

Exhibitor Services Manual Table of Contents

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

American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

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One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

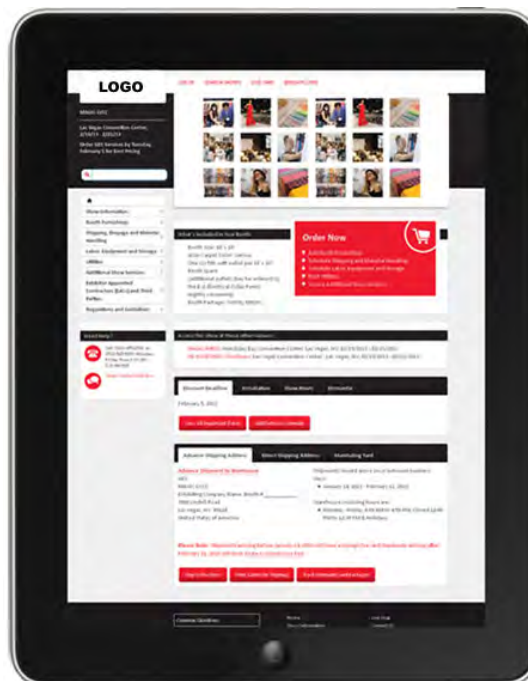
Exhibitors can:

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

Order Everything You Need for Your Show



- Go to <https://e.ges.com/042600308/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Show Information

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

The GES Advance Warehouse will be CLOSED July 3rd & 4th in observance of Independence Day.

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600308/contactus/esm>

Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): 800.475.2098 International Calls: 702.515.5970
7000 Lindell Road FAX (in USA): 866.329.1437 International Faxes: 702.263.1520
Las Vegas, NV 89118-4702

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

Show Information

Standard Booth Package:

Backwall Drape: Teal / White / White /Teal
Sidewall Drape: Teal
Facility Carpeted: No
Aisle Carpet Color: Pepper

Discount Deadline Date

Friday, June 23 GES orders must be received with payment by this date.

Exhibitor Move In

Friday, July 14 8:00 AM - 4:30 PM Containers must be removed from the exhibit floor by days' end, Friday July 14th for aisle carpet installation overnight. Any crates, boxes, or pallets left in aisle will be placed into the exhibitor's booth space to facilitate the installation.

Saturday, July 15 8:00 AM - 3:00 PM

Show Hours

Saturday, July 15 5:00 PM - 6:30 PM
Sunday, July 16 10:15 AM - 5:00 PM
Monday, July 17 8:30 AM - 5:00 PM
Tuesday, July 18 9:00 AM - 2:00 PM

Exhibitor Move Out

Tuesday, July 18 2:00 PM - 8:00 PM
Wednesday, July 19 8:00 AM - 12:00 PM

Carrier Check-in Post-Show

Wednesday, July 19 10:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, July 19 12:00 PM All exhibitor materials must be removed.

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

Advance Shipments to Warehouse:

c/o GES
American Association of Law Libraries
(Your Company Name & Booth Number)
YRC
9018 Tuscan Way
Austin, TX 78754
USA

Shipments should arrive on or between:

June 9 - July 10, 2017
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM
The GES Advance Warehouse will be CLOSED July 3rd & 4th in observance of Independence Day.

Direct Shipments to Show Site:

c/o GES
American Association of Law Libraries
(Your Company Name & Booth Number)
Austin Convention Center
500 East Cesar Chavez Street
Austin, TX 78701
USA

Shipments should arrive on:

July 14, 2017, 8:00 AM - 4:30 PM
July 15, 2017, 8:00 AM - 3:00 PM

General Information

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



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What is an Official Service Provider?

- GES has been selected as the Official Service Provider by the show organizer to design and produce your show.
- We can save you time and money with our insight and experience of the show process. As the Official Service Provider GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/042600308/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/042600308/contactus/esm>

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

Exhibitor Services

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

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Tips for New Exhibitors

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



American Association of Law Libraries
Austin Convention Center
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First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of June 23, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/042600308/esm>

Details Matter When Shipping

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

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/042600308/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/042600308/shippinghandling/esm>

Dot Your I's and Cross Your T's

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

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract
- Clearly indicate when paying by check. All check payments should be returned to:
Global Experience Specialists, Inc. (GES)
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

<p>Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112</p>	<p>Global Experience Specialists (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959</p>	<p>If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA</p>
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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



No Tipping Required

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is not allowed.

Where Did My Crates Go?

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

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

Don't Forget to Take Out the Trash

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

Keeping Up Appearances

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

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

It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/042600308/carpet/esm>

What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/042600308/LaborandEquipment/esm>

Payment and Credit Card Charge Authorization

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American Association of Law Libraries
Austin Convention Center
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Form Deadline Date:
June 23, 2017

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

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/042600308/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

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

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

Cardholder Name - Please Print _____

Billing Address _____

City _____ State _____ Zip/Country _____

Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express	

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

Please Sign _____
Cardholder Signature

Cardholder Name - Please Print Date

Check Number	MM/DD/YY
Total Check Payment	Check Dated
Total Credit Card Payment	\$
	\$

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Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



Domestic Third Party Billing Request

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



American Association of Law Libraries
Austin Convention Center
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Form Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name _____

Exhibiting Company Address _____ City _____ State _____ Zip/Country _____

Phone _____ Fax _____ Contact's Email Address _____

Please Sign

X _____
Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print Date

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

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

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

Step 3. Provide the Third Party contact information

Third Party Company Name _____

Third Party Company Address _____ City _____ State _____ Zip/Country _____

Phone _____ Fax _____ Contact's Email Address _____

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

Cardholder Name - Please Print _____

Billing Address _____ City _____ State _____ Zip/Country _____

Account Number _____ Expiration Date _____

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X _____
Third Party Cardholder's Signature

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

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

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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International Third Party Billing Request

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Form Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name _____

Exhibiting Company Address _____ City _____ State _____ Zip/Country _____

Phone _____ Fax _____ Contact's Email Address _____

Account Number _____ Expiration Date _____

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X _____
Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print Date

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

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

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

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

Step 3. Provide the Third Party contact information

Third Party Company Name _____

Third Party Company Address _____ City _____ State _____ Zip/Country _____

Phone _____ Fax _____ Contact's Email Address _____

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

Cardholder Name - Please Print _____

Billing Address _____ City _____ State _____ Zip/Country _____

Account Number _____ Expiration Date _____

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X _____
Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print Date

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

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

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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Carpet


Standard

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

Includes:

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




Black (41) 



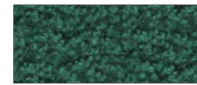
Blue (42)



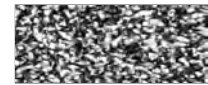
Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




Red (49)

Plush

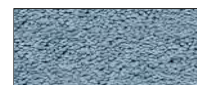
26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

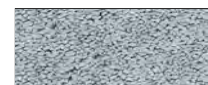
- 26 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



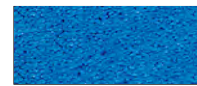
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




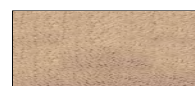
Snow (80)

Ultra Plush

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

Includes:

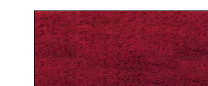
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



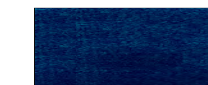
Cabernet (82)



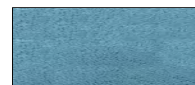
Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

Carpet Order Form

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.

Carpet

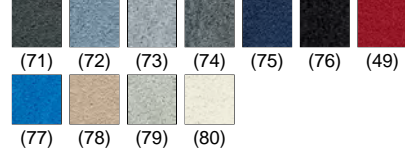
13 oz. Color Options

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



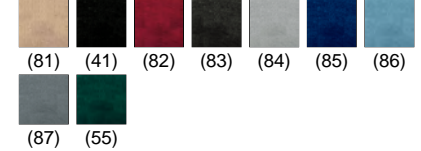
26 oz. Plush Color Options

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



50 oz. Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'		228.49	330.00		8.25	\$
5002	Pre-Cut 13 oz. Standard Carpet 10'x20'		442.50	664.00		8.25	\$
5003	Pre-Cut 13 oz. Standard Carpet 10'x30'		665.25	998.50		8.25	\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.		4.30	6.20		8.25	\$
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.		6.33	9.15		8.25	\$
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		7.75	11.70		8.25	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	2.53	3.65		8.25	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	1.14	1.73		8.25	\$

Electrical or Utilities Under Carpet?

Yes No

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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Carpet Package Order Form

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



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June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



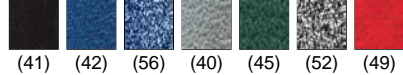
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.
- All Carpet Packages Include 10% Off: Padding, Visqueen and 4 Day(s) Cleaning.

Carpet Packages

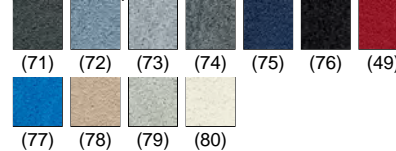
13 oz. Color Options

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



26 oz. Plush Color Options

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



50 oz. Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
400021	13 oz. Carpet Package, Per Sq.Ft.		7.88	11.49		8.25	\$
400022	26 oz. Plush Carpet Package, Per Sq.Ft.		9.70	14.15		8.25	\$
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.		10.98	16.44		8.25	\$

Electrical or Utilities Under Carpet?

Yes No



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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

042600308

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Furniture and Accessories

Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



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



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

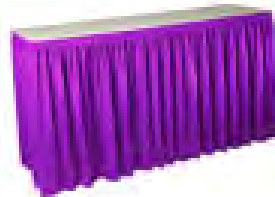
Skirted Tables



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



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



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

Table Skirt Colors



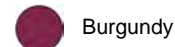
Beige (54)



Black (41)



Blue (42)



Burgundy (43)



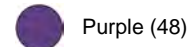
Gold (46)



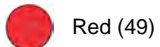
Gray (40)



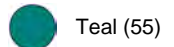
Green (45)



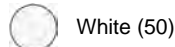
Purple (48)



Red (49)



Teal (55)



White (50)

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

Furniture and Accessories

Display Furniture



Full View



Half View



Quarter View

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

Furniture and Accessories Order Form

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American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

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June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/042600308/furnishings/esm>

Furniture and Accessories

Skirt and Drape Color Options

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



Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	118.16	170.25		8.25	\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	107.89	155.25		8.25	\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	72.20	104.25		8.25	\$
300053	Stool, Contemporary, 17"W 18"D 48"H	129.25	186.50		8.25	\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300057	Table, Rectangle, 24"x36"x30" High	113.50	170.25		8.25	\$
300056	Table, Square, 24"x24"x30" High	103.75	155.25		8.25	\$
300059	Table, Starbase, 30" Diameter x 40" High	239.00	358.75		8.25	\$
300058	Table, Starbase, 40" Diameter x 30" High	239.00	358.75		8.25	\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		143.58	207.75		8.25	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		173.87	250.75		8.25	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		201.72	291.50		8.25	\$
3007	Table, Skirt 4th Side		43.00	64.25		8.25	\$

Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	111.25	167.25		8.25	\$
300600	Table 6', Unskirted, 24" x 30" High	134.00	201.50		8.25	\$
300800	Table 8', Unskirted, 24" x 30" High	154.25	231.50		8.25	\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		201.72	291.50		8.25	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		227.14	327.75		8.25	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		254.99	368.50		8.25	\$

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Form Continues on Next Page



Furniture and Accessories Order Form

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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

3017	Counter, Skirt 4th Side		51.25	77.00		8.25	\$
↳ Select size: 6' Counter _____ 8' Counter _____							

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	154.25	231.50		8.25	\$
301600	Counter 6', Unskirted, 24" x 42" High	175.75	263.75		8.25	\$
301800	Counter 8', Unskirted, 24" x 42" High	196.00	294.50		8.25	\$

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300191	Riser 4', Single Tier, 48"x8"x8" High	38.25	57.50		8.25	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	54.00	81.00		8.25	\$

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		15.70	23.55		8.25	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		19.10	28.50		8.25	\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300074	Display Case 4', Full View	537.75	806.50		8.25	\$
300082	Display Case 6', Full View	571.00	857.00		8.25	\$
300083	Display Case 6', Half View	571.00	857.00		8.25	\$
300084	Display Case 6', Quarter View	571.00	857.00		8.25	\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	4.88	7.30		8.25	\$
300123	Aisle Stanchion, without Chain	46.00	69.25		8.25	\$
300103	Aluminum Easel	62.25	93.00		8.25	\$
300111	Bag Stand	85.50	128.50		8.25	\$
300102	Coat Rack	85.50	128.50		8.25	\$
300104	Garment Rack	85.50	128.50		8.25	\$
300106	Literature Rack	141.50	212.25		8.25	\$
300201	Pegboard, White, 4'x8'	162.75	244.25		8.25	\$

↳ Select alignment: Horizontal _____ Vertical _____

300107	Refrigerator	339.50	509.75		8.25	\$
300131	Security Cage, Large, without Lock	474.50	712.50		8.25	\$
300132	Security Cage, Small, without Lock	317.25	475.50		8.25	\$
300120	Sign Holder, Bell Base	78.00	116.75		8.25	\$
300108	Sign Holder, Chrome, 22"x28"	78.00	116.75		8.25	\$
300211	Tackboard, 4'x8'	171.25	257.25		8.25	\$

↳ Select alignment: Horizontal _____ Vertical _____

300112	Ticket Tumbler, Small, Table Top	134.00	201.50		8.25	\$
300113	Wastebasket	19.10	28.50		8.25	\$
300118	Waterfall Stand	85.50	128.50		8.25	\$

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Form Continues on Next Page



Furniture and Accessories Order Form

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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Electrical Outlets Not Included

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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Furniture Package Order Form

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American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.

Furniture Package



Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4906	Furniture Package 1		303.63	438.98		8.25	\$
↳ Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							

Skirt Color Options

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



Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
490012	Furniture Package 2	657.67	961.43		8.25	\$
↳ Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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Specialty Furniture

Seating - Sofas and Loveseats



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



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



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



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



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



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



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H



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



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



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



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



305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H



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



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

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

Specialty Furniture

Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36\"/>



305072 - Chair, Barcelona, Black, 30\"/>



305073 - Chair, Barcelona, White, 30\"/>



305266 - Chair, Heathrow, Black Vinyl, 24\"/>



305263 - Chair, Naples, Black Vinyl, 36\"/>



305220 - Chair, Roma, White Vinyl, 37\"/>



305269 - Chair, Tangiers, 34\"/>



305070 - Chair, Tub, Key West, Black, 31\"/>



305267 - Corner, Heathrow, Black Vinyl, 24\"/>



305320 - Key Largo Chair, Black Fabric, 35\"/>



305363 - Naples Chair, Powered Black Vinyl, 36\"/>



305222 - Roma Chair, Powered White Vinyl, 37\"/>

Seating - Chairs



305152 - Chair, Altura, Guest, 25\"/>



305041 - Chair, Berlin, Black/White, 18\"/>



305042 - Chair, Berlin, Red/White, 18\"/>



305110 - Chair, Brewer, Black, 20\"/>



305260 - Chair, Christopher, White Vinyl w/Chrome, 17\"/>



305285 - Chair, Duet Stack, Black/Chrome, 23\"/>



305231 - Chair, Fusion, Clear/White, 19\"/>



305230 - Chair, Fusion, Green/White, 19\"/>



305232 - Chair, Fusion, Red/White, 19\"/>



305079 - Chair, Ice Transparent/Chrome, 17.25\"/>



305034 - Chair, Iso Mesh Black, 36\"/>



305111 - Chair, Jetson, 19\"/>



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35\"/>



305149 - Chair, Luxor, Guest, 27\"/>



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27\"/>



305108 - Chair, New York, 23\"/>



305284 - Chair, Rustique Arm, Gunmetal, 20\"/>



305272 - Chair, Swanson Swivel, White Vinyl, 28\"/>



305250 - Chair, Wendy, Clear Acrylic, 15\"/>



305442 - Laguna Chair, 18\"/>



305420 - Malba Chair, Gray, 20\"/>

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

Specialty Furniture



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



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

Seating - Ottomans



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



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



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



305085 - Ottoman, Cube, Black, 17"L 17"D 18"H
Discontinued 1/2017



305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H *Discontinued 1/2017*



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



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



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



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



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



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



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



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



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



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



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

Seating - Office and Utility Seating



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



305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.
Discontinued 1/2017



305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.
Discontinued 1/2017



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



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.

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

Specialty Furniture



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



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



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



305043 - Stool, Drafting, 25"L 26"D 34"H *Discontinued 1/2017*

Seating - Barstools



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



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



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



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



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



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



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



305011 - Barstool, Jetson, Black, 18"L 19"D 29"H
Discontinued 1/2017



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



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



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



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



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



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



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



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



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



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



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

Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue

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

Specialty Furniture

Tables - Cafe



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



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



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



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



305162 - Table, Cafe, Blue/Black, 30" Round 29"H
Discontinued 1/2017



305154 - Table, Cafe, Brushed Blue/Hydraulic Chrome Base, 30" Round 29"H
Discontinued 1/2017



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



305164 - Table, Cafe, Graphite/Black, 30" Round 29"H



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



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



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



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



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



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



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



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



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



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



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



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

Tables - Bar



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



305071 - G30 Bar Table, Powered White Top, 72"L 26"D 42"H



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



305131 - Table, Bar, Blue/Black, 30" Round 42"H
Discontinued 1/2017



305140 - Table, Bar, Brushed Blue/Hydraulic Chrome Base, 30" Round 45"H
Discontinued 1/2017



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



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

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

Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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

Tables - Cocktail



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



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



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



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



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



305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H *Discontinued 1/2017*



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



305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H *Discontinued 1/2017*



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



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



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



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

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Specialty Furniture

Tables - End Tables



305431 - Alondra End Table, Glass, 20\"/>



305436 - Geo End Table, Wood, 20\"/>



305112 - Regis End Table, 16\"/>



305273 - Table, Aura, White Metal, 15\"/>



305274 - Table, E, Wood, 21\"/>



305047 - Table, End, Geo, Black, 26\"/>



305044 - Table, End, Geo, Chrome, 26\"/>



305049 - Table, End, Inspiration, 24\"/>



305211 - Table, End, Oliver, 22\"/>



305046 - Table, End, Silverado, 24\"/>



305050 - Table, End, Sydney, Black, 27\"/>



305048 - Table, End, Sydney, White, 27\"/>



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16\"/>

Conference Tables



305402 - 10' Madison Table, 120\"/>



305400 - 5' Madison Table, 60\"/>



305401 - 8' Madison Table, 96\"/>



305410 - Madison Conference Table, 42\"/>

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Specialty Furniture



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



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



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



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



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



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



305028 - Table, Conf., Graphite, 72"L 42"D 29"H



305029 - Table, Conf., Graphite, 96"L 48"D 29"H



305033 - Table, Conf., Mahogany, 120"L 42"W 29"H *Discontinued 1/2017*



305030 - Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H *Discontinued 1/2017*



305031 - Table, Conf., Mahogany, 72"L 42"W 29"H *Discontinued 1/2017*



305032 - Table, Conf., Mahogany, 96"L 42"W 29"H *Discontinued 1/2017*



305177 - Table, Conf., Manhattan, 42" Round 29"H



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



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



305208 - Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H *Discontinued 1/2017*

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Specialty Furniture

Tables - Martini Bar



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



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

Product Display



305001 - Bookcase, Mahogany, 36"L 13"D 71"H *Discontinued 1/2017*



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



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



305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H *Discontinued 1/2017*



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



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



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



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

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Specialty Furniture

Office and Utility Furniture



305039 - Credenza, Mahogany, 72"L 24"D 29"H *Discontinued 1/2017*



305056 - Desk, Executive, Mahogany, 60"L 30"D 29"H *Discontinued 1/2017*



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



305058 - File, Lateral, Mahogany, 36"L 20"D 29"H *Discontinued 1/2017*



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



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

Lamps



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



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

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Specialty Furniture Order Form

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American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/042600308/furnishings/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	715.50	995.25		8.25	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	778.00	1,081.50		8.25	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	407.25	610.50		8.25	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,289.50	1,799.25		8.25	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,466.50	2,038.50		8.25	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,466.50	2,038.50		8.25	\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,157.00	1,735.25		8.25	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,553.25	2,335.25		8.25	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	696.25	1,044.50		8.25	\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	473.50	710.25		8.25	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	511.00	767.00		8.25	\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	962.00	1,446.00		8.25	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	709.00	1,063.75		8.25	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	436.00	654.50		8.25	\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	543.25	815.00		8.25	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	861.00	1,296.00		8.25	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	976.75	1,467.50		8.25	\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	257.25	385.50		8.25	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	332.00	498.25		8.25	\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	587.00	880.50		8.25	\$
305269	Chair, Tangiers, 34"L 37"D 36"H	298.75	448.75		8.25	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	414.50	622.50		8.25	\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	320.25	481.00		8.25	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	619.75	861.00		8.25	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	950.50	1,320.75		8.25	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	950.50	1,320.75		8.25	\$

Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	327.75	491.75		8.25	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	137.00	205.75		8.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
June 23, 2017

Company Name Email Phone Number Booth Number

Seating - Chairs

305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	137.00	205.75	8.25	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	164.75	247.50	8.25	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	108.25	162.75	8.25	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	71.75	108.25	8.25	\$
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H *Discontinued 1/2017*	162.75	244.25	8.25	\$
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H *Discontinued 1/2017*	162.75	244.25	8.25	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	162.75	244.25	8.25	\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	248.50	372.75	8.25	\$
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H *Discontinued 1/2017*	341.75	513.00	8.25	\$
305111	Chair, Jetson, 19"L 18"D 31"H *Discontinued 1/2017*	217.25	326.75	8.25	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	353.50	530.25	8.25	\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	363.25	545.25	8.25	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	364.25	546.25	8.25	\$
305108	Chair, New York, 23"L 32"D 33"H *Discontinued 1/2017*	221.75	333.00	8.25	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	150.00	225.00	8.25	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	223.75	336.50	8.25	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	108.25	162.75	8.25	\$
305442	Laguna Chair, 18"L 19"D 34"H	294.25	408.75	8.25	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	235.00	326.50	8.25	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	235.00	326.50	8.25	\$
305441	Zenith Chair, 19"L 22"D 32"H	286.00	397.25	8.25	\$

Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	522.00	726.00		8.25	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	522.00	726.00		8.25	\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	266.75	400.75		8.25	\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	266.75	400.75		8.25	\$
305085	Ottoman, Cube, Black, 17"L 17"D 18"H *Discontinued 1/2017*	117.75	176.75		8.25	\$
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H *Discontinued 1/2017*	118.75	179.00		8.25	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18'H	268.75	403.75		8.25	\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	89.00	134.00		8.25	\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	89.00	134.00		8.25	\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	135.25	188.25		8.25	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	121.25	182.00		8.25	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	121.25	182.00		8.25	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	121.25	182.00		8.25	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	121.25	182.00		8.25	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	121.25	182.00		8.25	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	121.25	182.00		8.25	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	121.25	182.00		8.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	162.75	244.25		8.25	\$
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj. *Discontinued 1/2017*	396.25	594.50		8.25	\$
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj. *Discontinued 1/2017*	380.50	571.00		8.25	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	232.50	349.25		8.25	\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	447.75	671.50		8.25	\$
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	407.25	610.50		8.25	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	357.75	497.00		8.25	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	694.75	966.25		8.25	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	517.00	718.75		8.25	\$
305043	Stool, Drafting, 25"L 26"D 34"H *Discontinued 1/2017*	236.75	355.75		8.25	\$

Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	375.50	522.00		8.25	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	375.50	522.00		8.25	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	375.50	522.00		8.25	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	375.50	522.00		8.25	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	175.75	263.75		8.25	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	175.75	263.75		8.25	\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	225.00	337.50		8.25	\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	247.50	371.75		8.25	\$
305011	Barstool, Jetson, Black, 18"L 19"D 29"H *Discontinued 1/2017*	291.50	437.00		8.25	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	103.00	154.25		8.25	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	103.00	154.25		8.25	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	103.00	154.25		8.25	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	103.00	154.25		8.25	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	320.25	481.00		8.25	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	320.25	481.00		8.25	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	131.75	198.00		8.25	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	427.50	641.75		8.25	\$
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	387.75	581.50		8.25	\$
305259	Christopher Barstool, 19"L 15"D 41"H	375.50	522.00		8.25	\$
305440	Zenith Barstool, 19"L 20"D 44"H	388.00	538.75		8.25	\$

Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	449.25	625.00		8.25	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	337.00	468.00		8.25	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	852.75	1,274.75		8.25	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	524.25	729.00		8.25	\$
305162	Table, Cafe, Blue/Black, 30" Round 29"H *Discontinued 1/2017*	246.50	369.50		8.25	\$
305154	Table, Cafe, Brushed Blue/Hydraulic Chrome Base, 30" Round 29"H *Discontin	329.00	493.75		8.25	\$

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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	329.00	493.75		8.25	\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	246.50	369.50		8.25	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	288.00	432.75		8.25	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	329.00	493.75		8.25	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	389.00	583.75		8.25	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	246.50	369.50		8.25	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	288.00	432.75		8.25	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	329.00	493.75		8.25	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	389.00	583.75		8.25	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	246.50	369.50		8.25	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	136.00	204.50		8.25	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	172.50	259.25		8.25	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	124.25	186.50		8.25	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	169.25	253.75		8.25	\$

Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	448.25	623.00		8.25	\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,851.25	2,568.75		8.25	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	522.00	726.00		8.25	\$
305131	Table, Bar, Blue/Black, 30" Round 42"H *Discontinued 1/2017*	256.00	384.50		8.25	\$
305140	Table, Bar, Brushed Blue/Hydraulic Chrome Base, 30" Round 45"H *Discontinue	335.50	503.25		8.25	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	335.50	503.25		8.25	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	256.00	384.50		8.25	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	316.00	474.50		8.25	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	335.50	503.25		8.25	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	394.25	591.25		8.25	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	256.00	384.50		8.25	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	316.00	474.50		8.25	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	335.50	503.25		8.25	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	394.25	591.25		8.25	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	256.00	384.50		8.25	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	150.00	225.00		8.25	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	183.25	275.25		8.25	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	139.25	208.75		8.25	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	176.75	265.75		8.25	\$

Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	488.75	679.00		8.25	\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	1,009.75	1,404.00		8.25	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	372.25	517.00		8.25	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	577.25	803.00		8.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Cocktail

305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	577.25	803.00		8.25	\$
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H *Discontinued 1/2017*	261.25	392.00		8.25	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	267.75	401.75		8.25	\$
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H *Discontinued 1/2017*	352.25	529.00		8.25	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	243.00	365.25		8.25	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	310.75	466.00		8.25	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	379.00	569.00		8.25	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	379.00	569.00		8.25	\$

Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	444.00	616.75		8.25	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	315.00	437.75		8.25	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	306.25	459.50		8.25	\$
305273	Table, Aura, White Metal, 15" Round 22"H	99.50	150.00		8.25	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	95.50	143.50		8.25	\$
305047	Table, End, Geo, Black, 26"L 26"D 20"H *Discontinued 1/2017*	236.75	355.75		8.25	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	244.25	366.25		8.25	\$
305049	Table, End, Inspiration, 24"L 28"D 22"H *Discontinued 1/2017*	334.00	501.25		8.25	\$
305211	Table, End, Oliver, 22" Round 22"H	208.75	313.75		8.25	\$
305046	Table, End, Silverado, 24" Round 22"H	292.50	439.25		8.25	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	278.50	417.75		8.25	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	278.50	417.75		8.25	\$
305276	Table, Mosaic, Set of 3	186.50	279.50		8.25	\$
305275	Table, Timber, Wood, 16" Round 17"H	116.75	175.75		8.25	\$

Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	988.00	1,372.75		8.25	\$
305400	5' Madison Table, 60"L 48"D 29"H	669.75	930.75		8.25	\$
305401	8' Madison Table, 96"L 60"D 29"H	815.25	1,133.50		8.25	\$
305410	Madison Conference Table, 42"RND 29"H	609.50	846.50		8.25	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	121.75	169.50		8.25	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	296.75	445.75		8.25	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	478.00	716.50		8.25	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	313.75	471.50		8.25	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	478.00	716.50		8.25	\$
305027	Table, Conf., Graphite, 42" Round 29"H	394.25	591.25		8.25	\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	532.50	799.25		8.25	\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	654.50	982.25		8.25	\$
305033	Table, Conf., Mahogany, 120"L 42"W 29"H *Discontinued 1/2017*	755.25	1,135.50		8.25	\$
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H *Discontinued 1/2017*	427.50	641.75		8.25	\$
305031	Table, Conf., Mahogany, 72"L 42"W 29"H *Discontinued 1/2017*	504.75	757.50		8.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Conference						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305032	Table, Conf., Mahogany, 96"L 42"W 29"H *Discontinued 1/2017*	620.00	930.75		8.25	\$
305177	Table, Conf., Manhattan, 42" Round 29"H	361.00	542.00		8.25	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	306.25	459.50		8.25	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	247.50	371.75		8.25	\$
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H *Discontinued 1/2017*	641.75	963.00		8.25	\$

Tables - Martini Bar						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,427.75	5,141.75		8.25	\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,285.50	1,928.25		8.25	\$

Product Display						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305001	Bookcase, Mahogany, 36"L 13"D 71"H *Discontinued 1/2017*	396.25	594.50		8.25	\$
305053	Etagere, Black, 30"L 16"D 70"H	345.00	517.50		8.25	\$
305052	Etagere, Pewter, 30"L 16"D 70"H	345.00	517.50		8.25	\$
305415	Madison Bookcase, 36"L 12"D 72"H	505.50	702.00		8.25	\$
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H *Discontinued 1/2017*	511.00	767.00		8.25	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	398.50	597.75		8.25	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	476.50	715.50		8.25	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	398.50	597.75		8.25	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	476.50	715.50		8.25	\$

Office and Utility Furniture						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305039	Credenza, Mahogany, 72"L 24"D 29"H *Discontinued 1/2017*	650.25	975.75		8.25	\$
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H *Discontinued 1/2017*	602.00	903.00		8.25	\$
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	288.00	432.75		8.25	\$
305058	File, Lateral, Mahogany, 36"L 20"D 29"H *Discontinued 1/2017*	504.75	757.50		8.25	\$
305416	Madison Credenza, 60"L 20"D 29"H	838.25	1,164.75		8.25	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	763.25	1,060.75		8.25	\$

Lamps						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	291.50	437.00		8.25	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	214.25	321.25		8.25	\$

Electrical Outlets Not Included



Reminder

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

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Specialty Furniture Order Form

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

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

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

Total Payment Enclosed

\$

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

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Convenience Package Order Form

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/042600308/packages/esm>
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.



Barcelona Club Package



Deluxe Chair Package



Stool Package A



Chair Package A

Standard Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	494.42	727.75		8.25	\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404323	Display Case Package A	1,068.50	1,588.75		8.25	\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.					
404324	Display Case Package B	1,046.32	1,556.25		8.25	\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.					
404322	Meeting Package	730.74	1,096.00		8.25	\$
	↳ Includes: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404311	Stool Package A	516.60	760.25		8.25	\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.					

Standard Skirted Furniture Package

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		429.29	619.75		8.25	\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						
4146	Stool Package B		504.74	729.25		8.25	\$
	↳ Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.						

Skirt Color Options

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



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Form Continues on Next Page



Convenience Package Order Form

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

Company Name _____ Email _____ Phone Number _____

Specialty Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404504	Bar Package	1,926.00	2,890.25		8.25	\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.					
404501	Barcelona Club Package *Discontinued 1/2017*	2,056.00	3,093.25		8.25	\$
	↳ Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.					
404503	Deluxe Chair Package *Discontinued 1/2017*	832.50	1,249.75		8.25	\$
	↳ Includes: (2) New York Chairs, (1) Cafe Table 36"X29".					
404505	Premium Pedestal Package *Discontinued 1/2017*	862.50	1,294.50		8.25	\$
	↳ Includes: (2) Black Banana Barstools, (1) Locking Pedestal.					
404506	Premium Stool Package	687.00	1,030.75		8.25	\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".					

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed \$ _____

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

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Standard Exhibit Systems

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

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

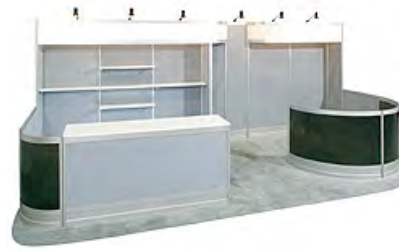
20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

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

10x20 Exhibits



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

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

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

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



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

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

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

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

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

Standard Exhibit Systems

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



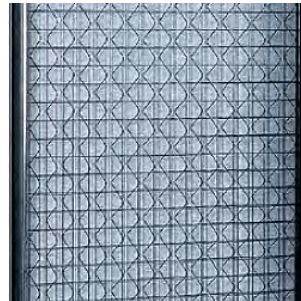
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

Trim Color



Black (41)

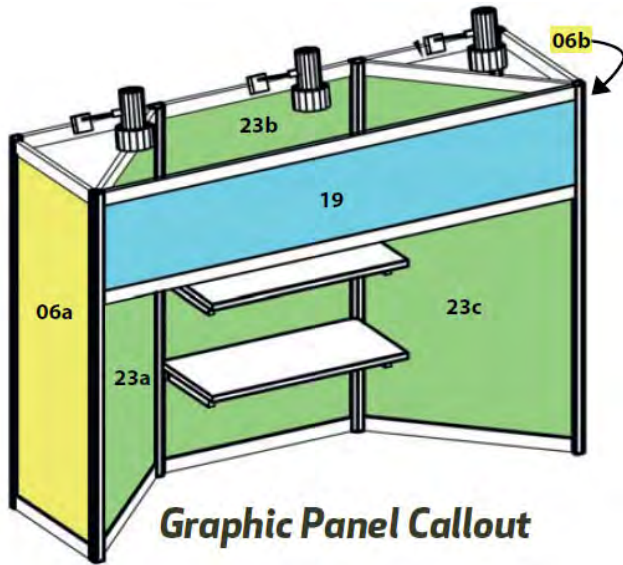


Silver (79)

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

Standard Exhibits Graphics

Exhibit #1, 6' Tabletop (600001)



Graphic Panel Callout

- 23** 608323 26 9/16" wide x 45" tall
Discount Price - \$169.25 /Regular Price - \$253.75
Produced on 3/16" Thick White Foamcore
- 06** 608306 18 7/16" wide x 45" tall
Discount Price - \$69.75 /Regular Price - \$104.50
Produced on 3/16" Thick White Foamcore
- 19** 608319 65 15/16" wide x 12" tall
Discount Price - \$111.25 /Regular Price - \$167.25
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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

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

Link: <https://e.ges.com/042600308/exhibit1/esm>

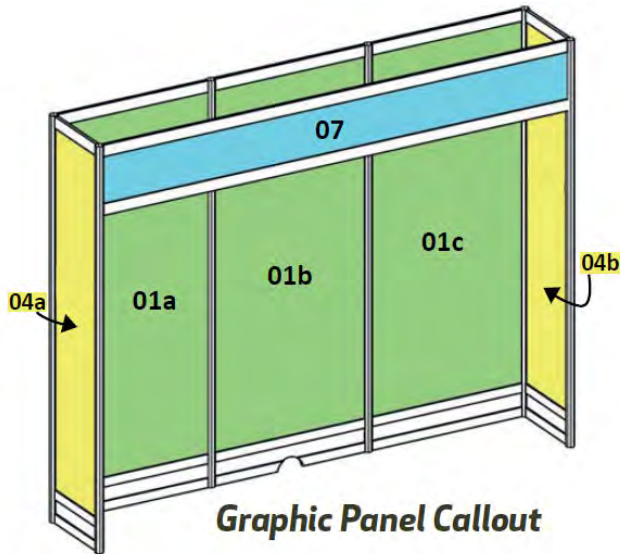


Booth Rendering

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

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01 608301 38 1/8" wide x 86 1/4" tall
 Discount Price - \$461.75 /Regular Price - \$693.25
 Produced on 3/16" Thick White Foamcore
- 04 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$231.50 /Regular Price - \$347.00
 Produced on 3/16" Thick White Foamcore
- 07 608307 117" wide x 12" tall
 Discount Price - \$197.00 /Regular Price - \$295.50
 Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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

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Link: <https://e.ges.com/042600308/exhibit2/esm>

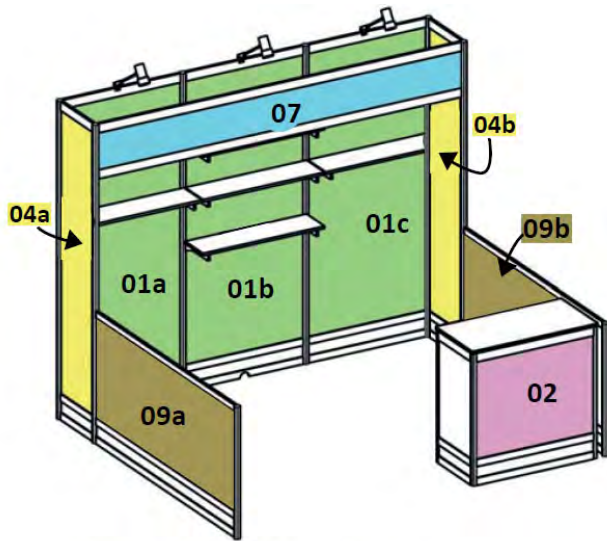


Booth Rendering

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

Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$461.75 /Regular Price - \$693.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$231.50 /Regular Price - \$347.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$197.00 /Regular Price - \$295.50
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$162.75 /Regular Price - \$244.25
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$329.00 /Regular Price - \$493.75
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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

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

Link: <https://e.ges.com/042600308/exhibit3/esm>

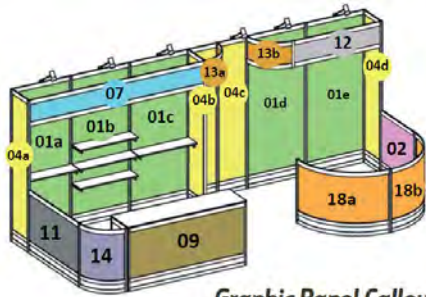


Booth Rendering

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

Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

- 12** 608312 57 7/8" wide x 12" tall
Discount Price - \$101.25 /Regular Price - \$152.00
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$50.50 /Regular Price - \$75.50
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$257.25 /Regular Price - \$385.50
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$329.00 /Regular Price - \$493.75
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$126.25 /Regular Price - \$189.50
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$461.75 /Regular Price - \$693.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$231.50 /Regular Price - \$347.00
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$97.00 /Regular Price - \$145.50
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$162.75 /Regular Price - \$244.25
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$197.00 /Regular Price - \$295.50
Produced on 3/16" Thick White Foamcore



Booth Rendering

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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

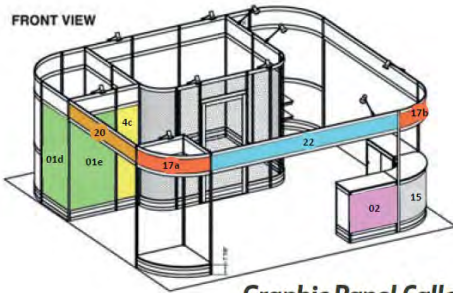
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/042600308/exhibit4/esm>

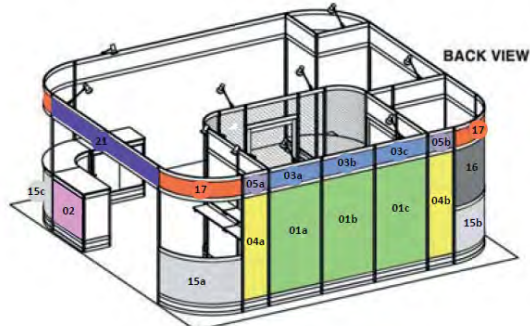
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #5, 20 x 20 (600005)



Graphic Panel Callout



- 21** 608321 136 9/16" wide x 12" tall
Discount Price - \$152.00 /Regular Price - \$228.25
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall
Discount Price - \$163.75 /Regular Price - \$246.50
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall
Discount Price - \$187.50 /Regular Price - \$281.75
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$162.75 /Regular Price - \$244.25
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall
Discount Price - \$64.25 /Regular Price - \$96.50
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall
Discount Price - \$50.50 /Regular Price - \$75.50
Produced on 3/16" Thick White Foamcore

- 01** 608301 18 7/16" wide x 86 1/4" tall
Discount Price - \$461.75 /Regular Price - \$693.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$231.50 /Regular Price - \$347.00
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$308.50 /Regular Price - \$462.75
Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$257.25 /Regular Price - \$385.50
Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall
Discount Price - \$261.25 /Regular Price - \$392.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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

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

Link: <https://e.ges.com/042600308/exhibit5/esm>

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

Exhibit Systems Order Form

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



American Association of Law Libraries
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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

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

(41) (42) (56) (40) (45) (52) (49)

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

(C41) (C50) (C79) (F41) (F40)

C Color Codes are Coated Panels
F Color Codes are Fabric

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

(41) (79)

Standard Exhibits

10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,692.50	2,538.75		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
600003	Exhibit System GEM #3, 10'x10' Inline	3,160.00	4,745.50		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	6,973.50	10,465.50		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600005	Exhibit System GEM #5, 20'x20' Island	10,347.75	15,521.75		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	545.25	818.50		8.25	\$
600110	Exhibit, Armlight Black	81.75	122.25		8.25	\$
600103	Exhibit, Counter, 1M Curved	756.25	1,135.50		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600101	Exhibit, Counter, 1M x 1/2M x 40"H	381.50	572.00		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600102	Exhibit, Counter, 2M x 1/2M x 40"H	522.75	784.25		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600221	Exhibit, Light Box, Large 37"x85"	696.25	1,044.50		8.25	\$
600222	Exhibit, Light Box, Medium 37"x56"	547.25	821.50		8.25	\$
600223	Exhibit, Light Box, Small 37"x28"	338.50	507.75		8.25	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	476.50	715.50		8.25	\$
600291	Exhibit, Panel, Wirewall, 1M	467.00	700.50		8.25	\$

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Exhibit Systems Order Form

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

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

600243	Exhibit, Shelf, 1M x 10" Deep	63.50	95.50		8.25	\$
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Electrical or Utilities Under Carpet?

Yes No

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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Digital File Preparation

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



American Association of Law Libraries
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Graphic File Solutions

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



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

Avoiding Additional Costs

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

Vector Artwork

For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual. Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.



gif
(raster)

ai / eps
(vector)

Vectors

Editable Text

Vectors

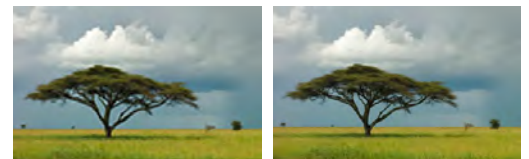
Outlined Text

Bitmap/Raster Artwork

TIFF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Low Resolution
(72 dpi)

High Resolution
(300 dpi)



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/042600308/signs>



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Digital File Preparation

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



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Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

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

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in Illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in Illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

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

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

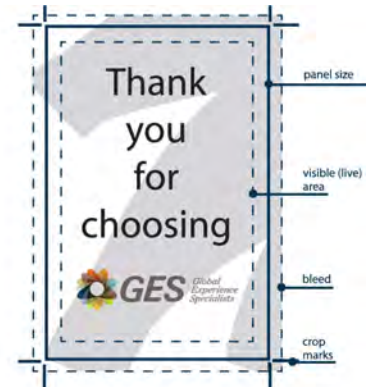


figure a.

Graphics and Signage Order Form

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



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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/042600308/signs/esm>

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	278.50	417.75		8.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	215.25	323.50		8.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	227.00	340.50		8.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	410.25	616.00		8.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	252.75	379.00		8.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	536.75	805.50		8.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	379.00	569.00		8.25	\$
601099	Printed Cardboard Base for Freestanding Boards	24.75	37.25		8.25	\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

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

Total Payment Enclosed

\$

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Standard Graphics

38" Ad Board



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

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

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

24" Ad Board



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

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

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

22" x 28" with Sign Holder



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

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

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



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

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

Material Handling/Drayage Information

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



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Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

Freight Carriers

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

Tracking Shipments

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

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/042600308/logistics_Quote



Estimating Material Handling Charges

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

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter[®] 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 and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone

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

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GES Transportation Plus






DOMESTIC



Save 10% on Material Handling with GES Transportation Plus.

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



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



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

Get an instant quote today at: https://e.ges.com/042600308/logistics_quote

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

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Visit ges.com and discover how we use art and science to create engaging experiences.



Material Handling/Drayage Order Form

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



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Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$106.62 cwt	\$143.94 cwt
Straight Time In / Overtime Out	\$134.75 cwt	\$181.91 cwt
Overtime In / Overtime Out	\$165.50 cwt	\$223.43 cwt

Advance Shipments to Warehouse Dates:

Fri, Jun 9, 2017: Advance shipments may begin arriving at warehouse.
Mon, Jul 10, 2017: Last day for shipments to arrive at warehouse.
The GES Advance Warehouse will be CLOSED July 3rd & 4th in observance of Independence Day.

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$95.75 cwt	\$129.26 cwt	\$153.20 cwt
Straight Time In / Overtime Out	\$121.00 cwt	\$163.35 cwt	\$193.60 cwt
Overtime In / Overtime Out	\$148.50 cwt	\$200.48 cwt	\$237.60 cwt

Direct Shipments to Show site Dates:

Fri, Jul 14, 2017: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Sat, Jul 15, 2017: Last day for shipments to arrive at exhibit site by 3:00 PM.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$53.50. Each additional package will be charged \$26.75.

Step 2. Estimate Order

Small Packages

1st Small Package Shipment x \$53.50 = _____ Total
 # of additional packages (each) x \$26.75 = _____ Total

Form Continues on Next Page



SSC

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R-2 052417

Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

Exhibit Site Warehouse

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \$8.45 per cwt will apply before published timeline.

Special Handling/Mixed Shipments:

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

Uncrated Shipments:

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

Measure of Damage:

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

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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What is "Special" Handling?

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

Special Handling Includes:

Ground Loading

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

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

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

Stacked, Cubed-out, or Loose Shipments

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

Multiple Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

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

Special Handling Examples:



Side Door Loading

Constricted Space Loading



Stacked Shipments

Uncrated Shipment



Multiple Shipments

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

American Association of Law Libraries

Name of Exhibition

042600308

BOOTH NUMBER

C/O GES
YRC
9018 Tuscany Way
Austin, TX 78754 USA

Shipment Should Arrive on or Between:
Friday, June 9, 2017 - Monday, July 10, 2017

The GES Advance Warehouse will be CLOSED July 3rd & 4th in observance of Independence Day.

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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

American Association of Law Libraries

Name of Exhibition

042600308

BOOTH NUMBER

C/O GES
YRC
9018 Tuscany Way
Austin, TX 78754 USA

Shipment Should Arrive on or Between:
Friday, June 9, 2017 - Monday, July 10, 2017

The GES Advance Warehouse will be CLOSED July 3rd & 4th in observance of Independence Day.

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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

American Association of Law Libraries

Name of Exhibition 042600308

BOOTH NUMBER

C/O GES
Austin Convention Center
500 East Cesar Chavez Street
Austin, TX 78701 USA

Shipment Should Arrive on or Between:

Friday, July 14, 2017 after 8:00 AM - Saturday, July 15, 2017 by 3:00 PM

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

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

American Association of Law Libraries

Name of Exhibition 042600308

BOOTH NUMBER

C/O GES
Austin Convention Center
500 East Cesar Chavez Street
Austin, TX 78701 USA

Shipment Should Arrive on or Between:

Friday, July 14, 2017 after 8:00 AM - Saturday, July 15, 2017 by 3:00 PM

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

Carrier _____
Number _____ of _____ pieces

Please print this label on a color printer if possible

Request for Pre-Printed Outbound Material Handling Release/Labels

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Form Deadline Date:
June 23, 2017



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by June 23, 2017.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/042600308/prePrint/esm>

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

Company/Consignee	Attention			
500 East Cesar Chavez Street	Austin	TX	78701	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

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

Shipping Destination 1:

Number of Labels Needed:

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

Shipping Destination 2:

Number of Labels Needed:

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

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

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

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

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



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R-3 042716

Freight Service Questionnaire

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Form Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/042600308/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number:

5. Print the name of person in charge of your move-in:

Phone Number:

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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R-7 032316

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Personally Owned Vehicle (POV) Instructions

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Important Instructions for Personally Owned Vehicles (POV)

To support your event planning for Austin Convention Center, GES would like to point out the following information related to POVs.

- All POVs and individuals wishing to gain access to the docks must check in at the Freight Desk to obtain a DOCK PASS. The registered booth name, number and identification will be required.
- Drayage services provided for POVs are subject to the material handling rates as outlined on the Material Handling/ Drayage Order Form.
- Loads will be weighed on a scale at the exhibit hall dock. Items are weighed to ensure accurate material handling billing.
- At close of show exhibitors obtain an Outbound Material Handling Form from the GES Servicenter. Exhibitors who will be removing their items via a POV must have this form signed and dated by a GES Service Representative.
- This authorized Outbound Material Handling Form is required to gain access to the docks for outbound material handling services. This paperwork must be in the hands of the POV driver (please do not leave in the exhibit hall).
- It is difficult to project the number of exhibitor's who will utilize POV material handling services. POVs are served on a first come, first serve basis and need to follow the times outlined on the Show Information form for a smooth process. Exhibitors planning to remove items immediately at show close should anticipate a two-hour window for these services at Austin Convention Center.
- Exhibitors may park in the Austin Convention Center parking lots and hand carry items into the exhibit hall (without the use of wheeled carts or dollies). This restriction is for safety purposes and to reduce damage to entrance ways and common areas of the facility.
- Please do not park POVs in any of the public areas near the building as Austin Convention Center Security may ticket or tow.

GES makes it a priority to service POVs in an efficient manner through the material handling process. For additional questions please chat with us www.ges.com/chat/.

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R-14b 050217



Cartload Service Order Form

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Form Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

Important Rules for Unloading Personally Owned Vehicles (POV)



- Exhibitors bringing exhibit materials in personal vehicles (POV) will be required to obtain a DOCK PASS at the Freight Desk in order to gain dock access.
- Exhibitors may hand carry what one person can carry in one trip, provided they do not use any material handling equipment such as forklifts, flatbeds, dollies, etc. GES representatives will have the sole responsibility in determining the loading and unloading procedures on the docks in each facility.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), 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, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time , Dock to Booth	67.75	1	\$
200506	Cartload Service, Straight Time , Booth to Dock	67.75	1	\$
200506	Cartload Service, Over Time, Dock to Booth	67.75	1	\$
200506	Cartload Service, Over Time, Booth to Dock	67.75	1	\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed



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Vehicle Placement Order Form

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Form Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

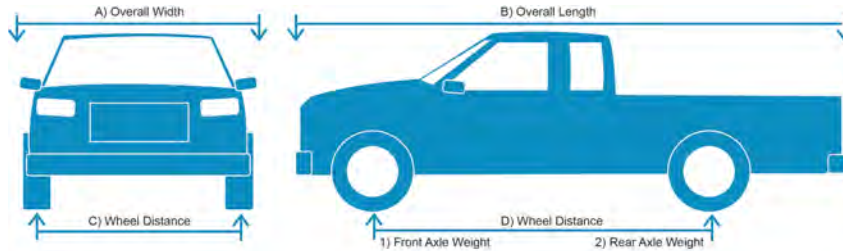
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.



Important Rules and Regulations

- 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.
- Your presence is Required! 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 an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

Step 1. Provide Vehicle Information



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
1.								
2.								
3.								

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

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	231.75		\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$



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R-15 041017

Installation and Dismantling Order Form

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Discount Deadline Date:
June 23, 2017

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



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Full-time employees of an exhibiting firm may install and dismantle their own company displays. Any outside or additional labor required is to be performed by local union personnel under contract with GES, the official General Service Contractor, or under the guidelines established by the Rules and Regulations in this Service Manual for Exhibitor Appointed Contractors.
- Orders placed at show site will be completed in the order in which they are received.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	# Workers	X # Hours	Tax %	= Total
705000	Install & Dismantle, ST Move In	95.00	108.25			8.25	\$
705000	Install & Dismantle, ST Move Out	95.00	108.25			8.25	\$
705000	Install & Dismantle, OT Move In	143.00	162.25			8.25	\$
705000	Install & Dismantle, OT Move Out	143.00	162.25			8.25	\$
705000	Install & Dismantle, DT Move In	189.00	216.25			8.25	\$
705000	Install & Dismantle, DT Move Out	189.00	216.25			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600308/labor/esm>

Step 2. Please Indicate Service



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

Option 1 (A 30% (\$ 60.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form, click here: <https://e.ges.com/042600308/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 30% (\$ 60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

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L-1 050817

Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____



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

Option 2

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

GES is responsible for the following type of booth:

- Pop-Up Two Story Custom
- Other: _____

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

Move In

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

Move Out

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

Important Information

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

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

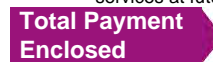
Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



X _____
Authorized Signature

Authorized Name - Please Print Date

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



\$	
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061317 042600308

L-1 050817



Forklift Order Form

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Discount Deadline Date:
June 23, 2017

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



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.
- Please see Labor Information form for additional requirements regarding labor.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	Tax %	=	Total
705200	5,000#, ST Move In	170.25	213.25	255.75			8.25	\$	
705200	5,000#, ST Move Out	170.25	213.25	255.75			8.25	\$	
705200	5,000#, OT Move In	238.75	298.25	358.75			8.25	\$	
705200	5,000#, OT Move Out	238.75	298.25	358.75			8.25	\$	
705200	5,000#, DT Move In	306.75	383.00	460.50			8.25	\$	
705200	5,000#, DT Move Out	306.75	383.00	460.50			8.25	\$	

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	Tax %	=	Total
-----------	-------------	---------------	--------------	----------------	---------	-----------	-------	---	-------

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600308/labor/esm>

Step 2. Labor Information



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

- Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

- Uncrating Unskidding Positioning
 Leveling Dismantling Re-crating
 Reskidding

Additional labor will be assigned if necessary.

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule In Booth Forklift Labor

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

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

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

Move In

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

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

Move Out

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

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

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Hanging Sign / Truss Labor Information

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Please complete and return the Hanging Sign / Truss Labor Order Form by June 23, 2017.

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



Attention Exhibitors: All Hanging Signs must be pre-shipped to the GES Advanced Warehouse location utilizing Advanced Hanging Sign Labels attached in this kit.

Hanging Signs:

GES is responsible for assembly of all signs, and installation and removal of all hanging signs under 250 lbs that do not have electrical or lighting elements. Any signs weighing over 250 lbs that require a motor and/or hoist, please refer to the Freeman Structural Rigging Guide.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 250 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

Truss and Hoists:

GES is responsible for assembly, installation, and removal of all trusses weighing less than 200 lbs.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

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Hanging Sign / Truss Labor Order Form

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Discount Deadline Date:
June 23, 2017

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



Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

Step 1. Order Labor

Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Tax %	Total
705300	High Lift, ST Move In	617.00	771.25	925.25			8.25	\$
705300	High Lift, ST Move Out	617.00	771.25	925.25			8.25	\$
705300	High Lift, OT Move In	771.25	964.25	1,156.50			8.25	\$
705300	High Lift, OT Move Out	771.25	964.25	1,156.50			8.25	\$
705300	High Lift, DT Move In	925.25	1,156.50	1,389.75			8.25	\$
705300	High Lift, DT Move Out	925.25	1,156.50	1,389.75			8.25	\$

Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Tax %	Total
705020	Sign Assembly, ST Move In Only	90.25	112.50	135.75			8.25	\$
705020	Sign Assembly, OT Move In Only	135.75	169.75	203.75			8.25	\$
705020	Sign Assembly, DT Move In Only	180.25	226.00	270.75			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600308/labor/esm>



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

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



Reminder

All Hanging Signs must be shipped to the GES Advanced Warehouse location. Exhibitor must attach Advanced Hanging Sign Labels to all Hanging Sign crates and cartons.

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

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

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

Type of Sign

- Banner Structural Signage
 Systems Moss

Dimensions and Weight of Sign

Width _____ Height _____
Length _____ Total Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

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

Is your sign electrical?

- Yes No

Shape of Sign

- Square Rectangle
 Triangle Circle
 Serpentine Other _____

Pick Points

Number of structural pick points _____

Weight at each pick point _____

Have you submitted your structurally engineered rigging points? _____

Dates Submitted _____

Assembly

Does your sign require assembly?

- Yes No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

Hoists

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

Are hoists required?

- Yes No

if yes, how many? _____

- Exhibitor Owned GES Rental

Supervision

Do you want to supervise the hanging of your sign?

- Yes No

If yes, schedule the date you would like the sign to be hung in Step 3 of this form.

Please provide GES with a contact name and number to discuss _____

If no, GES will supervise without exhibitor present.

- A 30% (\$60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Your Hanging Sign received in the advance warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

Location of Sign

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

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

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Truss Options

Type of Truss

- Plated (end plates) Spigot

Size of Truss

- 12" 20.5"

Dimensions Truss Design

Width _____ Length _____
Total Truss/Lighting Weight _____ lbs

Height

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

Electrical

Do you require an electrical drop to the truss?

- Yes No

How much power is required for the truss?

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

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

Truss Attachments

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

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

Pick Points

Number of structural pick points _____

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

Assembly

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

Location of Truss

- Aerial/Flown Ground Supported

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

Hoists

Are hoists required?

- Yes No

if yes, how many? _____

- Exhibitor Owned GES Rental

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

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

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

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H-2 060117



Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____



Attention Exhibitors: All Hanging Signs must be pre-shipped to the GES Advanced Warehouse location utilizing Advanced Hanging Sign Labels attached in this kit.

Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

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

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

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

Move In

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

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

Move Out

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

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

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

Total Payment Enclosed

\$ _____

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

American Association of Law Libraries

Name of Exhibition 0420600308

Booth Number

C/O **GES**
YRC
9018 Tuscany Way
Austin, TX 78754 USA

Shipment Should Arrive on or Between:
Monday, June 12, 2017 - Tuesday, July 11, 2017

The GES Advance Warehouse will be CLOSED July 3rd & 4th in observance of Independence Day.

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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

American Association of Law Libraries

Name of Exhibition 0420600308

Booth Number

C/O **GES**
YRC
9018 Tuscany Way
Austin, TX 78754 USA

Shipment Should Arrive on or Between:
Monday, June 12, 2017 - Tuesday, July 11, 2017

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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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

Please print this label on a color printer if possible

Cleaning and Porter Service Order Form

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Discount Deadline Date:
June 23, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Step 1. Calculate Booth Square Footage

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

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
500601	Before Show Open Only (per sq. ft.)	0.66	0.99		1	8.25	\$
500600	Duration of Show (per sq. ft. per day)	0.48	0.73		4	8.25	\$
500602	Per Day (per sq. ft. per day)	0.69	1.03			8.25	\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.87	1.32		8.25	\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501002	Cleaning, Damp Mop & Wax	1.16	1.76			8.25	\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501010	Porter Service, 0-500 sq.ft., Per Day	122.25	183.25			8.25	\$
501010	Porter Service, 501-1500 sq.ft., Per Day	157.50	236.75			8.25	\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	425.25	638.50			8.25	\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	499.25	748.75			8.25	\$

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

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$ _____

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



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Notice of Intent to Use EAC and Policies and Procedures

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Form Deadline Date:
June 14, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

- This form is to be completed by the Exhibitor

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

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

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

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

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

Please Sign

X _____
Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print Date

Review and Return Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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

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L-3/L-4 101216



Agreement and Rules and Regulations between GES and EAC

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Form Deadline Date:
June 14, 2017

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



Attention:

- This form is to be completed by the EAC

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

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Hall - Erickson, Inc. (Show Management), American Association of Law Libraries (Show) and Austin Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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Agreement and Rules and Regulations between GES and EAC

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



American Association of Law Libraries
Austin Convention Center
July 15 - 18, 2017

Form Deadline Date:
June 14, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Rules and Regulations (continued)

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

Authorized Signature of EAC:

Please Sign

X _____
Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print Date

Review and Return Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Attn: Clark Cabus, Exhibitor Services, 1415 Cockrell Hill Road, Suite 300, Dallas, TX 75211

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

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

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ACORD 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY) 01/01/17

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

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

INSUREERS AFFORDING COVERAGE

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

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

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

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/17	01/01/18	EACH OCCURRENCE \$1,000,000
	FIRE DAMAGE (Any one fire) \$ 50,000				
	MED EXP (Any one person) \$ 5,000				
	PERSONAL & ADV INJURY \$1,000,000				
	GENERAL AGGRREGATE \$2,000,000				
	PRODUCTS-COMP/OP AGG \$2,000,000				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/17	01/01/18	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident)
	BODILY INJURY \$				
	(Per person)				
	BODILY INJURY \$				
	(Per accident)				
	PROPERTY DAMAGE \$ (Per accident)				
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/17	01/01/18	AUTO ONLY-EA ACCIDENT \$
	OTHER THAN \$ \$				
	AUTO ONLY: \$ \$				
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/17	01/01/18	EACH OCCURRENCE \$1,000,000
	AGGREGATE \$1,000,000				
	\$				
	\$				
	\$				
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/17	01/01/18	X WC STATU-ORY LIMITS OTHER
	E.L. EACH ACCIDENT \$1,000,000				
	E.L. DISEASE-EA EMPLOYEE \$1,000,000				
	E.L. DISEASE -POLICY LIMIT \$1,000,000				
D	OTHER				Each Occurrence & Aggregate

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Global Experience Specialists, Inc. (GES) (Official Service Provider), Hall - Erickson, Inc. (Show Management), Austin Convention Center (Facility), and American Association of Law Libraries (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: July 15 - 18, 2017 at city of Austin.

CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

6. Global Experience Specialists, Inc. (GES)
 Exhibitor Services
 1415 Cockrell Hill Road, Suite 300
 Dallas, TX 75211

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE *John Smith* 10.

- 1. Producer:** Insurance Agent / Broker who issues certificate.
- 2. Name of Insured:** Must be the legal name of contracting party.
- 3. Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
- 4. Form of Coverage:** Must be "occurrence" form of coverage.
- 5. Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Hall - Erickson, Inc. (Show Management), American Association of Law Libraries (Show) and Austin Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
- 6. Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)
- 7. Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- 8. Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
- 9. Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
- 10. Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

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Show Site Work Rules

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



American Association of Law Libraries
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Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have in the State of Texas, we ask that you read the following information. IATSE Local 205 / Teamsters Local 657

Teamster Labor

Global Experience Specialists, Inc. (GES) will provide members from the Teamsters union as needed, who have jurisdiction for all material handling within the boundaries of the convention facility. They unload all trucks or vehicles, deliver the material to your booth and remove and reload materials at the close of the show.

Exhibitors may hand carry what one person can carry in one trip, provided they do not use any material handling equipment, such as forklifts, flatbeds, dollies, etc. GES Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.

Installation and Dismantle Labor

Global Experience Specialists, Inc. (GES) will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide, employees of the exhibiting companies are allowed to set their own exhibits without assistance from this union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the enclosed labor form, or on show site at the GES Servicenter.

Electrical Labor

Electrical labor includes wiring, hookups, interconnections, electrical signs, video taping, camera operations, (including audio and lighting), and television and VCR connections. Assembly, installation and dismantle of anything using electricity as a source of power is the responsibility of union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by Show Management. Please check this kit for information regarding the installation and dismantling of any electrical needs you may have.

Plumbing

This area is also covered by the respective facility, or an established contractor chosen by Show Management. Responsibilities for all plumbing supplies, to include air, water, waste and venting are covered by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by the Show Management. Please check this kit for information regarding the installation and dismantling of any plumbing needs you may have.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this issue to the attention of the Show Manager or the GES **Servicenter** staff. Please refrain from voicing complaints directly to the craft personnel.

The personnel in charge of your exhibit should carefully inspect and sign all Work Order forms. If there are any questions about an item on your invoice, please bring the invoice to the appropriate GES Servicenter personnel, and discuss it with the personnel in charge.

Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

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

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

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Stop. Think. Safety.

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



American Association of Law Libraries
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Safety is very important for everyone working in the Exhibit Hall.

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

Safety Guidelines:

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

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

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

Fire Regulations

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



American Association of Law Libraries
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The information contained in this brief outline does not by any means completely cover the ordinance and regulations contained in the Austin Fire Code, but it does provide the basic rules governing exhibits in any building open to the public. The exhibit coordinator is responsible for making sure all regulations are followed and that prior approval for the exhibit is obtained. Individual exhibitors are additionally responsible for the items which are in italics. Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Austin Fire Codes. We will take reasonable steps to insure that you are allowed to display your products effectively, as long as it does not create a fire safety hazard to yourself, other exhibitors, or people attending the exhibit.

1. Floor plans for all show must be approved by the Fire Marshal's Office 10 days prior to the event, and be displayed on site.
2. The decorative and construction materials must be non-combustible or flameproofed.
3. All exit doors and aisles serving any occupied area of the building must remain obstructed.
4. All curtains, drapes or decorations must be non-combustible or flameproofed.
5. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproofed.
6. Automotive vehicles and equipment may be displayed if:
 - a. There is not more than 5 gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
 - b. Fuel tanks are locked, and all portable tanks removed. For cars in which the gas cap cover can only be unlatched from inside the vehicle, locking the car will be sufficient.
 - c. Battery cables are disconnected.
 - d. Ignition keys are removed and at display location.
 - e. Vehicle operation is limited to brief parade-type displays specifically approved by the Fire Marshal.

7. The following items may not be used without written approval by the Fire Marshal:
 - a. Display or storage of LPG.
 - b. Flammable or combustible liquids.
 - c. Flammable gas.
 - d. Straw, sawdust or shavings.
 - e. Welding or cutting equipment for demonstration purposes.
 - f. Gas-fired appliances for demonstration purposes.
 - g. Salamander stoves for demonstration purposes.
 - h. Lit Candles or lanterns for demonstration purposes.
 - i. Compressed gas cylinder, if approved, must be firmly secured in an upright position.
 - j. Any cooking or heat-producing device.
8. The storage of combustible shipping containers must be confined to the areas approved by the Fire Marshal.
9. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited unless prior written approval is received.
10. Combustible waste is to be collected as it accumulates and be stored in non-combustible covered containers, which are emptied at least once a day.
11. Electrical equipment must be installed, operated and maintained in a manner which does not create a hazard to life or property.

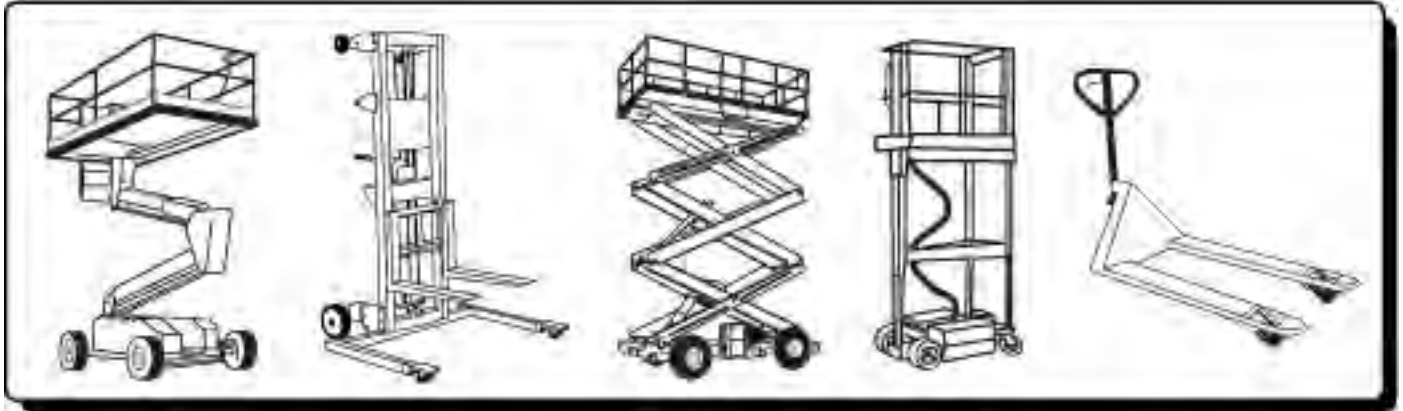
Austin Fire Department
517 S. Pleasant Valley Road
Austin, TX 78741-1902
512.448.2455

Operation of All Mechanical Lifts

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



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Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



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

Thank you for your complete cooperation.

GES Payment Policy

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



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Payment for Services

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

Discount Prices

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

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

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

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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GES Terms and Conditions of Contract

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



American Association of Law Libraries
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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

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

III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

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VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

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

061317 042600308
G-7 062116



IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

Additional Service Order Forms



ACCD Exhibitor Services - Information Packet

Event: 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017

Discount Rate Deadline: Wednesday, June 28, 2017

Standard Rate Deadline: Saturday, July 8, 2017

Floor Rate Applies: Sunday, July 9, 2017

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive utility service provider for the Austin Convention Center and the Palmer Events Center. At this time, we would like to brief you on our services and how to make them available to you for your event. Enclosed is an information packet containing service descriptions, order forms and service terms/conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website <http://www.austinconventioncenter.com> under Exhibitor Services. Orders can be submitted on-line up to fourteen (14) days before the first contract date. After this deadline, orders will have to be submitted through e-mail, fax or regular mail.

We provide a wide range of utility services:

- Electrical
- Water and Drainage
- Telephone
- Internet/Technical

For each category you will find a listing of services, prices and any additional restrictions specific to the service category.

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Diane Armstrong
ACCD Exhibitor Services Representative
512-404-4000
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Information Packet

Ordering Instructions

On-line Ordering: To place your order on-line please visit our website <http://www.austinconventioncenter.com> under Exhibitor Services.

Complete the Order Form: A Utility Services Order Form is included in this packet. Complete the 'Exhibitor Information' and 'Authorization' sections. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Order forms without payment will not be processed.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Method' section.

Discounts: The ACCD offers discounts on designated equipment and services if your PRE-PAID order is postmarked or received via FAX by the discount deadline. Please refer to our price list to determine discount eligibility.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of the form. Credit card customers may fax their completed order form to 512-404-4220.

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued for services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the close of event.
- Refunds for less than \$50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. **NO EXCEPTIONS**

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
- Wall, column, and permanent building electrical outlets are not a part of both spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first service basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All Service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by reason of any default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the ACCD in connection herein.



FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services Division
 500 East Cesar Chavez Street
 Austin, TX 78701
 Phone: 512-404-4000
 Fax: 512-404-4220
 accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Order Form

Event: 100008401 - 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017
 Discount Deadline: 6/28/2017 Standard Rate Deadline: 7/8/2017 Floor Rate Applies: 7/9/2017

Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

Service Order

PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.			TOTAL AMOUNT DUE	

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'

<input type="checkbox"/> CHECK <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> BANK TRANSFER <small>Check box and submit order form. You will receive an invoice with all the wire transfer information. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.</small>
Credit Card Number	Expiration	
Cardholder	Signature	

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.	
Authorized Signature	Date

IMPORTANT ORDERING INFORMATION

On-line Ordering: To place your order on-line please visit our website <http://www.austinconventioncenter.com> under Exhibitor Services.

Completing the Order Form: Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

Discounts: The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 6/28/2017 to receive any eligible discounts.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Refunds: Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. **NO EXCEPTIONS**

PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION

ACCD Exhibitor Services - Floor & Booth Layout

Event: 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017
Discount Deadline: 6/28/2017 Floor Rate Applies: 7/9/2017

Utility Service Distribution Grid

Company Name	Booth Number	Booth Size

Exhibitors may contact show management for a copy of the exhibit show floor plan

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

SCALE (check one)

- 1 Square = 1 Ft (Default)
- 1 Square = _____ Ft
- X = 10 x 10 Booth
- X + Y = 10 x 20 Booth
- X + Y + Z = 20 x 20 Booth

LEGEND

- X** Power Outlet
- I** Internet
- P** Phone
- Water
- ▲** Air

Adjacent booth or aisle

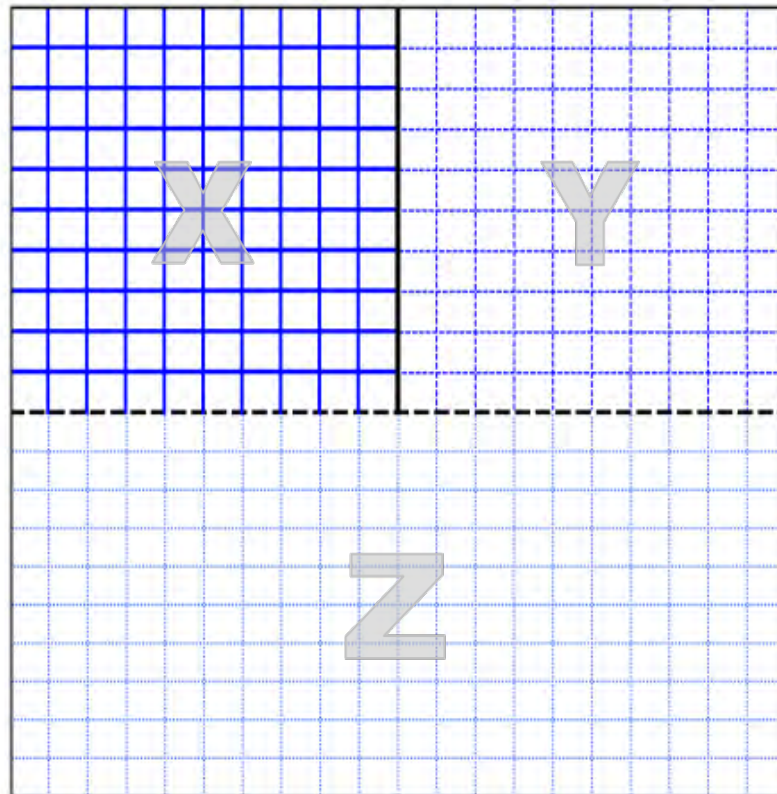


Front

Adjacent booth or aisle



Adjacent booth or aisle



Back

Adjacent booth or aisle

Installation Notice

Effective January 2015

This notice applies to customers ordering 208/220 Volts electrical services.
This notice DOES NOT apply to standard 120 Volt electrical services.

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and R s.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.

ACCD requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.

Please contact ACCD Exhibitor Services Division with questions, 512-404-4000.

Thank ou,
Exhibitor Services Division
Austin Convention Center Department

Wi-Fi Operating Guidelines

Effective January 2015

The Austin Convention Center Department ACCD is the exclusive provider for wired and wireless Wi-Fi services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds of up to 2 Mbps servicing clients, exhibitors and attendees.

Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cordless phones and personal Wi-Fi hotspots. Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display. If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.

ACCD requests your cooperation in eliminating/minimizing the use of these devices to improve the quality of wireless services in our facilities.

For additional information regarding our Wireless (Wi-Fi) Operating Guidelines, please contact the ACCD Exhibitor Services Division at 512-404-4000.

Thank you,
Exhibitor Services Division
Austin Convention Center Department

ACCD Exhibitor Services - Electrical Price Schedule

Event: 2017 AALL Annual Meeting	Event Dates: 7/12/2017 to 7/19/2017
Discount Deadline: 6/28/2017	Floor Rate Applies: 7/9/2017

Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
E101	120 Volt Outlet 0-1000 Watts (8 AMP)	\$75.00	\$100.00	\$150.00
E102	120 Volts 15 AMP	\$86.00	\$115.00	\$173.00
E103	120 Volts 20 AMP	\$90.00	\$120.00	\$180.00
E104	120 Volts 30 AMP (Only one device - NEMA plug 5-30R)	\$120.00	\$160.00	\$240.00
E201	120 Volt 8 AMP Ceiling Power (Does not include extension cords, contact ACCD Exhibitor Services for important information)	\$75.00	\$100.00	\$150.00
E203	120 Volts 20 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$90.00	\$120.00	\$180.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	Discount N/A	\$50.00	\$50.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	\$65.00	\$65.00

Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
P201	208 Volts/Single Phase 20 AMP	\$188.00	\$250.00	\$375.00
P202	208 Volts/Single Phase 30 AMP	\$225.00	\$300.00	\$450.00
P204	208 Volts/Single Phase 60 AMP	\$345.00	\$460.00	\$690.00
P208	208 Volts/Single Phase 100 AMP	\$525.00	\$700.00	\$1,050.00
P302	120/208 Volts/3 Phase 20 AMP	\$285.00	\$380.00	\$570.00
P303	120/208 Volts/3 Phase 30 AMP	\$323.00	\$430.00	\$645.00
P305	120/208 Volts/3 Phase 60 AMP	\$518.00	\$690.00	\$1,035.00
P310	120/208 Volts/3 Phase 100 AMP	\$825.00	\$1,100.00	\$1,650.00
P320	120/208 Volts/3 Phase 200 AMP	\$1238.00	\$1,650.00	\$2,475.00
P340	120/208 Volts/3 Phase 400 AMP	\$2430.00	\$3,240.00	\$4,860.00

General Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase. See Supplemental Lighting and Equipment.
- Labor
 - A. Labor is charged for:
 1. Any four (4) services in one (1) booth
 2. Installation of utilities after booth display and/or carpet has been installed
 3. Relocating/moving installed services
 4. Installing services in location other than location most convenient to booth
 5. Re-taping electrical cords
 - . Resetting breakers due to exhibitor equipment
 - . Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
 - C. Labor charges are NOT available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
- All exhibitors cords must be of the three () wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

ACCD Exhibitor Services - Rigging / Ceiling Power Guidelines

Event: 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017
Discount Deadline: 6/28/2017 Floor Rate Applies: 7/9/2017

- All ceiling electrical services must be ordered through the Austin Convention Center Exhibitor Services division. Online ordering is available at www.austinconventioncenter.com.
- Prices listed below provide electrical access, but do not include cabling or the labor to run the cabling. Electrical cabling is provided for 120V electrical services and charged at \$25 per 50' extension cord. This quantity will be determined during installation. The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor
- Electrical Cabling is NOT provided for services included in the "Power for Motors of Special Equipment" price list below. Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table below for the receptacle that will be provided with each service.
- Rigging Services - Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center Department. Please contact or e-mail Phil Sherrod with Freeman Audio Visual at 210-889-4002 / 512-827-3200 / phillip.sherrod@freemanco.com.
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs weighing 250 pounds or more.

Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price	Floor Price	Receptacle
E104	120 Volts 30 AMP (Only one device - NEMA plug 5-30R)	\$120.00	\$160.00	\$240.00	NEMA 5-30R
E201	120 Volt 8 AMP Ceiling Power (Does not include extension	\$75.00	\$100.00	\$150.00	Standard
E202	120 Volts 15 AMP - Ceiling Power (Contact ACCD Exhibitor	\$86.00	\$115.00	\$173.00	Standard
E203	120 Volts 20 AMP - Ceiling Power (Contact ACCD Exhibitor	\$90.00	\$120.00	\$180.00	Standard

Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price	Receptacle
P201	208 Volts/Single Phase 20 AMP	\$188.00	\$250.00	\$375.00	NEMA L6-20R
P202	208 Volts/Single Phase 30 AMP	\$225.00	\$300.00	\$450.00	NEMA L6-30R
P204	208 Volts/Single Phase 60 AMP	\$345.00	\$460.00	\$690.00	Cam Locks
P208	208 Volts/Single Phase 100 AMP	\$525.00	\$700.00	\$1,050.00	Cam Locks
P302	120/208 Volts/3 Phase 20 AMP	\$285.00	\$380.00	\$570.00	NEMA L21-20R
P303	120/208 Volts/3 Phase 30 AMP	\$323.00	\$430.00	\$645.00	NEMA L21-30R
P305	120/208 Volts/3 Phase 60 AMP	\$518.00	\$690.00	\$1,035.00	Cam Locks
P310	120/208 Volts/3 Phase 100 AMP	\$825.00	\$1,100.00	\$1,650.00	Cam Locks
P320	120/208 Volts/3 Phase 200 AMP	\$1238.00	\$1,650.00	\$2,475.00	Cam Locks
P340	120/208 Volts/3 Phase 400 AMP	\$2430.00	\$3,240.00	\$4,860.00	Cam Locks

Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price	Receptacle
L102	Extension Cord w/Single Plug (Requires pick up at the Utility	Discount N/A	\$25.00	\$25.00	Standard

ACCD Exhibitor Services - Telephone Price Schedule

Event: 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017
 Discount Deadline: 6/28/2017 Floor Rate Applies: 7/9/2017

Telephone

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
T101	Local Only Phone Line	\$150.00	\$200.00	\$300.00
T102	Local/Long Distance Phone Line	\$188.00	\$250.00	\$375.00
T103	Telephone Set Rental (Credit Card Deposit Required)	\$0.00	\$0.00	\$0.00
T401	Specialty Programming	\$50.00	\$50.00	\$50.00

Telephone Service Terms and Conditions

• **Local Service**

1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

• **Long Distance**

1. Allows both local and long distance dialing.
2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

• **Phone Set**

1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged (\$50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact the ACCD Exhibitor Services Division.
3. Rental of telephone hand sets may not be discounted.

• **Special Programming**

1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
3. No Discount available for Special Programming services.

• **Telephone for Credit Card Machine Use**

1. The telephone line fees do not include electrical services necessary for credit card machines.
2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions

ACCD Exhibitor Services - Technology Price Schedule

Event: 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017
 Discount Deadline: 6/28/2017 Floor Rate Applies: 7/9/2017

Technical Services

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
H101	Standard Internet Service	\$596.00	\$795.00	\$1,193.00
H102	Additional IP Address (Does NOT include Internet connection, switch/hub or patch cable - must order each item or bring your own).	\$150.00	\$200.00	\$300.00
H103	Premium Internet Service (Includes 1 Public IP Address)	\$896.00	\$1,195.00	\$1,793.00
H312	Network Patch Cable (Up to 30ft.)	Discount N/A	\$50.00	\$50.00
H313	Network Patch Cable (Up to 30ft.)	Discount N/A	\$65.00	\$65.00
H405	Ethernet Switch-Unmanaged	\$225.00	\$300.00	\$300.00
H601	Basic Cable TV Coax patch	\$300.00	\$300.00	\$450.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	Discount N/A	\$150.00	\$150.00
M104	Holiday Technical Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	\$180.00	\$180.00

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH THE FOLLOWING POLICIES:

- Wi-fi Operating guidelines
- External Internet Service Provider guidelines

ADDITIONAL TERMS AND CONDITIONS:

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

ACCD Exhibitor Services - Equipment Price Schedule

Event: 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017
 Discount Deadline: 6/28/2017 Floor Rate Applies: 7/9/2017

Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	Discount N/A	\$25.00	\$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	Discount N/A	\$25.00	\$25.00
L106	Adaptor	Discount N/A	\$50.00	\$50.00

Air/Water/Gas/Drainage

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
A101	Compressed Air (Per Connection)	\$158.00	\$210.00	\$315.00
A200	Sink (Incl. water/drain/install)	Discount N/A	\$425.00	\$425.00
A401	Natural Gas (Per Connection)	\$116.00	\$155.00	\$233.00
A501	Water & Drainage (up to 500 gallons per connection)	\$206.00	\$275.00	\$413.00

Supplemental Lighting & Electrical Equipment Terms and Conditions

- Equipment Deposit**
 - A major credit card is required as a security deposit for rental of any supplemental lighting and electrical equipment. The only equipment security deposit we accept is a major credit card.
 - The credit card information section under Payment Method section on the order form must be completed.
 - Your credit card will be charged for the replacement of the equipment if you fail to return the equipment after the close of the event.
- Equipment Pick Up and Return**
 - Extension cords must be picked up and returned to the Event & Exhibitor Service Desk.
 - The exhibitor will be responsible for all rented equipment until it is returned to the service desk.
 - Please contact the Event & Exhibitor Service Desk for assistance in handling rental equipment.
 - Multi-strips are for purchase only.

Compressed Air Terms and Conditions

- Compressed Air**
 - Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD, Exhibitor Services for assistance.
 - Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- Water**
 - All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to hose coupler.
 - All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
 - All water supplies must be set to the off position at the end of each day.
 - Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- Drainage**
 - Drains are not designed to handle the discharge of large volumes of water.
 - Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
 - Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
 - Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their billing, at the rate of \$230.00

ACCD Exhibitor Booth Security Order Form

Event: 100008401 - 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017 Security Discount Deadline: 6/11/2017

Exhibitor Information

Company Name			Booth Number
Contact Name			Contact Phone Number
Address			Fax Number
City	State	Zip	Email

IMPORTANT ORDERING INFORMATION

- Complete the exhibitor information above.
 - Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.
 - Faxing your order:
 - Fax orders to 512-404-412
 - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.
 - Mailing your order:
 - Mailing address: Austin Convention Center
 Attn: Security Services Division
 P.O. Box 1088
 Austin, TX 7 7 7
- Payment method:
- Payment in full must accompany your order.
 - Payment may be made by credit card, money order or check. (Please do not send cash)
 - Checks or Money Orders - Make payable to the Austin Convention Center
 - Credit Cards - e sure to provide complete customer information.
 - To prevent duplication of your order, please do not mail and fax your order form.
- Order for booth security must be received by /11/2017 to receive the incentive rate. (Please contact client or show management if unsure of the first contracted date of the event)
 - All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.
 - Questions: Please call the Security Services Division at 512-404-4110.

On page two, please indicate which of the three booth security options are requested, how many staff members are needed, specific dates and times for the scheduled booth security, total hours requested for each day/type of security and any additional instructions for the security staff assigned:

TYPES OF BOOTH SECURITY

- TYPE 1 UNARMED NON-UNIFORMED BOOTH SECURITY**
 Base Rate of \$.00/hr with a four (4) hr minimum.
 Incentive Rate of \$25.00/hr with a four (4) hr minimum.
 Holiday Rate of \$ 5.00/hr with a four (4) hr minimum.
- TYPE 2 UNARMED UNIFORMED SECURITY GUARD**
 Base Rate of \$ 7.00/hr with a four (4) hr minimum.
 Incentive Rate of \$ 7.00/hr with a four (4) hr minimum.
- TYPE 3 UNIFORMED LICENSED TEXAS PEACE OFFICER**
 Base Rate of \$ 0.00/hr with a four (4) hour minimum.
 (Only Austin Convention Center Department Licensed Peace Officers)

Event: 100008401 - 2017 AALL Annual Meeting Event Dates: 7/12/2017 to 7/19/2017 Security Discount Deadline: 6/11/2017



AUSTIN
CONVENTION CENTER
DEPARTMENT

Austin Convention Center Department
500 East Cesar Chavez Street
Austin, TX 7 701
Phone: 512-404-4110
Fax: 512-404-412

ACCD Exhibitor Booth Security Order Form

SAMPLE:

Schedule for Booth Security

DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST
4/1 /200	T PE 2	5:00PM - 11:59PM	Remain in booth area only allow personnel entry based on provided list of names. Do not leave until	1	7	7	\$259.00

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security

DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST	
ATTACH/FAX ADDITIONAL PAGE AS NEEDED							TOTAL	

Payment Method

AMEX
 DISCO ER
 MASTERCARD
 ISA
 CHEC
 MONE ORDER

Credit Card Number	Expiration
Name of Cardholder	Signature

Authorization

I have read and agree to comply with the terms & conditions herein and attached.

Date	Printed Name	Signature
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Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.
2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.
4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
 - a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
 - b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.
 - c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.
6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.
7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.
9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.
12. The following items may not be used without prior written approval of the Fire Marshal's Office:
 - a) Display or storage of LPG (liquid propane gas)
 - b) Flammable or combustible liquids
 - c) Flammable gas
 - d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
 - e) Welding or cutting equipment for show set-up or for demonstration purposes
 - f) Gas-fired appliances for demonstration purposes
 - g) Salamander stoves
 - h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
 - i) Any cooking or heat-producing devices
13. The following are related to the display of automotive vehicles and equipment:
 - a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
 - b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
 - c) Ignition keys are to be removed and placed in a central location on site.
 - d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
 - e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
 - f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.
14. The following related to food shows:
 - a) Deep fat fryers are not allowed in the facility.
 - b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.
15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD - all persons entering must check in with ACCD Security
- No possession or use of alcohol or illegal substances
- All containers, packages and vehicles subject to inspection
- The unlicensed possession of weapons by persons on ACCD property is a felony
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out
- The ACCD service yards are closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at 512-404-4111



AUSTIN



CONVENTION CENTER
CATERING SERVICES

Exhibitor Catering Order Form

BUSINESS (COMPANY) INFORMATION			
Company Name <i>(Include Booth Name if Different):</i>			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE (VENUE) INFORMATION	
Event Name:	2017 AALL Annual Meeting
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME/END TIME	DESCRIPTION	QTY	TOTAL PRICE

If you are ordering services that require electrical power, please provide a booth diagram indicating appropriate location for placement.

If a diagram is not available, please provide a brief description here:

For questions regarding utilities services, contact us at accdexhibitorservices@austintexas.gov

Prices are exclusive of a 20% service fee and 8.25% applicable sales tax

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Austin Convention Center. **Full payment will be applied to the credit card prior to the first scheduled service. All services are provided with a 2 hour timeframe, after which all product & equipment will be removed.** Timeframe may be extended with appropriate fees.

CREDIT CARD AUTHORIZATION	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	Billing Zip Code:
Credit Card Number:	Exp Date:

Mail, Fax or Scan To: Jennifer Anthony – Director of Sales
Austin Convention Center Catering
Phone: (512) 404-4140 Fax: (512) 404-4149 Email: janthony@levyrestaurants.com

Sample Food and Beverage
 Authorization Form

Client/show manager is responsible for distributing sample F&B to their exhibitors and ensuring guidelines are adhered to during event.

Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 21 DAYS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION
 500 East Cesar Chavez, Austin TX 78701

Phone: (512) 404-4140 Fax: (512) 404-4149
 Email: janthony@levyrestaurants.com

General Conditions

1. Items dispensed are limited to products manufactured; represented or processed by the exhibiting firm.
2. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
 - a. Beverage limited to maximum of 3 oz. All alcoholic beverages MUST be purchased through and served by Austin Convention Center Catering, the in house food and beverage management company for the Austin Convention Center Department facilities (Austin Convention Center and Lester E. Palmer Events Center).
 - b. Food items limited to "bite size" (1oz. or less).
3. The Applicant name below acknowledges they have the sole responsibility for disposition of such items in compliance with all applicable laws including the Texas Alcohol Beverage Code. Accordingly, the applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.
4. Show and/or Event Promoter is responsible for securing a City of Austin Health permit for sample items. The Austin Travis County Health Department phone number is (512) 978-0300. Permits must be displayed at the booths throughout the show.
5. Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.). MUST be purchased from Austin Convention Center Catering.
6. Food and beverages MAY NOT BE SOLD on the premises.

Name of Event 2017 AALL Annual Meeting Event Date(s) -

Applicant Name _____ Phone _____ Fax _____ Booth# _____

Address _____ City _____ State _____ Zip _____

On-Site Contact Name _____

Email Address _____

Product(s) You Wish to Dispense _____

Services Required: Please contact the Austin Convention Center Catering Sales Office at (512) 404-4140 regarding food & beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from Austin Convention Center Catering. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

In signing below I understand and agree to the terms and conditions above.

Applicant Signature _____ Date _____

Approved _____ Date _____

For current pricing and to place your order, call our Sales Department at (512) 404-4140, fax it to (512) 404-4149 or email it to janthony@levyrestaurants.com no later than two (2) weeks in advance of event date.

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department.

Note a \$25.00 delivery fee will be applied to all orders less than \$75.00 per delivery (excluding service & sales tax).

20% Administrative Fee and 8.25% Sales Tax will be added to all orders

Payment Policy

Austin Convention Center Catering Policy requires 100% full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site, no exceptions. We accept: Mastercard, Visa, American Express, Discover and Company Checks. Any orders requested 14 days prior to the event date or on-site, will result in an additional 10% service charge.

BEVERAGES

Fresh Brewed Coffee, Decaf, Iced Tea
 Assorted Soft Drinks, 12 ounce can
 Purified Water (5 gallons and dispenser)
Additional 5 gallons
 Bottled Spring Water, 16 ounce bottle
 Fruit Juice, 10 ounce bottle
 Specialty/Imported Beer, 12 ounce bottle
 Domestic Beer, 12 ounce bottle
 House Wine, 750ml bottle (each)

Note: A bartender is required for all alcohol purchases

BAKERY ITEMS

Assorted Breakfast Danish and Muffins (dozen)
 Assorted Donuts (per dozen, 5 dozen minimum)
 Fresh Baked Gourmet Cookies (per dozen)

SNACKS

Tri-Color Tortilla Chips and Salsa (per quart)
 Crispy Potato Chips and Onion Dip (per quart)
 Mixed Nuts (per pound)
 Assorted Ice Cream Novelties (each)
 Popcorn Kit (per day)
Includes: Popcorn Machine, Kernels, Oil, Seasoning, Bags, Electricity

ICE (20 Pounds)

BOX LUNCHESES (each)

COLD PLATTERS

Assorted Croissant Sandwiches
(Beef, Ham or Turkey with Condiments & Relish Tray)
 Deli Platter with Sliced Roast Beef, Turkey, Ham, Salami, Swiss and Cheddar Cheese, Bread, Condiments and Relish Tray (serves 25)

Fresh Cut Seasonal Fruit Display (serves 50)

Fresh Crudites and Dip (serves 25)

Domestic Cheese and Cracker Tray (serves 25)

HORS D'OEUVRES

Jerk Chicken Wings
 Cold Smoked Jumbo Shrimp
 Assorted Cold Canapes
 Andouille Sausage Encroute
 Empanadas
Mini Roasted Vegetable and Smoked Goat Cheese or Sweet Curried Pork and Toasted Corn
 Mini Smoked Beef Lumpia
 Assorted Finger Sandwiches
 Mini Dessert Extravaganza (serves 100)

CHEF DISPLAY PRESENTATIONS

Black Pepper Roasted Baron of Beef (serves 150)
 Austin Quesadilla Station (serves 100)
 Certified Angus Beef Slider Station (serves 100)
 White Cedar Smoked Breast of Turkey (serves 50)

Note: A Chef Attendant is required for all display stations

DATASIS

1687 ELMHURST RD., ELK GROVE VILLAGE, IL 60007

EMAIL TO EXHIBITS@DATASIS.COM OR

FAX ORDER TO: (847) 427-1919

PHONE: (847) 427-0909 OR (800) 533-4646

OFFICIAL SUPPLIER
AUDIO-VISUAL AND COMPUTER
RENTAL SERVICES



FRIENDLYWAY COMPUTER KIOSKS - GREAT FOR INTERNET DEMOS!

Prices cover entire event

17" Classic:	Includes Pentium-4/2.0, 17" LCD touchscreen, keyboard w/trackpad.....	595.00	x	_____	=	_____
19" Classic:	Includes Pentium Core 2 Duo, 19" LCD touchscreen, keyboard w/trackpad.....	795.00	x	_____	=	_____

IPADS

iPad 2 16gb Wifi, includes charger, case.....	125.00	x	_____	=	_____
iPad 4 32gb Wifi, includes charger, case.....	145.00	x	_____	=	_____
iPad Floor Stand (white, for iPad 2, 3, 4).....	155.00	x	_____	=	_____

LCD MONITORS All monitors have standard table stands, floor stands can be ordered separately below.

LCD monitors larger than 32" also include wall mounts.

FOR USE WITH THIS:

	UNIT	x	QUAN	=	TOTAL
24" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	125.00	x	_____	=	_____
32" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	295.00	x	_____	=	_____
40" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	345.00	x	_____	=	_____
42" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	425.00	x	_____	=	_____
48" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	595.00	x	_____	=	_____
55" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	675.00	x	_____	=	_____
65" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	995.00	x	_____	=	_____
70" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	1295.00	x	_____	=	_____
80" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	1695.00	x	_____	=	_____
90" LCD monitor (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	2195.00	x	_____	=	_____
42" LCD TOUCHSCREEN (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	695.00	x	_____	=	_____
70" LCD TOUCHSCREEN (HD, wide format) _____ VGA _____ HDMI _____ Sound.....	2295.00	x	_____	=	_____

FLOOR STANDS - only available with Datasis monitors above

Single-pole floor stand for 24" LCD displays.....	95.00	x	_____	=	_____
Dual-pole floor stand for 32"-70" LCD and Plasma displays.....	95.00	x	_____	=	_____
Dual-pole floor stand for 32"-70" LCD and Plasma displays with middle shelf.....	125.00	x	_____	=	_____
Spandex sleeve around chrome posts on stands ordered without shelves..... (_____ Black _____ White).....	20.00	x	_____	=	_____

VIDEO PLAYBACK DEVICES

DVD player or media player (for USB playback) w/repeat.....	45.00	x	_____	=	_____
DVD player - Blu-Ray (for use only with Blu-Ray discs and HD flat screens).....	75.00	x	_____	=	_____

AUDIO EQUIPMENT

Wired Microphone (enter quantity): _____ Hand-held _____ Standard Headset.....	45.00	x	_____	=	_____
Wireless Microphone (enter quantity): _____ Hand-held _____ Standard Headset.....	225.00	x	_____	=	_____
Wireless Microphone (enter quantity): _____ Countryman style low-profile ear-worn.....	295.00	x	_____	=	_____
4-channel audio mixer (required for 2+ mics/audio sources).....	75.00	x	_____	=	_____
Single powered speaker (75w - good for small audience 5-10) _____ Floor stand _____ Wall mount.....	95.00	x	_____	=	_____
Medium powered speaker (125w - good for small audience 10-15) _____ Floor stand _____ Wall mount.....	125.00	x	_____	=	_____
Large powered speaker (300w - good for larger booth audience 15+) _____ Floor stand.....	195.00	x	_____	=	_____
Small sound system (two speakers with connecting cables and mixer, 8-15 ppl) _____ Floor stand _____ Wall mount.....	190.00	x	_____	=	_____
Medium sound system (two speakers with connecting cables and mixer, 15-30 ppl) _____ Floor stand _____ Wall mount.....	275.00	x	_____	=	_____
Large sound system (call for quotation).....	_____	x	_____	=	_____

WINDOWS LAPTOPS (Windows 7 installed)

Pentium Core-2 Laptop 2gb 60gb/ DVD/CDRW 10/100 NIC / Wifi (internet browsing, email, office use).....	175.00	x	_____	=	_____
i3/i5-based Laptop 4gb 80gb/DVD/CDRW 10/100 NIC / Wifi (above plus PPT / Video / graphics).....	225.00	x	_____	=	_____
Microsoft Office installed (Powerpoint, Word, Excel), add.....	25.00	x	_____	=	_____

WINDOWS DESKTOPS / TOWERS / ALL-IN-ONE COMPUTERS

Pentium Core-2 Desktop 4gb 240gb/DVD/CDRW 10/100/1K NIC Includes 19" LCD Monitor.....	155.00	x	_____	=	_____
i3/i5 Desktop 8gb 500gb/DVD/CDRW 10/100/1K NIC Includes 19" LCD Monitor.....	195.00	x	_____	=	_____
ADD WIFI TO ABOVE DESKTOP COMPUTERS.....	25.00	x	_____	=	_____
HP TouchSmart All-In-One 22" 2gb/120gb DVD/CDRW 10/100 NIC / WIFI, Touchscreen.....	325.00	x	_____	=	_____
-Microsoft Office installed (Powerpoint, Word, Excel), add.....	25.00	x	_____	=	_____

APPLE COMPUTERS

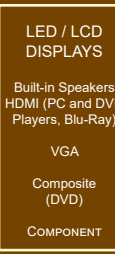
MacBook LAPTOP 1gb 80gb/DVD/CDRW 10/100/1K NIC / Wifi.....	275.00	x	_____	=	_____
Mac Mini (19" monitor) 4gb 80gb 10/100/1K NIC / Wifi.....	275.00	x	_____	=	_____
iMac 20" All-in-One 2gb 80gb/DVD/CDRW 10/100/1K NIC / Wifi.....	295.00	x	_____	=	_____
iMac 27" All-in-One 4gb 160gb/DVD/CDRW 10/100/1K NIC / Wifi.....	495.00	x	_____	=	_____
-Microsoft Office installed (Powerpoint, Word, Excel), add.....	25.00	x	_____	=	_____
-iWork installed (Keynote, Pages, Numbers).....	25.00	x	_____	=	_____

PRINTERS / NETWORKING / PERIPHERALS

Laser printers: Hewlett-Packard B/W (42ppm - includes 50% toner and cable).....	195.00	x	_____	=	_____
Laser printers: Hewlett-Packard Color (19ppm - includes 50% toner and cable).....	245.00	x	_____	=	_____
Light duty desktop copier (250 sheet tray, letter and legal copies, incl. 50% toner).....	200.00	x	_____	=	_____
Wireless Presenter Mouse (for PPT presentations) with Laser Pointer.....	25.00	x	_____	=	_____
Wireless Keyboard and Mouse.....	30.00	x	_____	=	_____
Network switch 10/100 (ethernet), 5-port.....	35.00	x	_____	=	_____

ENTER EQUIPMENT TOTAL HERE AND
COMPLETE BILLING INFORMATION ON REVERSE:

EQUIPMENT TOTAL..... _____



DATASIS

1687 ELMHURST RD., ELK GROVE VILLAGE, IL 60007

EMAIL TO EXHIBITS@DATASIS.COM OR

FAX ORDER TO: (847) 427-1919

PHONE: (847) 427-0909 OR (800) 533-4646

OFFICIAL SUPPLIER
AUDIO-VISUAL AND COMPUTER
RENTAL SERVICES



EXHIBITOR INFORMATION AND METHOD OF PAYMENT

COMPANY INFORMATION

COMPANY _____ BILLING CONTACT _____
 ADDRESS _____ EMAIL _____
 CITY _____ STATE _____ ZIP _____
 TELEPHONE (____)____-____ FAX (____)____-____

EXHIBIT INFORMATION

BOOTH NUMBER _____ BOOTH CONTACT _____
 BOOTH COMPANY NAME (if other than above) _____
 BOOTH CONTACT CELL PHONE (____)____-____

PAYMENT INFORMATION (Credit card information is required for all rentals)

CHECK ENCLOSED _____ USE CREDIT CARD: _____ Amex _____ MC _____ VISA
 NUMBER: _____ EXPIRATION _____
 NAME ON CARD _____ Security Code _____
 AUTHORIZED SIGNATURE _____
"I have read and agree to all terms and conditions, pricing and cancellation policy as stated herein."
 CC ADDRESS (if different than above): _____
 CITY _____ STATE _____ ZIP _____

ORDER DEADLINE DATE: June 16, 2017

Orders received after deadline may be subject to 10% surcharge. Cancellations after the deadline date will receive maximum 50% credit for rental fee only (full charge for delivery), no credit will be issued for cancellation after show move-in has begun.

Equipment Total	(1)	_____
Setup/dismantle/booth delivery labor, multiply line (1) by 25% (.25).....	(2)	_____
DATASIS transport/supervisory fee.....	(3)	75.00
Equipment and Labor Subtotal (add lines 1-3).....	(4)	_____
Local tax (8.25% of Equipment and Labor Subtotal). Multiply line 4 by .0825.....	(5)	_____
TOTAL COST OF RENTAL (add lines 4-5).....		_____

We carry a wide variety of data displays and computer peripherals - too many to list them all! Please contact the Datasis team if you don't see what you need and we'll track it down for you.

GENERAL DATASIS RENTAL TERMS AND CONDITIONS:

PAYMENT TERMS: Full payment is expected when the order is placed. Equipment availability is not guaranteed until full payment is received, including rental fee, booth delivery/setup fee, transport fee and tax. Payment can be made by company check, credit card or bank transfer.

UNION CHARGES / DRAYAGE: The Datasis delivery fee indicated on this rental form includes the total cost of the equipment delivery from our warehouse to and from your booth in the exhibit hall. Datasis will also deliver and setup Datasis equipment in the exhibit halls utilizing the appropriate labor per local jurisdiction.

TECHNICAL SUPPORT: Datasis will support our equipment throughout the rental period. There is no charge for the replacement or service of defective equipment provided by Datasis, but we reserve the right to charge for technical support of equipment that is not ours or software assistance of any sort. Datasis is not responsible for damages resulting from the use of our equipment.

VIRUSES/PATCHES/SPYWARE: Although we endeavor to have the very latest operating system patches and anti-virus definitions installed we cannot be held responsible for damage or downtime that might be incurred as the result of an internet attack of any sort.

DAMAGE / LOSS: The lessee shall pay the full replacement or repair charges of any Datasis property that is damaged or not returned for any reason, and regardless of any insurance coverage that may be applicable. In addition, rental fees may be incurred while the equipment remains in an unusable state.

ORDER CANCELLATION: Cancellations after the deadline date will receive 50% credit, no credit will be issued for cancellation after delivery.



3027 Sable Crossing
San Antonio, TX 78232
Phone: 210-637-7229
Fax: 210-637-7243
info@conventionfoliage.com



AMERICAN ASSN OF LAW LIBRARIES
July 15-18, 2017
Austin Convention Center
Austin, Texas

DISCOUNT DEADLINE DATE: June 26, 2017

(Pay standard price if ordering after deadline or at showsite)

FLOWERING & GREEN PLANTS (Rental)	DISCOUNT PRICE	STANDARD PRICE	QTY	TOTAL
Mum [] Yellow [] White [] Lavender	\$25.00	\$30.00		
Kalanchoe [] Red [] Pink [] Orange [] Yellow	\$25.00	\$30.00		
Azalea [] Red [] Pink [] White	\$40.00	\$45.00		
Bromeliad [] Red [] Pink [] Orange	\$40.00	\$45.00		
[] Fern [] Ivy Large	\$40.00	\$45.00		
[] Fern [] Ivy Small	\$25.00	\$30.00		
2-3 ft. Green Plant	\$42.00	\$47.00		
4 ft. Green Plant	\$52.00	\$57.00		
5 ft. Green Plant	\$62.00	\$67.00		
6 ft. Green Plant	\$72.00	\$77.00		
7 ft. Green Plant	\$85.00	\$90.00		
8 ft. Green Plant or taller	\$15.00 ft.	\$16.00 ft.		
Container Selection: [] Black [] White	FREE	FREE		
FLORAL SERVICES	DISCOUNT PRICE	STANDARD PRICE	QTY	TOTAL
12" high Seasonal Vase Arrangement	\$60.00	\$65.00		
18" high Seasonal Vase Arrangement	\$80.00	\$85.00		
20" high Tropical Vase Arrangement	\$70.00	\$75.00		
24" high Tropical Vase Arrangement	\$90.00	\$95.00		
Bud Vase / Boutonniere / Corsage	Quoted	Quoted		
Glass Fishbowl for business cards, candy, etc.	\$25.00	\$30.00		
Color Preference?				
Special Request?				

F L O R A L O R D E R F O R M

DESIGNER SERVICE:

Meet us at our booth for consultation. Date _____ Time _____

Contact Name: _____

Subtotal
Add 8.25% Sales Tax
Add 10% Delivery Fee

TOTAL

PAYMENT AND CANCELLATION POLICY: Payment must accompany order to receive discount prices. All orders must be paid-in-full prior to close of show. Adjustments cannot be made after show closes. Rental items cancelled after move-in begins will be refunded at 50% of the original cost. Floral items cannot be refunded after move-in begins.

RENTAL POLICY: Rental prices include delivery & pickup, container, and maintenance. Rental items and containers remain the property of Convention Foliage Unlimited. Missing items will be charged to the exhibitor at twice the showsite rate. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographical availability. Consult us for items not listed.

COMPANY NAME _____ BOOTH # _____

BILLING ADDRESS _____
(Street) (City) (State) (Zipcode)

ORDERED BY _____ PHONE _____

FAX _____ E-MAIL _____

Payment Information [] Visa [] MC [] AmEx [] Discover
 [] CHECK ENCLOSED (Payable to CONVENTION FOLIAGE UNLIMITED in US funds drawn on US bank)

CREDIT CARD BILLING ADDRESS
(If different from above) _____
(Street) (City) (State) (Zipcode)

Print Cardholder Name _____ Signature _____



JULY 15-18, 2017 | 110TH AALL ANNUAL MEETING & CONFERENCE | AUSTIN, TEXAS

FORGO THE STATUS QUO

X•Press Leads Exhibitor Success Kit



The X•Press Leads Exhibitor Success Kit was created by Convention Data Services. ©2010. All Rights Reserved.

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Background

Why Exhibit

Exhibiting has long been an integral part of a successful marketing plan for many companies. The ability to meet face-to-face is the most effective way to build relationships with prospects and clients. Exhibiting provides the perfect venue to identify and collect sales leads, begin and further customer and colleague relationships, and promote your company brand.

Understanding Attendees

Today's attendee has changed from just a few years ago and expects an interactive event experience that begins before the show and lasts well after the event has ended.

Attendees today are maximizing every interaction and touchpoint at the events they attend. Pre-planning tools like social networking, exhibitor email invitations, exhibit floor mapping and scheduling allow attendees to make the most efficient use of their time onsite by researching exhibitors, sessions and other attendees months in advance.

This translates into attendees who have booked much of their onsite time and have predetermined to a large extent which exhibitors they are going to visit.

It is important to make sure that you, as an exhibitor, have gotten yourself onto attendee's itineraries. It is also imperative that your booth presentation be as welcoming as possible in order to attract who may not have planned on visiting you during the event.

Who Is In Charge?

Make sure that your exhibiting efforts pay off by assigning a single person to be in charge of the leads collection process. This person has several roles. They will set goals for the meeting, coordinate training for the booth staff, select the lead retrieval equipment, monitor and report on goals, and most importantly, make sure that leads are delivered into the right hands for follow up.

Today's Attendee Profile

- Is extremely focused on productivity
- Has researched exhibitors and pre-planned much of their time
- Has a list of targeted exhibitors to visit
- Has less time to visit exhibitors on the spur of the moment



Pre-show: Setting Goals

Aligning Exhibiting and Marketing Objectives

To achieve success at an event it is important to have an exhibiting presence that is compatible with your company's marketing plan. The company message and brand should be incorporated throughout the booth and fully support elements from the marketing program.

List of Exhibiting Objectives

The first step in creating a successful exhibiting game plan is to define your exhibiting objectives. Typical objectives include collecting qualified leads, reinforcing the company brand and announcing a new product launch.

Whatever your goals are, it is important to write them down in order to create a game plan that will meet your objectives.

Evaluating ROI

With an emphasis on Return on Investment (ROI), many options have emerged to help companies gauge the success of their exhibiting efforts.

There are several simple formulas for helping set goals and determining ROI that are explained in the following sections.

Setting a Leads Goal

When setting a goal for leads collection make sure it is realistic, taking into consideration the total number of anticipated attendees who could be qualified leads at the event. **When a goal is determined, create a method for tracking your efforts.** A simple spreadsheet is enough to determine if each booth staffer is meeting, missing or exceeding their individual lead goal.

Lead Goal Formula

$$\begin{array}{r} \text{Number of Exhibit Hours} \\ \times \text{ Number of Exhibit Staff} \\ \times \text{ Interactions Per Hour} \\ \hline = \text{ Total Lead Goal} \end{array}$$

Example

$$\begin{array}{r} 18 \text{ exhibit hours} \\ \times 3 \text{ exhibit staffers} \\ \times 4 \text{ leads collected per hour} \\ \hline = 216 \text{ leads to collect, 72 leads per staffer} \end{array}$$

Select an achievable number for your interactions per hour. Around four interactions is a reasonable number to use as a starting point. Each day onsite, review the number of leads collected and check against the goal. Discuss what daily changes can be made to help collect and qualify enough leads to meet your goal.



Pre-show: Setting Goals (cont'd)

Determining Leads Value

Reinforce the importance of leads to your booth staff and sales force doing the follow up by assigning a value to each lead. Incentives can be matched to lead collection and follow up.

Lead Value Formula

$$\begin{array}{l} \text{Total Lead Goal} \\ \times \text{ Estimated Closing Percentage} \\ \times \text{ Average Sale Value (\$)} \\ \hline = \text{ Value of Leads (or potential revenue \$)} \\ \div \text{ Total Lead Goal} \\ \hline = \text{ Total Value of Each Lead} \end{array}$$

Example

$$\begin{array}{l} 216 \text{ leads to collect} \\ \times .33 \text{ 1/3 (33\% of leads that will buy)} \\ \times \$2500 \text{ average sale value} \\ \hline = \$178,200 \text{ value of leads collected} \\ \div 216 \text{ leads to collect} \\ \hline = \$825 \text{ value of each lead} \end{array}$$

Determining Cost Per Lead

Determining the cost per lead establishes the amount of money spent on collecting each lead. When compared to the value of each lead, ROI can be clearly established and tracked.

Cost Per Lead Formula

$$\begin{array}{l} \text{Cost of Exhibiting} \\ \text{(include space, booth, travel/entertainment, etc.)} \\ \div \text{ Number of Leads Collected} \\ \hline = \text{ Cost Per Lead} \end{array}$$

Example

$$\begin{array}{l} \$38,000 \text{ total exhibiting costs} \\ \div 216 \text{ number of leads} \\ \hline = \$176 \text{ cost of each lead} \end{array}$$

Using the Lead Value and Cost Per Lead formulas, you can determine the return on investment that can be expected from exhibiting at the show. In our example, net revenue generated by the show is \$140,200 (value of leads – cost of exhibiting). When subtracting the cost of each lead from the value of each lead, the example yields a value of \$649 per lead.

Both the net show revenue and final value per lead clearly show the ROI for exhibiting. The crucial step is to make sure you reach your lead goals and convert those leads into sales.



Pre-show: Getting Ready

Ideal Lead Profile

Many salespeople consider leads from trade shows to be cold calls. This perception has developed due to a failure of the booth staff to collect all necessary information or fully qualify the leads that are collected. A good lead is more than just a scan of the badge. It requires verification that the scanned information is correct, confirmation that the lead is a decision maker or influencer interested in your products and services (a qualified lead) as well as the lead's desired follow up action.

In your planning, define the information that is required from an ideal lead. Basic information will include the lead's name, company, position and contact information. Additional information requested by your sales team may include if the lead has purchased your products in the past, are they familiar with all your product families, etc.

Create a list of the questions that will qualify each lead as "ideal" and make sure there is a game plan or script for collecting the necessary information. This information can also be used for rating leads.

Standard Qualifiers:

- Recommends
- Final Say
- Makes Purchase Decision
- Partial Interest
- Purchase in 30 days
- Purchase in 3 months
- Purchase in 6 months
- Ready to Purchase
- Immediate Need
- Order Placed at Show

Custom Qualifiers

To get the greatest value from your leads and effectively evaluate your show ROI it is important to qualify each prospect that visits your booth. As important is indicating the correct follow up action that matches the prospect and will keep the sales process moving forward. When you order your XPress Leads unit there will be standard qualifiers and follow up actions pre-programmed into the device or software. Examples of these are included below.

You may choose to customize these qualifiers and follow up actions to match the unique needs of your organization. Samples of customized parameters are also outlined. Customizing these allows you to best identify hot leads for your fast follow up and conversion to sales.

Customized Qualifiers:

- Model A
- Model B
- Model C
- Send Catalog A
- Send Catalog B
- Send Catalog C
- North Coast Region
- West Coast Region
- Hot Lead
- Cold lead



Pre-show: Getting Ready (cont'd)

Rating Leads

The easiest way to help sales successfully follow up—and to realize the value of the leads collected—is to establish a rating system to identify the quality of each lead.

Develop a simple system to rate leads based on the criteria that is most important to your sales team. For instance, if making sales is the ultimate goal of exhibiting, the important criteria would include “Decision Maker”, “Ready To Buy”, “Our Product Meets Their Needs”

Using this criteria, set up a lead rating system, for example:

Rank Your Leads

For greatest effectiveness assign point values to each rating.

Rating	Decision Maker?	Ready to Buy	Needs Met
A	Purchases	Yes	Yes
B	Recommends	30 Days	Most met
C	Influences	No	Some met

Prospect List

As stated in the background section of this document, today’s attendee needs to make the best use of their time onsite. It is therefore important to make sure that your exhibit is on their list of places to visit. It is also important to make sure that the right prospects are going to be at the show.

The only way to ensure the right people are in attendance and that they come and visit you is to market to these people before the event starts. Regardless of the promotional channels you use, a list of prospects to target must be developed.

There are many sources, both internal and external, for building a prospect list. Consider these different sources when putting together your prospect list:

- Attendee list purchased from show management
- Last year’s attendee list
- Company CRM list
- Company inquiries
- Distribution channel contacts
- Social networking site set up for the event
- Association membership list

The prospect list will act as the basis for your pre-show marketing efforts.



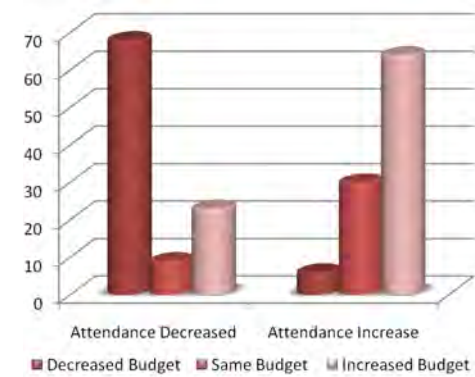
Pre-show: Getting Ready (cont'd)

Promotion

There is a sales axiom that states that the first time you contact someone you are a stranger, the second time an acquaintance, the third time a friend. Following this theory, your goal should be to touch each prospect three times before the event to get them to attend and visit your booth. Using a variety of communication techniques is most effective

A promotional campaign can include a coupon or invitation to come by your booth to receive a special promotional item. Contests create a good response rate. For instance, choose prizes to give away each day of the show and allow campaign recipients to register online but require them to stop by your booth to collect the prize.

Advertising Effect on Attendance



Source: AttendTrend, Jacobs, Jenner & Kent / Frost Miller
Figures shown reflect advertising budgets for entire events, not exhibitor event budgets. The information is meant to reinforce the importance of promotion, not to show expected returns on exhibiting with or without advertising.

It cannot be emphasized enough how crucial pre-event marketing is to getting the attention of prospects.

The promotional message needs to support the goals of exhibiting as well as supporting your company's overall marketing plan. The message should also

be clearly stated or illustrated in each piece of marketing material that is distributed for show promotion.

In addition to your primary message, each marketing piece should clearly display company name, products and services, the event name, dates and location, and how to find you at the event.

One of the best ways to get a response to your promotional campaigns is to include an incentive for the recipient to respond or take action, e.g. attend the event.

Promotional Vehicles

Once you have determined your audience and message, it is time to choose the right vehicles to deliver your information. There are many show specific options available in addition to traditional advertising avenues.

Traditional options include advertisements online and in periodicals, direct mail, email blasts, public relations and press releases, web ads and personal contact. Your message and exhibiting goals will help determine the best advertising approach for your business.

Event management has also put in place a variety of opportunities to reach prospects with your message.

Many shows have setup web sites that include a social networking component. Social networking allows attendees and exhibitors to search for individuals that match specific profile criteria and then make contact. In addition to sponsorships, exhibitors can contact qualified prospects directly either through the application's messaging system or by generating lists for mailing or emailing.



Pre-show: Getting Ready (cont'd)

Events offer a variety of sponsorship opportunities both onsite and pre-event through banner ads and mention on the event web site. Newsletters and show updates also commonly have sponsorship opportunities available to exhibitors.

Discuss with show management the different options that are available for reaching out to registrants and prospects. Associating your marketing efforts with those of the show puts your company in the context of the event and makes people more open-minded to your message.

Keys to Advertising Success

Touch prospects as frequently as possible.

Keep track of your advertising results.

Regardless of the advertising options you use, there are two important factors to keep in mind: 1) touch your prospects as frequently as possible—at least three times, and 2) keep track of your advertising results. The

ease of tracking results varies, campaigns with contests where prospects respond or sign-up will be the easiest to track while magazine ads are more difficult.

Promotional Options from Convention Data Services

Convention Data Services in conjunction with show management offers several effective ways to market to prospects and build traffic to your booth.

X•Press VIP Evite

The X•Press VIP Program allows exhibitors to invite top prospects and clients to the event with a personalized individual email. An on-line administration area is given to exhibitors allowing them to track responses and acceptances from their VIPs.

X•Press eBlast

Convention Data Services offers the opportunity to send email blasts to either the attendee list you purchased or to the leads you collect at the show. An email blast program that can send either plain text or HTML emails. By planning these communications in advance and with the help of XPressLeads, you can focus your attention onsite and post show on engaging your prospects and developing strong relationships.



Pre-show: Getting Ready (cont'd)

Training

Training of your booth staff plays a crucial role in the success of exhibiting. The booth staff is responsible for not only collecting leads, but asking the questions that qualify leads and determine if they are legitimate prospects. By holding one or more training sessions with the staff, you can ensure that the right information is collected and visitors leave your booth with a positive impression.

Role Playing

Creating a script and engaging in role playing is an effective way to prepare your staff. Develop a script that quickly and concisely solicits from each visitor the information deemed important by your sales staff—make sure all booth staff is aware of the qualifiers and follow up actions in your lead retrieval device so they can use this important tool to quickly and effectively qualify visitors.

Explaining Goals

Explain to staff members the goals and marketing message of exhibiting. The target leads goal for each staff member should be explained as well as the number of interactions per hour required to achieve the goal. A system of accountability should also be put in place to make sure each person achieves their assigned goals.

Familiarity with Equipment

Convention Data Services distributes leads equipment at the beginning of the event when exhibitors are first setting up their booths. Set aside time to train your booth staff on the use of the equipment. In order to achieve a relaxed and smooth interaction with prospects, staff members must be able to easily operate the equipment. Familiarity with how to update prospect information and enter responses to qualifying questions is important to fully qualifying each prospect.

Convention Data Services offers DITP (Delivery, Installation, Training and Pickup) service. Training for your entire staff is offered and is the most efficient way to make sure everyone is up to speed on equipment operation.



Onsite: Collecting Leads

Why Get Lead Retrieval from CDS

There are many methods for getting leads onsite. All the options, with the exception of X•Press Leads equipment, have flaws. Convention Data Services is the exclusive event supplier selected by show management. What this means is that Convention Data Services created the badges with all attendee information and our equipment is guaranteed to capture all of this important data.

Some of the most important information on the badge is not the name and contact information, but the demographic responses of the individual that can be collected only by using an X•Press Leads device. 3rd party vendors—including the equipment you own—are not setup to capture anything more than a badge number that would later have to be matched to a list of attendees to get contact information.

Getting Your Lead Device Setup and Running

Once your booth is set up, pickup your lead retrieval device and get it up and running. Each device has different requirements that range from simply plugging in the device to installing software on the PC that the device is connected to. Once the device is setup, try a few sample badge scans of your booth personnel to make sure the equipment is functioning properly. Also take a few moments to understand how to change the data that your equipment has scanned in order to be able to make modifications or add information to a lead's record.

Convention Data Services offers a DITP (Delivery, Installation, Training and Pickup) option with all leads equipment it rents. Purchasing this upgrade will save you time onsite and ensure that your equipment and staff are collecting leads smoothly.

X•Press Leads Family of Products

		
X•Press Connect Plus	X•Press Connect Elite	X•Press Connect App



Onsite: Collecting Leads (cont'd)

Scanning Leads and Updating/ Expanding Attendee Data

Between registration and attending the show, registrant's data can change. They can get a new phone number, change their email or may have typed something incorrectly during the registration process. After scanning a badge, it is a good idea to verify the information with the prospect to make sure everything is accurate.

Adding Notes

By typing in additional notes about a prospect, you can personalize the conversation and indicate specific details that will enhance your follow up post show. You can receive this important information electronically, which will help you keep all of your lead information together and in a usable format.

Evaluating Performance

On a daily basis, the booth team should get together and compare results against the goals that were set before the event. In cases where goals are not met, have discussions about what can be done to meet expectations. Discuss situations that affect the ability to collect leads and their complete information and decide on adjustments that will allow you to stay on track with your leads goal.



Post-show: Closing the Deal

Follow Up

Without follow up, all your preparation and expense will go to waste. Statistics show that up to 80% of leads collected at events never have any follow up. Without follow up, there is no way to close the deal. Prospects have already come to you at the event, it is now your responsibility to follow up with your leads.

Create a game plan for following up on leads as part of your pre-show preparations. If you have a plan in place before the show, follow up will be easier and can be executed immediately following the show or even while the show is still in progress.

Examples of follow up actions include:

- Send a personal email to each person who visited your booth.
- Call your hot leads to discuss next steps
- Send an email blast with your company's message to all qualified leads identifying next steps. X•Press Leads email blast can assist you with this.
- Send a direct mail postcard to all your leads keeping your company fresh in their mind.

When creating the follow up plan, it is a good idea to have different responses for different types of leads you collected. All leads could (and should) receive an email thank you immediately at the close of the show, or, if possible, the same day they visited the booth.

If a lead specifies a follow up timetable and method, be sure to follow their instructions.

All leads should receive some type of follow up contact within 1 week of the show close. The interest in your company and products diminishes quickly after the show closes when

people return to their regular schedules. Timely follow up is absolutely critical to translating leads into sales.

Downloading and Managing Leads

The rental of X•Press Leads equipment comes with access to X•Press Leads Central an online leads management web site.

All the leads you collect on X•Press Leads equipment will be posted to X•Press Leads password protected webpage in realtime. Use your show code and order number to enter the site and download a copy of your leads in CSV or Excel format. Both spreadsheet formats will import easily into virtually any CRM.

The URL for X•Press Leads Central is:

www.xpressleadpro.com/leads

If you are missing your login information to the site, there is a text link on the login page to request an email with your information.

If your company does not have a CRM system, create a simple spreadsheet that lists leads on separate sheets based on region or sales person. Add columns to the spreadsheet that include who is responsible for working with the lead, follow up dates and methods, outcome of the follow up and next steps.

To help with your follow up efforts, you can order email blasts from Convention Data Services to be sent to your prospects that contain your unique message and personalization for each contact.



Post-show: Closing the Deal

Evaluating Exhibiting ROI

If you have completed the steps recommended in this document, you have already collected all the information necessary to determining your exhibiting ROI.

Use the formulas presented earlier in this document to determine ROI. Replace your goals and assumptions with the actual data from the show and recalculate to see exactly how much revenue was generated from the show as well as the true value of each lead that you collected. This information can be used for a variety of metrics related to the show that will help you evaluate and improve your exhibiting return.

Many sales take a while to go from contact to close. Keep your CRM or tracking spreadsheet up-to-date so that weeks or months from the close of the show, you can get a clear picture of your event ROI. Keep the information up-to-date until the next year's show and use the ROI worksheet as a starting point while planning and for post-event comparisons.

Post event, use the formulas in the previous sections of this document to compare goals to actual performance. If goals are met, the formulas and assumptions can be used for future events as a basis for setting new goals. If the goals are not met, discuss what needs to be done to make sure they are met in the future. For instance, if there was not enough traffic to the booth consider the amount of marketing you did before the event, was the booth and staff welcoming to prospects, etc.

METRICS

Why measure ROI?

- To document the value of show participation and results
- To identify additional opportunities that can increase revenue
- To evaluate relative results and success
- To plan enhancements for future shows and marketing initiatives

Using the X•Press Leads interactive ROI worksheet at the end of this document can help you with this effort, and can be a key tool in maximizing your event success!



Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Lead Goal

		Pre-Event Goal	Post-Event Actual
Number of Exhibiting Hours		<input type="text"/>	<input type="text"/>
Number of Booth Staff	X	<input type="text"/>	<input type="text"/>
Interactions Per Hour	X	<input type="text"/>	<input type="text"/>
Total Lead Goal	=	<input type="text"/>	<input type="text"/>

Lead Value

		Pre-Event Goal	Post-Event Actual
Total Lead Goal		<input type="text"/>	<input type="text"/>
Average Closing Percentage	X	<input type="text"/>	<input type="text"/>
Average Sale Value	X	<input type="text"/>	<input type="text"/>
Total Leads Value	=	<input type="text"/>	<input type="text"/>
Total Lead Goal	÷	<input type="text"/>	<input type="text"/>
Total Value of Each Lead	=	<input type="text"/>	<input type="text"/>

Cost Per Lead

		Pre-Event Goal	Post-Event Actual
Cost of Exhibiting*		<input type="text"/>	<input type="text"/>
Number of Leads Collected	÷	<input type="text"/>	<input type="text"/>
Cost Per Lead	=	<input type="text"/>	<input type="text"/>

*Include all exhibiting expenses including booth, travel, entertainment, etc.

Event ROI

		Pre-Event Goal	Post-Event Actual
Total Leads Value		<input type="text"/>	<input type="text"/>
Cost of Exhibiting	-	<input type="text"/>	<input type="text"/>
Total Event ROI	=	<input type="text"/>	<input type="text"/>

Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Exhibiting Objectives

Campaign Message(s)

Promotional Vehicles

<hr/>	<input type="checkbox"/> X•Press VIP Guest Pass
<hr/>	<input type="checkbox"/> X•Press Exhibitor Emails
<hr/>	<input type="checkbox"/> X•Press Email Blast
<hr/>	<input type="checkbox"/> X•Press Attendee List
<hr/>	
<hr/>	

Lead Rating

Criteria	Rating			
	4	3	2	1
Purchasing Role	Decides	Buys	Recommends	No Role

Ordering Information

<hr/>
Purchaser
Order Email
Order Number
Username
Password

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X•Press Connect Family

Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by X•Press Leads equipment and services.



X•Press Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.



X•Press™ Leads
CONVENTION DATA SERVICES®

X•Press Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.



Custom Sales Qualifiers

Target ideal prospects! Build your own customized survey for quick lead follow-up. *20 questions and answers.*



Bluetooth Printer

Get a hard copy printout of your leads onsite with a wireless, portable printer.



eBlast Email Service

Send your custom HTML emails through X•Press eBlast post-event to your leads, the complete event email campaign solution.



DITP

Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.



Loss/Damage Waiver

Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

3rd Party Lead Collection

Successful lead collection on your third party device.



Data Conversion

Convert badge IDs collected on third party devices into complete leads post-show.



Event API Integration

Integrate your third party lead retrieval device in real-time with the event database.

* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.

X•Press Connect Elite

Connect software on YOUR computer

The X•Press Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.



Computer not included. Includes USB scanner and software. Requires OS MAC, Windows 7 or greater, 1 USB 1.1 connections and .NET Framework.



X•Press Connect Plus

OUR hand-held wireless device

Use our handheld mobile phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes mobile phone and charger.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Optional Bluetooth Printer	•	•	•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Scanning Device Included		•	•

ORDER ONLINE: www.xpressleadpro.com SHOW CODE: [aall0717](#)



Includes mobile phone and charger.

X•Press Connect Plus Handheld - OUR handheld wireless device

X•Press Connect Plus Handheld Package - includes mobile device, DITP service, and custom sales qualifiers



X•Press Connect App Additional Licenses - Add XPress Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet

Bluetooth Printer - one bluetooth connection per lead retrieval handheld

Qty	Early THRU 05/25/17	Advance THRU 06/22/17	Standard AFTER 06/22/17	Total
	\$ 455	\$ 505	\$ 575	
	\$ 610	\$ 690	\$ 815	
	\$ 130 per additional user			
	\$ 105	\$ 130	\$ 155	



For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

X•Press Connect App - the App on YOUR phone or tablet

X•Press Connect App 3 Package - includes THREE App licenses and custom sales qualifiers

X•Press Connect App 5 Package - includes FIVE App licenses and custom sales qualifiers



Additional X•Press Connect App Licenses - for additional users

Bluetooth Printer - one bluetooth connection per lead retrieval app license

	\$ 360	\$ 410	\$ 480	
	\$ 560	\$ 610	\$ 670	
	\$ 720	\$ 770	\$ 840	
	\$ 130 per additional user			
	\$ 105	\$ 130	\$ 155	



*Includes USB scanner and software. Requires OS MAC, Windows 7 or greater, 1 USB 1.1 connection and .NET Framework Computer not included.

X•Press Connect Elite - the Connect software on YOUR computer

X•Press Connect Elite Package - *includes USB scanner, PC software, DITP service, and custom sales qualifiers



X•Press Connect App Additional Licenses - Add XPress Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet

Bluetooth Printer - one bluetooth connection per lead retrieval PC

	\$ 430	\$ 480	\$ 550	
	\$ 585	\$ 670	\$ 795	
	\$ 130 per additional user			
	\$ 105	\$ 130	\$ 155	

X•PRESS EXTRAS



Custom Sales Qualifiers / Custom Surveys

DITP Service - Delivery, Installation, Training, Pickup

X•Press eBlast Service - post show email service to leads collected

Data Conversion - third party post-show solution

Event API Integration - third party real-time solution

	\$ 110	\$ 130	\$ 165	
	\$ 110	\$ 130	\$ 165	
	\$ 225	\$ 275	\$ 335	
	\$ 550			
	\$ 1000			

FAX ORDER [1-508-759-4238](tel:1-508-759-4238)
 EMAIL ORDER xpressleadpro@cdsreg.com
 ACCOUNT MANAGER **Steve Barove**
 QUESTIONS? [1-800-746-9734](tel:1-800-746-9734) • [1-508-743-0112](tel:1-508-743-0112)

SUBTOTAL	=
OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x \$85 per device)	+
NO, I do not want to purchase the Loss/Damage Waiver - initial here	▶
PROCESSING FEE (WAIVED when you order online!)	+ 20.00
TOTAL (USD)	=



X•Press Leads is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:

- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event



ORDER ONLINE:  www.xpressleadpro.com

SHOW CODE:  **aall0717**

CONTACT INFORMATION

COMPANY
 CONTACT NAME
 BILLING ADDRESS
 CITY
 STATE/ZIP
 BOOTH #
 PHONE/EXT #
 FAX
 EMAIL
 COMPANY WEBSITE
<http://www>

PAYMENT INFORMATION

CARD NUMBER
 NAME ON CARD
 EXP DATE
 SIGNATURE 
AUTHORIZATION Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing.
 SIGNATURE 
 PRINT NAME
 TODAY'S DATE
 EMAIL RECEIPT TO

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

Thank you for your order.

Terms & Conditions

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- 4) **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) Onsite orders are based on unit availability.
- 7) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 8) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b below). Customer acknowledges and understands that the applicable replacement cost is as follows:
 8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement

cost indicated above for either the failure to return the equipment or for any damaged equipment.

Equipment	Cost
Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000

- 8b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.
- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 11) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.

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

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