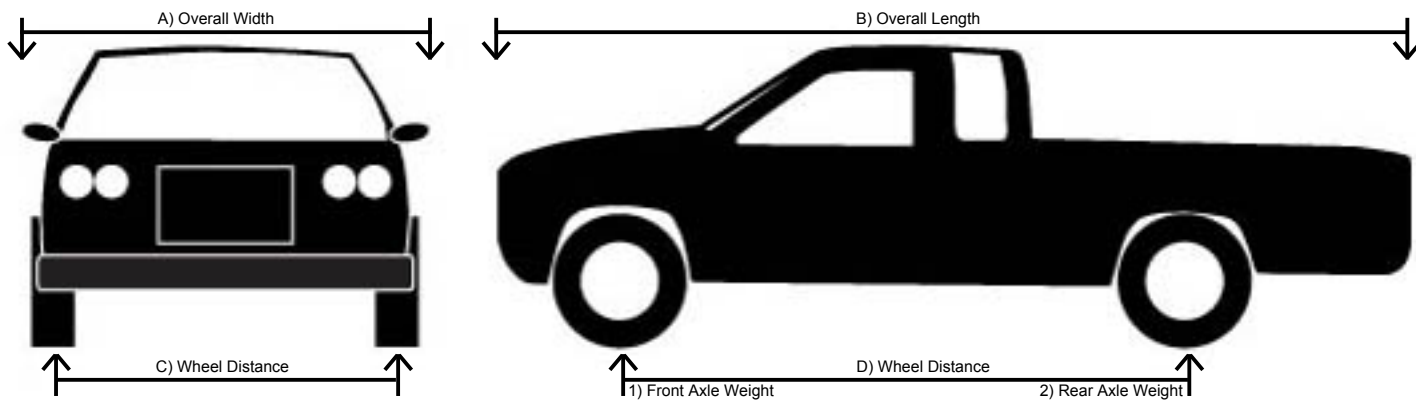
Global Experience Specialists, Inc. (GES) charges a round-trip fee of \$206.00 per vehicle to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitor's must stay clear during movement of the vehicle.

Exhibitor will be at show site on _____, 20____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page. A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

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

A.	Total All items Ordered	\$
B.	Orleans Parish Tax: 2%	A x 11% = 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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