

# GES Information and Order Forms

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, International, Pacific & Plaza Level Ballrooms  
June 6 - 7, 2011

### Official Service Provider

Global Experience Specialists, Inc. (GES)	Phone (in USA):	800.475.2098	International Calls:	702.515.5970
7050 Lindell Road	FAX (in USA):	866.329.1437	International Faxes:	702.263.1520
Las Vegas, NV 89118-4702	Contact us Online:	www.ges.com/chat		

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.

### Servicenter Hours

Sunday,	June 5,	10:00 AM - 6:00 PM	Monday,	June 6,	8:00 AM - 4:00 PM
Tuesday,	June 7,	8:00 AM - 8:00 PM			

### Show Information

#### Ballroom Level

Booth Size: 8' X 10'  
 Backwall Drape: Burgundy & Gray  
 Sidewall Drape: Burgundy  
 Facility Carpet Color: Multi Color  
 Table Skirt Color: Gray  
 (1) 6' Skirted Table or (1) 6' Skirted Counter  
 (2) Contour Chairs  
 (1) Wastebasket  
 Hilton Hotel Carpeting Throughout  
 1 - One line ID sign (7"x44") provided automatically

#### Plaza Level

Booth Size: 10' x 10'  
 Backwall Drape: Burgundy & Gray  
 Sidewall Drape: Burgundy  
 Facility Carpet Color: Multi Color  
 Table Skirt Color: Gray  
 (1) 6' Skirted Table or (1) 6' Skirted Counter  
 (2) Contour Chairs  
 (1) Wastebasket  
 Hilton Hotel Carpeting Throughout  
 1 - One line ID sign (7"x44") provided automatically

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

#### Discount Deadline Date

Monday, May 16 GES orders must be received with payment by this date.

#### Installation

Sunday, June 5 10:00 AM - 6:00 PM  
 Monday, June 6 7:00 AM - 10:00 AM

#### Show Hours

Monday, June 6 10:00 AM - 4:00 PM  
 Tuesday, June 7 10:00 AM - 4:00 PM

#### Dismantle

Tuesday, June 7 4:00 PM - 7:00 PM

**Please take notice – this event moves out on overtime, all applicable surcharges will apply.**

#### Empty Container Return

Tuesday, June 7 4:00 PM Start time for Empty Container Return.

#### Carrier Check-in Post-Show

Tuesday, June 7 4:00 PM Carriers post-show must be checked-in by this time.

#### Facility Clear

Tuesday, June 7 7:00 PM All exhibitor materials must be removed.

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**Shipping Addresses** Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic\_international@ges.com.

**Advance Shipments to Warehouse:**

c/o GES  
California Accounting & Business Show & Conference  
(Your Company Name & Booth Number)  
5560 Katella Ave  
Cypress, CA 90630  
USA

**Shipments should arrive on or between:**

May 3 - June 1, 2011  
Hours for receiving are Monday - Friday, 8:00 AM - 2:00 PM  
**Please note the warehouse will be closed Monday, May 30 in observance of Memorial Day**

**Direct Shipments to Exhibit Site:**

c/o GES  
California Accounting & Business Show & Conference  
(Your Company Name & Booth Number)  
Hilton Los Angeles Airport, International, Pacific & Plaza Level B  
5711 W Century Blvd  
Los Angeles, CA 90045  
USA

**Shipments should arrive on:**

June 5, 2011, 10:00 AM - 5:00 PM

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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services 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, company, and 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 10' x 20' carpet for a 8' X 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

### Inbound - Move In.

- Confirm your furnishings orders with the GES National Servicer<sup>®</sup> [www.ges.com/chat](http://www.ges.com/chat). 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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**Safety is very important for everyone working in the exhibit hall.**

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

**Safety Guidelines:**

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

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

**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.**

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### 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 - Local 831

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 hard wiring 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.

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

### I. Definitions

**GES:** Global Experience Specialists is hereinafter referred to as GES. GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **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

- 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.
- 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 1½% per month until paid.

### IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- 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

- 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.
- 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.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for all and all risk of loss.
- 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.

- 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.

- 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.

- 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.

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

### VII. Measure of Damage

- 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.
- 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 un-supervised 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

- 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.
- 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.
- 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.
- 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.

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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.

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# 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.

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

### Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 33 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

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

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### How to Ship to Exhibit Site

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

### Freight Carriers

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

### Tracking Shipments

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

### Estimating Material Handling Charges, *continued*

- **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?

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Get GES Transportation Plus and

**Save 10%**  
On Material Handling



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

**GES Transportation Plus provides:**

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

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

**Get an instant quote today at: [www.ges.com/logistics/quote](http://www.ges.com/logistics/quote)**

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

**Form Deadline Date:**

May 16, 2011

Hilton Los Angeles Airport, International, Pacific & Plaza Level Ballrooms  
 June 6 - 7, 2011

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

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Transportation Plus: Ship With GES Logistics To Receive A 10% Savings On Material Handling.** To set up your 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 [GESLogistics@ges.com](mailto:GESLogistics@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](mailto:GESlogistic_International@ges.com). Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

### Price List

### Important Information

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 173.00 cwt	\$ 155.70 cwt	ST/OT \$ 224.90 cwt	\$ 202.41 cwt
OT/OT \$ 213.00 cwt	\$ 191.70 cwt	OT/OT \$ 276.90 cwt	\$ 249.21 cwt

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 160.00 cwt	\$ 144.00 cwt	ST/OT \$ 208.00 cwt	\$ 187.20 cwt
OT/OT \$ 197.00 cwt	\$ 177.30 cwt	OT/OT \$ 256.10 cwt	\$ 230.49 cwt

Uncrated Materials	
Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 256.00 cwt	\$ 230.40 cwt
OT/OT \$ 315.20 cwt	\$ 283.68 cwt

**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 33 days (any materials stored beyond 33 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% (\$50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

**Advance Dates:**

**Tue, May 3, 2011:** Advance shipments may begin arriving at warehouse.  
**Wed, Jun 1, 2011:** Last day for shipments to arrive at warehouse.  
**Please note the warehouse will be closed Monday, May 30 in observance of Memorial Day**

**Direct Dates:**

**Sun, Jun 5, 2011:** Direct shipments may begin arriving at exhibit site after 10:00 AM.  
**Sun, Jun 5, 2011:** 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/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 12:15 PM - 12:45 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 23.85 fee will be charged per shipment.

### Please Indicate Below

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

\_\_\_\_\_ pounds ÷ 100 = \_\_\_\_\_ Total CWT

**Shipment Will Be Sent To:**

Exhibit Site     Warehouse

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

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

### Place Order Here

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

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY = TOTAL PRICE
Small Package, 1st Carton	\$ 46.00	1 \$
Small Package, Each Additional Carton	\$ 23.00	\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
<b>A.</b> Total All Items Ordered				\$
<b>B.</b> Petroleum Surcharge Assessment: 3%		A x 3% = B		\$
<b>C.</b> 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/chat](http://www.ges.com/chat)



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

California Accounting & Business Show & Conference

NAME OF EXHIBITION

022004730

BOOTH NUMBER

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

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, May 3, 2011 - Wednesday, June 1, 2011**

Please note the warehouse will be closed Monday, May 30 in observance of Memorial Day

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:00 PM; Closed 12:15 PM - 12:45 PM & Holidays.

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

California Accounting & Business Show & Conference

NAME OF EXHIBITION

022004730

BOOTH NUMBER

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

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, May 3, 2011 - Wednesday, June 1, 2011**

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





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

California Accounting & Business Show & Conference

NAME OF EXHIBITION

022004730

BOOTH NUMBER

C/O GES

Hilton Los Angeles Airport, International, Pacific & Plaza Level Ballrooms  
5711 W Century Blvd  
Los Angeles, CA 90045  
USA

**SHIPMENT SHOULD ARRIVE ONLY ON:**  
Sunday, June 5, 2011 10:00 AM - 5:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 23.85 fee will be charged per shipment.

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

California Accounting & Business Show & Conference

NAME OF EXHIBITION

022004730

BOOTH NUMBER

C/O GES

Hilton Los Angeles Airport, International, Pacific & Plaza Level Ballrooms  
5711 W Century Blvd  
Los Angeles, CA 90045  
USA

**SHIPMENT SHOULD ARRIVE ONLY ON:**  
Sunday, June 5, 2011 10:00 AM - 5:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 23.85 fee will be charged per shipment.

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

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 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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## California Accounting & Business Show & Conference

**Form Deadline Date:**

May 16, 2011

Hilton Los Angeles Airport, International, Pacific & Plaza Level Ballrooms  
 June 6 - 7, 2011

**MANDATORY FORM\***

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

### Shipping Information

**FROM:**

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

**SHIPPING DESTINATION 1:**

Number of Labels Needed:

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

**SHIPPING DESTINATION 2:**

Number of Labels Needed:

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

### 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 \$100.00 (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.



# GES Logistics - Domestic Shipping Quote Form

R-8

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
 Contact us Online: [www.ges.com/chat](http://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, International, Pacific & Plaza Level Ballrooms  
 June 6 - 7, 2011

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

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

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

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

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to [www.ges.com/terms/logistics.aspx](http://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:**

( ) \_\_\_\_\_ - \_\_\_\_\_

X

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

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

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

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

### NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 [www.ges.com/chat](http://www.ges.com/chat) 16

022004730  
**Order directly with GES ONLINE at: [www.ges.com/ecom](http://www.ges.com/ecom)**

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

Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**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, International, Pacific & Plaza Level Ballrooms  
June 6 - 7, 2011

**Discount Deadline Date:**

**May 16, 2011**

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

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

**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 (½) 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 (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

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

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 100.50	\$ 125.75	\$ 150.75
Install & Dismantle, OT Code: 705000	\$ 176.00	\$ 220.00	\$ 264.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 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:** 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.						<b>A.</b>	Total Labor Ordered	\$
Authorized Signature - Please Sign:						<b>B.</b>	30% (\$50.00) GES Supervision	\$
<input checked="" type="checkbox"/>	AUTHORIZED NAME - PLEASE PRINT				DATE	<b>C.</b>	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/chat 17

022004730

**Order directly with GES ONLINE at: [www.ges.com/ecomm](http://www.ges.com/ecomm)**

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:**

Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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## California Accounting & Business Show & Conference

 Hilton Los Angeles Airport, International, Pacific & Plaza Level Ballrooms  
 June 6 - 7, 2011

**Discount Deadline Date:**
**May 16, 2011**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

### Carpet

[Link to view images: http://ges.com/ecommerce/info/C1-Brochure-CORE.pdf](http://ges.com/ecommerce/info/C1-Brochure-CORE.pdf)

#### Standard Pre-Cut Carpet

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
5001	13 oz. Standard Carpet 10'x10'	165.00	248.00
5002	13 oz. Standard Carpet 10'x20'	323.00	485.00
5003	13 oz. Standard Carpet 10'x30'	498.00	747.00

#### Custom-Cut Carpet

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
5000	13 oz. Standard Carpet Custom-Cut, Per Sq.Ft.	3.13	4.70
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	4.36	6.55
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	5.30	7.95

#### Padding

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.74	2.61

#### Visqueen Plastic Covering for Protection

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
500410	Carpet Plastic Covering, Per Sq.Ft.	9.750	0.88	1.32

### Furniture and Accessories

[Link to view images: http://ges.com/ecommerce/info/A1-Brochure-CORE.pdf](http://ges.com/ecommerce/info/A1-Brochure-CORE.pdf)

#### Chairs

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	107.00	161.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	95.25	143.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	74.00	111.00
300053	Stool, Contemporary, 17"W 18"D 48"H	118.00	177.00

#### Tables

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300057	Table, Rectangle, 24"x36"x30" High	97.25	146.00
300056	Table, Square, 24"x24"x30" High	89.00	134.00
300059	Table, Starbase, 30" Diameter x 40" High	218.00	327.00
300058	Table, Starbase, 40" Diameter x 30" High	218.00	327.00

#### Skirted Tables

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
3004	Table 4', Skirted 4 Sides, 24" x 30" High	127.00	191.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	142.00	213.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	157.00	236.00
3007	Table, Skirt 4th Side	51.00	76.50

#### Skirted Counters

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	142.00	213.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	165.00	248.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	188.00	282.00
3017	Counter, Skirt 4th Side	59.00	88.50

#### Risers

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300193	Riser 4', Double Tier, 48"x8"x16" High	51.00	76.50
300191	Riser 4', Single Tier, 48"x8"x8" High	36.50	54.75
300194	Riser 6', Double Tier, 72"x8"x16" High	66.25	99.50
300192	Riser 6', Single Tier, 72"x8"x8" High	51.00	76.50

#### Custom Booth Drape

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
3001	Drape, 3' High, Per Foot, 4' Minimum	15.25	22.90
3002	Drape, 8' High, Per Foot, 4' Minimum	18.40	27.50

#### Display Furniture

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300073	Display Case 4', Corner View	528.00	792.00
300074	Display Case 4', Full View	513.00	770.00
300075	Display Case 4', Half View	513.00	770.00
300076	Display Case 4', Quarter View	513.00	770.00
300078	Display Case 5', Full View	528.00	792.00
300079	Display Case 5', Half View	528.00	792.00
300080	Display Case 5', Quarter View	528.00	792.00
300082	Display Case 6', Full View	543.00	815.00
300083	Display Case 6', Half View	543.00	815.00
300084	Display Case 6', Quarter View	543.00	815.00

### Display Furniture

300088	Display Case 7', Vertical	710.00	1,070.00
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#### Accessories

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300124	Aisle Stanchion Chain, Plastic, Per Foot	4.51	6.75
300123	Aisle Stanchion, without Chain	44.00	66.00
300103	Aluminum Easel	59.00	88.50
300111	Bag Stand	81.50	122.00
300102	Coat Rack	81.50	122.00
300104	Garment Rack	81.50	122.00
300106	Literature Rack	130.00	195.00
300201	Pegboard, White, 4'x8'	142.00	213.00
300107	Refrigerator	324.00	486.00
300131	Security Cage, Large, without Lock	453.00	680.00
300132	Security Cage, Small, without Lock	301.00	452.00
300120	Sign Holder, Bell Base	74.00	111.00
300108	Sign Holder, Chrome, 22"x28"	74.00	111.00
300211	Tackboard, 4'x8'	149.00	224.00
300112	Ticket Tumbler, Small, Table Top	127.00	191.00
300113	Wastebasket	18.40	27.50
300118	Waterfall Stand	81.50	122.00

### Specialty Furniture

[Link to view images: http://ges.com/ecommerce/info/B1-Brochure-CORE.pdf](http://ges.com/ecommerce/info/B1-Brochure-CORE.pdf)

#### Seating - Sofas and Loveseats

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305066	Loveseat, Black Leather, 64"L 36"D 34"H	589.00	884.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	431.00	647.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"H	708.00	1,060.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"H	1,400.00	2,100.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,290.00	1,940.00
305117	Sofa, Astro, 83"L 36"D 29"H	670.00	1,010.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	482.00	723.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	711.00	1,070.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	603.00	905.00
305124	Sofa, Memphis, 55"L 31"D 28"H	637.00	956.00
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	605.00	908.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	587.00	881.00

#### Seating - Club Chairs

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	453.00	680.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	715.00	1,070.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	779.00	1,170.00
305181	Chair, Blue Suede, 39"L 34"D 33"H	469.00	704.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	341.00	512.00
305180	Chair, Globus, 28"L 26"D 28"H	330.00	495.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	495.00	743.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	420.00	630.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	410.00	615.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	420.00	630.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	324.00	486.00
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	487.00	731.00

#### Seating - Chairs

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305152	Chair, Altura, Guest, 25"L 20"D 34"H	271.00	407.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	108.00	162.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	108.00	162.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	135.00	203.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	135.00	203.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	195.00	293.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	285.00	428.00
305111	Chair, Jetson, 19"L 18"D 31"H	180.00	270.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	299.00	449.00
305113	Chair, Manhattan, 26"L 22"D 34"H	218.00	327.00
305108	Chair, New York, 23"L 32"D 33"H	182.00	273.00
305115	Chair, Panton, White, 20"L 34"D 33"H	196.00	294.00
305078	Chair, Stage, Beige, 24"L 26"D 36"H	188.00	282.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	188.00	282.00

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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.		
COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

### Seating - Chairs

305077	Chair, Stage, Onyx, 24"L 26"D 36"H	<b>188.00</b>	282.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	<b>188.00</b>	282.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	<b>279.00</b>	419.00

### Seating - Ottomans

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	<b>376.00</b>	564.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	<b>376.00</b>	564.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	<b>98.25</b>	147.00
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18"H	<b>98.25</b>	147.00
305082	Ottoman, Cube, Lemon, 17"L 17"D 18"H	<b>98.25</b>	147.00
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18"H	<b>98.25</b>	147.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	<b>95.50</b>	143.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	<b>374.00</b>	561.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	<b>374.00</b>	561.00
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	<b>290.00</b>	435.00
305095	Ottoman, Oval, White, 52"L 32"D 19"H	<b>290.00</b>	435.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"	<b>225.00</b>	338.00
305090	Ottoman, Square, Black, 40"L 40"D 17"H	<b>313.00</b>	470.00
305091	Ottoman, Square, White, 40"L 40"D 17"H	<b>313.00</b>	470.00

### Seating - Office and Utility Seating

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	<b>329.00</b>	494.00
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	<b>315.00</b>	473.00
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	<b>147.00</b>	221.00
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	<b>373.00</b>	560.00
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	<b>337.00</b>	506.00
305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	<b>410.00</b>	615.00
305126	Chair, Task, 25"L 26"D 21"H	<b>126.00</b>	189.00
305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	<b>234.00</b>	351.00
305043	Stool, Drafting, 25"L 26"D 34"H	<b>174.00</b>	261.00

### Seating - Barstools

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305012	Barstool, Banana, Black, 21"L 22"D 30"H	<b>145.00</b>	218.00
305013	Barstool, Banana, White, 21"L 22"D 30"H	<b>145.00</b>	218.00
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	<b>183.00</b>	275.00
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	<b>192.00</b>	288.00
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	<b>235.00</b>	353.00
305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	<b>208.00</b>	312.00
305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	<b>208.00</b>	312.00
305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	<b>208.00</b>	312.00
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	<b>266.00</b>	399.00
305008	Barstool, Oslo, White, 17"L 20"D 30"H	<b>266.00</b>	399.00

### Tables - Cafe

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305162	Table, Cafe, Blue/Black, 30" Round 29"H	<b>204.00</b>	306.00
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	<b>272.00</b>	408.00
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	<b>204.00</b>	306.00
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	<b>238.00</b>	357.00
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	<b>272.00</b>	408.00
305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	<b>323.00</b>	485.00
305166	Table, Cafe, Grey/Black, 36" Round 29"H	<b>238.00</b>	357.00
305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	<b>323.00</b>	485.00
305165	Table, Cafe, Maple/Black, 30" Round 29"H	<b>204.00</b>	306.00
305168	Table, Cafe, Maple/Black, 36" Round 29"H	<b>238.00</b>	357.00
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	<b>272.00</b>	408.00
305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	<b>323.00</b>	485.00
305161	Table, Cafe, Red/Black, 30" Round 29"H	<b>204.00</b>	306.00
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	<b>272.00</b>	408.00
305163	Table, Cafe, Silver/Black, 30" Round 29"H	<b>263.00</b>	395.00
305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	<b>333.00</b>	500.00

### Tables - Bar

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305131	Table, Bar, Blue/Black, 30" Round 42"H	<b>212.00</b>	318.00
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	<b>278.00</b>	417.00
305133	Table, Bar, Graphite/Black, 30" Round 42"H	<b>212.00</b>	318.00
305136	Table, Bar, Graphite/Black, 36" Round 42"H	<b>261.00</b>	392.00
305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	<b>278.00</b>	417.00
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	<b>326.00</b>	489.00
305135	Table, Bar, Grey/Black, 36" Round 42"H	<b>261.00</b>	392.00
305144	Table, Bar, Grey/Chrome, 36" Round 42"H	<b>326.00</b>	489.00
305134	Table, Bar, Maple/Black, 30" Round 42"H	<b>212.00</b>	318.00
305137	Table, Bar, Maple/Black, 36" Round 42"H	<b>261.00</b>	392.00
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	<b>278.00</b>	417.00

### Tables - Bar

305146	Table, Bar, Maple/Chrome, 36" Round 42"H	<b>326.00</b>	489.00
305130	Table, Bar, Red/Black, 30" Round 42"H	<b>212.00</b>	318.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	<b>278.00</b>	417.00
305132	Table, Bar, Silver/Black, 30" Round 42"H	<b>278.00</b>	417.00
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	<b>343.00</b>	515.00

### Tables - Cocktail

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	<b>212.00</b>	318.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	<b>218.00</b>	327.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	<b>292.00</b>	438.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	<b>259.00</b>	389.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	<b>337.00</b>	506.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	<b>300.00</b>	450.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	<b>300.00</b>	450.00
305022	Table, Cocktail, Visions, 48"L 28"D 17"H	<b>211.00</b>	317.00

### Tables - End Tables

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305047	Table, End, Geo, Black, 26"L 26"D 20"H	<b>186.00</b>	279.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	<b>194.00</b>	291.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	<b>278.00</b>	417.00
305046	Table, End, Silverado, 24" Round 22"H	<b>242.00</b>	363.00
305045	Table, End, Soho, 26"L 26"D 27"H	<b>292.00</b>	438.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	<b>218.00</b>	327.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	<b>218.00</b>	327.00
305051	Table, End, Visions, 22"L 24"D 21"H	<b>188.00</b>	282.00

### Tables - Conference

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	<b>228.00</b>	342.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	<b>386.00</b>	579.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	<b>240.00</b>	360.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	<b>386.00</b>	579.00
305027	Table, Conf., Graphite, 42" Round 29"H	<b>317.00</b>	476.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	<b>425.00</b>	638.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	<b>530.00</b>	795.00
305170	Table, Conf., Gray, 42" Round 29"H	<b>320.00</b>	480.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	<b>425.00</b>	638.00
305172	Table, Conf., Gray, 96"L 36"D 29"H	<b>530.00</b>	795.00
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	<b>605.00</b>	908.00
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H	<b>334.00</b>	501.00
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	<b>400.00</b>	600.00
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	<b>494.00</b>	741.00
305177	Table, Conf., Manhattan, 42" Round 29"H	<b>297.00</b>	446.00

### Tables - Martini Bar

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	<b>2,850.00</b>	4,280.00
305003	Table, Bar, Martini, 50"L 50"D 47"H	<b>1,070.00</b>	1,610.00

### Product Display

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305002	Bookcase, Graphite, 36"L 13"D 71"H	<b>307.00</b>	461.00
305001	Bookcase, Mahogany, 36"L 13"D 71"H	<b>307.00</b>	461.00
305053	Etagere, Black, 30"L 16"D 70"H	<b>290.00</b>	435.00
305052	Etagere, Pewter, 30"L 16"D 70"H	<b>290.00</b>	435.00
305098	Pedestal, Graphite, 24"L 24"D 36"H	<b>328.00</b>	492.00
305100	Pedestal, Graphite, 24"L 24"D 42"H	<b>350.00</b>	525.00
305102	Pedestal, Graphite, 30"L 30"D 42"H	<b>415.00</b>	623.00
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	<b>429.00</b>	644.00

### Office and Utility Furniture

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305040	Credenza, Graphite, 72"L 24"D 29"H	<b>426.00</b>	639.00
305039	Credenza, Mahogany, 72"L 24"D 29"H	<b>468.00</b>	702.00
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	<b>419.00</b>	629.00
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	<b>435.00</b>	653.00
305138	Desk, Writing, Graphite, 48"L 24"D 30"H	<b>281.00</b>	422.00
305059	File, Lateral, Graphite, 36"L 20"D 29"H	<b>343.00</b>	515.00
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	<b>372.00</b>	558.00
305106	Kiosk, Black/Maple, 24"L 21"D 42"H	<b>435.00</b>	653.00
305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	<b>271.00</b>	407.00
305038	Table, Computer, Graphite, 36"L 30"D 42"H	<b>287.00</b>	431.00
305036			

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Lamps**

305064	Lamp, Lumalight, Orange, 15"L 13"D 90"H	<b>286.00</b>	429.00
305065	Lamp, Lumalight, Red, 15"L 13"D 90"H	<b>286.00</b>	429.00
305063	Lamp, Lumalight, White, 15"L 13"D 90"H	<b>286.00</b>	429.00
305061	Lamp, Parisian, Pewter, 28"H	<b>140.00</b>	210.00

**Standard Exhibits**

**20x20 Exhibits**

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600005	Exhibit System GEM #5, 20'x20' Island	<b>9,840.00</b>	14,760.00

**10x20 Exhibits**

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600004	Exhibit System GEM #4, 10'x20' Inline	<b>6,620.00</b>	9,930.00

**10x10 Exhibits**

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600002	Exhibit System GEM #2, 10'x10' Inline	<b>1,600.00</b>	2,400.00
600003	Exhibit System GEM #3, 10'x10' Inline	<b>3,010.00</b>	4,520.00

**6ft Table Display**

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600001	Exhibit System GEM #1, 6' Tabletop Display	<b>1,510.00</b>	2,270.00

**Accessories**

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600410	Exhibit, Ad Board, 1M x 8'	<b>521.00</b>	782.00
600110	Exhibit, Armlight Black	<b>77.25</b>	116.00
600111	Exhibit, Armlight White	<b>77.25</b>	116.00
600103	Exhibit, Counter, 1M Curved	<b>719.00</b>	1,080.00
600101	Exhibit, Counter, 1M x 1/2M x 40"H	<b>363.00</b>	545.00
600102	Exhibit, Counter, 2M x 1/2M x 40"H	<b>497.00</b>	746.00
600221	Exhibit, Light Box, Large 37"x85"	<b>661.00</b>	992.00
600222	Exhibit, Light Box, Medium 37"x56"	<b>522.00</b>	783.00
600223	Exhibit, Light Box, Small 37"x28"	<b>322.00</b>	483.00
661931	Exhibit, Panel, Slatwall, 1M x 8'	<b>456.00</b>	684.00
600291	Exhibit, Panel, Wirewall, 1M	<b>444.00</b>	666.00
600243	Exhibit, Shelf, 1M x 10" Deep	<b>60.75</b>	91.25

**Graphics and Signage**

**Graphics and Signage**

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600505	Sign, 10"x60"	9.75	<b>128.00</b>	192.00
600506	Sign, 11"x14"	9.75	<b>87.00</b>	131.00
600507	Sign, 14"x22"	9.75	<b>116.00</b>	174.00
600508	Sign, 14"x44"	9.75	<b>127.00</b>	191.00
600509	Sign, 20"x60"	9.75	<b>183.00</b>	275.00
600510	Sign, 22"x28"	9.75	<b>140.00</b>	210.00
600512	Sign, 28"x44"	9.75	<b>183.00</b>	275.00
600514	Sign, 40"x60"	9.75	<b>296.00</b>	444.00
600515	Sign, 48"x96"	9.75	<b>436.00</b>	654.00
600501	Sign, 7"x11"	9.75	<b>78.25</b>	117.00
600502	Sign, 7"x44"	9.75	<b>105.00</b>	158.00

**Easel Back**

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600547	Easel Back	<b>7.60</b>	11.40

**Carpet Information**

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

**Pre-cut**

Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.

**Custom Cut**

Guaranteed to be high quality carpet, and includes visqueen plastic covering. Custom-Cut carpet orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

**Padding**

GES offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

**Cancellation Policy**

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

**Furniture & Accessories Information**

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items.

**Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.**

**Cancellation Policy**

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

**Specialty Furniture Information**

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items. Custom orders are available. Please call for quote.

**Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.**

**Cancellation Policy**

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

**Standard Exhibits Information**

Prices include delivery, rental, installation, and removal. For Custom Exhibits, please send a request to email address [exhibitedesign@ges.com](mailto:exhibitedesign@ges.com).

**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 begins will be charged **100%** of original price.



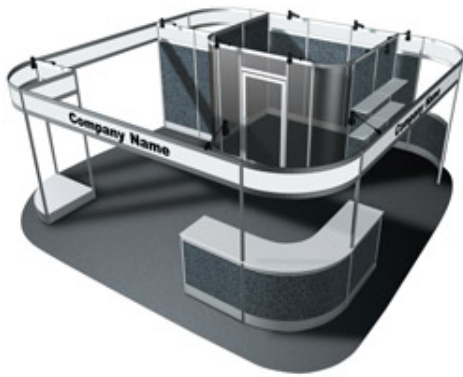


# Standard Exhibits

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at [www.ges.com/chat](http://www.ges.com/chat).

## 20x20 Exhibits



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

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

## 10x20 Exhibits



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

- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



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

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



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

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

## 6ft Table Display



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

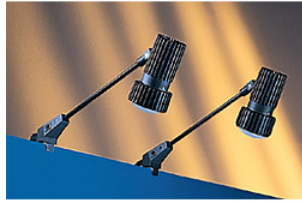
- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

# Standard Exhibits

## Accessories



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



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



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



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



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



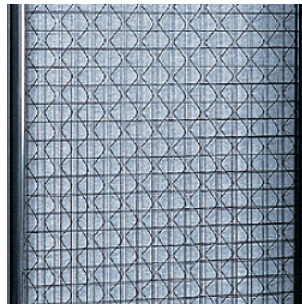
600222 - Exhibit, Light Box, Medium 37"x56"



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



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



600291 - Exhibit, Panel, Wirewall, 1M



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

## Trim and Panel Choices

### Panel Type & Color



Coated: Black



Coated: Maple



Coated: Oxford White



Coated: Prism Blue



Coated: Silver Gray



Fabric: Black



Fabric: Blue



Fabric: Gray

Pegboard: White

### Trim Color



Black



Silver

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, International, Pacific & Plaza Level Ballrooms  
June 6 - 7, 2011

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 Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact GES for details.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

### 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. Artwork should be created at actual size, however, for larger files i.e. Banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.



gif  
@ 400%



ai / eps vector  
@ 400%

Vectors

Vectors

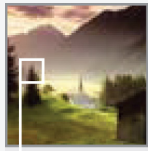
Text @ 100%

Outlined Text

#### Vector Artwork

For the best quality, artwork should be created in **vector format (ai or vector eps)**. Logos taken from websites are generally gif's. **Gif files are not acceptable as they will not print clearly.** See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo's or text, must be supplied in a **vector format (ai or vector eps)**. Artwork created in a pixel format i.e. TIFF and JPEG is not suitable. See Visual.



Low Resolution  
(72dpi) jpeg 88 Kb



High Resolution  
(300dpi) jpeg 3.52 Mb

#### Bitmap/Raster Artwork

**JPEG** - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.** See Visual.

**PDF** - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi). See Visual.



#### Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

#### Fonts

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

#### FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

	HOST	USER NAME:	PASSWORD:
Western Region Shows	ftp://csftp.ges.com/West	geswstftp	o8clx6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES\_COOKING SHOW.zip)

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

Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**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**
**Discount Deadline Date:**

 Hilton Los Angeles Airport, International, Pacific & Plaza Level Ballrooms  
 June 6 - 7, 2011

**May 16, 2011**

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

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Vacuuming</b>			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	<b>\$ 0.53</b>	\$ 0.80
500600	Duration of Show (per sq. ft. per day)	<b>\$ 0.38</b>	\$ 0.57
500602	Per Day (per sq. ft. per day)	<b>\$ 0.50</b>	\$ 0.75
<b>Shampooing</b>			
501004	Cleaning, Carpet Shampoo Before Show Open	<b>\$ 0.84</b>	\$ 1.26
<b>Mopping and Waxing</b>			
501002	Cleaning, Damp Mop & Wax	<b>\$ 0.53</b>	\$ 0.80
<b>Porter service</b>			
<i>GES will empty wastebaskets &amp; 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	<b>\$ 74.00</b>	\$ 111.00
501010	Porter Service, 501-1500 sq.ft., Per Day	<b>\$ 105.00</b>	\$ 158.00
501010	Porter Service, 1501-3000 Sq.Ft., Per Day	<b>\$ 135.00</b>	\$ 203.00
501010	Porter Service, 3001 sq.ft. & Up, Per Day	<b>Call for Quote</b>	

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%**.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 50.25	\$ 62.75	\$ 75.50
Porter Service, OT Code: 705010	\$ 88.00	\$ 110.00	\$ 132.00

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.  
**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.  
**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:** 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 Servicenter**. 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						\$
<b>A.</b>	Total All Items Ordered					\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%				A x 3% = B	\$
<b>C.</b>	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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**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
 Contact us Online: [www.ges.com/chat](http://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, International, Pacific & Plaza Level Ballrooms  
 June 6 - 7, 2011

**Form Deadline Date:**

May 16, 2011

**MANDATORY FORM\***

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** — Global Experience Specialists 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. Global Experience Specialists 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: Global Experience Specialists**  
 c/o Bank of America **Account #:** 7188-1-01819  
 901 Main Street, TX1-492-07-14 **ABA Routing #:** 0260-0959-3  
 Dallas, TX 75202-3714 USA **SWIFT Address:** BOFAUS3N  
 Telephone # 800-657-9533 ext 59248 **CHIPS Address:** 0959

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

Bank of America, Wire Transfer-Customer Services  
 2000 Clayton Road, Concord, CA 94520 USA

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

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

- If you have any questions regarding our payment policy, please call GES National Servicer® 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.

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.**

### 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

\*Signature Required above

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

### Calculation of Orders

	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard 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)	\$
<b>FULL PAYMENT IN U.S. funds drawn on a U.S. Bank</b> <small>Global Experience Specialists Federal ID #59-1008863                      GES is exempt from backup withholding tax.</small>	\$

**To simplify payment,** send a check payable to Global Experience Specialists, Inc. (GES) 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:

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. \*Credit card charge authorization signature required below.**

**PLEASE SIGN** X \_\_\_\_\_  
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

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

### NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 [www.ges.com/chat](http://www.ges.com/chat) 27

**Order directly with GES ONLINE at: [www.ges.com/ecom](http://www.ges.com/ecom)**

022004730

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

**Form Deadline Date:**

Hilton Los Angeles Airport, International, Pacific & Plaza Level Ballrooms  
 June 6 - 7, 2011

May 16, 2011

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:*
- Booth Cleaning
  - Rental Carpet
  - Signs
  - Material Handling In & Out
  - Other (Please Specify) \_\_\_\_\_
  - Rental Furniture
  - Exhibit Systems
  - I & D Labor
  - Transportation Charges

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

### 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

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Credit card charge authorization signature required below.**

**PLEASE SIGN** X \_\_\_\_\_

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT 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

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Credit card charge authorization signature required below.**

**PLEASE SIGN** X \_\_\_\_\_

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE