



Exhibitor Services Manual

8. GES Shipping & Material Handling

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Transportation Plus & Material Handling Order Form

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Pre-Printed Outbound Material Handling Request

Move-out Notice



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Exhibitors shipping directly to the Sands Expo and Convention Center must adhere to their target date.
ALL SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

Direct shipment address:

Sands Expo and Convention Center
Exhibitors Name of Exhibiting Company
Your Booth Number
ENKWSA
C/O Global Experience Specialists, Inc. (GES)
Sands Expo and Convention Center
201 East Sands
Las Vegas, NV 89169 USA

In order to insure an orderly move-in of all show materials, each exhibit space has been assigned a **color coded Target Date** which indicates the date and time when your exhibit (equipment, materials, display units, etc.) must arrive at the show.

- If your shipment is delivered on your assigned date, and time, you are "ON TARGET" and it is the responsibility of GES to see that your materials are unloaded according to target schedule.
- It is the exhibitor's responsibility to notify their display house and their carrier of this target date. **THIS TARGET DATE IS FOR YOUR DISPLAY MATERIAL ONLY.** Display items that come in off-target will incur a 30% surcharge.
- Target dates are for display freight only, not for product. Product may arrive on or after your target date. Bills of lading from your carrier must clearly state whether the shipment is display or product to avoid off-target surcharges on product. Additional charges will apply for any shipment that is not clearly marked as such.
- Blanket wrapped and uncrated/loose material shipments will not be accepted at the GES warehouse. Any uncrated or loose material shipments must be shipped directly to the exhibit facility. If you have any questions regarding freight shipments, please contact:

Operations
phone: (702) 515-5757
or email: krwilson@ges.com

Target maps can be found at:
www.wsashow.com

Need Assistance?

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



RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- _____ Crated
- _____ Uncrated
- _____ Machinery
- _____ Total

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

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

3. List carrier name(s):

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

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?

Need Assistance?

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

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Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

011005655

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ENKWSA

Sands Expo and Convention Center

February 6 - 8, 2012

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 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 Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.

Estimating Material Handling Charges, *continued*

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

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer**® 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 Servicer**®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

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

Insurance

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

Work Zone

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

Need Assistance?

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


Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>



Get GES Transportation Plus and

Save 10%

On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Priority move in/move out
- On-site GES support team
- Online tracking 24/7
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at: www.ges.com/logistics/quote

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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

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

Delivery Information					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

Method of Shipment		
Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ <small>*Subject to Applicable Surcharges</small>	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.	Special Instructions (Additional Charges May Apply)

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

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

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

Authorized Signature - Please Sign:

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

() _____ - _____	
AUTHORIZED NAME - PLEASE PRINT	DATE

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

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

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>

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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

Go to below link to view images and information:
<http://ges.com/ecom/info/specialhandling.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Transportation Plus: Ship With GES Logistics To Receive A 10% Savings On Material Handling. To set up your savings with **Transportation Plus** for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

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

Crated Materials

	Standard Rates	Transportation Plus Saving Rates
Rate	\$ 85.75 cwt	\$ 77.18 cwt

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

	Crated Material Rates	Transportation Plus Saving	Uncrated Material Rates	Transportation Plus Saving
100 - 499 sq. ft.	\$ 71.25 cwt	\$ 64.13 cwt	\$ 114.00 cwt	\$ 102.60 cwt
500 - 1,499 sq. ft.	\$ 64.25 cwt	\$ 57.83 cwt	\$ 102.80 cwt	\$ 92.52 cwt
1,500 - 2,999 sq. ft.	\$ 60.50 cwt	\$ 54.45 cwt	\$ 96.80 cwt	\$ 87.12 cwt
3,000 - 5,999 sq. ft.	\$ 57.00 cwt	\$ 51.30 cwt	\$ 91.20 cwt	\$ 82.08 cwt
6,000 sq. ft. and Greater	\$ 50.00 cwt	\$ 45.00 cwt	\$ 80.00 cwt	\$ 72.00 cwt

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 14.05 fee will be charged per shipment.

Important Information

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

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

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

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

Arrival Dates and Surcharges for Shipments: A 30% (\$26.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Mon, Jan 2, 2012: Advance shipments may begin arriving at warehouse.

Wed, Jan 25, 2012: Last day for shipments to arrive at warehouse.

Direct Dates:

Wed, Feb 1, 2012: Direct shipments may begin arriving at exhibit site.

Sun, Feb 5, 2012: Last day for shipments to arrive at exhibit site.

Refer to Targeted Floorplan

Off Target Surcharge: 30% (\$26.00 minimum) will apply to all inbound shipments arriving OFF TARGET. Please refer to Target Schedule.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

Shipments that do not arrive by the target move-in time will incur off-target fees equal to 30% of the exhibitors material handling charges

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 52.25	1	\$
Small Package, Each Additional Carton	\$ 12.20		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Payment Enclosed				\$

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

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

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



Order Directly Online:

<https://ordering.ges.com/Show/Info/011005655>



Get GES Global Transportation Plus and

Save 10%

On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics roundtrip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote contact us at geslogistic_International@ges.com

ges.com

Exhibitions | Events | ExperiencesSM



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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

103111

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

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

ENKWSA

NAME OF EXHIBITION

011005655

BOOTH NUMBER

C/O GES
7000 Lindell Road
Las Vegas, NV 89118
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 2, 2012 - Wednesday, Jan 25, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

ENKWSA

NAME OF EXHIBITION

011005655

BOOTH NUMBER

C/O GES
7000 Lindell Road
Las Vegas, NV 89118
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 2, 2012 - Wednesday, Jan 25, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces





FROM:



TO:

EXHIBITING COMPANY

ENKWSA


NAME OF EXHIBITION

BOOTH NUMBER

C/O Global Experience Specialists, Inc. (GES)
Sands Expo and Convention Center
201 East Sands
Las Vegas, NV 89169
USA

SHIPMENT SHOULD ARRIVE ON:
Refer to Targeted Floorplan

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$14.05 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces  **GES** Global Experience Specialists



FROM:



TO:

EXHIBITING COMPANY

ENKWSA


NAME OF EXHIBITION

BOOTH NUMBER

C/O Global Experience Specialists, Inc. (GES)
Sands Expo and Convention Center
201 East Sands
Las Vegas, NV 89169
USA

SHIPMENT SHOULD ARRIVE ON:
Refer to Targeted Floorplan

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$14.05 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces  **GES** Global Experience Specialists

**ENKWSA**
Sands Expo and Convention Center
February 6 - 8, 2012

ATTENTION EXHIBITORS!

From: ENKWSA and Global Experience Specialists, Inc. (GES)

Due to the volume of crates, limited space for set up, and to facilitate the installation and cleaning of aisle carpet, a CLEAN FLOOR POLICY will be enforced. To avoid any additional charges, empty all wood crates and label them for removal no later than the following times:

- Saturday, February 4, 20126:00 pm
All wood crates will be removed from the hall regardless of status.
- All cardboard cartons, fiber cases and access storage must be tagged and ready for removal from the hall by: Sunday, February 5, 2012.....1:00 pm
- All aisles must be 100% clear of product, ladders or any other items that may impede us in the installation of aisle carpet by: Sunday, February 5, 2012.....6:00 pm
- Porter service is for exhibitors in personal passenger vehicles with no more than 300 lbs. of product.
NO DISPLAY OR DISPLAY MATERIALS!

Sunday, February 5, 2012 is intended for exhibitors to complete final touch-up on their displays and set their product. The above mentioned procedures, removal of containers (wooden, cartons, etc.) and clearing of aisles will facilitate our execution of opening the show on time.

Note: if you require access to items removed in clean floor policy, you will need to place a forklift order at the GES Servicenter. A forklift will bring your items to the booth and will stay at your booth until your items have been unloaded. Forklift rates are an hourly fee.

Thank You,
ENKWSA and GES



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



ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of Sands Expo and Convention Center and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 2982 West Post Road, Las Vegas, NV 89119

A \$25.50 per shipment fee will be added to your invoice for use of this marshaling service.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Sands Expo and Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Sands Expo and Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$14.05 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at www.ges.com/chat.

Need Assistance?

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

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011005655

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ENKWSA
Sands Expo and Convention Center
February 6 - 8, 2012

Form Deadline Date:
January 11, 2012

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

Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$69.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to the facility's main entrance and watch for the Cartload Service signs. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

VEHICLES THAT QUALIFY:



Sedan



Van*



Sports Utility Vehicle



Pickup**

*Passenger vans only. Cargo vans should proceed to the marshaling yard.

**Single cab and/or short bed trucks only. All others should proceed to the marshaling yard.

VEHICLES THAT DO NOT QUALIFY:
(AND NEED TO GO THROUGH MARSHALING)



Flatbed



Semi



Stakebed



Rentals



Trailers



Bobtail

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$69.00	1	\$
200506	Booth to Dock	\$69.00	1	\$
A.	Payment Enclosed			\$

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

Authorized Signature - Please Sign: X

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

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Form Deadline Date:
January 11, 2012

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

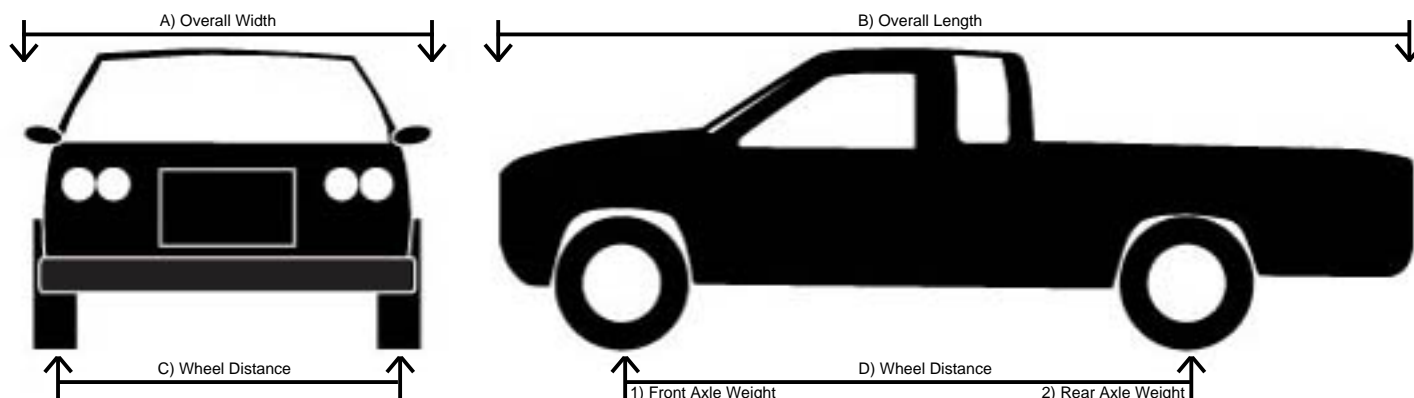
Global Experience Specialists, Inc. (GES) charges a round-trip fee of \$203.00 per vehicle to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

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

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

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

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



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

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

A. Payment Enclosed

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

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

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**ENKWSA**

Sands Expo and Convention Center

February 6 - 8, 2012

To expedite & enhance your move-in for WSA in August 2012, take advantage of GES Storage!

- Save on expensive shipping charges.
- Storage freight is delivered at the earliest opportunity and guaranteed to be on target
- No marshaling yard check-in, waiting in line or fee
- 30 days free storage is included in GES advance drayage rates.

In addition, transportation from the February 2012 show to the warehouse, handling and storage until the August 2012 show is all inclusive at per cwt (1000 pound minimum). Rates apply **ONLY** for shipments from one WSA show to the next, and when charges are prepaid.

Please see a GES representative for a "Freight Storage Packet" at any of our GES Servicenters at show site for more information.

Do you plan on attending another GES show following WSA in February 2012 such as MAGIC or ASD? If so, please ask about our show to show transportation rates!



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ENKWSA

Sands Expo and Convention Center
February 6 - 8, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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“Full Service” Advantages After The Show Keep Your Exhibit Materials in the Las Vegas Area — Avoid Double Loading and Unnecessary Shipping Costs

Global Experience Specialists, Inc. (GES) now has available storage space in the Las Vegas area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Save on expensive shipping charges.
- Storage freight is delivered to your booth in advance of direct shipments and by its designated target time.
- No Marshaling Yard check-in, waiting, or fees.
- Our warehouse offers year-round accessibility.
- 30 Days free storage is included in GES advance material handling rates.
- Includes transportation to the local storage facility only.
- Facilitate interstate shipping.
- Coordinate labor installation and dismantling services for shows, including supervision.
- There is a full-time warehouse manager who is available to renovate your exhibits or give access to your company personnel to do any necessary refurbishing.

Additional services are available, at a cost, through our Creative Services Department and Carpenter Shop to refurbish materials between shows.

Storage Rates Are As Follows:

Show to Show Storage Special Rate:

Special Rate (12 months), includes Transportation back to local GES warehouse
from show site and warehouse handling fees..... (1000 lb. minimum)..... \$76.75 cwt.

GES Storage and Transportation Rates:

Monthly Storage.....(1000 lb. minimum)..... \$6.05 cwt.
Yearly Storage.....(1000 lb. minimum)..... \$66.25 cwt.
Transportation to warehouse after show, includes warehouse handling.....(1000 lb. minimum)..... \$17.90 cwt.

Transportation Not Provided by GES:

Additional Warehouse Handling (in and out) Fee.....(1000 lb. minimum)..... \$9.46 cwt.

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

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

☐ **Yes!** We are interested in storing our exhibition materials in the Las Vegas area after this show.
Please contact our representative: _____
Telephone: _____

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Form Deadline Date:
 January 11, 2012

MANDATORY FORM*

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

Shipping Information

FROM:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

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

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

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

*This form must be returned to GES for your order(s) to be processed.

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ENKWSA
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February 6 - 8, 2012

Sands Expo and Convention Center

FROM GLOBAL EXPERIENCE SPECIALISTS

To assist exhibitors during move-out, the following information is provided:

1. At the close of show, the aisle carpet will be removed and will take approximately one hour. Please keep all boxes and materials out of aisles until carpet is removed.
2. Cardboard cartons and cases will be returned following the removal of the aisle carpet and may take as long as 8:00 pm. All crates and other large items will follow, and may take until 2:00 am Feb 9, 2012 to be completed.
3. Signage will be posted at show site to direct exhibitors to the appropriate Porter Service Check-In area. Porter Service will begin at 5:00 pm and end at 9:00 pm on Wednesday, February 8, 2012.
4. GES will begin lowering hanging signs at the close of the show on Wednesday, February 8, 2012. If you are present when small signs or banners are lowered, they will be given to you. Should you not be present, small signs and banners will be held at the Hanging Sign Desk until 1:00 pm on Thursday, February 9, 2012. After this time, GES will not be responsible for their safekeeping. Please be sure that you have turned in an Outbound Material Handling Order Form to the Servicer for the sign, should it not be down prior to your departure.
5. All freight **MUST BE** packed, labeled and ready for shipping by the date and time indicated on the targeted move-out floor plan. All Outbound Material Handling Order Forms must be turned in, as well as carrier checked in, by the date and time indicated on the targeted move-out floor plan to avoid a 30% surcharge. Outbound Marshaling will be located at the GES marshalling yard.
6. GES Logistics will be available for your shipping needs.
7. Any items you wish to hand carry **MUST** be taken out through the main lobbies at the front of the building. **YOU MUST BE PARKED IN A DESIGNATED PARKING AREA.**

GES Logistics - Shipping Made Easy
Ground, Air -Next day, 2nd day, Truck Load, Small Package.

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. Please review the Terms and Conditions.

GES thanks you for your cooperation.
GES At your service!

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