### Exhibitor Services Manual Table of Contents

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

International Conference & Exhibition on Device Packaging  
We-Ko-Pa Resort and Conference Center  
March 7 - 8, 2017

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Show Organizer Information and Forms
Device Packaging 2017 Exhibitor:

IMAPS is pleased to return to the We-Ko-Pa Resort and Conference Center in Fountain Hills, Arizona from March 6-9, 2017 for the 13th International Conference and Exhibition on Device Packaging.

You will find all of the important information necessary to plan your exhibit space in this official exhibitor kit. Please review the critical information from IMAPS and GES on the next pages to acquaint yourself with the critical show information you will need to plan your exhibit experience.

IMAPS strives to make the 2017 show better than ever for exhibitors and attendees alike. For up-to-date information on all details related to the show, visit www.imaps.org/devicepackaging regularly.

Cheers to your best show experience yet!

Brianne Lamm
Marketing and Events Manager, IMAPS
blamm@imaps.org
919-293-5600
WHERE TO GO FOR UPDATES ABOUT EXHIBITION

Please bookmark www.imaps.org/devicepackaging/exhibition for full details about this show, including a link to this exhibitor kit. The primary contact listed on the application will also receive emails from IMAPS staff and GES with information about this exhibitor manual/kit.

GENERAL SERVICES CONTRACTOR

GES is the official general services contractor of this show. Please refer to the following pages of this exhibitor manual/kit, which has been sent to the primary contact listed on the application by GES show services, for full details about booth space inclusions and additional services your exhibit space may require. These services will only be provided when ordered from the respective vendor and paid for by the exhibitor. Do not send order forms to IMAPS.

The primary contact listed on the booth application will be the organization's primary point of communication with IMAPS and the official show decorator about all exhibition-related information. If the primary contact named on the application will not be responsible for making arrangements for the show, it is the responsibility of the contact listed on the application to share/forward/communicate all necessary information with the appropriate personnel. IMAPS is not able to assign multiple contacts to an application. It is the responsibility of the exhibitor primary contact to provide a correct email address on the application in order to receive the exhibitor manual/kit and updates from GES. Please add GES to your safe senders list to ensure delivery.

SHOW DATES

Move-in will take place on Monday, March 6th. The show will be open on Tuesday, March 7th and Wednesday, March 8th. Exhibitor move-out will take place immediately following the close of the show on Wednesday, March 8th. Please see additional show timing details within this kit.

WHAT IS INCLUDED WITH YOUR BOOTH

Each standard 8’x10’ booth includes pipe and drape, exhibitor sign, a table, two chairs and a wastebasket. Complimentary wireless internet service will also be provided by the venue. You
will need to place orders for any additional services or utilities that your exhibition setup requires to operate, including but not limited to electricity, lead retrieval, plumbing, and more. One full-conference badge and two booth personnel badges inclusive of lunch are included with the standard booth size. Please refer to registration information below for your exhibitor badges and do NOT register for badges through the regular IMAPS registration page. ONLY use the surveymonkey link to register for your badges.

**REGISTRATION**
Please [CLICK HERE](#) to register your exhibit booth personnel for their badges. This SurveyMonkey form is the ONLY appropriate registration link for booth personnel. If you or your booth personnel are registering through the www.imaps.org/devicepackaging website for your badges, your registration type and associated benefits (such as access to the mobile app, lunch tickets, etc.) will be incorrect. If you cannot access the link above, navigate to [https://www.surveymonkey.com/r/WQPKSVM](https://www.surveymonkey.com/r/WQPKSVM). This form will not provide a return confirmation or copy of the information you submitted. Please make a copy of the page for your own records. Registered individuals will receive their own confirmations from IMAPS once your badge submission has been received and processed by IMAPS staff. Once the information is submitted, it cannot be resubmitted through the link above. Please send any post-submission changes to Shelby Moirano at [smoirano@imaps.org](mailto:smoirano@imaps.org).

Additional full-conference badges can be purchased by exhibitors for $500 each. Please contact IMAPS at 919-293-5000 to register and pay for these additional badges.

**INTERNET ACCESS**
High-speed wireless internet access will be provided free of charge at the WeKoPa Resort and Conference Center.

**CARPETING**
The exhibit hall at this venue is already carpeted. No carpeting is required for DPC 2017.

**ELECTRICAL POWER**
No electrical power or outlets are included in your booth package. You will need to order power from the electrical service provider for any power needs, even if you just need access to one outlet. To avoid setup delays and possibly higher charges on-site, IMAPS highly recommends ordering your electrical needs prior to the show.

**ORDER FORM SUBMISSION**
All service order forms should be sent directly to the service provider as instructed on the order form for processing. Do not send any service order forms to IMAPS.

**SILENT AUCTION DONATIONS**
The Microelectronics Foundation Silent Auction is a longstanding IMAPS tradition. If you would like to donate an auction item/service, please contact Brianne Lamm at [blamm@imaps.org](mailto:blamm@imaps.org).

**SPONSORSHIPS**
Contact Brian Schieman at [bschieman@imaps.org](mailto:bschieman@imaps.org) and we’ll be happy to review the sponsorship opportunities with you, including symposium and golf sponsorships.

**FINAL PROGRAM EXHIBITOR DIRECTORY SUBMISSIONS**
All exhibitors have the opportunity to be listed in our final program exhibitor directory and the mobile app exhibitor directory. **[Click here](#)** or navigate to [https://www.surveymonkey.com/r/WMHZCV3](https://www.surveymonkey.com/r/WMHZCV3) to provide a 200-word description by February 1st. Only submissions received by that deadline will be included in the directory.
FINAL PROGRAM ADVERTISEMENTS
If you are interested in running an advertisement in the printed final program, please contact Brian Schieman at bschieman@imaps.org immediately for specs and other information. All print-ready ads are due by February 1. Pricing is below:

- ¼ page ad: $400
- ½ page ad: $600
- Full page ad: $750

HOTEL RESERVATIONS
IMAPS does not hold, reserve, or set aside hotel rooms for exhibitors or sponsors. The discounted room rates are only available until the hotel deadline listed above, or until the room block sells out (and it often sells out early - before the deadline). Reservations received after the noted deadline or after the room block has been filled may be subject to significantly higher rates. The IMAPS room block at this venue historically sells out ahead of the discount deadline, so we encourage you to make hotel reservations as soon as possible for the best price and availability.

EXHIBITOR MEETING ROOMS
Contact Brianne Lamm (blamm@imaps.org) with requests for private client meeting rooms during the show. Space is limited and only available on a first-come, first-serve basis in one-hour time slots.

MOBILE APP
Appropriate registered booth personnel will be able to access the DPC 2017 mobile app. Registered booth personnel can download the IMAPS Events app from the Apple Store or the Google Play store and enter the password dpc2017.

DPC 2018 PRE-SALES
Exhibitors at DPC 2018 will enjoy priority registration for DPC 2018 booths. The application will be made available after the 2017 show has concluded and not on-site in Arizona.

MARKETING YOUR ATTENDANCE
DPC 2017 is successful when exhibitors have a successful experience. Here are a few ways to promote your booth at our show to your customers:

- IMAPS has provided a complimentary guest pass to promote your attendance at DPC 2017. You will find that pass for download from www.imaps.org/devicepackaging. Of course, we always encourage guests to pre-register for their free show pass directly through the online registration portal.
- IMAPS recommends adding the show logo to your company’s email signature lines in the months leading up to the show with a call to action such as “Visit us in Booth XXX at DPC 2017!” The show logo will be available for download from www.imaps.org/devicepackaging.
- IMAPS corporate members are entitled to a full mailing list of IMAPS members one time per year. Request this list from Shelby Moirano at smoirano@imaps.org and use it to send postcards, save-the-dates, or other marketing pieces regarding your attendance at DPC 2017. Note that your membership MUST be current to receive this list.
- A pre-registration list will be distributed via email in the last week of February and a final attendee list will be provided once the show closes.
One Place for Exhibit Planning Ordering and Management

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

It’s more than just your exhibitor manual online.
Exhibitors can:
• Order exhibit products and services for multiple booths
• View account order history
• View important show and event information
• Track small packages and inbound shipments
• Download the show schedule into Outlook or iCalendar
• Print shipping labels
• Chat with our award-winning GES National Servicenter℠

Order Everything You Need for Your Show

• Go to https://e.ges.com/017600645/esm
• Log in or sign up with a new account
• Browse products and services and you will be guided through the ordering process
Show Information

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

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Questions?
- Chat with us http://www.ges.com/chat
- Contact us online: https://e.ges.com/017600645/contactus/esm

Official Service Provider
Global Experience Specialists, Inc. (GES)  Phone (in USA): 800.475.2098  International Calls: 702.515.5970
7000 Lindell Road  FAX (in USA): 866.329.1437  International Faxes: 702.263.1520
Las Vegas, NV  89118-4702
GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information
Booth Size: 8' x 10'
Backwall Drape: Blue
Sidewall Drape: Blue
(1) 6' Draped table in Blue
(2) Plastic Contour Chairs
(1) Wastebasket
Hall is Carpeted

Discount Deadline Date
Monday, February 13  GES orders must be received with payment by this date.

Exhibitor Move In
Monday, March 6  12:00 PM - 8:00 PM
Tuesday, March 7  7:00 AM - 9:00 AM

Show Hours
Tuesday, March 7  10:00 AM - 6:30 PM
Wednesday, March 8  10:00 AM - 4:00 PM

Exhibitor Move Out
Wednesday, March 8  4:00 PM - 8:00 PM

Carrier Check-in Post-Show
Wednesday, March 8  6:00 PM  Carriers post-show must be checked-in by this time.

Facility Clear
Wednesday, March 8  8:00 PM  All exhibitor materials must be removed.
Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse:
c/o GES
International Conference & Exhibition on Device Packaging
(Your Company Name & Booth Number)
1740 South 40th Avenue
Phoenix, AZ 85009
USA

Shipments should arrive on or between:
January 31 - March 2, 2017
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM, closed for lunch from 11:00 AM – 12:00 PM

No Inbound Shipping to Show Site Notification:
Direct to show site shipments will not be accepted at the We-Ko-Pa Resort and Conference Center.

Attention
All exhibit materials must be sent in advance to the GES warehouse. Any materials shipped to the We-Ko-Pa Resort and Conference Center will be consigned to GES and you will be billed higher material handling charges by GES and a 30% ($50.00 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the We-Ko-Pa Resort and Conference Center for any items sent directly to the We-Ko-Pa Resort and Conference Center. For Outbound shipments, carriers must pick up freight from the Exhibit site address.

Outbound Shipments Direct From Exhibit Site:
c/o GES
International Conference & Exhibition on Device Packaging
(Your Company Name & Booth Number)
We-Ko-Pa Resort and Conference Center
10438 N Fort McDowell Rd
Fountain Hills, AZ 85264-3106
USA

Outbound Shipment Dates:
March 6, 2017
All shipments before the show must be sent to the Advanced Warehouse. After the show, all outbound freight will need to be shipped from the exhibit site.
Important Freight Information

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

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Important information regarding Inbound and Outbound Freight

Due to tight security and lack of adequate storage space at the We-Ko-Pa Resort and Conference Center absolutely NO Direct Shipments are permitted to this facility.

Inbound Freight
Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 1740 South 40th Avenue, Phoenix, AZ 85009 starting January 31, 2017 until March 2, 2017.

Advance Warehouse Hours of Operation are Monday - Friday, 8:00 AM - 4:30 PM.

Outbound Freight
For Outbound shipments, carriers must pick up freight from the show site address
We-Ko-Pa Resort and Conference Center
10438 N Fort McDowell Rd, Fountain Hills, AZ 85264-3106

on the scheduled dismantle date: Wednesday, March 8, 2017 beginning at 4:00 PM.

Carriers must be checked in by 6:00 PM.
Facility must be cleared by 8:00 PM.

If you have any questions regarding this procedure, please call the GES National Servicenter or contact us: http://www.ges.com/chat

For shipments inadvertently delivered directly to the facility, a 30% ($50.00 minimum) late arrival surcharge will apply. This surcharge is in addition to the Advance Freight Handling Rates.
General Information

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

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What is an Official Service Provider?

• GES has been selected as the Official Service Provider by the show organizer to design and produce your show.

• We can save you time and money with our insight and experience of the show process. As the Official Service Provider GES will assist you in your pre-show planning from start to finish.

• We are at your service for all your exhibiting needs.

GES Show Services

• Carpet
• Booth Furniture and Accessories
• Graphics
• Installation and Dismantle Services

Work Zone

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

How Can I Order My Show Services?

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

• Go to https://e.ges.com/017600645/esm
• Log in or sign up with a new account
• Browse products and services and you will be guided through the ordering process

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

• Phone: (800) 475-2098 / Fax: (866) 329-1437
• International phone: (702) 515-5970 / Fax: (702) 263-1520
• Contact us online: https://e.ges.com/017600645/contactus/esm

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

Exhibitor Services

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

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

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First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of February 13, 2017 for best pricing.

For quick and easy ordering, visit the Expresso online ordering site: http://e.ges.com/017600645/esm

Details Matter When Shipping

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

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. http://e.ges.com/017600645/item/200500
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: http://e.ges.com/017600645/shippinghandling/esm

Dot Your I's and Cross Your T's

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

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

Bank ACH/wire transfer payment information

Beneficiary:  Global Experience Specialists (GES)
Bank of America
400蘸N Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 702-263-2795 or 702-914-5112

Account #: 7188101819
Wire ABA Routing #: 026009593

ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road
Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com,

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated
No Tipping Required
GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is not allowed.

Where Did My Crates Go?
After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.
• Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
• Place stickers on all 4 sides of the crate.
• Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

Don't Forget to Take Out the Trash
Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

Keeping Up Appearances
Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.
• Exhibitors that order two (2) – standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
• Order just enough carpet to fit your standard booth space. A 10’ x 10’ booth should not order 10’ x 20’ carpet.
• We custom cut carpet to fit your needs.

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

Carpet and Padding: http://e.ges.com/017600645/carpet/esm

What Goes Up Must Come Down
If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.
• See Labor Information form for rules specific to your show. Work rules can vary based on show location.
• Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
• All rates are subject to change if necessitated by increased labor and material costs.
• Pre-order labor to save.

Labor Services: http://e.ges.com/017600645/LaborandEquipment/esm
Payment and Credit Card Charge Authorization

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

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Form Deadline Date: February 13, 2017

Exhibiting Firm Company Name

Name of Primary Contact

Booth Number

Street Address  
City/State/ZIP

Primary Contact Phone  
Email

Phone  
Fax

Name of Contact at Booth/Showsite  
Phone

Secondary Contact Phone  
Email

Please indicate if you will be using a Third Party for billing of services:

☐ No  ☐ Yes - Please return Third Party Billing Request form

Name of Primary Contact

Booth Number

Primary Contact Phone  
Email

Name of Secondary Contact (Optional)

Secondary Contact Phone  
Email

GES invoice Sent to:

☐ Primary Contact  ☐ Secondary Contact

Payment Information

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

• Only submitting your Credit Card Authorization? Do it online: http://e.ges.com/017600645/item/2222

• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

Beneficiary: Global Experience Specialists, Inc. (GES)  
Account #: 7188101819

If requested, following is the physical address for routing identifiers:

c/o Bank of America  
Address: 901 Main Street, TX1-492-07-14

Dallas, TX 75202-3714 USA  
Telephone #: 702-263-2795 or 702-914-5112

SWIFT Address: BOFAUS3N  
CHIPS Address: 0959

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com:

• Exhibiting company name, show name, show facility, and booth number

• Date and amount of wire transfer

• Bank and country where transfer originated

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

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

Cardholder Name - Please Print

Billing Address

City

Account Number

Expiration Date

State

Zip/Postal Code

☐ MasterCard

☐ Visa

☐ American Express

☐ Corporate Card

☐ Personal Card

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

Please Sign

Cardholder Signature

Check Number

Total Check Payment

Total Credit Card Payment

Review and Return

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

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

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Form Deadline Date: February 13, 2017

Company Name
Email
Phone Number
Booth Number

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name
Exhibiting Company Address
City
State
Zip/Postal Code
Phone
Fax
Contact's Email Address

Please
Sign
Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print
Date

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

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

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

☐ Booth Cleaning
☐ GES Logistics
☐ I & D Labor
☐ Material Handling
☐ Rental Carpet
☐ Rental Furniture

Signs
Other (Please Specify)

Step 3. Provide the Third Party contact information

Third Party Company Name
Third Party Company Address
City
State
Zip/Postal Code
Phone
Fax
Contact's Email Address

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

Cardholder Name - Please Print
Billing Address
City
State
Zip/Postal Code
Account Number
Expiration Date
☐ MasterCard
☐ VISA
☐ American Express
☐ Corporate Card
☐ Personal Card

Please
Sign
Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print
Date

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

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

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520
International Third Party Billing Request

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Form Deadline Date: February 13, 2017

Company Name
Email
Phone Number
Booth Number

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

**Step 1. Provide the Exhibiting Company contact information and signature**

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact's Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Number

Expiration Date

☐ MasterCard
☐ VISA
☐ American Express
☐ Corporate Card
☐ Personal Card

Please Sign X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

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

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

☐ All Services

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

☐ Booth Cleaning
☐ GES Logistics
☐ I & D Labor
☐ Material Handling
☐ Rental Carpet
☐ Rental Furniture

☐ Signs
☐ Other (Please Specify)

**Step 3. Provide the Third Party contact information**

<table>
<thead>
<tr>
<th>Third Party Company Name</th>
<th>Third Party Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact's Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Cardholder Name - Please Print

Billing Address

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MM/YY</td>
</tr>
</tbody>
</table>

☐ MasterCard
☐ VISA
☐ American Express
☐ Corporate Card
☐ Personal Card

Please Sign X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

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

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

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

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

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

**Plush**

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

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

**Ultra Plush**

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

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

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

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

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

Discount Deadline Date: February 13, 2017

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Company Name
Email
Phone Number
Booth Number

Easy Ordering Tips:
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)

Carpet

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

26 oz. Plush Color Options
(Dove will be provided if no color is indicated below)

50 oz. Ultra Plush Color Options
(Iceberg will be provided if no color is indicated below)

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Color Code</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5001</td>
<td>Pre-Cut 13 oz. Standard Carpet 10'x10'</td>
<td></td>
<td>237.00</td>
<td>329.00</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5002</td>
<td>Pre-Cut 13 oz. Standard Carpet 10'x20'</td>
<td></td>
<td>461.00</td>
<td>641.00</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5003</td>
<td>Pre-Cut 13 oz. Standard Carpet 10'x30'</td>
<td></td>
<td>708.00</td>
<td>984.00</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Color Code</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Sq. Ft.</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>13 oz. Carpet Custom-Cut, Per Sq.Ft.</td>
<td></td>
<td>4.35</td>
<td>6.05</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5006</td>
<td>26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.</td>
<td></td>
<td>6.20</td>
<td>8.65</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5007</td>
<td>50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.</td>
<td></td>
<td>8.35</td>
<td>11.60</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Color Code</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Sq. Ft.</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>500400</td>
<td>Carpet Padding, 1/2&quot; Thick, Per Sq.Ft.</td>
<td></td>
<td>2.72</td>
<td>3.78</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>500410</td>
<td>Carpet Plastic Covering, Per Sq.Ft.</td>
<td></td>
<td>1.35</td>
<td>1.88</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Electrical or Utilities Under Carpet?
☐ Yes
☐ No

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

Please Sign: X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed: $19

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

**Chairs**

- 300051 - Chair, Contemporary Arm, 23"W 18"D 31"H
- 300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H
- 300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H
- 300053 - Stool, Contemporary, 17"W 18"D 48"H

**Tables**

- 300057 - Table, Rectangle, 24"x36"x30" High
- 300056 - Table, Square, 24"x24"x30" High
- 300059 - Table, Starbase, 30" Diameter x 40" High
- 300058 - Table, Starbase, 40" Diameter x 30" High

**Skirted Tables**

- 3004 - Table 4', Skirted 4 Sides, 24" x 30" High
- 3006 - Table 6', Skirted 3 Sides, 24" x 30" High
- 3008 - Table 8', Skirted 3 Sides, 24" x 30" High

**Table Skirt Colors**

- Beige (54)
- Gold (46)
- Purple (48)
- Black (41)
- Gray (40)
- Red (49)
- Blue (42)
- Green (45)
- Teal (55)
- Burgundy (43)
- Mauve (47)
- White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.
Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.
**Easy Ordering Tips:**
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso: [http://e.ges.com/017600645/furnishings/esm](http://e.ges.com/017600645/furnishings/esm)

### Furniture and Accessories

#### Skirt and Drape Color Options
(Gray will be provided if no color is indicated below)

<table>
<thead>
<tr>
<th>Color Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(54)</td>
<td></td>
</tr>
<tr>
<td>(41)</td>
<td></td>
</tr>
<tr>
<td>(42)</td>
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<tr>
<td>(43)</td>
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</tr>
<tr>
<td>(46)</td>
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</tr>
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<td>(49)</td>
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<tr>
<td>(50)</td>
<td></td>
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</table>

#### Chairs

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>300051</td>
<td>Chair, Contemporary Arm, 23&quot;W 18&quot;D 31&quot;H</td>
<td>149.00</td>
<td>207.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>300052</td>
<td>Chair, Contemporary Side, 19.5&quot;W 18&quot;D 31&quot;H</td>
<td>137.00</td>
<td>191.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>300050</td>
<td>Chair, Plastic Contour, 18&quot;W 18.5&quot;D 32&quot;H</td>
<td>106.00</td>
<td>148.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>300053</td>
<td>Stool, Contemporary, 17&quot;W 18&quot;D 48&quot;H</td>
<td>157.00</td>
<td>218.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Tables

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>300057</td>
<td>Table, Rectangle, 24&quot;x36&quot;x30&quot; High</td>
<td>137.00</td>
<td>191.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>300056</td>
<td>Table, Square, 24&quot;x24&quot;x30&quot; High</td>
<td>127.00</td>
<td>177.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>300059</td>
<td>Table, Starbase, 30&quot; Diameter x 40&quot; High</td>
<td>237.00</td>
<td>329.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>300058</td>
<td>Table, Starbase, 40&quot; Diameter x 30&quot; High</td>
<td>237.00</td>
<td>329.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
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</tbody>
</table>

#### Skirted Tables

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Color Code</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3004</td>
<td>Table 4', Skirted 4 Sides, 24&quot; x 30&quot; High</td>
<td></td>
<td>157.00</td>
<td>218.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>3006</td>
<td>Table 6', Skirted 3 Sides, 24&quot; x 30&quot; High</td>
<td></td>
<td>203.00</td>
<td>282.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>3008</td>
<td>Table 8', Skirted 3 Sides, 24&quot; x 30&quot; High</td>
<td></td>
<td>224.00</td>
<td>311.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>3007</td>
<td>Table, Skirt 4th Side</td>
<td></td>
<td>95.00</td>
<td>132.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
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</table>

#### Unskirted Tables

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>300400</td>
<td>Table 4', Unskirted, 24&quot; x 30&quot; High</td>
<td>127.00</td>
<td>176.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>300600</td>
<td>Table 6', Unskirted, 24&quot; x 30&quot; High</td>
<td>163.00</td>
<td>227.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>300800</td>
<td>Table 8', Unskirted, 24&quot; x 30&quot; High</td>
<td>181.00</td>
<td>251.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Skirted Counters

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
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<th>Discount ($)</th>
<th>Regular ($)</th>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td>3014</td>
<td>Counter 4', Skirted 4 Sides, 24&quot; x 42&quot; High</td>
<td></td>
<td>181.00</td>
<td>252.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>3016</td>
<td>Counter 6', Skirted 3 Sides, 24&quot; x 42&quot; High</td>
<td></td>
<td>224.00</td>
<td>311.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>3018</td>
<td>Counter 8', Skirted 3 Sides, 24&quot; x 42&quot; High</td>
<td></td>
<td>256.00</td>
<td>356.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
</tbody>
</table>
## Furniture and Accessories Order Form

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

Discount Deadline Date: February 13, 2017

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3017</td>
<td>Counter, Skirt 4th Side</td>
<td>95.00</td>
<td>132.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
</tbody>
</table>

Select size:  6' Counter _____  8' Counter _____

### Unskirted Counter

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>301400</td>
<td>Counter 4', Unskirted, 24&quot; x 42&quot; High</td>
<td>142.00</td>
<td>198.00</td>
<td>6.3</td>
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<td>$</td>
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<tr>
<td>301600</td>
<td>Counter 6', Unskirted, 24&quot; x 42&quot; High</td>
<td>181.00</td>
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<td>301800</td>
<td>Counter 8', Unskirted, 24&quot; x 42&quot; High</td>
<td>206.00</td>
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### Risers

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<th>Tax %</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>300193</td>
<td>Riser 4', Double Tier, 48&quot;x8&quot;x16&quot; High</td>
<td>72.75</td>
<td>101.00</td>
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<td>300191</td>
<td>Riser 4', Single Tier, 48&quot;x8&quot;x8&quot; High</td>
<td>51.75</td>
<td>72.00</td>
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<tr>
<td>300194</td>
<td>Riser 6', Double Tier, 72&quot;x8&quot;x16&quot; High</td>
<td>95.00</td>
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<tr>
<td>300192</td>
<td>Riser 6', Single Tier, 72&quot;x8&quot;x8&quot; High</td>
<td>72.75</td>
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### Custom Booth Drape

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<tr>
<td>3001</td>
<td>Drape, 3' High, Per Foot, 4' Minimum</td>
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<td>21.75</td>
<td>30.25</td>
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<tr>
<td>3002</td>
<td>Drape, 8' High, Per Foot, 4' Minimum</td>
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<td>26.25</td>
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### Display Furniture

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<tr>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td>300073</td>
<td>Display Case 4', Corner View</td>
<td>755.00</td>
<td>1,050.00</td>
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<td>300074</td>
<td>Display Case 4', Full View</td>
<td>734.00</td>
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<tr>
<td>300075</td>
<td>Display Case 4', Half View</td>
<td>734.00</td>
<td>1,020.00</td>
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<tr>
<td>300076</td>
<td>Display Case 4', Quarter View</td>
<td>734.00</td>
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<tr>
<td>300078</td>
<td>Display Case 5', Full View</td>
<td>755.00</td>
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<tr>
<td>300079</td>
<td>Display Case 5', Half View</td>
<td>755.00</td>
<td>1,050.00</td>
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<tr>
<td>300080</td>
<td>Display Case 5', Quarter View</td>
<td>755.00</td>
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<td>300082</td>
<td>Display Case 6', Full View</td>
<td>777.00</td>
<td>1,080.00</td>
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<td>300083</td>
<td>Display Case 6', Half View</td>
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<td>300084</td>
<td>Display Case 6', Quarter View</td>
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<td>300088</td>
<td>Display Case 7', Vertical</td>
<td>1,010.00</td>
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### Accessories

<table>
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<tr>
<td>30124</td>
<td>Aisle Stanchion Chain, Plastic, Per Foot</td>
<td>6.35</td>
<td>8.85</td>
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<td>30123</td>
<td>Aisle Stanchion, without Chain</td>
<td>62.50</td>
<td>87.00</td>
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<td>300103</td>
<td>Aluminum Easel</td>
<td>85.00</td>
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<td>300111</td>
<td>Bag Stand</td>
<td>116.00</td>
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<td>300102</td>
<td>Coat Rack</td>
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<td>300104</td>
<td>Garment Rack</td>
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<td>300106</td>
<td>Literature Rack</td>
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<td>300201</td>
<td>Pegboard, White, 4'x8'</td>
<td>203.00</td>
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Select alignment: Horizontal _____  Vertical _____

<table>
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<tr>
<th>Item Code</th>
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<th>Discount ($)</th>
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<tr>
<td>300107</td>
<td>Refrigerator</td>
<td>462.00</td>
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Furniture and Accessories Order Form

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

Discount Deadline Date: February 13, 2017

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Booth Number</th>
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Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Item Description</th>
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<tr>
<td>300131</td>
<td>Security Cage, Large, without Lock</td>
<td>642.00</td>
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<tr>
<td>300120</td>
<td>Sign Holder, Bell Base</td>
<td>106.00</td>
<td>148.00</td>
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<tr>
<td>300108</td>
<td>Sign Holder, Chrome, 22&quot;x28&quot;</td>
<td>106.00</td>
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<td>300211</td>
<td>Tackboard, 4’x8’</td>
<td>212.00</td>
<td>295.00</td>
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</tbody>
</table>

Select alignment: Horizontal _____ Vertical _____

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<thead>
<tr>
<th>Code</th>
<th>Item Description</th>
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<td>Ticket Tumbler, Small, Table Top</td>
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<td>Wastebasket</td>
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<td>Waterfall Stand</td>
<td>116.00</td>
<td>161.00</td>
<td>6.3</td>
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</tr>
</tbody>
</table>

Electrical Outlets Not Included

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

Total and Sign:

Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign X

Authorized Signature

Authorized Name - Please Print __________________________ Date ________________

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

Total Payment Enclosed $ __________________________

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

305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H
305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H
305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H

305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H
305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H
305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H

305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H
305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H
305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H

305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H
305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H
305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H

305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H
305268 - Sofa, Tangiers, 78"L 37"D 36"H

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

### Seating - Club Chairs

<table>
<thead>
<tr>
<th>Style Code</th>
<th>Furniture Description</th>
<th>Dimensions</th>
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<tbody>
<tr>
<td>305235</td>
<td>Chair, Allegro, Blue Fabric, 36&quot;L 34.5&quot;D 29.5&quot;H</td>
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<td>305072</td>
<td>Chair, Barcelona, Black, 30&quot;L 31&quot;D 35&quot;H</td>
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<td>305073</td>
<td>Chair, Barcelona, White, 30&quot;L 30&quot;D 31&quot;H</td>
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<td>305266</td>
<td>Chair, Heathrow, Black Vinyl, 24&quot;L 24&quot;D 28&quot;H</td>
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<td>305263</td>
<td>Chair, Naples, Black Vinyl, 36&quot;L 30&quot;D 28&quot;H</td>
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<td>305220</td>
<td>Chair, Roma, White Vinyl, 37&quot;L 31&quot;D 33&quot;H</td>
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<td>305269</td>
<td>Chair, Tangiers, 34&quot;L 37&quot;D 36&quot;H</td>
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<td>305070</td>
<td>Chair, Tub, Key West, Black, 31&quot;L 31&quot;D 31&quot;H</td>
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<td>305267</td>
<td>Corner, Heathrow, Black Vinyl, 24&quot;L 24&quot;D 28&quot;H</td>
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<tr>
<td>305320</td>
<td>Key Largo Chair, Black Fabric, 35&quot;L 35&quot;D 34&quot;H</td>
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<td>305363</td>
<td>Naples Chair, Powered Black Vinyl, 36&quot;L 30&quot;D 28&quot;H</td>
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<td>305222</td>
<td>Roma Chair, Powered White Vinyl, 37&quot;L 31&quot;D 33&quot;H</td>
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### Seating - Chairs

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<td>Chair, Berlin, Black/White, 18&quot;L 22&quot;D 32&quot;H</td>
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<td>Chair, Berlin, Red/White, 18&quot;L 22&quot;D 32&quot;H</td>
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<td>Chair, Brewer, Black, 20&quot;L 20&quot;D 32&quot;H</td>
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<td>Chair, Christopher, White Vinyl w/Chrome, 17&quot;L 19&quot;D 35&quot;H</td>
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<td>Chair, Duet Stack, Black/Chrome, 23&quot;L 18.5&quot;D 16&quot;H</td>
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<td>305231</td>
<td>Chair, Fusion, Clear/White, 19&quot;L 21&quot;D 32&quot;H</td>
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<td>Chair, Fusion, Green/White, 19&quot;L 21&quot;D 32&quot;H</td>
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<td>Chair, Ice Transparent/Chrome, 17.25&quot;L 20&quot;D 32&quot;H</td>
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<td>305034</td>
<td>Chair, Iso Mesh Black, 36&quot;L 24&quot;D 38&quot;H</td>
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<td>Chair, Jetson, 19&quot;L 18&quot;D 31&quot;H</td>
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<td>Chair, La Brea Swivel, Charcoal Gray Fabric, 35&quot;L 27&quot;D 40&quot;D</td>
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<td>Chair, Luxor, Guest, 27&quot;L 28&quot;D 40&quot;H</td>
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<td>305270</td>
<td>Chair, Madden Arm, Lt. Gray Vinyl, 27&quot;L 32&quot;D 33&quot;H</td>
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<td>Chair, New York, 23&quot;L 32&quot;D 33&quot;H</td>
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<td>305284</td>
<td>Chair, Rustique Arm, Gunmetal, 20&quot;L 18&quot;D 31&quot;H</td>
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<td>305272</td>
<td>Chair, Swanson Swivel, White Vinyl, 28&quot;L 25&quot;D 18&quot;H</td>
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<td>305250</td>
<td>Chair, Wendy, Clear Acrylic, 15&quot;L 20&quot;D 36&quot;H</td>
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Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.
**Specialty Furniture**

**Seating - Ottomans**

- 305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H
- 305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H
- 305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H
- 305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H
- 305085 - Ottoman, Cube, Black, 17"L 17"D 18"H
- 305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H
- 305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H
- 305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H
- 305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H
- 305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H
- 305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H
- 305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H
- 305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H
- 305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H
- 305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H
- 305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

**Seating - Office and Utility Seating**

- 305126 - Chair, Altura Task, 25"L 26"D 21"H
- 305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.
- 305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H
- 305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.
- 305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H
- 305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H
- 305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H
- 305043 - Stool, Drafting, 25"L 26"D 34"H

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

Seating - Barstools

- 305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H
- 305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H
- 305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H
- 305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H
- 305012 - Barstool, Banana, Black, 21"L 22"D 30"H
- 305013 - Barstool, Banana, White, 21"L 22"D 30"H
- 305010 - Barstool, Gin, Maple, 16"L 16"D 29"H
- 305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H
- 305011 - Barstool, Jetson, Black, 18"L 19"D 29"H
- 305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H
- 305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H
- 305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H
- 305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H
- 305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H
- 305008 - Barstool, Oslo, White, 17"L 20"D 30"H
- 305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D
- 305206 - Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"-44"H
- 305207 - Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H
- 305259 - Christopher Barstool, 19"Lx15"D 41"H
- 305002 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H

Table Surface Colors

- Maple
- Graphite Nebula
- Brushed Red
- Brushed Blue

Tables - Cafe

- 305315 - 30" Round Café Table w/ Hydraulic Base, Mahogany Top, 30"RND 29"H
- 305318 - 30" Round Café Table w/ Hydraulic Base, Orange Top, 30"RND 29"H
- 305067 - G30 Café Table, Powered White Top, 72"L 26"D 30"H
- 305162 - Table, Cafe, Blue/Black, 30" Round 29"H
- 305154 - Table, Cafe, Brushed Blue/Hydraulic Chrome Base, 30" Round 29"H
- 305153 - Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H
- 305164 - Table, Cafe, Graphite/Black, 30" Round 29"H
- 305167 - Table, Cafe, Graphite/Black, 36" Round 29"H

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

Tables - Cocktail

- 305189 - G30 Cocktail Table, Powered White Top, 72”L 26”D 18”H
- 305188 - Sydney Powered Cocktail Table, Black, 48”L 26”D 18”H
- 305187 - Sydney Powered Cocktail Table, White, 48”L 26”D 18”H
- 305017 - Table, Cocktail, Geo, Black, 50”L 22”D 16”H

- 305014 - Table, Cocktail, Geo, Chrome, 50”L 22”D 16”H
- 305020 - Table, Cocktail, Inspiration, 42”L 28”D 18”H
- 305210 - Table, Cocktail, Oliver, 47”L 27”D 19”H
- 305016 - Table, Cocktail, Silverado, 36” Round 17”H

- 305025 - Table, Cocktail, Sydney Black, 48”L 26”D 18”H
- 305024 - Table, Cocktail, Sydney White, 48”L 26”D 18”H

Tables - End Tables

- 305112 - Regis End Table, 16”L 15.5”D 16.5”H
- 305273 - Table, Aura, White Metal, 15” Round 22”H
- 305274 - Table, E, Wood, 21”L 15.5”D 27.5”H
- 305047 - Table, End, Geo, Black, 26”L 26”D 20”H
- 305044 - Table, End, Geo, Chrome, 26”L 26”D 20”H
- 305049 - Table, End, Inspiration, 24”L 28”D 22”H

- 305211 - Table, End, Oliver, 22” Round 22”H
- 305046 - Table, End, Silverado, 24” Round 22”H
- 305050 - Table, End, Sydney, Black, 27”L 23”D 22”H
- 305048 - Table, End, Sydney, White, 27”L 23”D 22”H
- 305276 - Table, Mosaic, Set of 3
- 305275 - Table, Timber, Wood, 16” Round 17”H

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

Tables - Martini Bar

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

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

Product Display

305001 - Bookcase, Mahogany, 36"L 13"D 71"H

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

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

305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H

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

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

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

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

Office and Utility Furniture

305039 - Credenza, Mahogany, 72"L 24"D 29"H

305056 - Desk, Executive, Mahogany, 60"L 30"D 29"H

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

305058 - File, Lateral, Mahogany, 36"L 20"D 29"H

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Specialty Furniture Order Form

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Discount Deadline Date: February 13, 2017

Company Name
Email
Phone Number
Booth Number

Easy Ordering Tips:
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
  http://e.ges.com/017600645/furnishings/esm

Specialty Furniture


### Seating - Sofas and Loveses

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### Seating - Club Chairs

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### Seating - Chairs

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## Specialty Furniture Order Form

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Discount Deadline Date: February 13, 2017

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<th>Item Code</th>
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## Seating - Ottomans

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## Seating - Office and Utility Seating

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### Specialty Furniture Order Form

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**Discount Deadline Date:**
February 13, 2017

---

### Seating - Office and Utility Seating

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### Tables - Cafe

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Specialty Furniture Order Form

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Discount Deadline Date: February 13, 2017

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### Tables - Cafe

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Discount Deadline Date: February 13, 2017

### Specialty Furniture Order Form

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#### Discount Deadline Date:
February 13, 2017

**Company Name**

**Email**

**Phone Number**

### Tables - End Tables

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<td>Table, Conf., Geo, Black, 60&quot;L 36&quot;D 29&quot;H</td>
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<td>758.00</td>
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<td>6.3</td>
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<td>305173</td>
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<td>6.3</td>
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<tr>
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<tr>
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<tr>
<td>305029</td>
<td>Table, Conf., Graphite, 96&quot;L 48&quot;D 29&quot;H</td>
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<td>305030</td>
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<td>6.3</td>
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<tr>
<td>305031</td>
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<tr>
<td>305177</td>
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<tr>
<td>305293</td>
<td>Table, Conf., Merlin, Gray Laminate/Black, 46&quot;L 29&quot;D 30&quot;H</td>
<td>547.00</td>
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<tr>
<td>305281</td>
<td>Table, Conf., White Laminate, 42&quot; Round 29&quot;H</td>
<td>442.00</td>
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<td>6.3</td>
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<tr>
<td>305208</td>
<td>Table, Nova, Oval, White/Silver Legs, 71&quot;L 35.5&quot;D 29&quot;H</td>
<td>727.00</td>
<td>1,010.00</td>
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<td>6.3</td>
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### Tables - Martini Bar

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>305004</td>
<td>Table, Bar, Martini 3 pc., 100&quot;L 100&quot;D 47&quot;H</td>
<td>3,920.00</td>
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<tr>
<td>305003</td>
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### Product Display

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>305001</td>
<td>Bookcase, Mahogany, 36&quot;L 13&quot;D 71&quot;H</td>
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<td></td>
<td>6.3</td>
<td>$</td>
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<tr>
<td>305053</td>
<td>Etagere, Black, 30&quot;L 16&quot;D 70&quot;H</td>
<td>394.00</td>
<td>548.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>305052</td>
<td>Etagere, Pewter, 30&quot;L 16&quot;D 70&quot;H</td>
<td>394.00</td>
<td>548.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
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<tr>
<td>305103</td>
<td>Pedestal, Locking Door, Black, 24&quot;L 24&quot;D 42&quot;H</td>
<td>583.00</td>
<td>810.00</td>
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<td>6.3</td>
<td>$</td>
</tr>
</tbody>
</table>
Specialty Furniture Order Form

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

Discount Deadline Date: February 13, 2017

<table>
<thead>
<tr>
<th>Product Display</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>305297 Pedestal, Powered Locking, Black, 24&quot;L 24&quot;D 30&quot;H</td>
<td>727.00</td>
<td>1,010.00</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>305295 Pedestal, Powered Locking, Black, 24&quot;L 24&quot;D 42&quot;H</td>
<td>871.00</td>
<td>1,210.00</td>
<td>6.3</td>
<td>$</td>
<td></td>
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<tr>
<td>305298 Pedestal, Powered Locking, White, 24&quot;L 24&quot;D 30&quot;H</td>
<td>727.00</td>
<td>1,010.00</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>305296 Pedestal, Powered Locking, White, 24&quot;L 24&quot;D 42&quot;H</td>
<td>871.00</td>
<td>1,210.00</td>
<td>6.3</td>
<td>$</td>
<td></td>
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<table>
<thead>
<tr>
<th>Office and Utility Furniture</th>
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<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
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<td>305039 Credenza, Mahogany, 72&quot;L 24&quot;D 29&quot;H</td>
<td>714.00</td>
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<td>$</td>
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<tr>
<td>305056 Desk, Executive, Mahogany, 60&quot;L 30&quot;D 29&quot;H</td>
<td>663.00</td>
<td>922.00</td>
<td>6.3</td>
<td>$</td>
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<tr>
<td>305294 Desk, Writing/Work Table, White Laminate/White, 48&quot;L 24&quot;D 30&quot;H</td>
<td>520.00</td>
<td>723.00</td>
<td>6.3</td>
<td>$</td>
<td></td>
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<tr>
<td>305058 File, Lateral, Mahogany, 36&quot;L 20&quot;D 29&quot;H</td>
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<td>771.00</td>
<td>6.3</td>
<td>$</td>
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<table>
<thead>
<tr>
<th>Lamps</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
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</thead>
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<tr>
<td>305204 Lamp, Floor, Mason, Silver, 18&quot; Round 55&quot;H</td>
<td>363.00</td>
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<td>6.3</td>
<td>$</td>
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</tr>
<tr>
<td>305205 Lamp, Table, Mason, Silver, 16&quot; Round 26&quot;H</td>
<td>266.00</td>
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<td>6.3</td>
<td>$</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Accessories</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>305380 Charging Adapter, Black, 33&quot;L</td>
<td>31.50</td>
<td>43.75</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>305381 Charging Adapter, White, 33&quot;L</td>
<td>31.50</td>
<td>43.75</td>
<td>6.3</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Electrical Outlets Not Included

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

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

Authorized Signature

Authorized Name - Please Print Date

Total Payment Enclosed $
Digital File Preparation

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Graphic File Solutions

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

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

<table>
<thead>
<tr>
<th>Suitable Programs for images or logos</th>
<th>Suitable Media for images or logos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Preferred Format</td>
</tr>
<tr>
<td>Adobe Illustrator CS6, CC 2014</td>
<td>.ai, .eps</td>
</tr>
<tr>
<td>Adobe Photoshop CS6, CC 2014</td>
<td>.tif (LZW), .jpg (High Quality), .psd</td>
</tr>
<tr>
<td>Adobe InDesign CS6, CC 2014</td>
<td>.indd (include all links)</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>.pdf (Press Quality Setting)</td>
</tr>
</tbody>
</table>

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

Avoiding Additional Costs

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

Vector Artwork

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

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.

Bitmap/Raster Artwork

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

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

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

Order graphics and **upload artwork files** directly online, click here: [https://e.ges.com/017600645/signs](https://e.ges.com/017600645/signs)
Digital File Preparation

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International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Front and Backlit Graphics

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

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

File Sizes

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

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

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

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

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

Adobe Illustrator, InDesign, Photoshop

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

Placed Images

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

Fonts

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

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork.

DO NOT send PowerPoint files, .gifs, .jpegs, .pdfs or raster-based images output to vinyl.

Remember

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

![Figure a.](image-url)
# Graphics and Signage Order Form

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

International Conference & Exhibition on Device Packaging  
We-Ko-Pa Resort and Conference Center  
March 7 - 8, 2017

Discount Deadline Date: February 13, 2017

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>600534</td>
<td>22&quot;W x 28&quot;H Vertical Sign w/ Sign Holder, Double Sided</td>
<td>312.00</td>
<td>433.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>600533</td>
<td>22&quot;W x 28&quot;H Vertical Sign w/ Sign Holder, Single Sided</td>
<td>241.00</td>
<td>335.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
<tr>
<td>600535</td>
<td>72&quot;W x 36&quot;H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided</td>
<td>253.00</td>
<td>352.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
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<tr>
<td>600852</td>
<td>Freestanding 24&quot;W x 84&quot;H Vertical Ad Board w/ Cardboard Base, Double Sided</td>
<td>458.00</td>
<td>636.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
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<td>600850</td>
<td>Freestanding 24&quot;W x 84&quot;H Vertical Ad Board w/ White Cardboard Base, Single Sided</td>
<td>282.00</td>
<td>392.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
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<tr>
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<td>Freestanding 38&quot;W x 84&quot;H Vertical Ad Board w/ White Cardboard Base, Double Sided</td>
<td>599.00</td>
<td>832.00</td>
<td></td>
<td>6.3</td>
<td>$</td>
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<tr>
<td>600851</td>
<td>Freestanding 38&quot;W x 84&quot;H Vertical Ad Board w/ White Cardboard Base, Single Sided</td>
<td>422.00</td>
<td>587.00</td>
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<td>601099</td>
<td>Printed Cardboard Base for Freestanding Boards</td>
<td>27.50</td>
<td>38.25</td>
<td></td>
<td>6.3</td>
<td>$</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Authorized Name - Please Print</th>
<th>Date</th>
</tr>
</thead>
</table>

| Total Payment Enclosed | $  |
38" Ad Board

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

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided
Includes cardboard base, graphic and delivery. Printed base available at additional cost.

24" Ad Board

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

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided
Includes cardboard base, graphic and delivery. Printed base available at additional cost.

22" x 28" with Sign Holder

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

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided
Includes sign holder rental, graphic and delivery.

6' x 3' Banner

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

Banner is available horizontal or vertical. Includes silver grommets.
Material Handling/Drayage Information

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

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

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

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

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

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

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

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

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

Storing Empty Containers
Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments
An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.
Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES’ sole and exclusive maximum liability for loss or damage to Customer’s goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Insurance

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

Work Zone

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

Save 10% on Material Handling with GES Transportation Plus.

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

- 10% off material handling
- GES on-site support professionals
- Consolidated show invoice
- Fully integrated storage and shipping solutions

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

Get an instant quote today at: [https://e.ges.com/017600645/logistics_quote](https://e.ges.com/017600645/logistics_quote)
Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.
Material Handling/Drayage Order Form

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Discount Deadline Date:
February 13, 2017

Easy Ordering Tips:

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

Step 1. Review Freight Material Handling Rates and Information

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

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Crated</th>
<th>Special Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time In / Straight Time Out</td>
<td>$106.00 cwt</td>
<td>$137.80 cwt</td>
</tr>
<tr>
<td>Straight Time In / Overtime Out</td>
<td>$138.00 cwt</td>
<td>$179.40 cwt</td>
</tr>
<tr>
<td>Overtime In / Overtime Out</td>
<td>$169.50 cwt</td>
<td>$220.35 cwt</td>
</tr>
</tbody>
</table>

Advance Shipments to Warehouse Dates:

- **Tue, Jan 31, 2017:** Advance shipments may begin arriving at warehouse.
- **Thurs, Mar 2, 2017:** Last day for shipments to arrive at warehouse.

No Inbound Shipping to Show Site Notification:

All exhibit materials must be sent in advance to the GES warehouse. Direct to show site shipments will not be accepted at the We-Ko-Pa Resort and Conference Center. Any materials shipped to the We-Ko-Pa Resort and Conference Center will be consigned to GES and you will be billed higher material handling charges by GES and an additional receiving charge by the We-Ko-Pa Resort and Conference Center for any items sent directly to the We-Ko-Pa Resort and Conference Center. For Outbound shipments, carriers must pick up freight from the Exhibit site address.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged $51.00. Each Additional Package will be charged $25.50.

Step 2. Estimate Order

**Small Packages**

1. 1st Small Package Shipment x $51.00 = _______________ Total
2. # of Additional packages (each) x $25.50 = _______________ Total

Form Continues on Next Page
Material Handling/Drayage Order Form

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

Company Name

Email

Phone Number

Material Handling/Drayage

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

____________ pounds of freight ÷ 100 = ______________ Total CWT x _____________ Rate = ______________ Total

___________ Grand Total

On Date:________________________________________

By Carrier:_______________________________________

Total Number of Pieces:____________________________

Shipment Will Be Sent To:

☐ Exhibit Site    ☐ Warehouse

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Surcharges

Late/Early to Warehouse Shipment Surcharges:
A 30% ($50.00 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of per cwt will apply before published timeline.

Special Handling/Mixed Shipments:
A 30% surcharge will apply to items requiring special handling or mixed shipments.

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

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

Certified Weight Tickets Are Required For All Shipments:
Drivers with inbound shipments must check in at the by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

Total Payment Enclosed $
What is “Special” Handling?

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

**Special Handling Includes:**

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

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

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

**Designated Piece Loading**
- When a trailer must be loaded in a particular sequence to ensure fit.

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

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

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

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

**Uncrated Shipments**
- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

International Conference & Exhibition on Device Packaging

Name of Exhibition 0170600645

BOOTH NUMBER

C/O GES

1740 South 40th Avenue

Phoenix, AZ  85009 USA

Shipment Should Arrive on or Between:

Tuesday, Jan 31, 2017 - Thursday, March 2, 2017

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _______________________________ of __________________________ pieces

GES Global Exhibitions Services

C/O GES

1740 South 40th Avenue

Phoenix, AZ  85009 USA

Shipment Should Arrive on or Between:

Tuesday, Jan 31, 2017 - Thursday, March 2, 2017

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _______________________________ of __________________________ pieces

GES Global Exhibitions Services
Request for Pre-Printed Outbound Material Handling Release/Labels

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Form Deadline Date: February 13, 2017

Form Tips:
• This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
• Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
• In order to provide this service, please submit this form by February 13, 2017.
• Want an easier way? Fill out this information online and submit: https://e.ges.com/017600645/prePrint/esm

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

Company/Consignee          Attention
10438 N Fort McDowell Rd      Fountain Hills
Street Address       City       AZ       85264-3106       USA
Phone                      Fax

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

Shipping Destination 1:
Number of Labels Needed: 

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

Shipping Destination 2:
Number of Labels Needed: 

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

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

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

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

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520
Freight Service Questionnaire

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Form Deadline Date: February 13, 2017

Company Name
Email
Phone Number
Booth Number

Attention

Required Information For Exhibitors with Freight Shipments:

• This form should be returned by all exhibitors shipping freight.
• By returning this form we can better plan and prepare for incoming freight.
• Want an easier way? Fill out this information online and submit:
  http://e.ges.com/017600645/freightQuestionnaire/esm

1. Estimate total number of pieces being shipped:
   _____ Crated
   _____ Uncrated
   _____ Machinery
   _____ Total

2. Indicate total number of trucks in each category that you will use:
   _____ Van Line
   _____ Common Carrier
   _____ Flatbed
   _____ Co. Truck
   _____ Overseas Container

3. List carrier name(s):
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

4. If using a Customs Broker, please print name:
   ______________________________________________________
   Phone Number: ________________________________________

5. Print the name of person in charge of your move-in:
   ______________________________________________________
   Phone Number: ________________________________________

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

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

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

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

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

Direct Shipments Only

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

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520
### Installation and Dismantling Order Form

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

International Conference & Exhibition on Device Packaging  
We-Ko-Pa Resort and Conference Center  
March 7 - 8, 2017  
Discount Deadline Date:  
February 13, 2017

Company Name  
Email  
Phone Number  
Booth Number

### Easy Ordering Tips:
- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday through Friday from 7:00 AM to 8:00 AM and 4:30 PM to 11:59 PM. All day Saturday & Sunday.
- Double Time (DT): All other times Monday through Friday. All day Holidays.

### Step 1. Order Labor

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Show Site ($)</th>
<th>X # Workers</th>
<th>X # Hours</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, ST Move In</td>
<td>104.50</td>
<td>131.00</td>
<td>157.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, ST Move Out</td>
<td>104.50</td>
<td>131.00</td>
<td>157.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, OT Move In</td>
<td>157.00</td>
<td>196.00</td>
<td>236.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, OT Move Out</td>
<td>157.00</td>
<td>196.00</td>
<td>236.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, DT Move In</td>
<td>209.00</td>
<td>261.00</td>
<td>314.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, DT Move Out</td>
<td>209.00</td>
<td>261.00</td>
<td>314.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hate math? Let Expresso calculate your rates: [https://e.ges.com/017600645/labor/esm](https://e.ges.com/017600645/labor/esm)

### Step 2. Please Indicate Service

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

**Option 1 (A 25% ($ 50.00 minimum) surcharge will be added)**  
- GES Supervised (OK to proceed without exhibitor.)  
  Please complete Key Information form, click here: [https://e.ges.com/017600645/laborchecklist/esm](https://e.ges.com/017600645/laborchecklist/esm)  
  GES will supervise labor to:  
  - Unpack and install display before Exhibitor arrival at show site.  
  - Dismantle and pack the display after show closing.  
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VII, b., Labor.
- A 25% ($ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Booth Number</th>
</tr>
</thead>
</table>

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

**Option 2**
- Exhibitor Supervised
  - Indicate workers needed for installation and dismantling
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:
- Pop-Up
- Two Story
- Custom
- Other: ____________________________________

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

### Move In

<table>
<thead>
<tr>
<th>Schedule Dates</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Number of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

### Move Out

<table>
<thead>
<tr>
<th>Schedule Dates</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Number of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

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

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

### Total and Sign

Return to Fax: 866.329.1437 • International Fax: 702.263.1520

<table>
<thead>
<tr>
<th>Please Sign</th>
<th>Authorized Signature</th>
</tr>
</thead>
</table>

Authorized Name - Please Print  Date

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

$
Cleaning and Porter Service Order Form

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

Discount Deadline Date: February 13, 2017

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Company Name
Email
Phone Number
Booth Number

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

Step 1. Calculate Booth Square Footage

Width ______ X Length ______ = ______ Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Sq. Ft.</th>
<th># of Days / Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>500601</td>
<td>Before Show Open Only (per sq. ft.)</td>
<td>0.79</td>
<td>1.10</td>
<td>1</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>500600</td>
<td>Duration of Show (per sq. ft. per day)</td>
<td>0.58</td>
<td>0.80</td>
<td>2</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>500602</td>
<td>Per Day (per sq. ft. per day)</td>
<td>0.68</td>
<td>0.95</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Shampooing

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Sq. Ft.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>501004</td>
<td>Cleaning, Carpet Shampoo Before Show Open</td>
<td>1.01</td>
<td>1.41</td>
<td></td>
<td>$</td>
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</table>

Mopping and Waxing

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>501002</td>
<td>Cleaning, Damp Mop &amp; Wax</td>
<td>1.35</td>
<td>1.87</td>
<td></td>
</tr>
</tbody>
</table>

Porter Service - Emptying Wastebaskets

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Sq. Ft.</th>
<th>Total</th>
</tr>
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<tr>
<td>501010</td>
<td>Porter Service, 0-500 sq.ft., Per Day</td>
<td>127.00</td>
<td>177.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>501010</td>
<td>Porter Service, 501-1500 sq.ft., Per Day</td>
<td>256.00</td>
<td>356.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>501010</td>
<td>Porter Service, 1501-3000 sq.ft., Per Day</td>
<td>494.00</td>
<td>687.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>501010</td>
<td>Porter Service, 3001 sq.ft. &amp; Up, Per Day</td>
<td>609.00</td>
<td>846.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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<td>MM/DD/YR</td>
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<td>AM</td>
<td>MM/DD/YR</td>
<td>AM</td>
<td>AM</td>
</tr>
</tbody>
</table>

Total and Sign:

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

Total Payment Enclosed $________

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

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Form Deadline Date:
February 4, 2017

Company Name
Email
Phone Number
Booth Number

Attention:
• This form is to be completed by the Exhibitor

Exhibitor Appointed Contractor: ____________________________

Contact Name: ____________________________
Street Address: ____________________________
City: ____________________________ State: ____________ Zip/Postal Code: ____________
Office Phone: ____________________________ Fax: ____________________________

Description of proposed service for Exhibitor: ____________________________

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

• An executed Agreement and Rules and Regulations between GES and EAC.

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

Authorized Cardholder’s Signature ____________________________

Authorized Cardholder’s Name - Please Print ____________________________ Date ____________________________

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

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor’s responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC’s insurance.
The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

**Rules and Regulations**

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.

2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.

3. EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.

4. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC’s insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.

5. This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.

6. If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.

7. EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.

8. EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).

9. The show aisles and public spaces are not part of the exhibitor’s booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor’s booth space and must be kept clear at all times.

10. During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.

11. EAC has attached herewith certificates of insurance confirming the following required insurance:

   - Commercial General Liability, including contractual liability, with limits of not less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products & completed operations aggregate.
   - Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   - Workers Compensation, as required by law, with Employers Liability Limits of not less than $1,000,000 each accident, $1,000,000 disease - each employee and $1,000,000 disease - policy limit.
   - Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence/aggregate.
   - All Policies (except Worker’s Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), INTERNATIONAL CONFERENCE & EXHIBITION ON DEVICE PACKAGING (Show Management), International Conference & Exhibition on Device Packaging (Show) and We-Ko-Pa Resort and Conference Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.

12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney’s fees and court costs, arising out of EAC’s operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney’s fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC’s failure to adhere to the terms of this agreement.

13. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

14. EAC/exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.

15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).

16. The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
Agreement and Rules and Regulations between GES and EAC

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

Form Deadline Date: February 4, 2017

Company Name

Email

Phone Number

Booth Number

Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC’s product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.

18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.

19. EAC/exhibitor agrees to keep “No Freight Aisles” clear at all times. If GES is required to rearrange any material situated in a clearly identified “No Freight Aisle,” the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.

20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.

22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.

23. Label empty cartons and crates for storage as soon as they are ready. Holding back on “empties” only adds congestion to the aisles.

24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.

25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.

26. This agreement is to be interpreted under the laws of the State of Nevada.

27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

[Signature]

Please Sign

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 1740 S. 40th Avenue, Phoenix, AZ 85009

Printed Name:

Title:

Company:

Address:          City:          State:          Zip/Postal Code:

Contact Name at Show Site:

Office Phone:          Cell Phone at Show Site:

Official Use Only

Accepted by GES Authorized Representative:

[Signature]

Authorized Signature

Authorized Name - Please Print

Date
CERTIFICATE OF LIABILITY INSURANCE

PRODUCER

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

INSURED

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

COVERS

PROJECT EACH OCCURRENCE $1,000,000\n
OCCUR \n
COMBINED SINGLE LIMIT LOC

POLICY NUMBER

000P98298-AI1

01/01/1801/01/18

EACH OCCURRENCE $1,000,000

FIRE DAMAGE (Any one fire) $50,000

MED EX (Any one person) $5,000

PERSONAL & ADV INJURY $1,000,000

GENERAL AGRREGATE $2,000,000

PRODUCTS-COMP/PROP AGG $2,000,000

INSURERS AFFORDING COVERAGE

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:

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

INSR LTR  TYPE OF INSURANCE POLICY NUMBER POLICY EFFECTIVE DATE POLICY EXPIRATION DATE LIMITS

A  GENERAL LIABILITY

000P98298-AI1 01/01/17 01/01/18

EACH OCCURRENCE $1,000,000

FIRE DAMAGE (Any one fire) $50,000

MED EX (Any one person) $5,000

PERSONAL & ADV INJURY $1,000,000

GENERAL AGRREGATE $2,000,000

PRODUCTS-COMP/PROP AGG $2,000,000

B  AUTOMOBILE LIABILITY

SKLS-029499S 01/01/17 01/01/18

COMBINED SINGLE LIMIT

(Ea accident)

BODILY INJURY $30,000

(Per person)

BODILY INJURY $10,000

(Per accident)

PROPERTY DAMAGE $100,000

(Per accident)

AUTO ONLY-EA ACCIDENT

OTHER THAN AUTO ONLY $10,000

A  UMBRELLA/EXCESS LIABILITY

XL1234567 01/01/17 01/01/18

EACH OCCURRENCE $1,000,000

AGGREGATE $1,000,000

C  WORKERS COMPENSATION AND EMPLOYERS LIABILITY

A4145-SS-PJ37 01/01/17 01/01/18

E.L. EACH ACCIDENT $1,000,000

E.L. DISEASE-EA EMPLOYER $1,000,000

E.L. DISEASE-POLICY LIMIT $1,000,000

D  OTHER

Each Occurrence & Aggregate

DESCRIPTION OF OPERATIONS/Locations/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Global Experience Specialists, Inc. (GES) (Official Service Provider), INTERNATIONAL CONFERENCE & EXHIBITION ON DEVICE PACKAGING (Show Management), We-Ko-Pa Resort and Conference Center (Facility), and International Conference & Exhibition on Device Packaging (Show) are hereby named as additional insureds, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) (Official Service Provider), INTERNATIONAL CONFERENCE & EXHIBITION ON DEVICE PACKAGING (Show Management), We-Ko-Pa Resort and Conference Center (Facility), as additional insureds.

We-Ko-Pa Resort and Conference Center (Facility) as additional insureds

EXHIBITION ON DEVICE PACKAGING (Show Management), INTERNATIONAL CONFERENCE &

EXHIBITION ON DEVICE PACKAGING (Show)

CANCELLATION

Global Experience Specialists, Inc. (GES)

Exhibitor Services

1740 S. 40th Avenue

Phoenix, AZ 85009

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

AUTHORIZED REPRESENTATIVE

PRODUCER: Insurance Agent / Broker who issues certificate.

Name of Insured: Must be the legal name of contracting party.

Producer: 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 #11 on Agreement and Rules and Regulations between GES and EAC.

Authorized Representative: Must be signed (not stamped) by an authorized representative of Producer.

6. Certificate Holder: Must be Global Experience Specialists, Inc. (GES)
Show Site Work Rules

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

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

Jurisdiction Information
GES has a friendly, skilled, quality conscious and productive labor force in Fountain Hills. GES Phoenix is in partnership with the International Alliance of Theatrical and Stage Employees (IATSE). Members of this union claim jurisdiction over all set up and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings. In addition to utilizing the service of the Official Contractor, exhibitors may use full-time company personnel to assist in certain aspects of display erection. The services of outside display houses can be utilized as long as they comply with notification, safety and insurance provisions. Arizona is a “right to work” state. However, union labor is required for certain aspects of your exhibit handling; the following is a description of the work rules and an outline of jurisdiction.

Material Handling
The unloading and delivery of all display related materials, machinery and equipment from the convention site docks to the exhibitor's booths and loading out from the exhibitor's booths to trucks at the docks must be performed by the Official Service Contractor. Exhibitors may “hand carry” items into the convention site, provided they do not use material handling equipment to assist them (e.g. dollies, luggage carts, hand trucks). All booth and aisle cleaning is the jurisdiction of the Official Service Contractor.

Facility
Facility may provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning of certain areas and phones. Their work rules and union jurisdictional issues would apply for these services. Should you have any questions concerning the service jurisdiction of any of the facilities please call GES at 800.475.2098.

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

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

Always Honest Hotline
GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.
Safety is very important for everyone working in the Exhibit Hall.
GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

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

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

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.
Dear Exhibitors: The Fountain Hills Fire Department wants to help you set up your exhibit in a safe manner. To avoid any last minute changes in your setup, we ask that you read the information below about the City’s fire code as it pertains to your exhibit. Should questions arise after reviewing this material, or if your exhibit includes items that require special approval, please call Carma Flanigan, Fire Prevention Specialist, 602.534.3474 in advance of exhibit move-in.

General Requirements:
A. The trade show/exhibit shall be set up as indicated on the approved plan(s).
B. ALL DECORATIONS, including but not limited to, drapes, signs, banners, acoustical materials, cotton, hay, paper, straw moss split bamboo, wood chips, and foamcore shall be rendered flame retardant. Oilcloth, tar paper, nylon, plastic cloth and certain other plastic materials cannot be made flame retardant and their use is prohibited. Vertical carpet is not allowed unless it is flame retardant. Proof of a satisfactory flame retardant treatment may include a field flame test or documentation.
C. Exit signs shall be visible from any location in the room. If not, temporary exit signs shall be posted.
D. Exit and aisles shall be clear of all obstructions. This includes charts, easels, trailer tongues, etc.
E. Aisles shall be a minimum ten (10) feet wide in the exhibit halls and eight (8) feet wide in meeting rooms. *This may be increased based upon the show type and setup.
F. A minimum three (3) foot clearance shall be provided around all fire extinguishers, fire hose cabinets, and fire alarm pull stations. *If fire extinguishers are obstructed by booths or drapes then the event is responsible to provide accessible 2A:10BC fire extinguisher(s)
G. Combustible materials such as pamphlets or paper products shall be stored outside the building in an approved area or in an approved storeroom.
H. Combustible materials (i.e., crates and boxes) shall be stored outside the building in an approved area or in an approved storeroom.
I. Non-flammable compressed gas cylinders shall be properly secured to prevent tipping over.
J. Single station smoke detectors shall be provided in all enclosed exhibits exceeding 120 square feet with roofs (i.e., recreational vehicles, mobile homes, tents, trailers, etc.). Enclosed exhibits exceeding 300 square feet shall comply with additional requirements.
K. Booths which require 50’ or more travel distance to reach an exit access aisle shall be provided with a minimum of two (2) exits remote from each other.

SPECIAL REQUIREMENTS:
A. LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT:
1. All fuel tank fill caps shall be sealed in an approved manner to prevent the escape of vapors.
2. Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) gallons (18.9L), whichever is less.
3. Vehicles or equipment shall not be fueled or defueled within the building.
4. The “hot lead” battery cable shall be removed from the battery used to start the vehicle while the vehicle is in the building. The disconnected battery cable shall be taped.
5. Batteries used to power auxiliary equipment may be permitted to be kept in service.

B. COOKING AND WARMING DEVICES: All cooking and warming shall be approved by the Fire Marshal. All cooking devices shall be listed by recognized testing laborites (i.e., UL/FM).
1. Cooking and warming devices shall be isolated from the public by either placing the devices minimum four (4) feet back from the front of the booth, or providing a rated Plexiglas shield between the public and the device(s).
2. Individual cooking or warming devices shall not exceed 288 square inches of surface area.
3. The table surface holding the cooking or warming device shall be of non-combustible material.
4. A minimum of two (2) feet shall be provided between devices.
5. Combustible materials shall be maintained a minimum of two (2) feet from cooking and warming devices.
6. A 20-B:C rated fire extinguisher shall be provided, or an approved automatic extinguishing system shall be provided, within each booth utilizing cooking or warming devices.
7. Butane burners are allowed providing that (1) the cylinder and appliance is listed (i.e. UL/FM), (2) the appliance shall not have more than (2) two non-refillable cylinders, each having a maximum capacity of 1.98 lbs (0.490 KG), (3) the full/empty cylinders shall be removed from the building after every day, and no extra cylinders shall be stored within the building.

C. ELECTRICAL:
1. Non-grounded two (2) wire extension cords are not permitted.
2. Extension cords shall not be run under carpet/rugs unless designed to, or is approved by the in-house electricians.
3. There shall be a three (3) foot clearance between lights and combustibles.
4. All electrical cords, devices, and equipment shall be free from defects.
5. All electrical cords in the path of travel shall be taped down to prevent tripping.

D. HAZARDOUS MATERIALS ARE PROHIBITED. These include but are not limited to:
1. Flammable compressed gases such as acetylene, hydrogen, and propane.
2. Flammable liquids such as gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids unless allowed in section A. LIQUID AND GAS FUELED VEHICLES.
3. Hazardous materials such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
4. Explosive materials unless approved by the Fire Marshal.
5. Cryogenic (i.e. liquid nitrogen, liquid oxygen, etc.) unless approved by the Fire Marshal.

E. OPEN FLAME DEVICES ARE PROHIBITED. Exceptions include:
1. Cooking or warming devices in compliance with B. COOKING AND WARMING DEVICES.
2. Items reviewed and approved by the Fire Marshal (i.e. candles).
3. Sterno may be used for warming trays.

F. SPECIAL PERMITS:
1. Tents over 400 square feet and canopies over 1200 square feet.
2. Outdoor/indoor pyrotechnic events. Only a pyrotechnic operator with a valid City of Fountain Hills Certificate of Fitness Card is authorized to conduct a permitted display or show.
Operation of All Mechanical Lifts

Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility’s rules, regulations and guidelines.

- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.

- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone

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

Thank you for your complete cooperation.
GES Payment Policy

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

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

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

Method of Payment
GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a $50.00 fee for returned NSF checks.

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

Tax Exempt
If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations
No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.
GES Terms and Conditions of Contract

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

International Conference & Exhibition on Device Packaging
We-Ko-Pa Resort and Conference Center
March 7 - 8, 2017

GES Terms & Conditions are subject to change at GES’ sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES’ agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer’s election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer’s behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney’s fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer’s invitation, including supervision of labor secured through GES. Customer’s obligations under this provision shall not apply to GES’ own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
b. GES to Customer: To the extent of GES’ own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney’s fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES’ obligations under this provision shall not apply to claims for bodily injury arising a) from Customer’s presence in areas which have been marked as “off limits to exhibitors”; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor’s space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.
VI. No Liability for Loss or Damage to Goods

a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

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

e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/ Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

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

b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. Insurance. GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for All Risk Coverage.

b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

b. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).
IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled “Storage Agreement.” In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES’ liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES’ sole negligence. GES’ liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES’ immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information (“PI”) submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer’s future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer’s express authorization or a mandatory legal requirement; (d) GES retains PI of Customer’s primary contacts (including name and email) on an ongoing basis to better serve Customer’s future event needs until either GES’ Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at http://www.ges.com/us/legal/privacy-policy.
Additional Service Order Forms
We-Ko-Pa Resort & Conference Center

<table>
<thead>
<tr>
<th>Group/Meeting Name: __IMAPS _____________________</th>
<th>Set-up Date/Time: _____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth# ___________________</td>
<td>Event Location: We-Ko-Pa Resort &amp; Conference Center</td>
</tr>
<tr>
<td>Client Company: _______________</td>
<td>Representative: ______________________</td>
</tr>
<tr>
<td>Address: _____________________</td>
<td>City: __________________ State: ______ Zip: ______</td>
</tr>
<tr>
<td>Phone: ______________________</td>
<td>Extension: __________________ Conference Services Mgr: __________________</td>
</tr>
</tbody>
</table>

**Deadline:** This order must arrive at least 7 days prior to event date. Full payment must accompany order. If payment and or order are not received 7 days prior to event date, electricity will not be guaranteed. All exhibit booths will be inspected daily. **ALL AMOUNTS LISTED ARE PER DAY.** Sales tax of 9% will be added to all charges. 22% Service Charge for AV Equipment. **Tax subject to change without notice.**

### Trade Show / Exhibit Booth Power Requirements

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Phase 120V 20A W/ Power Strip</td>
<td>$75</td>
</tr>
</tbody>
</table>

### Other Charges Non- Electrical

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hang Banners less than 32sf</td>
<td>$40</td>
</tr>
<tr>
<td>Hang Banners 33sf to 100sf</td>
<td>$50</td>
</tr>
<tr>
<td>Hang Banners over 100sf</td>
<td>$65</td>
</tr>
<tr>
<td>Engineering Assistance per Hour (5 Hr Min)</td>
<td>$65</td>
</tr>
<tr>
<td>Hydraulic Platform Lift (Operator Required)</td>
<td>$250</td>
</tr>
</tbody>
</table>

### Internet/Telephone Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Internet Connection (First Day)</td>
<td>$250</td>
</tr>
<tr>
<td>Wired Internet Additional Day</td>
<td>$200</td>
</tr>
<tr>
<td>Internet 16-Port 10/100 Switch</td>
<td>$100</td>
</tr>
<tr>
<td>Internet Line</td>
<td>$15</td>
</tr>
<tr>
<td>Power Drop</td>
<td>$250</td>
</tr>
<tr>
<td>Digital Telephone</td>
<td>$50</td>
</tr>
<tr>
<td>Telephone Hook-Up (Digital)</td>
<td>$50</td>
</tr>
<tr>
<td>Analog Telephone Adapter</td>
<td>$35</td>
</tr>
</tbody>
</table>

**Wireless Internet is Provided to all Guest Complimentary**

### Audio Visual Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20&quot; Flat Panel Monitor</td>
<td>$175</td>
</tr>
<tr>
<td>32&quot; Flat Panel Monitor</td>
<td>$275</td>
</tr>
<tr>
<td>40&quot; Flat Panel Monitor</td>
<td>$375</td>
</tr>
<tr>
<td>50&quot; Flat Panel Monitor W/ Stand</td>
<td>$475</td>
</tr>
<tr>
<td>Small EON Sound System</td>
<td>$175</td>
</tr>
</tbody>
</table>

A full line of professional audio visual equipment is available. Because each use is unique, please speak to our AV representative regarding your individual requirements.

### Form of Payment

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check #</td>
<td>__________</td>
</tr>
<tr>
<td>Master # or Room #</td>
<td>__________</td>
</tr>
<tr>
<td>Sub Total</td>
<td>__________</td>
</tr>
<tr>
<td>Credit Card Type</td>
<td>____________________________</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>__________</td>
</tr>
<tr>
<td>Tax 9%</td>
<td>__________</td>
</tr>
<tr>
<td>Credit Card #</td>
<td>____________________________</td>
</tr>
<tr>
<td>Grand Total</td>
<td>__________</td>
</tr>
</tbody>
</table>

### General Conditions

Separate outlets must be ordered for each meeting or Booth to be connected. All materials and equipment furnished remain the property of the Hotel. Local Ordinance prohibits more than four (4) connections per outlet box to prevent overloading of circuits. When requesting special plug-in / receptacles the NEMA configuration number is required. We reserve the right to refuse connections to hazardous wiring and equipment. All vehicles to be displayed inside the Resort are required to be emptied of fuel and the battery disconnected prior to entrance. Banner / Signage: any damages incurred to walls or ceilings due to tape, nails and / or screws will result in additional charges for the repairs of such damages. Questions and this form should be directed to Dennis Abeles, Director of Audio Visual Services, American Audio Visual Center 480-789-5523 (Fax 480-789-5525) or Dennis.Abeles@AmericanAVC.com
SouthWest AudioVisual
Equipment Request Form
Hey, before you start...

Did you know you can request equipment from us in 3 different ways? Check it out:

Do it Online
Forget this PDF business and do the whole thing through our online form.

Go Online

Fill & Email
Compete the fields in this PDF, save it, and email it back to us.

Let's Do This

Print & Fax
Print the last page of this PDF, fill it out by hand, and fax it back to us.

Print It

The Way We Do Stuff

ORDERING: You will receive notification confirming your order within two business days. If you do not receive notification of receipt, please call our office. Orders must be received 14 days in advance of show date to insure availability.

PRICING: Prices are based on a "per day" usage with a 3 day maximum charge for shows up to 5 days. Setup days with NO equipment usage will NOT be charged. There is a $90.00 service fee which includes the delivery and pick-up of equipment. Any additional labor required must be specified in advance and will be quoted accordingly.

PAYMENT: All orders must have 100% of estimated charges plus sales tax remitted with order. We use PayPal for processing payments.

CANCELLATIONS: Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid charges. If services have already been provided at the time of cancellation, 50% of original charges will be applied with a minimum charge of one full day.
### Event Details

- **Event name**
- **Event location**
- **Start date (mm/dd/yyyy)**: 
- **End date (mm/dd/yyyy)**: 
- **Booth #**
- **On site contact**
- **Contact’s cell #**

### Contact Information

- **Name**
- **Email**
- **Phone**
- **Fax**
- **Company**
- **Address**
- **City**
- **State/Province**
- **Zip/Postal code**
- **Country**

### Payment Information

- **Visa**
- **MC**
- **AMEX**
- **Discover**

- **Name on card**
- **Card #**
- **Exp. date**
- **Security code**
- **Zip/Postal code**

### Equipment Needed

#### Video Monitors

<table>
<thead>
<tr>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

- 20" LCD (for computer use only)
- 32" LCD: On feet PC HDTV
- 32" LCD: With Stand PC HDTV
- 42" Plasma: On feet PC HDTV
- 50" Plasma: On feet PC HDTV
- 50" Plasma: With Stand PC HDTV

(Note: If mounting is needed, please call for details.)

#### Video Players

- Standard DVD
- Blu-Ray DVD

#### Data Projectors

- 4500 lumens
- 2300 lumens

#### Screens & Accessories

- 6 ft tripod with skirt
- 8 ft tripod with skirt
- Cart with skirt 34" 42" 54"
- Flipchart with paper and markers

#### Computers

- Desktop Intel Quad Core with keyboard, mouse, and speakers
- Laptop Intel Quad Core

#### Audio

- PA System w/ 1 speaker & wireless UHF mic
- PA System w/ 2 speakers & wireless UHF mic
- CD player (for use with systems above)

### Subtotal

<p>| | |</p>
<table>
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### Day multiplier (max. 3)

<p>| | |</p>
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### Equipment total

<p>| | |</p>
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</table>

### 8.3% sales tax

<p>| | |</p>
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<tr>
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</table>

### Delivery/PU

**90.00**

### Subtotal

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</table>

### Total due

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
</table>

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**Don’t see what you’re looking for?** This form is only a partial list of equipment featuring commonly requested items. We stock a full line of audio and video equipment. For items not found above, please ask about availability and prices.

**Prices are based on a per day usage with a 3 day maximum charge for shows up to 5 days.**

**Sales tax only applies to events inside the state of Arizona.**

**There is a $90.00 service fee on all orders which includes the delivery and pick-up of equipment.**
IMAPS Device Packaging 2017
Fountain Hills
Fountain Hills, Arizona
March 6-9, 2017

LEAD RETRIEVAL ORDER FORM

1 Choose Your Unit(s)

<table>
<thead>
<tr>
<th><strong>EXPOPro PLUS™</strong></th>
<th><strong>MOBILE PLUS™</strong></th>
<th><strong>LeadsPlus™ App</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Easy-To-Use Desktop Unit</strong></td>
<td><strong>Be Mobile. Be Green.</strong></td>
<td><strong>The Lead Retrieval App</strong></td>
</tr>
<tr>
<td>- Easy-To-Use Point &amp; Shoot</td>
<td>- Paperless, Green Option</td>
<td>- NO NETWORK CONNECTION NECESSARY, even works in airplane mode</td>
</tr>
<tr>
<td>- Color Touch screen display</td>
<td>- Wireless Handheld Unit</td>
<td>- Works on iPhone® or iPad® with iOS 7.0 or higher or Android phones with OS 4.0 or higher</td>
</tr>
<tr>
<td>- Allows Personalized Note Taking</td>
<td>- Large Color Touch Screen Display</td>
<td>- Scan Barcode to capture lead</td>
</tr>
<tr>
<td>- High-speed Printer</td>
<td>- Leads on USB</td>
<td>- Standard or Custom Qualifiers Included &amp; Note Taking Ability</td>
</tr>
<tr>
<td>- Reprint Individual Lead or All</td>
<td>- Leads on USB</td>
<td>-:** First License** $ 349.00 x _________ = _________</td>
</tr>
</tbody>
</table>
| - Electrical Requirements <1 amp, 110V | - Extended Life Battery | -:** Additional Licenses** $ 99.00 each OR
| | | - App Bundles: (3 Pack) $ 499.00
| | | - (6 Pack) $ 799.00
| | | - (10 Pack) $ 999.00
| | | - $ 279.00 $ 329.00 x _________ = _________
| | | - $ 349.00 $ 399.00 x _________ = _________

2 Add Optional Services

<table>
<thead>
<tr>
<th><strong>Delivery &amp; Setup</strong></th>
<th><strong>Custom Qualifiers - (EXPOPro Plus &amp; Mobile Plus Only)</strong></th>
<th><strong>Custom Survey - (Mobile Plus Only)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 65.00 $ 85.00</td>
<td>$ 60.00 $ 80.00</td>
<td>$ 60.00 $ 80.00</td>
</tr>
</tbody>
</table>

3 Add It Up

Total Due (in US Funds) = $ _________

All fields are required. Please include a Payment Authorization Form with your order.

4 Fill It Out and Sign

**COMPANY**

**ADDRESS**

**CITY**

**STATE**

**ZIP**

**COUNTRY**

**PHONE NO.**

**FAX NO.**

**ORDER CONTACT**

**EMAIL ADDRESS**

**ONSITE CONTACT**

**ONSITE CELL PHONE**

**BOOTH NO.**

Order Online:
www.american-tradeshow.com
User Name: IMAPSDP2017
Password: 0317
Fax Credit Card Orders to:
985-809-1888
Email Order:
orders@american-tradeshow.com
Mail Check Orders to:
American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471

To Call Order In or Ask Questions:
985-809-0600, dial 1
PAYMENT AUTHORIZATION FORM

* A credit card is required on all orders as a security deposit on rental equipment. See Terms and Conditions at the bottom of this page.

**CHOOSE PAYMENT METHOD:**

☐ To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

☐ To Pay By Company Check

(Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

☐ To Pay By Wire Transfer

(Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

* Credit Card Details - Required for All Orders*

☐ Use as Security Deposit Only

☐ Cardholder Name: ____________________________

☐ Expiration Date: __________ / __________

☐ Security Code: ____________________________

☐ Cardholder Signature: ____________________________

**Terms and Conditions**

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged $100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a $75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization; however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.

Checks are due in the office ten (10) days prior to show start.
Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

The Following Characters May Not Be Entered As Part Of An Action Code:
Apostrophes ('), Slashes (/), Backslashes (\), Dots (.), Carrots (^), and Quotes ("")

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The following is a list of the standard action codes that are included with your unit rental.

- Add to Mailing List
- Current Customer
- Distributor
- Has Purchasing Authority
- Have Sales Rep Call
- Hot Lead!
- Inquiry Only
- Interested Buyer
- OEM
- Product A
- Product B
- Product C
- Product D
- Product E
- Product F
- Schedule Demonstration
- Send Literature
- Send Pricing Info
- VAR
- Wants Presentation

To personalize these codes, or use your own codes, please fill in this template.

If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.
# Index

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

International Conference & Exhibition on Device Packaging  
We-Ko-Pa Resort and Conference Center  
March 7 - 8, 2017

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