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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

GES INFORMATION & ORDER FORMS



Show Information

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Official Service Provider

GES Exposition Services®
7050 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/contact

International Calls: 702.515.5970
International Faxes: 702.263.1520

Show Information

Ballroom Level

Booth Size: 8' x 10'
Backwall Drapes: Burgundy/Gray/Burgundy
Sidewall Drapes: Burgundy
Facility Carpet Color: Multi Color
Table Skirt Color: Gray
(1) - 6' Skirted Table Or (1) - 6' Skirted Counter
(2) Contour Chairs
(1) Wastebasket
1 - One line ID sign (7"x44") provided automatically

Plaza Level

Booth Size: 10' x 10'
Backwall Drapes: Burgundy/Gray/Burgundy
Sidewall Drapes: Burgundy
Facility Carpet Color: Multi Color
Table Skirt Color: Gray
(1) - 6' Skirted Table Or (1) - 6' Skirted Counter
(2) Contour Chairs
(1) Wastebasket
1 - One line ID sign (7"x44") provided automatically

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

Mon, May 11, 2009 Discount Deadline Date for orders received with payment
Tue, Apr 28, 2009 Advance Shipments may begin arriving at the Warehouse
Wed, May 27, 2009 Last day for Advance Shipments to arrive at the Warehouse without surcharges
Advance Warehouse Hours for receiving are Monday - Friday, 8:00 AM to 2:00 PM
Monday, May 25 - Memorial Day
Sun, May 31, 2009 Direct Shipments to arrive at the Exhibit Site, from **11:00 AM - 5:00 PM**
Sun, May 31, 2009 **Installation** 11:00 AM - 7:00 PM
Mon, Jun 1, 2009 **Show Hours** 10:00 AM - 4:00 PM
Tue, Jun 2, 2009 10:00 AM - 4:00 PM
Tue, Jun 2, 2009 **Dismantle** 4:00 PM - 6:00 PM
Tue, Jun 2, 2009 Carriers must be checked in by: **5:00 PM**
Tue, Jun 2, 2009 All exhibitor materials must be removed by: **6:00 PM**

Shipping Addresses

Advance Shipments to Warehouse: c/o GES Exposition Services
5560 Katella Ave
Cypress, CA 90630
USA

Shipments should arrive on or between:
April 28 - May 27, 2009
Monday, May 25 - Memorial Day

Direct Shipments to Exhibit Site: c/o GES Exposition Services
Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
5711 W Century Blvd
Los Angeles, CA 90045
USA

Shipments should arrive ONLY on:
May 31, 2009

GES Servicenter®

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

NEED ASSISTANCE?

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General Information

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California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

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

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. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

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

GES Show Services

Booth Furniture & Accessories

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

Booth Carpet

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

Custom Exhibits

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

Rental Exhibits

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

Installation & Dismantle Services

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

Graphics

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

Shipping

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

Lighting & Rigging

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

How Can I Order My Show Services?

1. GES® Online

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

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

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

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

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

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

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

2. GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

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

7050 Lindell Road

Las Vegas NV, 89118

Phone: 800.475.2098

Fax: 866.FAX.1GES (866.329.1437)

International Phone: 702.515.5970 / Fax: 702.263.1520

3. GES Servicer®

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

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.

Exhibitor Services

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

NEED ASSISTANCE?

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California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

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

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

Ordering Trade Show Services.

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

Inbound - Move In.

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

Showsite.

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

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

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.

Outbound - Move Out.

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

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California Accounting & Business Show & Conference

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June 1 - 2, 2009

Safety is very important for everyone working in the exhibit hall.

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

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Use 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.



STOP.



THINK.



SAFETY.



Show Site Work Rules

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California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Union Information

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

Decorators Union

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Service Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

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

Electrical Union

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

Gratuities

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

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.



GES Terms & Conditions of Contract

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California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

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

I. Definitions

GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and 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 Customers' 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 1/2% 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 subcontractor 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.

VII. Measure of Damage

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

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

VIII. Miscellaneous

a. **Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

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

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

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

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

d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration 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's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.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's 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.

NEED ASSISTANCE?

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General Fire Prevention Regulations

Nothing may be taped, nailed, tacked or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric or decorative walls. All decorative materials must be flameproof in accordance with the public Safety and Fire Regulations. This includes drapes, banners, all decorative fabrics, poster paper, foam core boards, as well as all hanging, curtains, and drops, projection screens, plastics and all other decorative material, as well as all hanging, curtains, and drops, projection screens, plastics and all other decorative material.

Please abide by the following regulations:

- A) Display coverings and drapery must be flame resistant.
- B) Empty cartons and boxes must be removed from the hall prior to the opening of the exhibit and returned at the conclusion. Empty crates may not be stored behind drapes or under tables. Packing materials should be placed in the empty boxes.
- C) All aisles and fire exits must be clear at all times. Easels, signs, etc. may not be placed beyond the booth area into the aisles.
- D) No flammable or explosive substance will be permitted in the exhibit hall.
- E) Smoking is prohibited in the exhibit area, freight docks or public areas of the Convention facility. Smoking is only permitted in designated areas determined by the facility.
- F) No holes may be drilled, cored, or punched in the building.
- G) No painting or signs, displays, or other objects are permitted in the building.
- H) No adhesive-backed (stick-on) decals or similar items may be distributed or used in the building.
- I) Vehicles must have battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter tank of fuel.
- J) No sample food and/or beverage products may be distributed by exhibitors without facility permission.
- K) No lighter-than-air (helium, etc) balloons are permitted in the building.
- L) No smoke machines, lasers or fog machines are permitted.

California Accounting & Business Show & Conference
Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES[®] Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Official Service Provider

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

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

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

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

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General 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.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. 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.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name GES Exposition Services, Inc. (Official Service Provider), Flag Management Inc (Show Management), California Accounting & Business Show & Conference (Show) and Hilton Los Angeles Airport (HILLAX) (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. 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.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
 - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
 - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. 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 is to be used in their exhibit space.
 6. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official 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 if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
 7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

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

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

INSUREERS AFFORDING COVERAGE

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

INSURER A: **Hartford Insurance Company of Illinois**

INSURER B: **Aetna Casualty & Surety Company**

INSURER C: **Travelers Insurance Company**

INSURER D: **Royal Insurance Company**

INSURER E:

COVERAGES

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 (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/09	01/01/10	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 50,000	
	MED EXP (Any one person)				\$ 5,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$2,000,000	

B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/09	01/01/10	COMBINED SINGLE LIMIT	\$2,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
	PROPERTY DAMAGE				\$	
(Per accident)						
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY-EA ACCIDENT	\$
	OTHER THAN AUTO ONLY:				\$	
					\$	
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/09	01/01/10	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/09	01/01/10	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS <input type="checkbox"/> OTHER	
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER Professional Liability	000P98298-A11	01/01/09	01/01/10	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 GES Exposition Services, Inc. (Official Service Provider), Flagg Management Inc (Show Management), Hilton Los Angeles Airport (HILLAX) (Facility), and California Accounting & Business Show & Conference (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: June 1 - 2, 2009 at city of Los Angeles .

CERTIFICATE HOLDER **ADDITIONAL INSURED; INSURER LETTER: X** **CANCELLATION**

GES Exposition Services
 Exhibitor Services
 5560 Katella Avenue
 Cypress, CA 90630

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

AUTHORIZED REPRESENTATIVE
 John Smith, CIC



Notice of Intent to Use Exhibitor Appointed Contractor

L-4

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

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 01 - 02, 2009

Form Deadline Date:

May 11, 2009

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

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

Exhibitor Appointed Contractor _____ Street Address _____ City, State, Zip _____ Phone (area code _____) _____ Fax (area code _____) _____ Contact: _____ Description of Proposed Service for Exhibitor: _____ _____ _____

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

Rules & Regulations

- All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
- The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
- The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
- The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
- The Exhibitor Appointed Contractor 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 Exhibitor Appointed Contractor/ Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
- The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
- Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.

- During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
- The Exhibitor Appointed Contractor shall indemnify and hold Show Management and GES Exposition Services, Inc. harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made

Tips to Exhibitor Appointed Contractors

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



Material Handling Information

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

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 Exposition Services.
- Do **not** consign **international** shipments c/o GES Exposition Services; 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 trusses, 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.

- **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 Order Form for details.
- **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/contact

GET GES[®] TRANSPORTATION PLUS

SAVE 10%
ON MATERIAL HANDLING

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

- **Online Tracking**
Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night by going to <http://www.ges.com/everything/logistics/tracking/>. Just one more example of GES' continued commitment to our customers.
- **Your Shipping Solution**
GES Logistics gives you reliable service and great rates on air and ground shipping. You will receive on-site representation, competitive rates, and the comfort of working directly with the Official Service Provider.
- **Smooth Integration**
Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

**To request a quote call 877.828.4445
or contact us at GESlogistic_international@ges.com**

GES.

Logistics
shipping made easy

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

877.828.4445 ges.com

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Transportation Plus & Material Handling Form

R-2

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

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 01 - 02, 2009

Form Deadline Date:

May 11, 2009

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

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Transportation Plus: Ship With GES Logistics To Receive A 10% Savings On Material Handling. To set up your saving with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Order Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. For international shipments please call 877.828.4445, or complete the GES Logistics - International Shipping Order 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 5,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5,000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

DESCRIPTION		STANDARD PRICE	TRANSPORTATION PLUS SAVING PRICE
ADVANCE SHIPMENT TO WAREHOUSE (200.00 LBS. MINIMUM)			
Advance Crated Shipment, ST/OT	Per CWT	\$ 154.00	\$ 138.60
Advance Crated Shipment, OT/OT	Per CWT	\$ 189.50	\$ 170.55
Advance Special Handling Shipment, ST/OT	Per CWT	\$ 192.75	\$ 173.47
Advance Special Handling Shipment, OT/OT	Per CWT	\$ 237.25	\$ 213.53
DIRECT SHIPMENT TO EXHIBIT SITE (200.00 LBS. MINIMUM)			
Direct Crated Shipment Shipment, ST/OT	Per CWT	\$ 141.00	\$ 126.90
Direct Crated Shipment Shipment, OT/OT	Per CWT	\$ 173.50	\$ 156.15
Direct Special Handling Shipment, ST/OT	Per CWT	\$ 183.25	\$ 164.93
Direct Special Handling Shipment, OT/OT	Per CWT	\$ 225.50	\$ 202.95
Direct Uncrated Shipment, ST/OT	Per CWT	\$ 225.50	\$ 202.95
Direct Uncrated Shipment, OT/OT	Per CWT	\$ 277.50	\$ 249.75

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **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% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Tue, Apr 28, 2009: Advance shipments may begin arriving at warehouse.

Wed, May 27, 2009: Last day for shipments to arrive at warehouse.

Direct Dates:

Sun, May 31, 2009: Direct shipments may begin arriving at exhibit site after 11:00 AM.

Sun, May 31, 2009: Last day for shipments to arrive at exhibit site by 5:00 PM.

How To Know What Rates To Use Based On Show Move-In/Move-Out:

Straight Time: 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: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

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 - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$20.00 fee will be charged per shipment.

Please Indicate Below

Place Order Here

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. **200.00** 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.

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 40.50	1	\$
Small Package, Each Additional Package	\$ 20.70		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%			A x 3% = B	\$
C. Payment Enclosed			A + B = C	\$

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/contact

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:



FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

California Accounting & Business Show & Conference

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
5560 Katella Ave
Cypress, CA 90630
USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
Tuesday, Apr 28, 2009 - Wednesday, May 27, 2009**

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

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

California Accounting & Business Show & Conference

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
5560 Katella Ave
Cypress, CA 90630
USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
Tuesday, Apr 28, 2009 - Wednesday, May 27, 2009**

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

Carrier _____
Number _____ of _____ pieces





FROM:



FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY


California Accounting & Business Show & Conference
NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza 1e
5711 W Century Blvd
Los Angeles, CA 90045
USA

SHIPMENT SHOULD ARRIVE ONLY ON:
Sunday, May 31, 2009 11:00 AM - 5:00 PM

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 \$20.00 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces 

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY


California Accounting & Business Show & Conference
NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza 1e
5711 W Century Blvd
Los Angeles, CA 90045
USA

SHIPMENT SHOULD ARRIVE ONLY ON:
Sunday, May 31, 2009 11:00 AM - 5:00 PM

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 \$20.00 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces 



Pre-Printed Outbound Material Handling Request

R-3

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

MANDATORY FORM*

California Accounting & Business Show & Conference
Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 01 - 02, 2009

Form Deadline Date:
May 11, 2009

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

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

Shipping Information

FROM:

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

SHIPPING DESTINATION 1:

Number of Labels Needed:

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

SHIPPING DESTINATION 2:

Number of Labels Needed:

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

Method of Shipment

Please Select Desired Method of Shipment Below:

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

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.

- Other: _____
- Common Carrier
- Air
 - Next Day Delivery
 - 2nd Day Delivery
 - Deferred Delivery
- Van Line
 - Full Pad
 - Partial Pad
 - Crated

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

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

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



Storage Service Order Form

R-4

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

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

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Discount Deadline Date:
May 11, 2009

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

“Full Service” Advantages After The Show Keep Your Exhibit Materials in the Los Angeles Area — Avoid Double Loading and Unnecessary Shipping Costs

GES Exposition Services now has available warehouse space in the Los Angeles area with facilities and services to:

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

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

Storage Rates Are As Follows:

Forwarding instructions	(1000 lb. minimum)	\$13.50 cwt.
Storage per month	minimum charge of \$77.50 per month or.....	\$7.75 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 Los Angeles area after this show.
Please contact our representative: _____
Telephone: _____

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



GES Logistics - Domestic Shipping Quote Form

R-8

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

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

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level

June 1 - 2, 2009

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

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)
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Pick Up Information

DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):
-------	--

ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
----------	-------	--------	------	----------

PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:
------------------	---------------	-------------

SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Delivery	WEEKEND:
---	----------------------------------	-----------------------------------	----------

Delivery Information

DATE:	RECEIVING HOURS
-------	-----------------

DESTINATION:	EXHIBITOR NAME:
--------------	-----------------

SHOW NAME:	BOOTH NUMBER:
------------	---------------

ADDRESS STREET	CITY:	STATE:	ZIP:	COUNTRY:
----------------	-------	--------	------	----------

SHOW CONTRACTOR:	CONTACT:	PHONE NUMBER:
------------------	----------	---------------

Method of Shipment

Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges	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	
		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.

X	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 (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/contact



Furniture & Accessories Order Form

A-1

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

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

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Discount Deadline Date:

May 11, 2009

Go to below link to view images and information:
<http://ges.com/ecommm/info/A1-Brochure-CORE.pdf>

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

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Display Furniture			
300051	Chair, Contemporary Arm, 31"x23"x18"	\$ 90.50	\$ 135.75	300073	Display Case 4', Corner View	\$ 447.75	\$ 671.75
300052	Chair, Contemporary Side, 31"x23"x18"	\$ 80.75	\$ 121.25	300074	Display Case 4', Full View	\$ 435.25	\$ 653.00
300050	Chair, Plastic Contour, 32"x18"x18.5"	\$ 63.00	\$ 94.50	300075	Display Case 4', Half View	\$ 435.25	\$ 653.00
300053	Stool, Contemporary, 48"x17"x18"	\$ 100.00	\$ 150.00	300076	Display Case 4', Quarter View	\$ 435.25	\$ 653.00
Tables				300078	Display Case 5', Full View	\$ 447.75	\$ 671.75
300057	Table, Rectangle, 24"x36"x30" High	\$ 82.50	\$ 123.75	300079	Display Case 5', Half View	\$ 447.75	\$ 671.75
300056	Table, Square, 24"x24"x30" High	\$ 75.50	\$ 113.25	300080	Display Case 5', Quarter View	\$ 447.75	\$ 671.75
300059	Table, Starbase, 30" Diameter x 40" High	\$ 184.75	\$ 277.25	300082	Display Case 6', Full View	\$ 460.75	\$ 691.25
300058	Table, Starbase, 40" Diameter x 30" High	\$ 184.75	\$ 277.25	300083	Display Case 6', Half View	\$ 460.75	\$ 691.25
Skirted Tables				300084	Display Case 6', Quarter View	\$ 460.75	\$ 691.25
3004	Table 4', Skirted, 24" x 30" High	\$ 108.00	\$ 162.00	300088	Display Case 7', Vertical	\$ 602.25	\$ 903.50
3006	Table 6', Skirted, 24" x 30" High	\$ 120.75	\$ 181.25	Accessories			
3008	Table 8', Skirted, 24" x 30" High	\$ 133.25	\$ 200.00	300124	Aisle Stacion Chain, Plastic, Per Foot	\$ 3.82	\$ 5.73
3007	Table, Skirt 4th Side	\$ 43.25	\$ 65.00	300123	Aisle Stacion, without Chain	\$ 37.25	\$ 56.00
Skirted Counters				300103	Aluminum Easel	\$ 50.25	\$ 75.50
3014	Counter 4', Skirted, 24" x 42" High	\$ 120.75	\$ 181.25	300111	Bag Stand	\$ 69.25	\$ 104.00
3016	Counter 6', Skirted, 24" x 42" High	\$ 140.00	\$ 210.00	300102	Coat Rack	\$ 69.25	\$ 104.00
3018	Counter 8', Skirted, 24" x 42" High	\$ 159.00	\$ 238.50	300104	Garment Rack	\$ 69.25	\$ 104.00
3017	Counter, Skirt 4th Side	\$ 50.25	\$ 75.50	300106	Literature Rack	\$ 110.00	\$ 165.00
Risers				300201	Perfboard, 4'x8'	\$ 120.75	\$ 181.25
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 43.25	\$ 65.00	300107	Refrigerator	\$ 274.50	\$ 411.75
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 31.00	\$ 46.50	300131	Security Cage, Large	\$ 383.75	\$ 575.75
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 56.50	\$ 84.75	300132	Security Cage, Small	\$ 255.50	\$ 383.25
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 43.25	\$ 65.00	300120	Sign Holder, Bell Base	\$ 63.00	\$ 94.50
Custom Booth Drape				300108	Sign Holder, Chrome, 22"x28"	\$ 63.00	\$ 94.50
3001	Drape, 3' High, Per Foot	\$ 12.90	\$ 19.35	300211	Tackboard, 4'x8'	\$ 126.75	\$ 190.25
3002	Drape, 8' High, Per Foot	\$ 15.60	\$ 23.40	300112	Ticket Tumbler	\$ 108.00	\$ 162.00
				300113	Wastebasket	\$ 15.60	\$ 23.40
				300118	Waterfall Stand	\$ 69.25	\$ 104.00

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

Prices include delivery, installation, rental, and removal.

Please Indicate Choice

Place Order Here

Drape / Skirt Color (3001-3002 and 3004-3018 ONLY).
Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gray |
| <input type="checkbox"/> Purple | <input type="checkbox"/> Red | <input type="checkbox"/> White |

4th Side Table Skirt (3006 and 3008 ONLY).

- 6' Table 8' Table

4th Side Counter Skirt (3016 and 3018 ONLY).

- 6' Table 8' Table

Tackboard/Pegboard Alignment (300201 and 300211 ONLY).

- Horizontal Vertical

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

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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Payment Enclosed		A + B = C	\$
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/contact

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

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

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

California Accounting & Business Show & Conference

 Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
 June 1 - 2, 2009

Discount Deadline Date:
May 11, 2009

 Go to below link to view images and information:
<http://ges.com/ecom/info/B1-Brochure-CORE.pdf>

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas & Loveseats				Seating - Office & Utility Seating			
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 275.00	\$ 412.50	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 316.50	\$ 474.75
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 499.75	\$ 749.75	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 285.75	\$ 428.75
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 366.00	\$ 549.00	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 348.25	\$ 522.50
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33	\$ 600.25	\$ 900.50	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 147.50	\$ 221.25
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,188.75	\$ 1,783.25	Seating - Barstools			
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,096.00	\$ 1,644.00	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 123.00	\$ 184.50
305117	Sofa, Astro, 83"L 36"D 29"H	\$ 568.25	\$ 852.50	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 123.00	\$ 184.50
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 408.50	\$ 612.75	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 156.00	\$ 234.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 602.50	\$ 903.75	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 162.75	\$ 244.25
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 512.00	\$ 768.00	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 199.75	\$ 299.75
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 540.25	\$ 810.50	305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 176.50	\$ 264.75
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	\$ 513.00	\$ 769.50	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 176.50	\$ 264.75
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 498.00	\$ 747.00	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 176.50	\$ 264.75
Seating - Club Chairs				305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 225.50	\$ 338.25
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 384.00	\$ 576.00	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 225.50	\$ 338.25
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 661.25	\$ 992.00	Tables - Cafe			
305181	Chair, Blue Suede, 39"L 34"D 33"H	\$ 398.25	\$ 597.50	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 173.25	\$ 260.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 288.75	\$ 433.25	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 231.00	\$ 346.50
305180	Chair, Globus, 28"L 28"H	\$ 279.75	\$ 419.75	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 173.25	\$ 260.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 420.00	\$ 630.00	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 202.50	\$ 303.75
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 356.00	\$ 534.00	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 231.00	\$ 346.50
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 348.25	\$ 522.50	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 274.00	\$ 411.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 356.00	\$ 534.00	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 202.50	\$ 303.75
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 413.00	\$ 619.50	305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 274.00	\$ 411.00
Seating - Chairs				305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 173.25	\$ 260.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 230.50	\$ 345.75	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 202.50	\$ 303.75
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 91.50	\$ 137.25	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 231.00	\$ 346.50
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 91.50	\$ 137.25	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 274.00	\$ 411.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 114.50	\$ 171.75	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 173.25	\$ 260.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 114.50	\$ 171.75	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 231.00	\$ 346.50
305072	Chair, Club, Barcelona, 30"L 31"D 35"H	\$ 606.50	\$ 909.75	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 223.75	\$ 335.75
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 165.50	\$ 248.25	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 281.75	\$ 422.75
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 241.25	\$ 362.00	Tables - Bar			
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 152.50	\$ 228.75	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 180.00	\$ 270.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 254.00	\$ 381.00	305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 235.75	\$ 353.75
305113	Chair, Manhattan, 26"L 22"D 34"H	\$ 184.50	\$ 276.75	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 180.00	\$ 270.00
305108	Chair, New York, 23"L 32"D 33"H	\$ 154.25	\$ 231.50	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 221.75	\$ 332.75
305115	Chair, Panton, White, 20"L 34"D 33"H	\$ 166.50	\$ 249.75	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 235.75	\$ 353.75
305078	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 159.25	\$ 239.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 277.25	\$ 416.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 159.25	\$ 239.00	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 221.75	\$ 332.75
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 159.25	\$ 239.00	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 277.25	\$ 416.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	\$ 159.25	\$ 239.00	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 180.00	\$ 270.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 236.25	\$ 354.50	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 221.75	\$ 332.75
Seating - Ottomans				305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 235.75	\$ 353.75
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 319.00	\$ 478.50	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 277.25	\$ 416.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 319.00	\$ 478.50	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 180.00	\$ 270.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 83.50	\$ 125.25	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 235.75	\$ 353.75
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18"H	\$ 83.50	\$ 125.25	305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 235.75	\$ 353.75
305082	Ottoman, Cube, Lemon, 17"L 17"D 18"H	\$ 83.50	\$ 125.25	305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 290.75	\$ 436.25
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18"H	\$ 83.50	\$ 125.25	Tables - Cocktail			
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 81.00	\$ 121.50	305014	Table, Cocktail, Geo, 50"L 22"D 16"H	\$ 185.00	\$ 277.50
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 317.00	\$ 475.50	305017	Table, Cocktail, Geo, 50"L 22"D 16"H	\$ 180.00	\$ 270.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 317.00	\$ 475.50	305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 247.50	\$ 371.25
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 246.00	\$ 369.00	305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 219.75	\$ 329.75
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 246.00	\$ 369.00	305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 285.75	\$ 428.75
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 190.50	\$ 285.75	305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 254.75	\$ 382.25
305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 265.75	\$ 398.75	305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 254.75	\$ 382.25
305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 265.75	\$ 398.75	305022	Table, Cocktail, Visions, 48"L 28"D 17"H	\$ 179.00	\$ 268.50
Seating - Office & Utility Seating				Tables - End Tables			
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 279.25	\$ 419.00	305047	Table, End, Geo, Black, 26"L 26"D 30"H	\$ 158.25	\$ 237.50
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 267.00	\$ 400.50				



Standard Exhibit System Order Form

D-1

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

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

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Discount Deadline Date:

May 11, 2009

Go to below link to view images and information:
<http://ges.com/ecom/info/D1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits				6ft Table Display			
600022	Exhibit Select #2202, 20'x20' Island/Peninsula	\$ 11,598.75	\$ 17,398.25	600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,276.75	\$ 1,915.25
600023	Exhibit Select #2211, 20'x20' Island/Peninsula	\$ 18,221.50	\$ 27,332.25	Accessories			
600024	Exhibit Select #2216, 20'x20' Island	\$ 18,298.25	\$ 27,447.50	600262	Exhibit, Ad Board	\$ 441.50	\$ 662.25
600005	Exhibit System GEM #5, 20'x20' Island	\$ 8,348.75	\$ 12,523.25	600110	Exhibit, Armlight Black	\$ 65.25	\$ 98.00
10x20 Exhibits				600103	Exhibit, Counter, 1M Curved	\$ 609.50	\$ 914.25
600017	Exhibit Select #1209, 10'x20' Inline	\$ 7,766.25	\$ 11,649.50	600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 308.00	\$ 462.00
600019	Exhibit Select #1215, 10'x20' Inline	\$ 10,474.25	\$ 15,711.50	600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 422.00	\$ 633.00
600021	Exhibit Select #1216, 10'x20' Inline	\$ 11,217.50	\$ 16,826.25	600221	Exhibit, Light Box, Large 37"x85"	\$ 561.00	\$ 841.50
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 5,615.25	\$ 8,423.00	600222	Exhibit, Light Box, Medium 37"x56"	\$ 442.50	\$ 663.75
10x10 Exhibits				600223	Exhibit, Light Box, Small 37"x28"	\$ 273.25	\$ 410.00
600011	Exhibit Select #1101, 10'x10' Inline	\$ 5,098.00	\$ 7,647.00	661931	Exhibit, Panel, Slatwall, 1M X 8'	\$ 386.50	\$ 579.75
600012	Exhibit Select #1107, 10'x10' Corner	\$ 5,421.25	\$ 8,132.00	600291	Exhibit, Panel, Wirewall, 1M	\$ 377.25	\$ 566.00
600013	Exhibit Select #1114, 10'x10' Inline	\$ 4,053.00	\$ 6,079.50	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 51.50	\$ 77.25
600014	Exhibit Select #1118, 10'x10' Inline	\$ 4,075.00	\$ 6,112.50	Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600015	Exhibit Select #1119, 10'x10' Inline	\$ 4,043.00	\$ 6,064.50				
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,354.00	\$ 2,031.00				
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 2,554.25	\$ 3,831.50				

Please Indicate Choices

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, and 10x10 Exhibits ONLY). Gray will be provided if no color is indicated below:

- Black Blue Blue Jay
 Burgundy Emerald Green Gray
 Pepper Red

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, and Item #'s 600103 600101 600102 600221 600222 600223 ONLY). Gray Fabric Panel will be provided if no color is indicated below:

- Fabric: Black Fabric: Blue
 Fabric: Gray Laminate: Black
 Laminate: Oxford White Laminate: Prism Blue
 Laminate: Silver Gray

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, and Item #'s 600103 600101 600102 600221 600222 600223 ONLY). Silver will be provided if no color is indicated below:

- Black Silver

Arm Light: White Black

Wirewall Panel: White Black

Plexi: Smoke Clear

Electrical or Utilities Under Carpet?

- Yes No

Table / Counter Skirt Color

(Item # 600001 Only). Gray will be provided if no color is indicated below:

- Beige Black Blue
 Burgundy Forest Green Gray
 Purple Red White

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Payment Enclosed		A + B = C	\$

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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CUSTOM ID SIGN

Colored signs are available at additional cost, please go to <http://www.ges.com/graphics/quote/> for a quote. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background. If Custom ID is not required, please indicate ID copy. Print or type.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email gesed@ges.com

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970

www.ges.com/contact



Hardwall Exhibit System Order Form

Z-1

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

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

California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Discount Deadline Date:

May 11, 2009

Go to below link to view images and information:
<http://ges.com/ecom/info/Z1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
		CONTACT'S HOTEL (OPTIONAL)

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
10x20 Hardwall Exhibits				Smoothwall Grid Accessories			
600016	Exhibit Select #1206, 10'x20' Inline	\$ 5,602.25	\$ 8,403.50	660221	Hardwall, Grid, Hang Bar, 1M	\$ 56.50	\$ 84.75
600018	Exhibit Select #1210, 10'x20' Inline	\$ 5,602.25	\$ 8,403.50	660222	Hardwall, Grid, Hang Bar, 2M	\$ 124.75	\$ 187.25
10x10 Hardwall Exhibits				661681	Hardwall, Grid, Hook 4" Black	\$ 5.90	\$ 8.85
600031	Hardwall System 1, 10'x10' Inline	\$ 2,226.25	\$ 3,339.50	661684	Hardwall, Grid, Hook 6" Black	\$ 5.90	\$ 8.85
600032	Hardwall System 2, 10'x10' Inline	\$ 2,226.25	\$ 3,339.50	661687	Hardwall, Grid, Hook 8" Black	\$ 5.90	\$ 8.85
600033	Hardwall System 3, 10'x10' Inline	\$ 2,226.25	\$ 3,339.50	661701	Hardwall, Grid, Waterfall, 5-Ball Black	\$ 23.45	\$ 35.20
600034	Hardwall System 4, 10'x10' Inline	\$ 1,505.75	\$ 2,258.75	661704	Hardwall, Grid, Waterfall, 7-Ball Black	\$ 23.45	\$ 35.20
600035	Hardwall System 5, 10'x10' Inline	\$ 2,094.25	\$ 3,141.50	661707	Hardwall, Grid, Waterfall, Hooks Black	\$ 23.45	\$ 35.20
Slatwall Accessories				Hardwall Accessories			
661851	Hardwall, Slatwall, Hang Bar, 1M	\$ 56.50	\$ 84.75	660111	Hardwall, Armlight, Black 300W Halogen	\$ 72.75	\$ 109.25
661852	Hardwall, Slatwall, Hang Bar, 2M	\$ 124.75	\$ 187.25	660112	Hardwall, Armlight, White 300W Halogen	\$ 72.75	\$ 109.25
661897	Hardwall, Slatwall, Waterfall, Hooks	\$ 30.75	\$ 46.25	661848	Hardwall, Shelf, 1M x 10" White	\$ 64.00	\$ 96.00
				661878	Hardwall, Slatwall, Hook 4" Black	\$ 5.90	\$ 8.85
				661881	Hardwall, Slatwall, Hook 6" Black	\$ 5.90	\$ 8.85
				661884	Hardwall, Slatwall, Hook 8" Black	\$ 5.90	\$ 8.85
				661891	Hardwall, Slatwall, Waterfall, 5-Ball Black	\$ 24.75	\$ 37.15
				661894	Hardwall, Slatwall, Waterfall, 7-Ball Black	\$ 24.75	\$ 37.15

Please Indicate Choices

13 oz. Standard Carpet Colors (10x20 Hardwall Exhibits, 10x10 Hardwall Exhibits ONLY). Gray will be provided if no color is indicated below:

- Black Blue Blue Jay
 Burgundy Emerald Green Gray
 Pepper Red

Electrical or Utilities Under Carpet?

- Yes No

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Payment Enclosed		A + B = C	\$
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

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to <http://www.ges.com/graphics/quote/> for a quote. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

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

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email exhibitdesign@ges.com

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

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California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

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

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

Accepted Media

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

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

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

Optimal File Types and Resolution

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

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

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

Acceptable Software

Program	Version	File Extension	Description	Special Considerations
Adobe® Acrobat®	8.0	.pdf	Portable Document File	Convert to .pdf using high-quality or press-quality output settings
Adobe® Illustrator®	CS3 (13.0)	.ai or .eps	Vector Drawing	Avoid embedding bitmap images
Adobe® InDesign®	CS3 (5.0)	.indd	Page Layout	Include appropriate links / fonts / images
Adobe® Photoshop®	CS3 (10.0)	.tif, .psd or .eps	Bitmap Editing	File should be in a CMYK color space
CorelDRAW®	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkXPress®	7.0	.qxd	Page Layout	Include appropriate links / fonts / images

Page / Artwork Dimensions

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

Color Specifications & Proofs

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

Typefaces / Fonts

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

Still Have Questions?

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

Pantone Matching System is a registered trademark of Pantone

Adobe, Acrobat, InDesign, Photoshop and Illustrator are either registered trademarks or trademarks of Adobe Systems Incorporated
Corel and CorelDRAW are registered trademarks of Corel Corporation or its subsidiaries in Canada and the U.S. and/or other countries
QuarkXPress is a registered trademark of Quark, Inc



Graphics & Signage Order Form

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California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Discount Deadline Date:
May 11, 2009

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 108.75	\$ 163.25
600506	Sign, 11"x14"	\$ 73.75	\$ 110.75
600507	Sign, 14"x22"	\$ 98.00	\$ 147.00
600508	Sign, 14"x44"	\$ 108.50	\$ 162.75
600509	Sign, 20"x60"	\$ 155.75	\$ 233.75
600510	Sign, 22"x28"	\$ 118.75	\$ 178.25
600512	Sign, 28"x44"	\$ 155.75	\$ 233.75
600514	Sign, 40"x60"	\$ 251.50	\$ 377.25
600515	Sign, 48"x96"	\$ 369.50	\$ 554.25
600501	Sign, 7"x11"	\$ 66.50	\$ 99.75
600502	Sign, 7"x44"	\$ 88.50	\$ 132.75
600547	Easel Back	\$ 6.45	\$ 9.70

All standard signs are digitally produced on white foamcore. Standard sign price includes text/copy placement in a color specified herein on a single side.

CUSTOM SIGNS

GES maintains fully-equipped graphics shops that offer:

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

For custom work quotation, please contact us at:
<http://www.ges.com/graphics/quote/>

File submission requirements and guidelines for custom signage are contained within the page titled "Digital File Submission Guide."

Please Indicate Choice

Background Color

(For Graphics & Signage ONLY).

White will be provided if no color is indicated below:

- Black Green White
 Burgundy Red Yellow

Copy Color

(For Graphics & Signage ONLY).

Black will be provided if no color is indicated below:

- Black Green White
 Blue Red Yellow

Indicate Physical Alignment (For Graphics & Signage ONLY).

- Horizontal Vertical

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Sales Tax: 9.25%		C x 9.25% = D	\$
E.	Payment Enclosed		C + D = E	\$

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
--------------------------------	------

COMPLETE COPY

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



Installation & Dismantling Order Form

L-1

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

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

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California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Discount Deadline Date:

May 11, 2009

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

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)
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**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

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

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Straight Time	\$ 92.00	\$ 115.00	\$ 138.00
Over Time	\$ 161.00	\$ 201.25	\$ 241.50

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Over Time: All other times Monday through Friday. All day Saturday & Sunday.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site: Rate applies to orders placed at show site

Please Indicate Service

GES Supervised (OK to Proceed)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	3% PSP	GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.						A.	Total Labor Ordered	\$
Authorized Signature - Please Sign:						B.	30% (\$50.00) GES Supervision	\$
<input checked="" type="checkbox"/>	AUTHORIZED NAME - PLEASE PRINT				DATE	C.	Payment Enclosed	\$

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



Key Information\Supervised Labor Checklist

L-2

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

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

MANDATORY FORM*

California Accounting & Business Show & Conference

Form Deadline Date:

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 01 - 02, 2009

May 11, 2009

COMPANY NAME _____	EMAIL ADDRESS _____	BOOTH NUMBER _____
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method GES Logistics Common Carrier AirFreight Vanline Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) Warehouse Showsite

Set-up Information for GES Installation

Set-up Drawings/Instructions Attached Rental Carpet Color _____
 Set-up Drawings With Exhibit Own Carpet Color _____
 Case/Crate Number _____ Padding _____
 Number of Workers required for set up _____ Approximate Time for set-up _____
 Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____
 Number of Graphics _____ Layout Provided? Yes No Description _____
 Number of Lights _____ Number of Light Boxes _____ Description _____

Did You Order ---

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

Tear-down Information for GES Dismantle

Tear-down Drawings/Instructions Attached Rental Carpet Color _____
 Tear-down Drawings With Exhibit Own Carpet Color _____
 Case/Crate Number _____ Padding _____
 Number of Workers required for set up _____ Approximate Time for tear-down _____
 Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____
 Number of Graphics _____ Layout Provided? Yes No Description _____
 Number of Lights _____ Number of Light Boxes _____ Description _____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____
 PrePaid Collect (for non-GES Logistics Shipments only) Address _____
 Bill To _____ City/State/Zip _____
Second Consignee _____
 GES Storage _____ Address _____
City/State/Zip _____
Method GES Logistics Common Carrier AirFreight Vanline Other _____
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor completed and attached GES' Outbound Material Handling Form, attached: Yes No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form, attached: Yes No

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____ Cell Phone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization Yes No

*This Form must be returned to GES for your orders to be processed.

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____	DATE _____
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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



Cleaning Order Form

J-1

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

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

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California Accounting & Business Show & Conference

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 1 - 2, 2009

Discount Deadline Date:
May 11, 2009

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.44	\$ 0.66
500600	Duration of Show (per sq. ft. per day)	\$ 0.33	\$ 0.50
500602	Per Day (per sq. ft. per day)	\$ 0.42	\$ 0.63
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 0.70	\$ 1.05
Mopping & Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 0.44	\$ 0.66
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 Sq.Ft., Per Day	\$ 63.00	\$ 94.50
501010	Porter Service, 501-1500 Sq.Ft., Per Day	\$ 88.50	\$ 132.75
501010	Porter Service, 1501-3000 Sq.Ft., Per Day	\$ 114.50	\$ 171.75
501010	Porter Service, 3001 Sq.Ft. and Up, Per Day	\$ 140.00	\$ 210.00

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

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

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%.

PORTER SERVICE LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Straight Time	\$ 36.75	\$ 46.00	\$ 55.25
Over Time	\$ 64.25	\$ 80.50	\$ 96.75

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Over Time: All other times Monday through Friday. All day Saturday & Sunday.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site: Rate applies to orders placed at show site

Please Indicate Service

Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

Yes No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the GES Servicer. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	TOTAL PRICE
500600	Vacuuming Duration			2	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						\$
A.	Total All items Ordered					\$
B.	Petroleum Surcharge Assessment: 3%					A x 3% = B \$
C.	Payment Enclosed					A + B = C \$

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/contact



Payment & Credit Card Charge Authorization

G-2

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

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MANDATORY FORM*

California Accounting & Business Show & Conference

Form Deadline Date:

Hilton Los Angeles Airport (HILLAX), Ballrooms & Plaza level
June 01 - 02, 2009

May 11, 2009

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

Payment Policy

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

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

Method of Payment — GES Exposition Services accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

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

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

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

Bank wire transfer payment information:

Beneficiary: GES Exposition Services	
c/o Bank of America 1655 Grant Street Concord, CA 94520 USA Telephone # 800.729.9473 Option #1	Account #: 7188-1-01819 ABA Routing #: 0260-0959-3 SWIFT Address: BOFAUS3N CHIPS Address: 0959
If requested, following is the physical address for routing identifiers: 100 West 33rd Street, New York, NY 10001 USA	
To properly credit your account, send the following information to the GES address listed on the order forms:	
<ul style="list-style-type: none"> • exhibiting company name, show name, show facility, and booth number • date and amount of wire transfer • bank and country where transfer originated 	

- If you have any questions regarding our payment policy, please call GES National Servicer[®] at 800.475.2098 or visit the GES Servicer[®] at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with GES.**
- 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.

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

PLEASE SIGN X _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

_____ - _____ - _____ - _____

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard
 VISA
 American Express

CARDHOLDER'S NAME PLEASE PRINT _____

CARDHOLDER'S BILLING ADDRESS CITY _____

STATE ZIP COUNTRY _____

PLEASE SIGN X _____
CARDHOLDER'S SIGNATURE DATE

Calculation of Orders	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Hardwall Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

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

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

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

Check Number: _____ Dated: _____

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.

***This form must be returned to GES for your orders to be processed.**

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



3rd Party Billing Request

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

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June 01 - 02, 2009

Form Deadline Date:

May 11, 2009

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

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

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

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

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

Third Party			
THIRD PARTY			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

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

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

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

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

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

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE MasterCard VISA American Express

EXPIRATION DATE: _____

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE MasterCard VISA American Express

EXPIRATION DATE: _____

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

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NEED ASSISTANCE?



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