



# Exhibitor Services Manual Table of Contents

## AIA/APA Joint Annual Meeting

San Diego Marriott • January 4 - 7, 2007

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# Show Information

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### Official Service Contractor

GES Exposition Services 7050 Lindell Road Las Vegas, NV 89118-4702	Phone (in USA): 800.475.2098 FAX (in USA): 866.329.1437 Contact us Online: <a href="http://www.ges.com/contact">www.ges.com/contact</a>	International Calls: 702.515.5970 International Faxes: 702.263.1520
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### Show Information

Backwall Drape:	Blue / Gray
Sidewall Drape:	Blue
Exhibit Hall Carpet Color:	Blue

### Booth Package

Booth Size:	8' x 10'
	(1) 6' Table, Skirted Blue
	(2) Chairs
	(1) Wastebasket
	One-line ID Sign (7" x 44") Provided Automatically

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

<b>Tuesday, December 19</b>	Discount Deadline for orders received with payment, 14 days prior to exhibitor move-in
<b>Friday, December 1</b>	Advance Shipments may begin arriving at Warehouse
<b>Friday, December 29</b>	Last day for Advance Shipments to arrive at Warehouse without surcharges
<b>Wednesday, January 3</b>	Direct Shipments may begin arriving at Exhibit Site; 8:00 am – 2:00 pm
<b>Thursday, January 4</b>	Last day for Direct Shipments to arrive at Exhibit Site; 8:00 am – 1:00 pm
<b>Thursday, January 4</b>	Installation 8:00 am – 1:00 pm
<b>Thursday, January 4</b>	Show Hours 2:00 pm – 6:00 pm
<b>Friday, January 5</b>	9:30 am – 5:30 pm
<b>Saturday, January 6</b>	9:30 am – 5:30 pm
<b>Sunday, January 7</b>	8:00 am – 12 noon
<b>Sunday, January 7</b>	Dismantle 12 noon – 5:00 pm
<b>Sunday, January 7</b>	All exhibitor materials must be removed by 7:00 pm

### Shipping Addresses

<b>Advance Shipments to Warehouse</b>	c/o GES Exposition Services 491 'C' Street Chula Vista, CA 91910	<b>Shipments should arrive on or before:</b> December 29, 2006
<b>Direct Shipments to Exhibit Site</b>	c/o GES Exposition Services San Diego Marriott 333 West Harbor Drive San Diego, CA 92101	<b>Shipments will be accepted beginning:</b> January 3, 2007

### GES Servicenter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

<b>Thursday, January 4</b>	8:00 am – 3:00 pm
<b>Friday, January 5</b>	8:30 am – 12 noon
<b>Sunday, January 7</b>	9:00 am – 5:00 pm



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

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

### Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

### Inbound - Move In.

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

### Showsite.

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

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

### Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.

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

### What is a General Services Contractor?

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

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

### GES Show Services

#### *Booth Furniture & Accessories*

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

#### *Booth Carpet*

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, and grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

#### *Custom Exhibits*

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. For information, please call 866.481.9722 or visit our design gallery at [www.ges.com](http://www.ges.com).

#### *Rental Exhibits*

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. For more information, please call 800.475.2098 or visit our design gallery at [www.ges.com](http://www.ges.com).

#### *Installation & Dismantle Services*

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

#### *Graphics*

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

#### *Shipping*

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call 888.454.4437 to have your "shipping made easy".

#### *Lighting & Rigging*

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

### How Can I Order My Show Services?

#### 1. GES® Online

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

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

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

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

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

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

Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history. For online ordering help call 888.437.3976.

#### 2. GES National Servicer<sup>SM</sup>

The GES National Servicer<sup>SM</sup> provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

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

7050 E. Lindell Road

Las Vegas NV, 89118

Phone: 800.475.2098

Fax: 866.FAX.1GES (866.329.1437)

International Phone: 702.515.5970 / Fax: 702.263.1520

#### 3. GES Servicer<sup>®</sup>

Once you are at the show, the GES Servicer<sup>®</sup> is on site to place any last minute orders and provide show information.

### Exhibitor Services

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



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# ATTENTION: PETROLEUM SURCHARGE INFORMATION

In order to offset the effects of increasing fuel costs being felt by every citizen and industry in North America, GES<sup>®</sup> Exposition Services has enacted a Petroleum Surcharge Program.

The Petroleum Surcharge will result in a 2% increase on all services published in the exhibitor service manual with the exception of GES<sup>®</sup> Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueens, propane fuel and diesel fuel.

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



# Payment & Credit Card Charge Authorization

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

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FORM DEADLINE DATE:  
December 19, 2006

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

### Payment Policy

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

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

**Method of Payment** — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

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

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

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

\*If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

### Bank wire transfer payment information:

<b>Beneficiary:</b> GES Exposition Services c/o Bank of America, Illinois 231 La Salle Street Chicago, IL 60693 USA Telephone # 312.828.5000	<b>Account #:</b> 7188-1-01819 <b>ABA Routing #:</b> 0260-0959-3 <b>SWIFT Address:</b> BOFAUS3N <b>CHIPS Address:</b> 0959
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**Address for routing identifiers if requested:**  
100 West 33rd Street, New York, NY 10001 USA

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

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

If you have any questions regarding our payment policy, please call GES National Servicer<sup>SM</sup> at 800.475.2098 or visit the GES Servicer<sup>®</sup> at the show.

**Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with GES.**

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 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.

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

PLEASE SIGN

X  
AUTHORIZED SIGNATURE

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

### Credit Card Charge Authorization (All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE  
\_\_\_\_/\_\_\_\_/\_\_\_\_

- MasterCard
- VISA
- Diners Club
- Discover
- American Express

- Corporate
- Personal

Account Number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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

PLEASE SIGN

X  
CARDHOLDER'S SIGNATURE DATE

### Calculation of Orders

	TOTAL
Exhibit System Rental	\$
Furniture & Accessories	\$
Carpet	\$
Cleaning	\$
Labor	\$
Material Handling	\$
GES Electrical	\$
Other GES Services (Specify)	\$
1. Total of All Above Items	\$
2. Add Petroleum Surcharge Assessment @ 2%	\$
<b>3. FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

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

Charge my credit card in the amount of: \$ \_\_\_\_\_

Enclosed is a check in the amount of: \$ \_\_\_\_\_

Check No. \_\_\_\_\_ Dated \_\_\_\_\_



# 3<sup>rd</sup> Party Billing Request

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

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FORM DEADLINE DATE:  
December 19, 2006

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

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

Exhibiting Firm		
EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

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

- All Services
- I & D Labor
- Signs
- Transportation Charges
- Other (Please Specify) \_\_\_\_\_
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out

Third Party		
EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

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

- All Services
- I & D Labor
- Signs
- Transportation Charges
- Other (Please Specify) \_\_\_\_\_
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out

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

**PLEASE SIGN**  \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

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

**PLEASE SIGN**  \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

### Exhibiting Firm Credit Card Charge Authorization (All Information Must Be Provided)

**PROVIDE EXPIRATION DATE**  \_\_\_\_\_  
EXPIRATION DATE

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
DATE

### Third Party Credit Card Charge Authorization (All Information Must Be Provided)

**PROVIDE EXPIRATION DATE**  \_\_\_\_\_  
EXPIRATION DATE

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
DATE



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## **Safety is very important for everyone working in the exhibit hall - especially you!**

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

### **Exhibitor loss prevention guidelines at show site**

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- GES forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. are prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a GES representative at the Exhibitor Service Desk can provide it to you.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.





# Show Site Work Rules

## AIA/APA Joint Annual Meeting

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### Union Information

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

#### Decorators Union

Members of this union claim jurisdiction over all set up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

#### Teamsters Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

#### Electrical Union

Members of the IBEW claim jurisdiction for hardwiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

### 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.

### 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.

## AIA/APA Joint Annual Meeting San Diego Marriott • January 4 - 7, 2007

GES TERMS AND CONDITIONS ARE SUBJECT TO  
CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE  
TO ANY PARTIES

### I. Definitions:

**GES:** GES Exposition Services, Inc., d/b/a 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.

**Carrier:** Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

**Shipper:** Party who tenders Goods to Carrier for transportation.

**Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services.

**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:** 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:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised 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.

**By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

### III. Customer Obligations

**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 its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

**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. 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 1/2% per month until paid.

### IV. Mutual Obligations

#### Indemnification:

**Customer to GES:** Except to the extent of GES's own negligence and/or willful misconduct, 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, relating to or arising from performance under this Agreement.

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 subcontractor or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

**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 assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

**V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

#### VI. GES Liability for Loss or Damage to Goods

**Negligence standard:** 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.

**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 should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

**Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

**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.

**Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

**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.

**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.

**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. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, 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.

**Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be limited to the limitations of liability set forth in this document.

**Forced Freight:** GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

**Concealed Damage:** GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

**Unattended Booth:** GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers 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 Customers' 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.

**Measure of damage:** GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

**Excess Declared Value:** If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by GES.** Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

**No 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, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

**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 or delivery of Goods, whichever is later.

**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 below.

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 sixty (60) 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 the Customer's 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.

**Filing of suit:** Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

**VII. Jurisdiction, Choice of forum.** This Agreement 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.

#### VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

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

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$60) of the actual cash value per article. 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, if any 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 Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.



# Fire Regulations Information

## AIA/APA Joint Annual Meeting

San Diego Marriott • January 4 - 7, 2007

### **INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT**

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

### **VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY**

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

### **COMBUSTIBLES**

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

### **OBSTRUCTIONS**

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

### **ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS**

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are illegal.

### **COMPRESSED CYLINDERS**

1. Compressed cylinders must be attached to a stand if used upright or laid flat on floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

### **COOKING AND/OR WARMING DEVICES**

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M.
2. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

### **HEAT PRODUCING EQUIPMENT**

Welding, soldering or any open flame devices are prohibited.

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

### Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

### How to ship in Advance to the GES Warehouse

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

### How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- 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 trusses, 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.

### Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
- **Shipment Surcharges** – A surcharge will apply if shipments 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.

### 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."

### 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.

### Machinery Labor and Equipment

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

### Insurance

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

### GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
  - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
  - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
  - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** – Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.

# GET GES<sup>®</sup> TRANSPORTATION PLUS SAVE 10% ON MATERIAL HANDLING

GES<sup>®</sup> Logistics turns an exhibiting necessity into an added show value with GES<sup>®</sup> Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES<sup>®</sup> Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

- **Your Shipping Partner**

GES<sup>®</sup> Logistics gives you reliable service and great rates on air and ground shipping. You can also save 10% on round-trip shipping with GES<sup>®</sup> Roundtrip Plus. Count on GES as your shipping partner.

- **Smooth Integration**

Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

**For more info call 888.454.4437  
or visit us online at [www.ges.com/logistics](http://www.ges.com/logistics)**



**Logistics**

shipping made easy

Exposition Services Exhibits & Design Graphics Logistics  
Electrical Installing & Dismantling Technology Event Services

888.454.4437 [www.ges.com](http://www.ges.com)



# Transportation Plus & Material Handling Form

R-2c

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 888.454.4437 • FAX: 702.515.5972  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.515.5972 Email: logistics@ges.com

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

## AIA/APA Joint Annual Meeting San Diego Marriott • January 4 - 7, 2007

FORM DEADLINE DATE:  
December 19, 2006

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

**SHIP WITH GES LOGISTICS TO RECEIVE A 10% SAVINGS ON MATERIAL HANDLING WITH TRANSPORTATION PLUS**  
To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8b) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 12:00pm - 12:30pm & Holidays.

### Advance Shipments to GES Warehouse (200 pound minimum per shipment)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

**Rates include:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

#### Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 85.25 cwt	\$ 76.73 cwt
ST/OT	\$ 110.75 cwt	\$ 99.68 cwt
OT/OT	\$ 136.25 cwt	\$ 122.63 cwt

#### Materials Requiring Special Handling

	Standard Rates	Transportation Plus Saving Rates
	\$ 98.00 cwt	\$ 88.20 cwt
	\$ 127.25 cwt	\$ 114.53 cwt
	\$ 156.75 cwt	\$ 141.08 cwt

### Direct Shipments to Exhibit Site (200 pound minimum per shipment)

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

#### Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 80.25 cwt	\$ 72.23 cwt
ST/OT	\$ 104.25 cwt	\$ 93.83 cwt
OT/OT	\$ 128.25 cwt	\$ 115.43 cwt

#### Materials Requiring Special Handling

	Standard Rates	Transportation Plus Saving Rates
	\$ 92.25 cwt	\$ 83.03 cwt
	\$ 120.00 cwt	\$ 108.00 cwt
	\$ 147.50 cwt	\$ 132.75 cwt

#### Uncrated Materials

	Standard Rates	Transportation Plus Saving Rates
	\$ 112.25 cwt	\$ 101.03 cwt
	\$ 146.00 cwt	\$ 131.40 cwt
	\$ 179.75 cwt	\$ 161.78 cwt

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

First Carton.....	\$ 30.00
Each Additional Carton.....	\$ 7.00

- **Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.**
- **Overtime: All other times, Saturdays, Sundays, Holidays.**
- Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.
- Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
- Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

#### EXCESS DECLARED VALUE OPTION:

**Note 1:** Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

**Note 2:** Declared value \$\_\_\_\_\_. Excess declared value available from GES, up to \$100,000.00. Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

### Calculation Of Material Handling Charges For Standard Rates Only (Use Form R-8b For Transportation Plus Rates)

Our shipment will be sent to  Exhibit Site /  Warehouse on date: \_\_\_\_\_ via: \_\_\_\_\_ Total pieces: \_\_\_\_\_

Total Weight (200 lb minimum per shipment): \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x Rate: \_\_\_\_\_ = \$ \_\_\_\_\_

Small package cartons will be sent to  Exhibit Site /  Warehouse on date: \_\_\_\_\_ via: \_\_\_\_\_ Total cartons: \_\_\_\_\_ = \$ \_\_\_\_\_

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

#### ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:

- Advance Date:
- **December 1, 2006:** Advance shipments may begin arriving at warehouse.
  - **December 29, 2006:** Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.

#### Direct Dates:

- **January 3, 2007:** Direct shipments may begin arriving at the exhibit site.
- **January 4, 2007:** Last day for shipments to arrive at the exhibit site.

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

Authorized Signature: \_\_\_\_\_

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

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

050806 H-B



# GES Logistics Material Handling & Shipping Form

**R-8b**

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 888.454.4437 • FAX: 702.515.5972  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.515.5972

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

[Click Here to View Shipping Brochure](#)

**AIA/APA Joint Annual Meeting**  
 San Diego Marriott • January 4 - 7, 2007

**FORM DEADLINE DATE:**  
**December 19, 2006**

COMPANY NAME		EMAIL ADDRESS			BOOTH NUMBER
<b>Pick Up Information</b>					
DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)					WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

<b>Delivery Information</b>					
DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

<b>Method Of Shipment</b>		
<b>Ground:</b> <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs*      Shipments 101 lbs and up* _____ *Subject to applicable surcharges	<b>Air:</b> <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred <b>*Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.</b>	<input type="checkbox"/> Special Instructions (Additional charges may apply)

Weight & Dimensions (Final Rate Subject To Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____	via: _____	Total pieces: _____
Total Weight (200 lb minimum per shipment): _____	÷ 100 = _____	x Rate: _____ = \$ _____
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____	via: _____	Total cartons: _____ = \$ _____

Hazardous Materials Contact Number  
 (      ) \_\_\_\_\_ - \_\_\_\_\_

**ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:**  
**Advance Date:**  
 • **December 1, 2006:** Advance shipments may begin arriving at warehouse.  
 • **December 29, 2006:** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.**

**Direct Dates:**  
 • **January 3, 2007:** Direct shipments may begin arriving at the exhibit site.  
 • **January 4, 2007:** Last day for shipments to arrive at the exhibit site.

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

<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>  <b>Authorized Signature – Please Sign:</b> <b>X</b>	1. Total Estimated Charges	\$
	2. 30% Late Arrival Surcharge	\$
	3. Excess Declared Value	\$
	4. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT		DATE

**EXCESS DECLARED VALUE OPTION:**  
**Note 1:** STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.  
**Note 2:** Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.  
**Note 3:** Declared value \$\_\_\_\_\_. Excess declared value available from GES, up to \$100,000.00.  
 Excess declared value is not available for items listed on form G-7.  
 Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

050806



# Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

**AIA/APA Joint Annual Meeting**  
San Diego Marriott • January 4 - 7, 2007

**FORM DEADLINE DATE:**  
**December 19, 2006**

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

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

## Shipping Information

**FROM:**

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

**SHIPPING DESTINATION 1: Number of Labels Needed:**

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

**SHIPPING DESTINATION 2: Number of Labels Needed:**

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

## Method Of Shipment

Please Select Desired Method of Shipment Below:

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

**EXCESS DECLARED VALUE OPTION:**

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$\_\_\_\_\_. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

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

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

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

060205





# Storage Service Order Form

R-4

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

**AIA/APA Joint Annual Meeting**  
San Diego Marriott • January 4 - 7, 2007

**FORM DEADLINE DATE:**  
**December 19, 2006**

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

### "Full Service" Advantages After The Show Keep Your Exhibit Materials in the San Diego Area — Avoid Double Loading and Unnecessary Shipping Costs

GES Exposition Services now has available (180,000) square feet of warehouse space in the San Diego area with facilities and services to:

- A. Receive and hold your equipment and/or exhibition materials.
- B. Provide delivery services for outbound shipping and/or local delivery.
- C. Facilitate interstate shipping.
- D. Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available, at a cost, through our Graphics Department to refurbish materials between shows.

**Storage Rates Are As Follows:**

Freight routed to warehouse for carrier pick-up and/or	
Forwarding Instructions .....	(1000 lb. minimum)..... \$12.00 cwt.
GES Warehouse for an upcoming GES show .....	(1000 lb. minimum)..... \$7.00 cwt.
Storage per month .....	minimum charge of \$45.00 per month or..... \$4.50 cwt.
Warehouse handling in .....	(1000 lb. minimum)..... \$4.75 cwt.
Warehouse handling out .....	(1000 lb. minimum)..... \$4.75 cwt.

**GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.**

**All storage services, other than advance warehousing, are subject to the terms of the GES' storage agreement. Exhibitors must insure their own goods while in storage. Failure to pay storage fees in a timely manner will result in a lien against your property.**

**Yes!** We are interested in storing our exhibition materials in the San Diego area after this show.

Please contact our representative \_\_\_\_\_

Telephone: \_\_\_\_\_

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

**A RUSH!**  
EXHIBITION FREIGHT

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

**AIA/APA Joint Annual Meeting**

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES**

**491 'C' STREET**

**CHULA VISTA, CA 91910**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**December 1, 2006 and December 29, 2006.**

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

Carrier \_\_\_\_\_

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



**A RUSH!**  
EXHIBITION FREIGHT

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

**AIA/APA Joint Annual Meeting**

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES**

**491 'C' STREET**

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Carrier \_\_\_\_\_

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



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

**D RUSH!**  
**EXHIBITION FREIGHT**

FROM:

**DIRECT SHIPMENT**

TO:

EXHIBITING COMPANY

AIA/APA Joint Annual Meeting  
NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES  
 SAN DIEGO MARRIOTT  
 333 WEST HARBOR DRIVE  
 SAN DIEGO, CA 92101**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
*January 3 - 4, 2007.*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

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



**D RUSH!**  
**EXHIBITION FREIGHT**

FROM:

**DIRECT SHIPMENT**

TO:

EXHIBITING COMPANY

AIA/APA Joint Annual Meeting  
NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES  
 SAN DIEGO MARRIOTT  
 333 WEST HARBOR DRIVE  
 SAN DIEGO, CA 92101**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
*January 3 - 4, 2007.*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

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





# Freight Service Questionnaire

R-7

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

**AIA/APA Joint Annual Meeting**  
San Diego Marriott • January 4 - 7, 2007

**FORM DEADLINE DATE:**  
**December 19, 2006**

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

## ALL EXHIBITORS MUST RETURN THIS FORM

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:

\_\_\_\_\_

Their Phone \_\_\_\_\_

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

\_\_\_\_\_

Their Phone \_\_\_\_\_

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. Failure to provide these 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?

\_\_\_\_\_  
\_\_\_\_\_



# Carpet Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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**AIA/APA Joint Annual Meeting**  
 San Diego Marriott • January 4 - 7, 2007

**DISCOUNT DEADLINE DATE:**  
**December 19, 2006**

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>STANDARD CARPET</b>			
<i>Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.</i>			
5304	9'x10' 16 oz. Standard Booth Carpet	\$ 130.40	\$ 195.60
5305	9'x20' 16 oz. Standard Booth Carpet	\$ 255.75	\$ 383.65
5306	9'x30' 16 oz. Standard Booth Carpet	\$ 393.70	\$ 590.55
<b>VISQUEEN PLASTIC COVERING FOR PROTECTION</b>			
<i>Includes installation and removal.</i>			
5312	Plastic Covering price/sq ft	\$ 0.55	\$ 0.85
<b>PADDING</b>			
<i>GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.</i>			
5313	Padding price/sq ft	\$ 1.15	\$ 1.75

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>CUSTOM-CUT CARPET</b>			
<i>Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.</i>			
5309	16 oz. Standard Custom price/sq ft	\$ 2.20	\$ 3.30
5310	26 oz. Plush Custom price/sq ft	\$ 3.00	\$ 4.50
5311	50 oz. Ultra Plush Custom price/sq ft	\$ 3.60	\$ 5.40
<i>Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (Please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.</i>			
<i>Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.</i>			
<i><b>Cancellation Policy:</b> 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.</i>			

### Please Indicate Choice

- **16 oz. Standard Carpet Color** (Item #'s 5304-5309 ONLY). Gray will be provided if no color is indicated below:
 

<input type="checkbox"/> Black	<input type="checkbox"/> Emerald Green	<input type="checkbox"/> Red
<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Stone Blue
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Purple	
- **26 oz. Plush Carpet Color** (Item # 5310 ONLY). Dove will be provided if no color is indicated below:
 

<input type="checkbox"/> Cement	<input type="checkbox"/> Lava Rock	<input type="checkbox"/> Royal Blue
<input type="checkbox"/> Charcoal	<input type="checkbox"/> Navy	<input type="checkbox"/> Silky Beige
<input type="checkbox"/> Cobalt	<input type="checkbox"/> Onyx	<input type="checkbox"/> Silver
<input type="checkbox"/> Dove	<input type="checkbox"/> Red	<input type="checkbox"/> Snow
- **50 oz. Ultra Plush Carpet Color** (Item # 5311 ONLY). Iceberg will be provided if no color is indicated below:
 

<input type="checkbox"/> Bisque	<input type="checkbox"/> Graphite	<input type="checkbox"/> Seascape
<input type="checkbox"/> Black	<input type="checkbox"/> Iceberg	<input type="checkbox"/> Sterling
<input type="checkbox"/> Cabernet	<input type="checkbox"/> Midnight	<input type="checkbox"/> Teal
- **Electrical Under Carpet?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------
- **Calculate Total Square Footage**  
 Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

### Place Order Here

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5304	9'x10' 16oz. Standard Carpet		1	\$
5305	9'x20' 16oz. Standard Carpet		1	\$
5306	9'x30' 16oz. Standard Carpet		1	\$

ITEM #	DESCRIPTION	TOTAL SQ FT X PRICE/SQ FT = TOTAL PRICE
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

ITEM #	DESCRIPTION	TOTAL SQ FT X PRICE/SQ FT X 7.75% TAX = TOTAL PRICE
5312	Plastic Covering	\$

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

1. Total All Items Ordered	\$
2. Payment Enclosed	\$

**Authorized Signature – Please Sign:** **X**

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



GES

# Furniture & Accessories Order Form

A-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

Click Here to View Furniture & Accessories Brochure

AIA/APA Joint Annual Meeting  
San Diego Marriott • January 4 - 7, 2007

DISCOUNT DEADLINE DATE:  
December 19, 2006

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

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>CHAIRS</b>				<b>DISPLAY FURNITURE (Continued)</b>			
5401	Plastic Contour Chair, 32x18x18.5	\$ 53.75	\$ 80.65	5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 308.75	\$ 463.15
5402	Contemporary Chair, 31x23x18	\$ 81.35	\$ 122.05	5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 333.50	\$ 500.25
5403	Contemporary Arm Chair, 31x23x18	\$ 88.25	\$ 132.40	5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 333.50	\$ 500.25
5404	Contemporary Stool, 48x17x18	\$ 95.15	\$ 142.75	5643	BET1: Etagere, Silver Finish	\$ 234.25	\$ 351.40
<b>TABLES</b>				5644	BET2: Etagere, Black	\$ 234.25	\$ 351.40
5407	Square Table, 24x24x30	\$ 73.95	\$ 110.95	5818	4' Full View Display Case	\$ 405.45	\$ 608.20
5408	Rectangular Table, 24x36x30	\$ 80.20	\$ 120.30	5819	5' Full View Display Case	\$ 417.40	\$ 626.10
5409	Round Starbase Table, 40x30h	\$ 180.50	\$ 270.75	5820	6' Full View Display Case	\$ 429.35	\$ 644.05
5412	Round Starbase Table, 30x40h	\$ 180.50	\$ 270.75	5821	4' Half View Display Case	\$ 405.45	\$ 608.20
<b>SKIRTED TABLES</b>				5822	5' Half View Display Case	\$ 417.40	\$ 626.10
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>				5823	6' Half View Display Case	\$ 429.35	\$ 644.05
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 92.75	\$ 139.15	5824	4' Quarter View Display Case	\$ 405.45	\$ 608.20
5805	Skirted 6' Table, 24x30	\$ 111.55	\$ 167.35	5825	5' Quarter View Display Case	\$ 417.40	\$ 626.10
5806	Skirted 8' Table, 24x30	\$ 130.35	\$ 195.50	5826	6' Quarter View Display Case	\$ 429.35	\$ 644.05
5807	4th Side Skirted, Optional	\$ 42.60	\$ 63.90	5827	4' Corner View Display Case	\$ 417.40	\$ 626.10
<b>SKIRTED COUNTERS</b>				5828	7' Vertical Display Case	\$ 560.90	\$ 841.35
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>				<b>ACCESSORIES</b>			
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 117.80	\$ 176.70	5801	Pegboard, White (1/4" Hole)	\$ 112.40	\$ 168.60
5809	Skirted 6' Counter, 24x42	\$ 142.90	\$ 214.35	5816	Tackboard, Gray	\$ 118.40	\$ 177.60
5810	Skirted 8' Counter, 24x42	\$ 161.70	\$ 242.55	5730	Bell Base Sign Holder	\$ 58.60	\$ 87.90
5811	4th Side Skirted, Optional	\$ 48.85	\$ 73.30	5731	Chrome Sign Holder	\$ 58.60	\$ 87.90
<b>RISERS</b>				5732	Aluminum Easel	\$ 46.65	\$ 70.00
5812	4' Single Tier, 7" or 15"h, 8"w	\$ 28.70	\$ 43.05	5733	Clothes Tree	\$ 64.55	\$ 96.80
5813	6' Single Tier, 7" or 15"h, 8"w	\$ 40.65	\$ 61.00	5734	Bag Stand	\$ 64.55	\$ 96.80
5814	4' Double Tier, 7" and 15"h, 8"w	\$ 40.65	\$ 61.00	5735	Garment Rack	\$ 64.55	\$ 96.80
5815	6' Double Tier, 7" and 15"h, 8"w	\$ 52.60	\$ 78.90	5736	Waterfall Stand	\$ 64.55	\$ 96.80
<b>CUSTOM BOOTH DRAPE</b>				5737	Literature Rack, Black Pockets	\$ 83.50	\$ 125.25
0501	8'h Back Drape, 4' minimum Price/Ft.	\$ 14.35	\$ 21.55	5802	Large Security Cage w/o Lock	\$ 357.60	\$ 536.40
0502	3'h Side Drape, 4' minimum Price/Ft.	\$ 11.95	\$ 17.95	5803	Small Security Cage w/o Lock	\$ 238.00	\$ 357.00
<b>DISPLAY FURNITURE</b>				5741	Refrigerator	\$ 255.95	\$ 383.95
5645	BPDL: Pedestal w/Locking Door, Black	\$ 346.50	\$ 519.75	5738	Aisle Stanchion w/o Chain	\$ 34.65	\$ 51.95
5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 172.00	\$ 258.00	5739	Plastic Chain Price/Ft.	\$ 3.55	\$ 5.35
5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 172.00	\$ 258.00	5740	Ticket Tumbler	\$ 100.45	\$ 150.70
5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 232.25	\$ 348.40	5817	Wastebasket	\$ 14.35	\$ 21.55
5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 232.25	\$ 348.40	<i>Prices include delivery, installation, rental, and removal.</i>			
5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 293.00	\$ 439.50	<b>Cancellation Policy:</b> Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
5651	BPDE: Pedestal, Graphite Nebula 24x24x36	\$ 293.00	\$ 439.50				
5652	BPDE: Pedestal, Grey Nebula 24x24x42	\$ 308.75	\$ 463.15				

### Please Indicate Choice

- Table/Counter Skirt Color (Item #'s 0501-0502, 5804-5811 ONLY). Gray will be provided if no color is indicated below:
  - Beige  Forest Green  Purple
  - Black  Gold  Red
  - Blue  Gray  Teal
  - Burgundy  Mauve  White
- Optional 4th Side Table Skirt (Item #'s 5805-5806 ONLY).
  - 6' Table  8' Table
- Optional 4th Side Counter Skirt (Item #'s 5809-5810 ONLY).
  - 6' Table  8' Table
- Tackboard/Pegboard Physical Alignment (Item #'s 5801 & 5816 ONLY).
  - Horizontal  Vertical

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

### Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered		\$
Authorized Signature - Please Sign: <b>X</b>		2. Payment Enclosed		\$
		AUTHORIZED NAME - PLEASE PRINT		DATE

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050806 E



# Specialty Furniture Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

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AIA/APA Joint Annual Meeting  
San Diego Marriott • January 4 - 7, 2007

DISCOUNT DEADLINE DATE:  
December 19, 2006

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>SEATING COLLECTIONS - NEWPORT</b>				<b>SEATING - CHAIRS (Continued)</b>			
5500	BLSD: Loveseat, Charcoal Leather	\$ 578.50	\$ 867.75	5542	BSCY: Panton Side Chair, Yellow	\$ 160.25	\$ 240.40
5501	BCOD: Corner, Charcoal Leather	\$ 397.50	\$ 596.25	5508	BSC9: Panton Side Chair, White	\$ 160.25	\$ 240.40
5502	BSED: 3 pc. Sectional, Charcoal Leather	\$ 1145.00	\$ 1717.50	5543	BSC1: NY Chair, Onyx/Maple Back/Chrome	\$ 151.25	\$ 226.90
5503	BCHD: Armless Chair, Charcoal Leather	\$ 342.75	\$ 514.15	5544	BSC4: Jetson Chair, Black	\$ 147.00	\$ 220.50
<b>SEATING COLLECTIONS - SOUTH BEACH</b>				5545	BSC6: Manhattan Chair, Oyster	\$ 178.00	\$ 267.00
5504	BSO2: 3 pc. Sectional, Platinum Suede	\$ 1055.50	\$ 1583.25	5546	BSC3: Brewer Chair, Onyx/Black	\$ 111.00	\$ 166.50
5505	BOTS: Wedge Ottoman, Platinum Suede	\$ 183.50	\$ 275.25	5547	BSC2: Brewer Chair, Grey/Chrome	\$ 111.00	\$ 166.50
5506	BSO1: Sofa, Platinum Suede	\$ 479.75	\$ 719.65	5548	BCO4: Iso Mesh Chair, Black	\$ 232.50	\$ 348.75
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 227.75	\$ 341.65	5549	BXC6: Altura Guest Chair, Black Crepe	\$ 222.00	\$ 333.00
5508	BSC9: Panton Side Chair, White	\$ 160.25	\$ 240.40	5550	BXC3: Luxor Guest Chair, Black Leather	\$ 244.75	\$ 367.15
<b>SEATING COLLECTIONS - RIO</b>				5551	BCS2: Stacking Chair, Red	\$ 99.50	\$ 149.25
5509	BSOK: Sofa, Blue Suede/Chrome Leg	\$ 494.00	\$ 741.00	5552	BCS1: Stacking Chair, Blue	\$ 99.50	\$ 149.25
5510	BCHK: Chair, Blue Suede/Chrome Leg	\$ 383.25	\$ 574.90	<b>SEATING - BARSTOOLS</b>			
<b>SEATING COLLECTIONS - LISBON</b>				5553	BBS1: Ohio Barstool, Red/Chrome	\$ 170.00	\$ 255.00
5511	BSOC: Sofa, Black Leather	\$ 576.75	\$ 865.15	5554	BBS2: Ohio Barstool, Black/Chrome	\$ 170.00	\$ 255.00
5512	BLSC: Loveseat, Black Leather	\$ 527.75	\$ 791.65	5555	BBS3: Ohio Barstool, Grey/Chrome	\$ 170.00	\$ 255.00
5513	BCHC: Chair, Black Leather	\$ 401.00	\$ 601.50	5556	BBST: Banana Barstool, White/Chrome	\$ 118.75	\$ 178.15
<b>SEATING COLLECTIONS - FLORENCE</b>				5557	BBS5: Banana Barstool, Black/Chrome	\$ 118.75	\$ 178.15
5514	BSOG: Sofa, Cream	\$ 444.00	\$ 666.00	5558	BBSD: Oslo Barstool, Blue	\$ 217.00	\$ 325.50
5515	BCHG: Chair, Cream	\$ 360.50	\$ 540.75	5559	BBS2: Oslo Barstool, White	\$ 217.00	\$ 325.50
<b>SEATING COLLECTIONS - CAPPUCCINO</b>				5560	BBSL: Gin Barstool, Maple/Chrome	\$ 153.00	\$ 229.50
5516	BOCL: Occasional Chair, Chocolate	\$ 278.00	\$ 417.00	5561	BBSN: Jetson Barstool, Black	\$ 196.25	\$ 294.40
<b>SEATING COLLECTIONS - MONACO</b>				<b>SEATING - OFFICE &amp; UTILITY SEATING</b>			
5517	BSOL: Sofa, Gold Suede	\$ 519.75	\$ 779.65	5562	BSC5: Tilt Executive Arm Chair, Black	\$ 206.50	\$ 309.75
5518	BOCK: Chair, Camouflage	\$ 353.00	\$ 529.50	5563	BXC2: Luxor Mid Back Executive, Black	\$ 275.50	\$ 413.25
<b>SEATING COLLECTIONS - KEY WEST</b>				5564	BXC1: Luxor High Back Executive, Black	\$ 302.50	\$ 453.75
5519	BSOM: Sofa, Black	\$ 410.50	\$ 615.75	5565	BXC5: Altura Mid Back Executive, Black	\$ 257.00	\$ 385.50
5520	BLSM: Loveseat, Black	\$ 365.75	\$ 548.65	5566	BXC4: Altura High Back Executive, Black	\$ 269.00	\$ 403.50
5521	BOCB: Tub Chair, Black	\$ 282.00	\$ 423.00	5567	BTC1: Tablet Chair, Flip Top	\$ 111.25	\$ 166.90
<b>SEATING - CLUB CHAIRS</b>				5568	BSY1: Altura Task Chair, Black Crepe	\$ 109.00	\$ 163.50
5503	BCHD: Newport Armless Chair, Charcoal	\$ 342.75	\$ 514.15	5569	BDF1: Altura Drafting Stool, Black Crepe	\$ 158.50	\$ 237.75
5501	BCOD: Newport Corner, Charcoal Leather	\$ 397.50	\$ 596.25	5570	BSC8: Flex Side Wheel Chair	\$ 120.00	\$ 180.00
5513	BCHC: Lisbon Chair, Black Leather	\$ 401.00	\$ 601.50	<b>TABLES - CAFÉ</b>			
5515	BCHG: Florence Chair, Cream	\$ 360.50	\$ 540.75	5571	BZTK: 30" Maple, Black Base	\$ 166.75	\$ 250.15
5510	BCHK: Rio Chair, Blue Suede/Chrome Leg	\$ 383.25	\$ 574.90	5572	BZTP: 36" Maple, Black Base	\$ 194.75	\$ 292.15
5522	BOCH: Barcelona Chair, Black	\$ 584.25	\$ 876.40	5573	BZTJ: 30" Graphite Nebula, Black Base	\$ 166.75	\$ 250.15
5521	BOCB: Tub Chair, Black	\$ 282.00	\$ 423.00	5574	BZTN: 36" Graphite Nebula, Black Base	\$ 194.75	\$ 292.15
5518	BOCK: Chair, Camouflage	\$ 353.00	\$ 529.50	5575	BZTM: 36" Grey Nebula, Black Base	\$ 194.75	\$ 292.15
<b>SEATING - OTTOMANS</b>				5576	BZTF: 30" Metallic Silver, Black Base	\$ 215.50	\$ 323.25
5505	BOTS: South Beach Ottoman, Platinum	\$ 183.50	\$ 275.25	5577	BZTB: 30" Brushed Red, Black Base	\$ 166.75	\$ 250.15
5523	BOTQ: Square Ottoman, White Leather	\$ 255.75	\$ 383.65	5578	BZTC: 30" Brushed Blue, Black Base	\$ 166.75	\$ 250.15
5524	BOTN: Bench Ottoman, White Leather	\$ 307.00	\$ 460.50	5579	BXTK: 30" Maple, Tulip Chrome Base	\$ 222.50	\$ 333.75
5525	BOTP: Square Ottoman, Black Leather	\$ 255.75	\$ 383.65	5580	BXTP: 36" Maple, Tulip Chrome Base	\$ 264.25	\$ 396.40
5526	BOTM: Bench Ottoman, Black Leather	\$ 307.00	\$ 460.50	5581	BXTJ: 30" Graphite Nebula, Chrome Base	\$ 222.50	\$ 333.75
5527	BOTH: Cube Ottoman, Black Leather	\$ 80.25	\$ 120.40	5582	BXTN: 36" Graphite Nebula, Chrome Base	\$ 264.25	\$ 396.40
5528	BOTE: Cube Ottoman, Raspberry	\$ 80.25	\$ 120.40	5583	BXTM: 36" Grey Nebula, Chrome Base	\$ 264.25	\$ 396.40
5529	BOTB: Cube Ottoman, Natural	\$ 80.25	\$ 120.40	5584	BXTF: 30" Metallic Silver, Chrome Base	\$ 271.00	\$ 406.50
5530	BOTC: Cube Ottoman, Lemon	\$ 80.25	\$ 120.40	5585	BXTB: 30" Brushed Red, Chrome Base	\$ 222.50	\$ 333.75
5531	BOTD: Cube Ottoman, Blueberry	\$ 80.25	\$ 120.40	5586	BXTC: 30" Brushed Blue, Chrome Base	\$ 222.50	\$ 333.75
5532	BOTF: Cube Ottoman, Chocolate Brown	\$ 80.25	\$ 120.40	<b>TABLES - BAR</b>			
5533	BOTG: Cube Ottoman, Russet	\$ 80.25	\$ 120.40	5587	BVTK: 30" Maple, Black Base	\$ 173.75	\$ 260.65
5534	BOTL: Half Round Ottoman, White	\$ 306.00	\$ 459.00	5588	BVTP: 36" Maple, Black Base	\$ 213.50	\$ 320.25
5535	BOTK: Half Round Ottoman, Black	\$ 306.00	\$ 459.00	5589	BVTJ: 30" Graphite Nebula, Black Base	\$ 173.75	\$ 260.65
<b>SEATING - CHAIRS</b>				5590	BVTN: 36" Graphite Nebula, Black Base	\$ 213.50	\$ 320.25
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 227.75	\$ 341.65	5591	BVTM: 36" Grey Nebula, Black Base	\$ 213.50	\$ 320.25
5536	BOCX: Tub Occasional Chair, Black	\$ 208.75	\$ 313.15	5592	BVTF: 30" Metallic Silver, Black Base	\$ 226.75	\$ 340.15
5516	BOCL: Cappuccino Chair, Chocolate	\$ 278.00	\$ 417.00	5593	BVTB: 30" Brushed Red, Black Base	\$ 173.75	\$ 260.65
5537	BOCR: Stage Chair, Red Slipcover	\$ 153.50	\$ 230.25	5594	BVTC: 30" Brushed Blue, Black Base	\$ 173.75	\$ 260.65
5538	BOCC: Stage Chair, Camel Slipcover	\$ 153.50	\$ 230.25	5595	BWTK: 30" Maple, Tulip Chrome Base	\$ 226.75	\$ 340.15
5539	BOCY: Stage Chair, Onyx Slipcover	\$ 153.50	\$ 230.25	5596	BWTP: 36" Maple, Tulip Chrome Base	\$ 267.00	\$ 400.50
5540	BOCZ: Stage Chair, Beige Slipcover	\$ 153.50	\$ 230.25	5597	BWTJ: 30" Graphite Nebula, Chrome Base	\$ 226.75	\$ 340.15
5541	BSCR: Panton Side Chair, Orange	\$ 160.25	\$ 240.40	5598	BWTN: 36" Graphite Nebula, Chrome Base	\$ 267.00	\$ 400.50

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**AIA/APA Joint Annual Meeting**  
 San Diego Marriott • January 4 - 7, 2007

**DISCOUNT DEADLINE DATE:**  
**December 19, 2006**

<b>COMPANY NAME</b>	<b>EMAIL ADDRESS</b>	<b>BOOTH NUMBER</b>
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**Price List**

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>TABLES - BAR (Continued)</b>				<b>TABLES - END TABLES (Continued)</b>			
5699	<b>BWTM:</b> 36" Grey Nebula, <i>Chrome Base</i>	\$ 267.00	\$ 400.50	5636	<b>BE1F:</b> Geo Square, <i>Glass/Black</i>	\$ 158.75	\$ 238.15
5600	<b>BWTF:</b> 30" Metallic Silver, <i>Chrome Base</i>	\$ 280.25	\$ 420.40	5637	<b>BE1C:</b> Geo Square, <i>Glass/Chrome</i>	\$ 164.75	\$ 247.15
5601	<b>BWTB:</b> 30" Brushed Red, <i>Chrome Base</i>	\$ 226.75	\$ 340.15	5638	<b>BE1M:</b> Visions, <i>Cherry</i>	\$ 153.00	\$ 229.50
5602	<b>BWTC:</b> 30" Brushed Blue, <i>Chrome Base</i>	\$ 226.75	\$ 340.15	5639	<b>BE1H:</b> West Indies	\$ 183.50	\$ 275.25
<b>TABLES - MARTINI BAR</b>				<b>PRODUCT DISPLAY</b>			
5603	<b>BBR1:</b> Bar/Counter	\$ 876.00	\$ 1314.00	5641	<b>BBC1:</b> Bookcase, <i>Maple</i>	\$ 248.00	\$ 372.00
5604	<b>BBRC:</b> 3 pc. Bar/Counter Circle	\$ 2330.50	\$ 3495.75	5642	<b>BBC2:</b> Bookcase, <i>Brandy</i>	\$ 247.75	\$ 371.65
<b>TABLES - CONFERENCE</b>				5643	<b>BET1:</b> Etagere, <i>Silver Finish</i>	\$ 234.25	\$ 351.40
5605	<b>BCE2:</b> Geo Rectangle, <i>Glass/Chrome</i>	\$ 324.25	\$ 486.40	5644	<b>BET2:</b> Etagere, <i>Black</i>	\$ 234.25	\$ 351.40
5606	<b>BCF2:</b> Geo Rectangle, <i>Glass/Black</i>	\$ 324.25	\$ 486.40	5645	<b>BPDL:</b> Pedestal w/Locking Door, <i>Black</i>	\$ 346.50	\$ 519.75
5607	<b>BCE1:</b> Geo Square, <i>Glass/Chrome</i>	\$ 212.75	\$ 319.15	5646	<b>BPDA:</b> Pedestal, <i>Grey Nebula 12x12x42</i>	\$ 172.00	\$ 258.00
5608	<b>BCF1:</b> Geo Square, <i>Glass/Black</i>	\$ 201.00	\$ 301.50	5647	<b>BPDB:</b> Pedestal, <i>Graphite Nebula 12x12x42</i>	\$ 172.00	\$ 258.00
5609	<b>BCG1:</b> Manhattan, <i>Glass/Black</i>	\$ 243.25	\$ 364.90	5648	<b>BPDC:</b> Pedestal, <i>Grey Nebula 18x18x30</i>	\$ 232.25	\$ 348.40
5610	<b>BCB2:</b> 6' Graphite Nebula	\$ 360.25	\$ 540.40	5649	<b>BPDD:</b> Pedestal, <i>Graphite Nebula 18x18x30</i>	\$ 232.25	\$ 348.40
5611	<b>BCB3:</b> 8' Graphite Nebula	\$ 443.50	\$ 665.25	5650	<b>BPDE:</b> Pedestal, <i>Grey Nebula 24x24x36</i>	\$ 293.00	\$ 439.50
5612	<b>BCD2:</b> 6' Grey Nebula	\$ 360.25	\$ 540.40	5651	<b>BPDF:</b> Pedestal, <i>Graphite Nebula 24x24x36</i>	\$ 293.00	\$ 439.50
5613	<b>BCD3:</b> 8' Grey Nebula	\$ 443.50	\$ 665.25	5652	<b>BPDG:</b> Pedestal, <i>Grey Nebula 24x24x42</i>	\$ 308.75	\$ 463.15
5614	<b>BCA2:</b> 6' Rectangle Brandy	\$ 300.75	\$ 451.15	5653	<b>BPDH:</b> Pedestal, <i>Graphite Nebula 24x24x42</i>	\$ 308.75	\$ 463.15
5615	<b>BCA3:</b> 8' Rectangle Brandy	\$ 373.75	\$ 560.65	5654	<b>BPDJ:</b> Pedestal, <i>Grey Nebula 30x30x42</i>	\$ 333.50	\$ 500.25
5616	<b>BCA4:</b> 10' Rectangle Brandy	\$ 462.75	\$ 694.15	5655	<b>BPDJ:</b> Pedestal, <i>Graphite Nebula 30x30x42</i>	\$ 333.50	\$ 500.25
5617	<b>BCC2:</b> 6' Rectangle Maple	\$ 302.25	\$ 453.40	<b>OFFICE &amp; UTILITY FURNITURE</b>			
5618	<b>BCC3:</b> 8' Rectangle Maple	\$ 375.00	\$ 562.50	5656	<b>BJD1:</b> Executive Desk, <i>Maple</i>	\$ 376.25	\$ 564.40
5619	<b>BCC4:</b> 10' Rectangle Maple	\$ 458.75	\$ 688.15	5657	<b>BJD2:</b> Executive Desk, <i>Brandy</i>	\$ 356.50	\$ 534.75
5620	<b>BCB1:</b> 42" Round Graphite Nebula	\$ 267.00	\$ 400.50	5658	<b>BCR1:</b> Storage Credenza, <i>Maple</i>	\$ 393.75	\$ 590.65
5621	<b>BCD1:</b> 42" Round Grey Nebula	\$ 268.25	\$ 402.40	5659	<b>BCR2:</b> Storage Credenza, <i>Brandy</i>	\$ 358.25	\$ 537.40
5622	<b>BCA1:</b> 42" Round Brandy	\$ 261.25	\$ 391.90	5660	<b>BL21:</b> Lateral File, <i>Maple</i>	\$ 314.50	\$ 471.75
5623	<b>BCC1:</b> 42" Round Maple	\$ 264.75	\$ 397.15	5661	<b>BL22:</b> Lateral File, <i>Brandy</i>	\$ 293.00	\$ 439.50
<b>TABLES - COCKTAIL</b>				5662	<b>BPO1:</b> Lecturn Podium, <i>Cherry</i>	\$ 222.00	\$ 333.00
5624	<b>BC1E:</b> 36" Round Silverado	\$ 209.75	\$ 314.65	5663	<b>BPO2:</b> Podium, <i>Adjustable Height</i>	\$ 461.50	\$ 692.25
5625	<b>BC1D:</b> Soho, <i>Steel Base/Chocolate Top</i>	\$ 275.50	\$ 413.25	5664	<b>BPO3:</b> Kiosk, <i>Black/Maple</i>	\$ 352.75	\$ 529.15
5626	<b>BC1G:</b> 20" Round Paris, <i>Bunching</i>	\$ 125.25	\$ 187.90	5665	<b>BCP3:</b> Training Table, <i>Privacy Panel/Grey</i>	\$ 227.75	\$ 341.65
5627	<b>BC1K:</b> Inspiration	\$ 238.50	\$ 357.75	5666	<b>BCP5:</b> Computer Table, <i>Graphite Nebula</i>	\$ 234.00	\$ 351.00
5628	<b>BC1F:</b> Geo Rectangle, <i>Glass/Black</i>	\$ 177.50	\$ 266.25	5667	<b>BWD2:</b> Writing Desk, <i>Graphite</i>	\$ 233.75	\$ 350.65
5629	<b>BC1C:</b> Geo Rectangle, <i>Glass/Chrome</i>	\$ 182.25	\$ 273.40	<b>LAMPS</b>			
5630	<b>BC1M:</b> Visions, <i>Cherry</i>	\$ 172.00	\$ 258.00	5668	<b>BLAF:</b> Lumalight Lamp, <i>Red</i>	\$ 233.75	\$ 350.65
5631	<b>BC1H:</b> West Indies	\$ 226.25	\$ 339.40	5669	<b>BLAD:</b> Lumalight Lamp, <i>White</i>	\$ 233.75	\$ 350.65
5632	<b>BC1L:</b> Chestnut/Graphite	\$ 204.00	\$ 306.00	5670	<b>BLAE:</b> Lumalight Lamp, <i>Orange</i>	\$ 233.75	\$ 350.65
<b>TABLES - END TABLES</b>				5671	<b>BLA1:</b> Floor Lamp, <i>Pewter</i>	\$ 115.75	\$ 173.65
5633	<b>BE1E:</b> 24" Round Silverado	\$ 197.25	\$ 295.90	5672	<b>BLA2:</b> Parisian Lamp, <i>Pewter</i>	\$ 114.50	\$ 171.75
5634	<b>BE1D:</b> Soho, <i>Steel Base/Chocolate Top</i>	\$ 238.50	\$ 357.75	5673	<b>BLA3:</b> Lamp, <i>Ruby</i>	\$ 114.50	\$ 171.75
5635	<b>BE1K:</b> Inspiration	\$ 226.25	\$ 339.40				

**Place Order Here**

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$

Prices include delivery, installation, rental, and removal.

**Orders received after the discount deadline date are subject to availability and/or substitutions.**

Custom orders are available. Please call for quote.

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

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

**Authorized Signature - Please Sign:**

1. Total All Items Ordered	\$
2. Payment Enclosed	\$
<b>X</b>	
AUTHORIZED NAME - PLEASE PRINT	DATE





GES

# Standard Exhibit System Order Form

D-1

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## AIA/APA Joint Annual Meeting

San Diego Marriott • January 4 - 7, 2007

**DISCOUNT DEADLINE DATE:**  
**December 19, 2006**

[Click Here to View Standard Exhibits Brochure](#)

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>20' X 20' EXHIBITS</b>				<b>ACCESSORIES</b>			
2202	20x20 Island/Peninsula	\$ 10808.25	\$ 16212.40	5011	Hardwall Arm Light, Black or White	\$ 65.00	\$ 97.50
2211	20x20 Island/Peninsula	\$ 16979.65	\$ 25469.50	5106	Information Counter, 1 Meter	\$ 287.05	\$ 430.60
2216	20x20 Island	\$ 17051.40	\$ 25577.10	5107	Information Counter, 2 Meter	\$ 393.45	\$ 590.20
5105	20x20 Island	\$ 7780.00	\$ 11670.00	5108	Information Counter, 1 Meter Curved	\$ 568.10	\$ 852.15
<b>10' X 20' EXHIBITS</b>				<b>SLATWALL ACCESSORIES</b>			
1206	10x20 Inline, White Hardwall Only	\$ 5220.55	\$ 7830.85	5109	Shelf, 1 Meter x 10"	\$ 47.85	\$ 71.80
1209	10x20 Inline	\$ 7237.00	\$ 10855.50	5110	Slatwall, 1 Meter x 8'	\$ 360.00	\$ 540.00
1210	10x20 Inline, White Hardwall Only	\$ 5220.55	\$ 7830.85	5112	Arm Light, Black or White	\$ 61.00	\$ 91.50
1215	10x20 Inline	\$ 9760.55	\$ 14640.85	5113	Wirewall Panel, Black or White	\$ 351.60	\$ 527.40
1216	10x20 Inline	\$ 10453.05	\$ 15679.60	5114	Tackboard, 4' x 8'	\$ 411.40	\$ 617.10
5104	10x20 Inline	\$ 5232.50	\$ 7848.75	5115	Light Box, Small, Graphics Not Included	\$ 254.75	\$ 382.15
<b>10' X 10' EXHIBITS</b>				<b>SMOOTHWALL GRID ACCESSORIES</b>			
1101	10x10 Inline	\$ 4750.55	\$ 7125.85	5012	Shelf, 1 Meter x 10"	\$ 55.00	\$ 82.50
1107	10x10 Corner	\$ 5051.90	\$ 7577.85	5013	Waterfall, 7 Ball	\$ 15.00	\$ 22.50
1114	10x10 Inline	\$ 3776.95	\$ 5665.45	5014	Waterfall, Hooks	\$ 15.00	\$ 22.50
1118	10x10 Inline	\$ 3797.30	\$ 5695.95	5015	Hook, 4", 6", or 8"	\$ 4.00	\$ 6.00
1119	10x10 Inline	\$ 3767.40	\$ 5651.10	5016	Hangbar, 1 Meter	\$ 40.00	\$ 60.00
5004	10x10 Inline, White Hardwall Only	\$ 1495.00	\$ 2242.50	5017	Hangbar, 2 Meter	\$ 90.00	\$ 135.00
5006	10x10 Inline, White Hardwall Only	\$ 1495.00	\$ 2242.50	<b>SMOOTHWALL GRID ACCESSORIES</b>			
5007	10x10 Inline, White Hardwall Only	\$ 1495.00	\$ 2242.50	5018	Waterfall, 7 Ball	\$ 15.00	\$ 22.50
5008	10x10 Inline, White Hardwall Only	\$ 1095.00	\$ 1642.50	5019	Hook, 4", 6", or 8"	\$ 4.00	\$ 6.00
5009	10x10 Inline, White Hardwall Only	\$ 1395.00	\$ 2092.50	5020	Hangbar, 1 Meter	\$ 40.00	\$ 60.00
5101	6' Tabletop Display	\$ 1190.00	\$ 1785.00	5021	Hangbar, 2 Meter	\$ 90.00	\$ 135.00
5102	10x10 Inline	\$ 1261.80	\$ 1892.70	5028	Grid Panel	\$ 75.00	\$ 112.50
5103	10x10 Inline	\$ 2380.05	\$ 3570.10				

Delivery, installation, rental, and dismantling are included in package price.

**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%.

### Please Indicate Choice

- **16 oz. Standard Carpet Color** (Item #'s 1101-5009, 5102-5105 ONLY). Gray will be provided if no color is indicated below:
  - Black  Emerald Green  Red
  - Blue  Gray  Stone Blue
  - Burgundy  Purple
- **Choose Fabric or Laminate Panel Type (a or b), and then select Color** (Item #'s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Gray Fabric Panel will be provided if no color or type is indicated below:
  - a.  Fabric Panel:
    - Black  Blue  Gray
  - b.  Laminate Panels:
    - Black  Oxford White
    - Prism Blue  Silver Gray
- **Trim Metal Color** (Item #'s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Silver will be provided if no color is indicated below:
  - Black  Silver
- **Arm Light:**  Black  White
- **Wirewall Panel:**  Black  White
- **Plexi:**  Clear  Smoke
- **Electrical Under Carpet?**
  - Yes  No
- **Table Skirt Color** (Item # 5101 ONLY). Gray will be provided if no color is indicated below:
  - Beige  Forest Green  Purple
  - Black  Gold  Red
  - Blue  Gray  Teal
  - Burgundy  Mauve  White

### Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

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

1. Total All Items Ordered	\$
2. Payment Enclosed	\$

**Authorized Signature – Please Sign:** **X**

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

**CUSTOM ID SIGN**

**An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Signs will be black text on white. Color signs is additional, please call for a quote.**

*If Custom ID is not required, please indicate ID copy. Print or type.*

- For Additional Custom Graphics, please send a request to email address [gesgraphics@ges.com](mailto:gesgraphics@ges.com)
- For Custom Exhibits, please send a request to email address [exhibitdesign@ges.com](mailto:exhibitdesign@ges.com)

SAVE TIME WITH GES ONLINE AT: [www.ges.com](http://www.ges.com)

050806 E



# Graphics & Signage Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

**AIA/APA Joint Annual Meeting**  
 San Diego Marriott • January 4 - 7, 2007

**DISCOUNT DEADLINE DATE:**  
**December 19, 2006**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5905	7" x 11" Sign	\$ 50.00	\$ 75.00
5906	7" x 44" Sign	\$ 64.50	\$ 96.75
5907	11" x 14" Sign	\$ 66.50	\$ 99.75
5908	14" x 22" Sign	\$ 76.25	\$ 114.50
5909	14" x 44" Sign	\$ 104.25	\$ 156.50
5910	22" x 28" Sign	\$ 104.25	\$ 156.50
5911	28" x 44" Sign	\$ 150.50	\$ 225.75
5912	10" x 60" Sign	\$ 111.75	\$ 167.75
5913	20" x 60" Sign	\$ 169.50	\$ 254.25
5914	40" x 60" Sign	\$ 229.25	\$ 344.00
5915	48" x 96" Sign	\$ 450.00	\$ 675.00
5930	Additional Words cost/word	\$ 1.25	\$ 2.00
5931	Easel Back	\$ 4.25	\$ 6.50

All standard signs are digitally produced on foamcore. Standard sign price includes up to 10 words and a selection of colors on a single side.



GES maintains fully-equipped graphics shops that offer:

- |                              |                              |
|------------------------------|------------------------------|
| <i>Graphic Design</i>        | <i>Large Format Printing</i> |
| <i>Desktop Publishing</i>    | <i>POP Displays</i>          |
| <i>Backlit Graphics</i>      | <i>Lamination</i>            |
| <i>Vinyl Graphics</i>        | <i>Logo Reproduction</i>     |
| <i>Graphics Presentation</i> | <i>Vinyl Banners</i>         |

For custom work and quotation, please contact us at:  
 gesgraphics@ges.com

**Please Indicate Choice** **Place Order Here**

- ▶ **Background Color** (Item #'s 5905-5915 ONLY). White will be provided if no color is indicated below:
 

<input type="checkbox"/> Black	<input type="checkbox"/> Green	<input type="checkbox"/> White
<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow
- ▶ **Copy Color** (Item #'s 5905-5930 ONLY). Black will be provided if no color is indicated below:
 

<input type="checkbox"/> Black	<input type="checkbox"/> Green	<input type="checkbox"/> White
<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow
- ▶ **Indicate Physical Alignment** (Item #'s 5905-5915 ONLY).
 

<input type="checkbox"/> Horizontal	<input type="checkbox"/> Vertical
-------------------------------------	-----------------------------------

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				1. Total All Items Ordered	\$
				2. 7.75% Applicable Tax	\$
				3. Payment Enclosed	\$
Authorized Signature – Please Sign: <b>X</b>					
				AUTHORIZED NAME - PLEASE PRINT	DATE



Please Print. Attach a layout to this form if necessary.



# Digital File Submission Guide

**AIA/APA Joint Annual Meeting**  
San Diego Marriott • January 4 - 7, 2007

## ***Sending your graphic and image files to the GES Creative Services Department***

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

### **Acceptable Media**

- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R only)
- Email attachment (limited to maximum size of 2mb)
- FTP (mandatory .zip or .sit compression)

**When sending disks, label them as follows:** *Exhibitor Name / Show / Show Date / City of event*

**Name your files appropriately** for easy identification. **Do not** send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

### **Optimal File Types and Resolution**

**VECTOR:** This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

**BITMAP:** This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

**AVOIDING ADDITIONAL COSTS:** Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

### **Acceptable Software**

Program	Version	File Extension	Description	Special Considerations
Adobe Acrobat	7.0	.pdf	Portable Document	Convert to .pdf using appropriate high-quality output settings
Adobe Illustrator	CS2 (12.0)	.ai, .eps	Vector Drawing	Avoid embedding bitmap images
Adobe InDesign	CS2 (3.0)	.indd	Page Layout	Include appropriate links/fonts/images
Adobe Photoshop	CS2 (8.0)	.tif, .psd, .eps	Bitmap Editing	File should be in CMYK color space
CorelDraw	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkExpress	6.5	.qxd	Page Layout	Include appropriate links/fonts/images

### **Page/Artwork Dimensions**

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

### **Color Specifications & Proofs**

Supplied bitmap files should be in the CMYK color space. All colors in Vector and Page Layout applications should be specified using the Pantone Matching System (PMS®). GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

### **Typefaces/Fonts**

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

### **Still Have Questions?**

If you still have questions or concerns about your artwork or method of delivery, please contact us at [gesgraphics@ges.com](mailto:gesgraphics@ges.com) (please indicate what city your event is being held in).

063005



# Installation & Dismantling Order Form

L-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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**AIA/APA Joint Annual Meeting**  
San Diego Marriott • January 4 - 7, 2007

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.  
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

### Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. All labor is charged in one (1) hour increments per worker. **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.

#### DISCOUNT DISPLAY LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 84.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 148.00 per hour

#### REGULAR DISPLAY LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 109.75 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 192.50 per hour

Please Indicate Service	Place Order Here
-------------------------	------------------

- GES SUPERVISED (OK TO PROCEED)**  
*Please complete "Key Information" form (L-2)*  
GES will supervise labor to:
- Unpack and install display before exhibitor arrival at show site.
  - Dismantle, pack, and arrange to ship 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 VI, Labor.
- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
Exhibitor will supervise.
- Indicate workers needed for installation and dismantling
  - GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.
- GES is responsible for the following type of booth:**
- Pop-up       Two Story       Custom  
 Other: \_\_\_\_\_

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>						1. Total Labor Ordered	\$
						2. 30% (\$50.00) GES Supervision	\$
						3. Payment Enclosed	\$
<b>Authorized Signature:</b> <b>X</b>							
						AUTHORIZED NAME - PLEASE PRINT	DATE

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.



# Key Information

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## AIA/APA Joint Annual Meeting San Diego Marriott • January 4 - 7, 2007

FORM DEADLINE DATE:  
December 19, 2006

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

### Inbound Freight Information

Carrier \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
 Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_ Pro Number \_\_\_\_\_  
 Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
 Shipped To: (Check One)  Warehouse  Showsite

### Set-up Information for GES Installation

Set Up Drawings Attached \_\_\_\_\_  Rental Carpet Color \_\_\_\_\_  
 Set Up Drawings With Exhibit \_\_\_\_\_  Own Carpet Color \_\_\_\_\_  
 Case/Crate Number \_\_\_\_\_  Padding \_\_\_\_\_  
 Number of Workers required for set up \_\_\_\_\_ Approximate time for set up \_\_\_\_\_  
 Forklift Ordered Hrs. \_\_\_\_\_ Time \_\_\_\_\_ Special Equipment Required \_\_\_\_\_

### Did You Order —

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

### Outbound Freight Information

Outbound Freight Charges \_\_\_\_\_ Consigned To \_\_\_\_\_  
 Prepaid  Collect Address \_\_\_\_\_  
 Bill To \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 \_\_\_\_\_ Second Consignee \_\_\_\_\_  
 \_\_\_\_\_ Address \_\_\_\_\_  
 GES Storage \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Method  GES Logistics  Common Carrier  AirFreight  Vanline  Other \_\_\_\_\_  
 Carrier (if known) \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Other Means of Contacting This Person \_\_\_\_\_  
 Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
 Purchasing Authorization  Yes  No

## AIA/APA Joint Annual Meeting

San Diego Marriott • January 4 - 7, 2007

### OFFICIAL SERVICE CONTRACTORS

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

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

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

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

**In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.**

### EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. **GES Exposition Services and Show Management must be named as additional insureds.** Any exhibitor who has identified a exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with GES or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor manual, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificates of Insurance shall name GES Exposition Services, Inc. (Official Contractor), Archaeological Institute of America (Show Management), San Diego Marriott (Facility), and AIA/APA Joint Annual Meeting (Show) as additional insureds. See attached example.
  - c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
  - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
  - h. Must coordinate all of its activities with GES Exposition Services.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

ACORD CERTIFICATE OF LIABILITY INSURANCE					DATE (MM/DD/YY) 01/01/03	
<b>PRODUCER</b> 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.			
<b>INSURED</b> Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349      Fax: (212) 555-9819			<b>INSUREERS AFFORDING COVERAGE</b> 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:			
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	000P98298-AI1	01/01/03	01/01/04	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 50,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/>				PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/>				GENERAL AGGRREGATE	\$2,000,000
	GENERAL AGGRREGATE LIMIT APPLIES PER:				PRODUCTS-COMP/OP AGG	\$2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/03	01/01/04	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
<input type="checkbox"/>						
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
	<input type="checkbox"/>				AGG	\$
A	EXCESS LIABILITY	XL1234567	01/01/03	01/01/04	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$1,000,000
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/03	01/01/04	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE - POLICY LIMIT	\$1,000,000
D	OTHER Professional Liability	000P98298-AI1	01/01/03	01/01/04	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> GES Exposition Services, Inc. (Official Contractor), Archaeological Institute of America (Show Management), San Diego Marriott (Facility), and AIA/APA Joint Annual Meeting (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., 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.						
<b>CERTIFICATE HOLDER</b> <input checked="" type="checkbox"/>		<b>ADDITIONAL INSURED; INSURER LETTER:</b> <u>X</u>		<b>CANCELLATION</b>		
GES Exposition Services, Inc. A VIAD Corp Company 950 Grier Drive Las Vegas, NV 89119		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> 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			<b>AUTHORIZED REPRESENTATIVE</b> <i>John Smith, CIC</i> John Smith, CIC	
ACORD 25 (2001/08)						

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED: GES Expositions Services, Inc. (Show Contractor), Archaeological Institute of America (Show Management), San Diego Marriott (Facility), and AIA/APA Joint Annual Meeting (Show) must be named as additional insureds.
- CERTIFICATE HOLDER: Must be GES Expositions Services, Inc.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.
- POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



# Notice of Intent to Use Exhibitor-Appointed Contractor

L-4

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## AIA/APA Joint Annual Meeting San Diego Marriott • January 4 - 7, 2007

FORM DEADLINE DATE:  
December 19, 2006

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

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

Contract/Display House \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (area code \_\_\_\_\_) \_\_\_\_\_ Fax (area code \_\_\_\_\_) \_\_\_\_\_

Contact: \_\_\_\_\_

Description of Proposed Service for Exhibitor: \_\_\_\_\_

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

### Rules & Regulations

- All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
- The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
- The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
- The non-official contractor will share with the official contractor 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 non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
- Solicitation on the exhibit floor is prohibited. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or GES management.
- During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Conven-

tion name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

**For insurance and safety reasons, the official contractor designated in this service manual must be used for services such as:**

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

**No exceptions will be made**

### Tips to Exhibitor Appointed Contractors (EACs)

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

**Please Note:** To avoid any complications at showsite, be sure to have the following data completed and on file with GES:

- Contract with Decorators Local 831
- Third Party Billing with GES

050806





# Booth Layout Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AIA/APA Joint Annual Meeting San Diego Marriott • January 4 - 7, 2007

FORM DEADLINE DATE:  
December 19, 2006

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

- Electrical Forms (For Non-standard Distribution) — *Form E-1*
- Show Cases — *Form A-1*
- Pegboard / Tackboard — *Form A-1*
- Special Colored Drape — *Form A-1*
- Standard Exhibit Systems (If exhibit size is smaller than booth size) — *Form D-1*
- Pad and Carpet (If you are not carpeting your entire booth) — *Form C-1*

To use this grid:

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

**BACK OF BOOTH** (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)


Indicate Adjacent Booth or Aisle Number:  
\_\_\_\_\_

Indicate Adjacent Booth or Aisle Number:  
\_\_\_\_\_

**FRONT OF BOOTH** (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)



# Cleaning Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
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**AIA/APA Joint Annual Meeting**  
 San Diego Marriott • January 4 - 7, 2007

**DISCOUNT DEADLINE DATE:**  
**December 19, 2006**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

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

**Price List**

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>VACUUMING</b>			
<i>Includes emptying your wastebasket nightly.</i>			
9070	Vacuumping for Duration of Show..... price per square foot per day of show	\$ 0.32	\$ 0.48
9071	Vacuumping Per Day..... price per square foot per day	\$ 0.42	\$ 0.63
9072	Vacuumping Before Show Open Only..... price/sq ft	\$ 0.44	\$ 0.66
<b>SHAMPOOING</b>			
9073	Shampooing Before Show Open Only..... price/sq ft	\$ 0.72	\$ 1.08
<b>MOPPING &amp; WAXING</b>			
9074	Mopping & Waxing Before Show Open Only..... price/sq ft	\$ 0.48	\$ 0.72
<b>PERIODIC PORTER SERVICE</b>			
<i>GES will empty wastebaskets &amp; wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included. Calculate by your booth size.</i>			
9075	0-500 sq ft.....per day	\$ 76.55	\$ 114.80
9076	501-1500 sq ft.....per day	\$ 107.20	\$ 160.80
9077	1501-3000 sq ft.....per day	\$ 137.75	\$ 206.65
9078	3001 sq ft and above.....per day	<i>Call for quote</i>	

**DISCOUNT PORTER SERVICE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:**

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4-hour Daily Minimum).  
 Straight Time Monday through Friday 8:00 AM to 4:30 PM \$ 31.40 per hour  
 Overtime All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays \$ 42.15 per hour

**REGULAR PORTER SERVICE LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:**

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4-hour Daily Minimum).  
 Straight Time Monday through Friday 8:00 AM to 4:30 PM \$ 40.65 per hour  
 Overtime All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays \$ 54.75 per hour

<b>Please Indicate Service</b>	<b>Place Order Here</b>
--------------------------------	-------------------------

► **Calculate Total Square Footage**  
 Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

► **Would you like us to call you and give you a quote for hourly porter service?**  
 Yes  No

► **Please list dates Vacuuming Per Day/Periodic Porter Service is needed:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE
9070	Vacuumping Duration			4	\$
9071	Vacuumping Per Day				\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
9072	Vacuumping Before Show Only			\$
9073	Shampooing Before Show Only			\$
9074	Mop/Wax Before Show Only			\$

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

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

1. Total All Items Ordered	\$
2. Payment Enclosed	\$

**Authorized Signature – Please Sign:**  \_\_\_\_\_

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

# Electrical Rental Information

## AIA/APA Joint Annual Meeting

San Diego Marriott • January 4 - 7, 2007

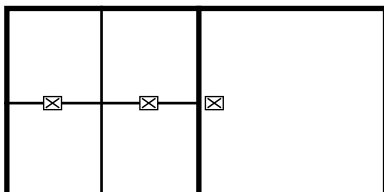
### ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: *Standard U-ground cord cap*
  - 20 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead 26T10 or Hubbell 3521*
  - 60 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead Trade Show Plug Y560P*
  - 100 amp 208 volt 1Ø or 3Ø: *Litton Veam Trade Show Plug CIR01GRH*
- Avoid code violations. Check the electrical code requirements on this information sheet.
- Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- Place your order before the discount rate deadline date and save on your electrical order!
- Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

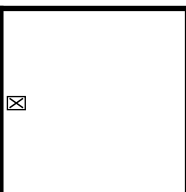
**If you have any questions, please call us at 800.475.2098**

### Where will my outlet be located?

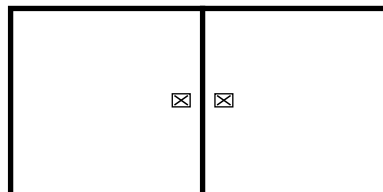
There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:



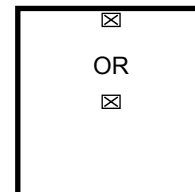
**Line Booths**



**Peninsula Booths**



**Back-to-Back Peninsula Booths**



**Island Booths**

*One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.*

### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1  120 Volt Single Phase  
 Hz60 60 Cycle  
 W1000  1000 Watts

V230  230 volts  
 A30 30 Amps  
 PH3  3 Phase

060305

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**DISCOUNT DEADLINE DATE:**  
**December 19, 2006**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
<p><b>By signing and delivering this form to Trade Show Electrical, customer agrees to all terms and conditions printed on this form. To receive the discount rate, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.</b></p>		
<p><b>Price List</b> <span style="float: right;"><b>Important Information</b></span></p>		

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>120V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6001	5 Amp / 500 Watts	\$ 99.50	\$ 149.25
6002	10 Amp / 1000 Watts	\$ 179.25	\$ 268.90
6003	15 Amp / 1500 Watts	\$ 235.25	\$ 352.90
6005	30 Amp / 3000 Watts	Call for quote	
<b>1Ø 208V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6006	10 Amp	\$ 311.25	\$ 466.90
6007	20 Amp	\$ 441.00	\$ 661.50
6008	30 Amp	\$ 495.50	\$ 743.25
6009	60 Amp	\$ 659.00	\$ 988.50
6010	100 Amp	\$ 876.75	\$ 1315.15
6012	200 Amp	\$ 1421.25	\$ 2131.90
<b>3Ø 208V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6013	10 Amp	\$ 414.75	\$ 622.15
6014	20 Amp	\$ 587.75	\$ 881.65
6015	30 Amp	\$ 660.50	\$ 990.75
6016	60 Amp	\$ 878.25	\$ 1317.40
6017	100 Amp	\$ 1168.50	\$ 1752.75
6019	200 Amp	\$ 1894.50	\$ 2841.75
<b>3Ø 480V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6021	20 Amp	Call for quote	
6022	30 Amp	Call for quote	
6023	60 Amp	Call for quote	
6024	100 Amp	Call for quote	
6025	200 Amp	Call for quote	
<b>TRANSFORMER(S)</b>			
Used to boost 208V to 230V – Circle outlets requiring boost.			
6020	Boost Amp, 20 Amp Min. Price/Amp	\$ 3.00	\$ 4.50
<b>LIGHTS</b>			
Price includes outlet and labor for light only.			
6040	75 Watt Clip-on <sup>1</sup>	\$ 179.25	\$ 268.90
6026	150 Watt <sup>1</sup>	\$ 235.25	\$ 352.90
6027	Double 150 Watt <sup>1</sup>	\$ 255.00	\$ 382.50
6029	Overhead Quartz <sup>2</sup>	\$ 411.50	\$ 617.25
<b>ACCESSORIES</b>			
6060	Plug Strip / 6 way	\$ 16.00	\$ 16.00
6061	Extension Cord	\$ 20.00	\$ 20.00
Please include Booth Layout form (H-3) for placement of outlets.			
<b>Cancellation Policy:</b> Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			

- **\*Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate rate.**
  - Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
  - Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
  - **OUTLET LOCATION & DISTRIBUTION** — All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
  - **TSE JURISDICTION (Requires labor and/or material)** — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
  - **All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
  - **ELECTRICAL LABOR (See Electrical Labor Order Form)** — Labor rates are subject to labor contract effective at time of show. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one (1) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- <sup>1</sup>On Stanchion, In-line Booths Only.  
<sup>2</sup>May require labor and/or lift at additional charge not available at some locations.

<b>Please Indicate Choice</b>	<b>Place Order Here</b>
-------------------------------	-------------------------

☞ Do you need dedicated and 24 hour power?  
 Yes  No

To receive the **Discount Rate**, the booth layout form (Form H3) or a scaled plan for electrical distribution must be attached to this form or emailed to: [ccrissman@ges.com](mailto:ccrissman@ges.com)

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>			1. Total All Items Ordered	\$
<b>Authorized Signature – Please Sign:</b>			2. Payment Enclosed	\$
<b>X</b>			AUTHORIZED NAME - PLEASE PRINT	DATE

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**DISCOUNT DEADLINE DATE:**  
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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.**  
**TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. All labor is charged in one (1) hour increments per worker. **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.

**DISCOUNT LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:**

		<b>ELECTRICIAN</b>	<b>LIFT</b>
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ <b>89.50</b> per hour	\$ <b>195.00</b> per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ <b>179.00</b> per hour	\$ <b>195.00</b> per hour

**REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:**

		\$ 116.50 per hour	\$ 253.50 per hour
Straight Time	Monday through Friday 8:00 AM to 4:30 PM		
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 232.50 per hour	\$ 253.50 per hour

**Please Indicate Service** **Place Order Here**

- TSE SUPERVISED (OK TO PROCEED)**  
**Please complete "Booth Layout" form (H-3)**  
 TSE will supervise labor to:
- Distribute power under carpet.
- A 20% (\$25.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*

- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
 Exhibitor will supervise.
- Indicate workers needed for installation and dismantling

**TSE is responsible for the Following:**

- Power Distribution**
- E1 - Concealed wiring in walls, headers, or displays
  - E2 - In front of hard walls at the back of booth
  - E3 - Above tile floor
  - E4 - Distribution from outlets to equipment

- Equipment Connections**
- E5 - Electrical motors and/or controls
  - E6 - Breaker panels or power distribution panels
  - E7 - Interconnection between equipment
  - E8 - Electrical apparatus equipment wiring

- Lights**
- E9 - Separately attached light tracks
  - E10 - Track light heads

- General Lighting**
- E11 - Fluorescent/Incandescent
  - E12 - Overhead
  - E13 - Lighting mounted separate to exhibit structure
  - E14 - Light boxes
  - E15 - Neon

- Other Electrical**
- E16 - Co-axial cable runs to booths
  - E19 - Specify type:

**Satellite Dish Installation and/or Assembly**

- E20 - Exhibitor supplying satellite

**Booth to Booth Cable Runs**

- E25 - Specify type:

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>						1. Total Labor Ordered	\$
<b>Authorized Signature: X</b>						2. 20% (\$25.00) GES Supervision	\$
<b>Authorized Signature: X</b>						3. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT						DATE	

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

**Monitors**

- E26 - Quantities:
  - E27 - Size:
  - E28 - Mounted to:
  - E29 - Counter top
  - E30 - Suspended Truss
  - E31 - Wall of structure
- Video Antenna Feeds**
- E34 - Please specify:
- Projection Equipment**
- S1 - Type:
  - S2 - Quantity:
  - S3 - Mounted to wall of structure
  - S4 - Mounted to ground-supported truss
  - S5 - Mounted to suspended truss
  - S5 - Other:

**Video Walls**

- S6 - Dimension of completed wall
  - S7 - Monitor on suspended truss
  - S8 - Monitor connected to cameras
  - S9 - Power requirements for wall:
  - S10 - Forklift required
- Lighting - Dimmable Programmable**
- S11 - Robotic and/or moving lights
  - S12 - Theatrical Lighting:
  - S13 - Lekos
  - S14 - Parcans
  - S15 - Fresnels
  - S16 - Studio and motion picture lights
  - S17 - Other:

**San Diego Marriott Hotel and Marina  
Telecommunications Order Form  
Please Fax completed form to:  
619-234-8678**

Today's Date: \_\_\_\_\_  
Meeting Dates: \_\_\_\_\_  
Group and Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_

<u>Telephone Lines</u>	<u>In-house dialing only?</u>	<u>Quantity</u>	<u>Cost</u>	<u>Extended Charge</u>
Voice Line	_____	_____	X \$190/event	_____
Modem Line (Laptop)	_____	_____	X \$190/event	=
Fax Line	_____	_____	X \$190/event	=
<u>Telephone Equipment</u>		<u>Quantity</u>		<u>Extended Charge</u>
Standard Phone		_____	X \$25/event	_____
8 Button Digital Phone		_____	X \$300/event	=
Fax Machines		_____	X \$90/day	=
Small Speakerphone (not recommended for meeting rooms)		_____	X \$65/day	=
Large Speakerphone - Poly Com		_____	X \$125/day	=
<u>Internet Access Options</u>		<u>Quantity</u>		<u>Extended Charge</u>
Single PC = \$475 Per Day		_____	X \$475/day	=
Multiple T-1 Enabled High Speed -\$750 setup + \$100 per day, per connection		_____		=
Static T-1 IP Address For Servers/Network Appliances - Per Room		_____	X 1500/day	=
Access Point Rental and Configuration for use with Static IP		_____	X \$500/day	=
<u>Networking -</u>	<i>Facility fees for use of in-house network cabling - Please call for access points</i>			
Fiber Segment		_____	X \$850/day	=
Category 5 Segment		_____	X \$700/day	=
Patch Panel		_____	X \$300/day	=
<u>Other Services</u>		<u>Quantity</u>		<u>Extended Charge</u>
Voice Conferencing Service- \$45/setup plus .32/minute		_____		=
ISDN - Dry circuit only, no ISP - please call for more information		_____	X \$400/day	=
Video Conferencing - Packages start at \$3000/Segment- call for pricing 619 230 8970		_____		=
3rd Party Cable Extending - Category 3 - per segment - call for pricing 619 230 8970		_____		=
Fiber Bridge to Convention Center		_____	X \$2000/week	=
Late Request Fee (see note below**)		_____	X \$50/install	=

**Grand Total:**

<u>Room Name or Booth Number</u>	<u>Equipment Type</u>	<u>Service Type</u>	<u>Installation Date/Time</u>	<u>Removal Date/Time</u>	<u>Extension (Office use only)</u>	<u>PMS Acct # (Office use only)</u>

\*\*All orders not received 2 weeks prior to installation are subject to late request fees of \$50 per installation

\*All phone calls are billed at AT&T Day Time Operator Assisted rate plus hotel surcharges starting at 55% plus tax - International add \$3.00

\*ISDN usage is billed on a delayed basis plus a 25% surcharge on the AT&T rate

<b>Billing Information:</b> (All orders must be accompanied with a credit card or advance payment unless billing has been pre-approved)	
Credit Card Number: _____	Expiration Date: _____
Name on Credit Card: _____	Requested by: _____
Signature (required) _____	(please print)
(accepted by)	Master Account Number: _____
Lost or damaged equipment is billed at replacement cost plus 25%	
<b>Questions? Please contact Hotel Systems @ 619.230.8945</b>	
FAX NUMBER : 619-234-8678	
<i>Thank you for your order!</i>	
<b>Comments:</b>	

**COMPUTER & VIDEO EQUIPMENT ORDER FORM**

**ORDERING:** To order audio-visual equipment for your booth, please fill out this form including payment information and fax to the number listed above by **December 22<sup>nd</sup>, 2006**. An additional 20% will be added for orders received after this date.

**PRICES:** Listed rates are for the entire show. Labor is a one time charge unless the order is extensive. On-site cancellations will be refunded 50% of the rental charges.

**DELIVERY:** **Your on-site contact must be present to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.**

**EXHIBITOR INFORMATION**

Firm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Ordered By: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Fax: \_\_\_\_\_

**ON-SITE INFORMATION**




On-site Contact: \_\_\_\_\_  
 On-site Contact Phone #: \_\_\_\_\_  
 Booth #: \_\_\_\_\_  
 Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Removal Date: \_\_\_\_\_ Time: \_\_\_\_\_

DESCRIPTION	QTY	SHOW RATE
<b>PERSONAL COMPUTERS</b>		
P4 / 1.6 GHZ 256mb / 20gb / 48 x CD		\$275.00
P4 / 2.4 GHZ 512mb / 40gb / DVD-CDRW		\$325.00
MAC G5 512mb / 40gb / DVD-CDRW		\$520.00
<b>LAPTOP COMPUTERS</b>		
P3 / 700 MHz 256mb / 12gb / DVD / 56k		\$275.00
P3 / 1.5 GHZ 256mb / 30gb / DVD-CDRW		\$325.00
P4 / 2.4 GHZ 512mb / 40gb / DVD-CDRW		\$350.00
MAC G4 / 512mb Ram / DVD-CDRW		\$350.00
<b>PRINTERS &amp; PERIPHERALS</b>		
Laser Jet 4M+, 5M		\$225.00
Color Laser Printer		\$675.00
Amplified Speaker – each set of two		\$70.00
Keyboard and Mouse		\$25.00
<b>PROJECTION SCREENS</b>		
5' Tripod Screen w/ Black Skirt		\$40.00
6' Tripod Screen w/ Black Skirt		\$40.00
<b>AUDIO EQUIPMENT</b>		
Wireless UHF Hand Held / Lavalier		\$225.00
Powered Speaker		\$125.00
4 Channel Audio Mixer		\$55.00

DESCRIPTION	QTY	SHOW RATE
<b>DATA DISPLAY MONITORS &amp; STANDS</b>		
17" Flat Screen LCD Monitor		\$195.00
20" Flat Screen LCD Monitor		\$275.00
37" Plasma Display Monitor (w/ built-in speakers)		\$900.00
42" Plasma Display Monitor		\$900.00
50" Plasma Display Monitor		\$1200.00
60" Plasma Display Monitor		\$1400.00
Plasma Monitor Floor Stand		\$200.00
Cobra Floor Stand for Plasma Display		\$250.00
Plasma Monitor Side Attached Speakers		\$150.00
(Side Attached Speakers available on 42", 50", & 60" models)		
<b>VIDEO EQUIPMENT &amp; STANDS</b>		
1/2" VHS Video Cassette Player w/ Repeat		\$125.00
DVD Player (to be used with video monitors)		\$125.00
20" TV / VCR Combo Unit		\$195.00
26" Video Monitor		\$150.00
32" Video Monitor		\$225.00
54" AV Cart w/ Black Skirt		\$40.00
Other:		
Other:		
<b>PLEASE CALL FOR PRICING ON EQUIPMENT</b>		

**PAYMENT INFORMATION**

Check Enclosed: **Payable to VISUAL AIDS ELECTRONICS**

VISA  MASTERCARD  AMEX 

Cardholders Name: (PRINT) \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Equipment Total:	
7.75% Sales Tax:	
Labor Minimum:	\$75.00
Labor Tax:	N/A
Subtotal:	
On-Site Order an Add'l 20%:	
<b>TOTAL AMOUNT DUE:</b>	

The undersigned acknowledges receipt of the equipment described herein and agrees to assume the replacement cost for any loss or damage of said equipment which is the property of Visual Aids Electronics Corporation.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

