



Installation & Dismantling Order Form

L-1

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

GES Exposition Services • 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.

Architectural Digest Home Design Show

Pier 94
March 18 - 21, 2010

Discount Deadline Date:

February 23, 2010

Go to below link to view images and information:
<http://ges.com/ecomm/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 (1/2) 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 (1/2) 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 (1/2) 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	\$ 151.25	\$ 189.00	\$ 226.75
Install & Dismantle, OT Code: 705000	\$ 204.25	\$ 255.50	\$ 306.25
Install & Dismantle, DT Code: 705000	\$ 257.00	\$ 321.25	\$ 385.50

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday.
Double Time: All day 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 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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

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	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	4% PSP	=	SUBTOTAL	X	8.875% 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.										A.	Total Labor Ordered		\$				
Authorized Signature - Please Sign:										B.	30% (\$50.00) GES Supervision		\$				
X										C.	Payment Enclosed		\$				
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.

020110

NEED ASSISTANCE?

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



Key Information\Supervised Labor Checklist

L-2

RETURN TO: GES Exposition Services • 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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MANDATORY FORM*

Architectural Digest Home Design Show

Form Deadline Date:
February 23, 2010

Pier 94
March 18 - 21, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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

Set-up Information for GES Installation

<input type="checkbox"/> Set-up Drawings/Instructions Attached <input type="checkbox"/> Set-up Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers required for set up _____ <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 set-up _____ Special Equipment Required _____ Description _____ Description _____
--	--

Did You Order ---

Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sent to the Official Electrical Contractor <input type="checkbox"/> With the Exhibit Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> With the Exhibit _____
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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 set up _____ <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 _____
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Outbound Freight Information

Outbound Freight Charges _____
 PrePaid Collect (for non-GES Logistics Shipments only)
 Bill To _____
 GES Storage _____
Method GES Logistics Common Carrier AirFreight
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor completed and attached 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
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NEED ASSISTANCE?

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

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



Hanging Sign Labor Information

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

Architectural Digest Home Design Show

Pier 94

March 18 - 21, 2010

Hanging Signs

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

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

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.**

Please complete and return the

Hanging Sign Labor Order Form (H-2) by February 23, 2010.

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

Shipping Instructions

All OK to Proceed hanging signs should be received in advance at the GES Warehouse by March 11, 2010.

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.



Hanging Sign Labor Order Form

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

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 Pier 94
 March 18 - 21, 2010

Discount Deadline Date:
 February 23, 2010

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 HANGING SIGNS

- 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/Operator*	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 596.50	\$ 745.50	\$ 894.50
High Lift, OT Code: 705300	\$ 805.00	\$ 1,006.50	\$ 1,207.75
High Lift, DT Code: 705300	\$ 1,193.00	\$ 1,491.25	\$ 1,789.50

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday.
Double Time: All day 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)**
 A 30% (\$50.00 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: Use the 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	4% PSP	SUBTOTAL	8.875% 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		
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A.	Total Labor Ordered	\$
B.	30% (50.00) GES Supervision	\$
C.	Payment Enclosed	\$

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

NEED ASSISTANCE?

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

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

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:

EXHIBITING COMPANY

Architectural Digest Home Design Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
125 North Street
Teterboro, NJ 07608
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Feb 10, 2010 - Thursday, Mar 11, 2010

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

GES.

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Architectural Digest Home Design Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
125 North Street
Teterboro, NJ 07608
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

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Carrier _____
Number _____ of _____ pieces

GES.



3rd Party Billing Request

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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:

- Rental Furniture
- Signs
- Material Handling In & Out
- Other (Please Specify) _____
- Exhibit Systems
- I & D Labor
- Transportation Charges

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

PLEASE SIGN _____
 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

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, and 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

EXPIRATION DATE _____

CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

PLEASE SIGN _____
 CARDHOLDER'S SIGNATURE

 DATE

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
- Exhibit Systems
- I & D Labor
- Transportation Charges
- Other (Please Specify) _____
- Rental Furniture
- Signs
- Material Handling In & Out

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

PLEASE SIGN _____
 AUTHORIZED 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, and 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

EXPIRATION DATE _____

CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

PLEASE SIGN _____
 CARDHOLDER'S SIGNATURE

 DATE



Booth Layout Form

H-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
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MANDATORY FORM*

Architectural Digest Home Design Show

Form Deadline Date:
February 23, 2010

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March 18 - 21, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please print/photocopy as needed.

- Hanging Signs - Form H-2
- Pegboard / Tackboard - Form A-1
- Special Colored Drape - Form A-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 C-1
- Installation & Dismantling Order 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.

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.**

3

3rd Party Billing Request, Page 62

A

Advance Shipping Labels, Page 37

Architectural Digest Home Design Show , Page 4

B

Booth Layout Form, Page 63

C

Carpet Order Form, Page 42

Carpet Package Order Form, Page 43

Certificate of Liability Insurance: SAMPLE COPY, Page 32

D

Digital File Submission Guide, Page 54

Direct Shipping Labels, Page 38

Domestic Shipping Quote Form: GES Logistics, Page 40

E

Exhibitor Appointed Contractor: Notice of Intent to Use, Page 33

EZ-Shelves Order Form, Page 49

F

Fire Regulation Information, Page 28

Furniture & Accessories Order Form, Page 44

Furniture Package Order Form, Page 45

G

General Information, Page 23

GES Information and Order Forms, Page 3

GES Logistics - Domestic Shipping Quote Form, Page 40

GES Logistics - International Shipping Quote Form, Page 41

GES Terms & Conditions of Contract, Page 27

GES Transportation Plus, Page 35

Graphics & Signage Order Form, Page 55

H

Hanging Sign / Truss Labor Information, Page 58

Hanging Sign / Truss Labor Order Form, Page 59

Hanging Sign Shipping Labels, Page 60

I

Important Exhibit Information, Page 4

Installation & Dismantling Order Form, Page 56

International Shipping Quote Form: GES Logistics, Page 41

K

Key Information\Supervised Labor Checklist, Page 57

M

Material Handling Information, Page 34

Material Handling Order Form, Page 36

N

Notice of Intent to Use Exhibitor Appointed Contractor, Page 33

O

Official Service Provider Information, Page 31

Operation of All Mechanical Lifts, Page 29

P

Payment & Credit Card Charge Authorization, Page 61

Petroleum Surcharge Information, Page 30