

Exhibitor Services Manual Table of Contents

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Show Organizer Information and Forms	4
Welcome Letter	5
General Guidelines	7
General Safety & Guarding Rules	10
Required Insurance	12
Security of Booth	13
GES Information and Order Forms	14
Show Information	15
Show Information	15
General Information	17
Tips for New Exhibitors	18
Required Forms	20
Payment and Credit Card Charge Authorization	20
Domestic Third Party Billing Request	21
International 3rd Party Billing Request	22
Booth Furnishings	23
Carpet Brochure	23
Carpet Order Form	24
Carpet Package Order Form	25
Standard Furniture Brochure	26
Furniture & Accessories Order Form	28
Furniture Package Order Form	31
Specialty Furniture Brochure	32
Specialty Furniture Order Form	43
Convenience Package Order Form	51
Standard Exhibit Systems Brochure	53
Standard Exhibit Systems Order Form	58
Digital File Preparation	60
Graphics & Signage Order Form	62
Standard Graphics Brochure	63
Shipping, Drayage and Material Handling	64
Material Handling/Drayage Information	64
GES Transportation Plus	67
Material Handling/Drayage Order Form	68
Special Handling Brochure	70
Targeted Move-in and Freight Information	71
Target Floor Plan	72
Advance Shipping Labels	73
Direct Shipping Labels	74

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Exhibitor Services Manual Table of Contents

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019

Pre-Printed Bill of Lading (BOL) / Outbound Labels Request	75
Freight Service Questionnaire	76
Marshaling Yard & Direct Deliveries Information	77
Show Site Storage Order Form	78
Direct Machinery Rate Schedule Order Form	80
Display Vehicle Placement Order Form	81
Labor and Equipment	83
Installation and Dismantling Order Form	83
Forklift Labor Order Form	85
Hanging Sign / Truss Labor Information	87
Hanging Sign Labor Order Form	88
Hanging Sign Shipping Labels	91
Booth Layout - Hanging Signs	92
Electric Chain Hoist & Truss Order Form	93
Truss Lighting Package Order Form	95
Cleaning and Porter Service Order Form	96
Utility Services	97
Electrical Order Checklist	97
Electrical Information	98
Electrical Set-Up Information	99
Electrical Outlets Order Form - Floor Service	100
Electrical Outlets Order Form - Overhead Service	102
24 Hour Electrical Outlets Order Form - Floor Service	104
24 Hour Electrical Outlets Order Form - Overhead Service	106
Electrical Floor Work Labor Order Form	108
Electrical Booth Work Labor Order Form	110
Booth Layout - Electrical	112
Plumbing Services Information	113
Plumbing Services Information	114
Plumbing Services Order Form	116
Plumbing Labor Order Form	118
Booth Layout - Plumbing	120
Exhibitor Appointed Contractors (EACs) and Third Parties	121
Notice of Intent to Use EAC and Policies and Procedures	121
Agreement and Rules and Regulations between GES and EAC	122
Regulations and Guidelines	124
Automate Display Rules and Regulations	124
Exhibitor Rights	137
Stop. Think. Safety.	139
Fire Regulation Information	140
Operation of All Mechanical Lifts	141

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031119

Exhibitor Services Manual Table of Contents

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

Automate

McCormick Place Convention Center

April 8 - 11, 2019

GES Payment Policy	142
GES Terms and Conditions of Contract	143
Additional Service Order Forms	146
McCormick Place Exhibitor Bill of Rights and Information	147
McCormick Place ASUV Program	150
Internet / Telephone / Cable	151
Lead Retrieval	176
Exhibit Show Floor Catering Menu	180
Audio Visual	209

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031119

Show Organizer Information and Forms





AUTOMATE

EXHIBITOR MANUAL

April 8-11, 2019 | McCormick Place | Chicago, Illinois USA





Dear Valued Exhibitor:

Congratulations on your participation in Automate 2019, our show has grown significantly and we're looking forward to a great success! The Association for Advancing Automation (A3) and its associations – RIA, AIA and MCMA are eager to assist you in your preparations to showcase your products and services.

The Exhibitor Service Manual contains all the basic information you will need to plan and prepare your exhibit. Please use the "Deadline Schedule and Worksheet" to help you order services at the lowest possible rates and keep you on track with those deadlines and others.

This manual can actually save you time and money, please read it thoroughly.

Show rules and regulations must be strictly adhered to, so please make sure you cover those pages carefully. Don't wait until the deadline is looming or when you arrive in Chicago to order your services, get it ordered early to save money and get the most efficient service.

If you have questions about a specific service, please call the service provider listed on that order form, they can provide the fastest assistance. Please feel free to contact Show Management if you have questions regarding Automate.

IMPORTANT

Please make sure to route this Exhibitor Manual to the person who will be coordinating the show for your company. For your convenience, this manual can also be accessed online at www.AutomateShow.com/ExhMan.

Thank you for exhibiting at Automate, we look forward to working with you!

Your Automate 2019 Team



Show Management: +1 (734) 994-6088 or email jhamilton@a3automate.org



General Information

Location

Exhibits will be located in the North Hall B of McCormick Place, Chicago, Illinois USA.
No one under 16 years old will be admitted.

Show Dates & Hours

Monday, April 8, 2019	10:00 am - 5:00 pm
Tuesday, April 9, 2019	10:00 am - 5:00 pm
Wednesday, April 10, 2019	10:00 am - 5:00 pm
Thursday, April 11, 2019	10:00 am - 3:00 pm

During show dates, exhibitors will be allowed onto the show floor one hour before show opening and can remain one hour after the show closes. If you have needs beyond these times, please pre-arrange it with Show Management.

Move-In Schedule

Thursday, April 4, 2019	8:00 am - 5:00 pm
Friday, April 5, 2019	8:00 am - 5:00 pm
Saturday, April 6, 2019	8:00 am - 5:00 pm
Sunday, April 7, 2019	8:00 am - 5:00 pm (<i>pre-ordered services only</i>)

All displays must be completely installed by 5:00 pm Sunday, April 7, 2019. No labor or services will be available on Sunday, April 7, 2019 unless pre-ordered by the exhibitor.

Move-Out Schedule

****Exhibitors may not dismantle displays until after 3:00 p.m. the last day of the show****

Thursday, April 11, 2019	3:00 pm - 7:00 pm
Friday, April 12, 2019	8:00 am - 5:00 pm
Saturday, April 13, 2019	8:00 am - 2:00 pm

Exhibitor Registration

Thurs., April 4 – Sun. April 7, 2019	8:00 am - 5:00 pm
Monday, April 8, 2019	7:00 am - 5:00 pm
Tuesday, April 9, 2019	7:30 am - 5:00 pm
Wednesday, April 10, 2019	7:30 am - 5:00 pm
Thursday, April 11, 2019	7:30 am - 5:00 pm

Show Management

Automate is a trade show of the Association for Advancing Automation (A3), and its three trade groups, Robotic Industries Association (RIA), AIA – Advancing Vision + Imaging and the Motion Control and Motors Association (MCMA). We're here to help you have a successful show, please contact us anytime:

Automate Headquarters
900 Victors Way, Suite 140 | Ann Arbor, Michigan 48108 USA
Telephone: +1 734-994-6088 www.AutomateShow.com



Wireless Internet

McCormick Place has complimentary wireless internet access available throughout the complex. To order a dedicated internet line, please refer to the McCormick Place Internet order forms in this manual.

Co-Exhibitors

Companies may share booth space with another company but they must register and pay as a co-exhibitor (please refer to the co-exhibitor form included in this manual). **Companies will not be listed in the printed show directory, online and may not have any signage in the booth if they are not a registered exhibitor or co-exhibitor.**

Auto and Small Utility Vehicle Program (ASUV)

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building during these specific hours.

Move-In: Saturday, April 1 from 8:00 am to 4:30 pm (last car in at 4:30 – closes at 5:00 pm)
Sunday, April 2 from 8:00 am to 4:30 pm (last car in at 4:30 – closes at 5:00 pm)

Move-Out: Thursday, April 7 from 3:00 to 8:30 pm (last car in at 8:30 – closes at 9:00 pm)

Please refer to the ASUV procedures in the Additional Service Order Forms section of this manual to register for the ASUV self loading/unloading program.

Show Contractors

The official contractor for Automate 2019 is Global Experience Specialists (GES). GES and McCormick Place Exhibitor and Technical Service contractors will have service desks on the show floor for your convenience. Your booth installation and display set up does not require union labor. Exhibitors performing these tasks must be full time employees of the exhibiting firm.

Exhibitor Appointed Contractors

Contractors (other than GES) must be registered with GES and show management. Please refer to the Exhibitor Appointed Contractor form included in this manual.

Food and Beverage Services

There are restaurants and concession stands in the exhibit hall as well as McCormick Place for your convenience. Any food and beverage served to attendees must be ordered through Savor, the official caterer at McCormick Place. Please refer to the Savor ordering forms in this manual.

Booth Equipment

Each linear booth consists of 8 ft. high panels of wall drape and 3 ft. high side drape. Each company will be provided a 7 in. x 44 in. one line black on white identification sign. Additional or custom signs can be ordered by using the order form.

Ceiling Height

40 feet under lights



Anchoring Orders

Please place anchoring order requests directly with GES. Contact GES at GESPlumbingChicago@ges.com to order anchors and booth layout.

Consideration for Other Exhibitors

Please have consideration for the other exhibitors at the show. Machines that create eye, noise, blower or heat hazards need to be appropriately shielded or attenuated as to not disturb surrounding exhibitors or attendees. Please read the specific guidelines below and in the general safety/guarding document included in this manual.

Lighting

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the exhibit space.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is extremely bright or potentially harmful, such as LEDs, lasers or ultraviolet lighting, may not interfere with attendees and exhibitors and should comply with facility rules.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with other exhibitors or otherwise detract from the atmosphere of the event.

Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. See General Safety/Guarding of Equipment Rules in this manual.

Sound/Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.) Exhibitors should be aware that music, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Exhibitors take full responsibility for adherence to said laws.



General Safety/Guarding of Equipment Motion & Hazards

Note to all exhibitors, please read

Safety on the show floor is of paramount importance, and that includes the personal safety of all attendees and exhibitors beyond the normal considerations of fire and slip/trip events. Industrial expositions present a number of potential hazards from exposure to operating machinery and processes throughout the hall. The following requirements are designed to minimize the exposure to potential hazards and apply to all exhibitors in the Automate show.

All demonstrations involving any machine motion (robots, machine vision system, conveyors, index tables, etc.) or any equipment or process operation that could create a hazard to persons shall have appropriate safeguarding installed.

Enforcement

Show Management will inspect displays to ensure that the hazard barrier guidelines are followed. If your display is found in violation of the rules or deemed an injury or safety hazard, you must disable all movement and/or make the recommended changes immediately (at your own expense).

General Guarding Provisions

- Barriers shall be installed in a position which prevents a person from inadvertently coming into contact with a hazard in the exhibit area.
- Barriers shall be designed and constructed to withstand persons pushing or shoving against it (i.e. solid panels, rails or fencing). **Flexible exhibit materials such as drapes, chains or rope shall not be used as barriers.**
- Barriers should be at least 36 inches (0.9 meters) high, and shall be installed so that a person cannot reach over, under, around or through the barrier and reach any portion of the hazard or hazardous motion area.

Robot Specific Guarding

- Robots which will not be operated at any time during the show (no power available) may be displayed in an open area.
- Robots which will only be operated in the manual reduced speed mode under the direct control/supervision of an exhibitor may be guarded per the General Guarding Provisions above.
- Robots which will operate in the automatic mode, or travel faster than reduced speed (250mm/sec) shall be properly guarded per one of the three options below:
 - A) The running robot demonstration shall be under the direct supervision AT ALL TIMES of designated exhibitor personnel. While not running, it must be deactivated in a safe manner that prevents unauthorized personnel from activating it. The General Guarding Provisions also apply for this option.

- B) Safeguarding devices (such as light curtains or sensors) shall be installed to prevent or detect access to the hazardous motion area and shall be positioned at the proper safety distance so that the guarded hazard will be completely stopped (safe) prior to access being gained by a person entering the area. The General Guarding Provisions also apply for this option.
- C) The entire perimeter of the robot's operating space shall be enclosed with barriers. The barrier shall be positioned so that the bottom of the barrier is no higher than 12 inches (0.3 meters) above the floor and the top of the barrier is no lower than 60 inches (1.5 meters) above the floor. Any opening in the barrier must be sized so that a person cannot access the hazard through the barrier.

Note - Operating space is defined as the space that is actually used by the robot while performing its task program.

- For exhibits displaying collaborative robot operations (i.e. safety-rated monitored stop, hand guiding, speed and separation monitoring, or power and force limiting by design or control), exhibitors may demonstrate a robot without the means of the robot specific guarding as outlined above. The collaborative robotic equipment shall be free of pinch points, sharp edges, trip hazards, or other physical hazards. Robots demonstrating collaborative robot operations shall be operated only in the presence of badged exhibitor personnel. Please contact show management with questions.

Special Provisions

- Machines that create eye, noise, blower or heat hazards shall be appropriately shielded or attenuated (i.e., flash curtains on arc welding equipment).
- Any machine that produces metal chips, sparks, dust, or liquid spray or other process hazard must be shielded to prevent any harmful material from reaching a bystander.
- Applications that emit dust or fumes (i.e., spray paint and welding) must use exhaust venting to prevent dust or toxic fumes from escaping into the show area.
- All exhibitors must adhere to all applicable fire and safety codes for the exhibit hall and instructions from show management.



Liability Insurance Certificate

ALL EXHIBITORS, at their own expense, must obtain liability insurance of no less than \$1,000,000 (US) naming **the Association for Advancing Automation (A3) and its associations RIA, AIA and MCMA, Automate, Global Experience Specialists (GES) and McCormick Place as additional insured. All exhibiting companies must provide a certificate of insurance by March 15, 2019.**

Neither Show Management, Automate, A3, the Association(s), nor their agents are responsible for any property loss or injury that may occur to the person or property of exhibitors or their guest, invitees, employees, or agents from any cause whatsoever, including cancellations or impediments to the conduct of the event. The exhibitor upon signing the contract expressly holds harmless and releases the aforementioned from any and all claims for such loss, damage, or injury. The exhibitor agrees to pay for any damage (incurred through carelessness or caused by the exhibitor, his employees or agents) to the facility, its equipment, or to that of another exhibitor.

The exhibitor assumes entire responsibility and agrees to protect, indemnify, defend, save, and hold harmless the Automate Show and its agents, officers and employees against all claims, losses and damages, including attorney's fees arising out of or caused by: Exhibitors installation, removal, maintenance, occupancy or use of exhibition premises or a part thereof; the use of any patents, trademarks, copyrights or other rights owned or processed by a third party.

Insurance certificates can be mailed or emailed to jhamilton@a3automate.org no later than March 15, 2019.

Mailing address:

Automate Headquarters
Association for Advancing Automation (A3)
900 Victors Way, Suite 140
Ann Arbor, Michigan 48108 USA

Addresses of the additional insured:

A3, RIA, AIA, MCMA, 900 Victors Way, Suite 140, Ann Arbor, Michigan 48108 USA
GES, 7050 Lindell Road, Las Vegas, Nevada 89118 USA
McCormick Place, 2301 S. Lake Shore Drive, Chicago, Illinois 60616 USA



Security of Your Booth and Contents

Responsibility and Liability

Exhibitors are responsible for the security of their own booth and its contents; everything should be properly insured. In the event of a loss, make a written report immediately with Show Management. A copy of this report will be delivered to the local police with a request for an immediate investigation. Keep copies of all reports for submission to your insurance company. Show Management, the general contractor, subcontractors and the convention center are not liable for any losses you may experience.

Show Management will provide third party security from move-in of freight until all crates and materials have been removed at the end of the show. The guard service is stationed at fixed posts at the entrance as well as walking posts throughout the exhibit hall on a 24-hour basis. To help provide a secure exhibit hall, all exhibitors must wear badges during move-in, the show, and move-out.

Suggestions for Booth Security

- Remove all small items, laptops, cell phones, etc. on a nightly basis
- Hire a private duty security guard (see security order forms within this manual)
- Mark all small items and easily transportable items with your company name
- Don't list the contents on the outside of boxes
- Don't leave merchandise in your stored empty crates, contact GES if you require secure storage
- Carry a detailed list of what you ship by box/crate, and repack it in the same way. Keep a copy in your office and check your shipment when it returns
- Report any suspicious activity to Show Management immediately

One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

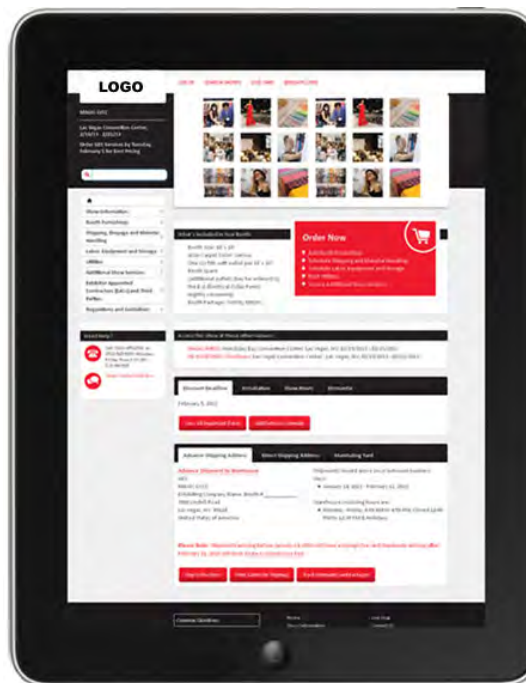
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/071601123/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Show Information

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McCormick Place Convention Center
April 8 - 11, 2019

Questions?



Contact

- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071601123/contactus/esm>

Official Service Provider

GES Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970
 7000 Lindell Road FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520
 Las Vegas, NV 89118-4702

GES will be onsite to assist you in coordinating any last-minute services, order additional products and to answer any questions you may have.

Show Information

Booth Size: 10' x 10'
 Backwall Drape: Black
 Sidewall Drape: Black
 Facility Carpeted: No
 Aisle Carpet Color: Pepper

Discount Deadline Date

Wednesday, March 20 GES orders must be received with payment by this date.

Exhibitor Move In

Thursday, April 4	8:00 AM - 5:00 PM	***See Target Delivery Schedule***
Friday, April 5	8:00 AM - 5:00 PM	***See Target Delivery Schedule***
Saturday, April 6	8:00 AM - 5:00 PM	
Sunday, April 7	8:00 AM - 5:00 PM	

Show Hours

Monday, April 8	10:00 AM - 5:00 PM
Tuesday, April 9	10:00 AM - 5:00 PM
Wednesday, April 10	10:00 AM - 5:00 PM
Thursday, April 11	10:00 AM - 3:00 PM

Exhibitor Move Out

Thursday, April 11	3:00 PM - 8:00 PM
Friday, April 12	8:00 AM - 5:00 PM
Saturday, April 13	8:00 AM - 2:00 PM

Empty Container Return

Thursday, April 11 4:00 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Friday, April 12	2:00 PM	Carriers post-show must be checked-in by this time.
Saturday, April 13	12:00 PM	Carriers post-show must be checked-in by this time.

Facility Clear

Saturday, April 13 2:00 PM All exhibitor materials must be removed.

Chat with us <http://www.ges.com/chat>



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Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling.

Advance Shipments to Warehouse:

c/o GES
Automate
(Your Company Name & Booth Number)
4108 W. 52nd Place
Chicago, IL 60632
USA

Shipments should arrive on or between:

February 25 - March 25, 2019
Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM
Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Direct Shipments to Show Site:

c/o GES
Automate
(Your Company Name & Booth Number)
McCormick Place Convention Center
2301 South Lake Shore Drive
Chicago, IL 60616-1490
USA

Shipments should arrive on:

April 4, 2019, 8:00 AM - 5:00 PM
April 5, 2019, 8:00 AM - 5:00 PM
April 6, 2019, 8:00 AM - 5:00 PM
April 7, 2019, 8:00 AM - 5:00 PM
See Target Delivery Schedule

Marshaling Yard Site Address:

Automate
(Your Company Name & Booth Number)
2900 South Moe Drive
Chicago, IL 60616
USA

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General Information

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McCormick Place Convention Center
April 8 - 11, 2019

What is an Official Service Provider?

- GES has been selected as the Official Service Provider by the show organizer to design and produce your show.
- We can save you time and money with our insight and experience of the show process. As the Official Service Provider, GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

GES Show Services

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Electrical Services
- Plumbing Services

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/071601123/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/071601123/contactus/esm>

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

Exhibitor Services

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

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Chat with us <http://www.ges.com/chat>



Tips for New Exhibitors

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Automate

McCormick Place Convention Center
April 8 - 11, 2019

First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of March 20, 2019 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/071601123/esm>

Details Matter When Shipping

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

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/071601123/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/071601123/shippinghandling/esm>

Dot Your I's and Cross Your T's

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

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract.
- Clearly indicate when paying by check. All check payments should be returned to:

GES
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

Beneficiary:	GES	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA
c/o Bank of America	Account #: 7188101819	
901 Main Street,	Wire ABA Routing #: 026009593	
TX1-492-07-14	ACH ABA Routing #: 071000039	
Dallas, TX 75202-3714 USA	SWIFT Address: BOFAUS3N	
Telephone # (702) 263-2795 or (702) 914-5112	CHIPS Address: 0959	

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

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated

Chat with us <http://www.ges.com/chat>



No Tipping

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is prohibited.

Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all four (4) sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/071601123/carpet/esm>

Electrical Outlets Not Included

Need power for that lamp or arm light in your booth? Electrical outlets must be ordered separately for your booth space through the electrical service provider. Be sure to indicate if the wiring should run under your booth carpet or not.

Electrical Equipment Rental: <http://e.ges.com/071601123/electrical>



Reminder

- Booth Layout is required to process your electrical orders.
- Carefully read the electrical labor rules. Some outlets do not include labor in pricing.

What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

- See Labor Information form for rules specific to the show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material costs.
- Pre-order labor to save.

Labor Services: <http://e.ges.com/071601123/LaborandEquipment/esm>

Chat with us <http://www.ges.com/chat>



Payment and Credit Card Charge Authorization

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 20, 2019

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country		Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/071601123/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	GES Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

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

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

Cardholder Name - Please Print			
Billing Address			
City	State	Zip/Country	
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.		<input type="checkbox"/> American Express	
Please Sign	X	Check Number	MM/DD/YY
Cardholder Signature	_____	Total Check Payment	\$
Cardholder Name - Please Print	_____	Total Credit Card Payment	\$
	Date	Check Dated	

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Chat with us <http://www.ges.com/chat>



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G-2 011819

Domestic Third Party Billing Request

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name _____

Exhibiting Company Address _____ City _____ State _____ Zip/Country _____

Phone _____ Fax _____ Contact's Email Address _____

Please Sign

X _____
Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print _____ Date _____

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

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

- | | | | | | |
|---|---|---|--|---|--------------------------------------|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Electrical Outlets | <input type="checkbox"/> Electrical Labor | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics | <input type="checkbox"/> I & D Labor |
| <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Other (Please Specify) _____ | | | | | |

Step 3. Provide the Third Party contact information

Third Party Company Name _____

Third Party Company Address _____ City _____ State _____ Zip/Country _____

Phone _____ Fax _____ Contact's Email Address _____

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

Cardholder Name - Please Print _____

Billing Address _____ City _____ State _____ Zip/Country _____

Account Number _____ Expiration Date _____
 MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X _____
Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print _____ 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 Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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G-3 011819

Chat with us <http://www.ges.com/chat>



International Third Party Billing Request

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 20, 2019

Company Name Email Phone Number Booth Number

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number Expiration Date
 MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X
Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print Date

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

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

Booth Cleaning Electrical Outlets Electrical Labor Exhibit Systems GES Logistics I & D Labor
 Forklift Labor Material Handling Plumbing Rental Carpet Rental Furniture Signs
 Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number Expiration Date
 MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X
Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print 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 Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Carpet

Standard

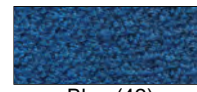
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

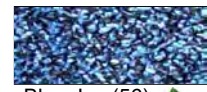
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



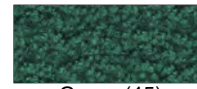
Blue (42)



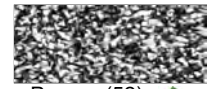
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



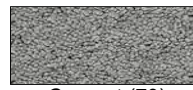
Red (49)

Plush

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

Includes:

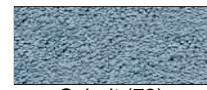
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



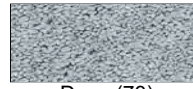
Cement (70)



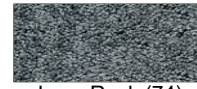
Charcoal (71)



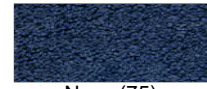
Cobalt (72)



Dove (73)



Lava Rock (74)



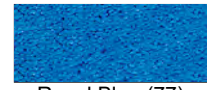
Navy (75)



Onyx (76)



Red (49)



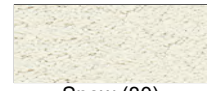
Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

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

Includes:

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



Bisque (81)



Black (41)



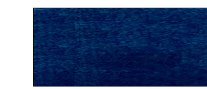
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

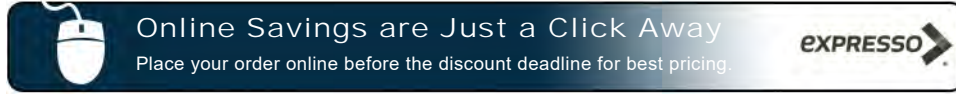
Carpet Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



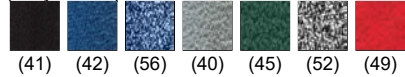
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Due to dye lot differences and unsightly seams, please do not order multiple Pre-Cut pieces for a single booth.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

Carpet

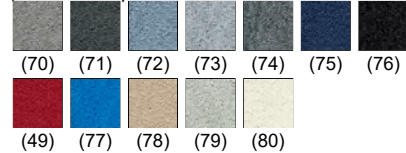
Standard Color Options

(Gray will be provided if no color is indicated below)



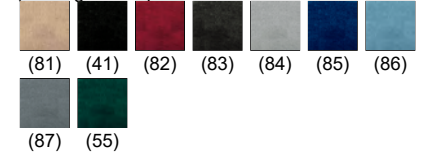
Plush Color Options

(Dove will be provided if no color is indicated below)



Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
5001	Pre-Cut Standard Carpet 10'x10'		149.50	177.25	224.50		9.0	\$
5002	Pre-Cut Standard Carpet 10'x20'		299.00	354.25	448.75		9.0	\$
5003	Pre-Cut Standard Carpet 10'x30'		431.75	511.50	647.75		9.0	\$

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

Item Code	Description	Color Code	On or Before 3/20/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		2.90	3.49	4.41		9.0	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		3.41	4.10	5.20		9.0	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		4.19	5.00	6.35		9.0	\$

Item Code	Description	On or Before 3/20/19		Regular (\$)	Sq. Ft.	Tax %	Total
		Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.61	1.94	2.46		9.0	\$

Item Code	Description	On or Before 3/20/19		Regular (\$)	Sq. Ft.	Tax %	Total
		Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.	1.29	1.54	1.95		10.25	\$

Electrical or Utilities Under Carpet?

Yes* No *If yes, please order labor on Electrical Floorwork Labor Order Form.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

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

Total Payment Enclosed

\$ _____

Cancellation Policy: 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.

Chat with us <http://www.ges.com/chat>



Carpet Package Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away
Place your order online before the discount deadline for best pricing.



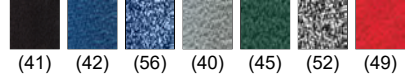
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

Carpet Packages

Standard Color Options

(Gray will be provided if no color is indicated below)



Plush Color Options

(Dove will be provided if no color is indicated below)



Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	On or Before 3/20/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		5.18	6.00	7.84		9.0	\$
400022	Plush Carpet Package, Per Sq.Ft.		5.63	6.55	8.55		9.0	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		6.34	7.36	9.58		9.0	\$

Electrical or Utilities Under Carpet?

Yes* No *If yes, please order labor on Electrical Floorwork Labor Order Form.



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$ _____

Cancellation Policy: 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.

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Furniture and Accessories

Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

Tables



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

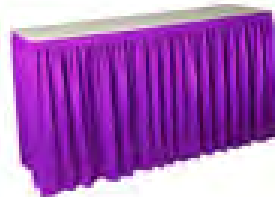
Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



Beige (54)



Black (41)



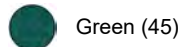
Blue (42)



Gold (46)



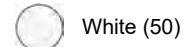
Gray (40)



Green (45)



Red (49)



White (50)

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

Furniture and Accessories

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

Furniture and Accessories Order Form

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Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



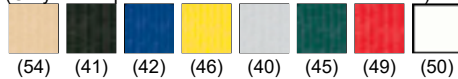
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/071601123/BoothFurnishingsRental/esm>

Furniture and Accessories

Skirt and Drape Color Options

(Gray will be provided if no color is indicated below)



Chairs

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300050	Chair, Plastic Contour, Black	61.00	73.25	92.75		9.0	\$
300052	Padded Chair	96.75	115.50	146.25		9.0	\$
300053	Padded Stool	83.00	99.00	125.25		9.0	\$

Tables

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300059	Table, Starbase, 30" Diameter x 40" High	239.25	286.00	362.00		9.0	\$
300058	Table, Starbase, 40" Diameter x 30" High	239.25	286.00	362.00		9.0	\$

Skirted Tables

Item Code	Description	Color Code	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3004	Table 4', Skirted 4 Sides, 24" x 30" High		133.50	159.50	202.00		9.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		168.25	201.25	254.75		9.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		190.50	228.75	289.50		9.0	\$
3007	Table, Skirt 4th Side		45.75	54.75	69.50		9.0	\$

↳ Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300400	Table 4', Unskirted, 24" x 30" High	106.75	127.75	161.75		9.0	\$
300600	Table 6', Unskirted, 24" x 30" High	134.50	160.75	203.75		9.0	\$
300800	Table 8', Unskirted, 24" x 30" High	152.75	182.75	231.25		9.0	\$

Skirted Counters

Item Code	Description	Color Code	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		157.25	188.25	238.25		9.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		169.75	202.75	256.50		9.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		202.00	241.25	305.25		9.0	\$
3017	Counter, Skirt 4th Side		45.75	54.75	69.50		9.0	\$

↳ Select size: 6' Counter _____ 8' Counter _____

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Form Continues on Next Page



Furniture and Accessories Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
301400	Counter 4', Unskirted, 24" x 42" High	125.50	150.50	190.50		9.0	\$
301600	Counter 6', Unskirted, 24" x 42" High	136.00	162.25	205.50		9.0	\$
301800	Counter 8', Unskirted, 24" x 42" High	161.50	193.00	244.25		9.0	\$

Custom Booth Drape

Item Code	Description	Color Code	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3001	Drape, 3' High, Per Foot, 4' Minimum		13.75	16.15	20.45		9.0	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		18.05	21.55	27.25		9.0	\$
3019	Drape, 12' High, Per Foot		31.00	31.00	31.00		9.0	\$

Display Furniture

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300073	Display Case 4', Corner View	565.50	669.75	847.75		9.0	\$
300074	Display Case 4', Full View	549.00	650.25	823.25		9.0	\$
300075	Display Case 4', Half View	549.00	650.25	823.25		9.0	\$
300076	Display Case 4', Quarter View	549.00	650.25	823.25		9.0	\$
300078	Display Case 5', Full View	565.50	669.75	847.75		9.0	\$
300079	Display Case 5', Half View	565.50	669.75	847.75		9.0	\$
300080	Display Case 5', Quarter View	565.50	669.75	847.75		9.0	\$
300082	Display Case 6', Full View	581.75	689.00	872.50		9.0	\$
300083	Display Case 6', Half View	581.75	689.00	872.50		9.0	\$
300084	Display Case 6', Quarter View	581.75	689.00	872.50		9.0	\$
300088	Display Case 7', Vertical	760.00	900.25	1,139.50		9.0	\$

Accessories

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300124	Aisle Stanchion Chain, Plastic, Per Foot	3.84	4.60	5.85		9.0	\$
300123	Aisle Stanchion, without Chain	40.25	44.75	56.75		9.0	\$
300103	Aluminum Easel	43.25	47.75	60.50		9.0	\$
300111	Bag Stand	99.50	119.00	150.50		9.0	\$
300102	Coat Rack	91.75	110.00	139.25		9.0	\$
300104	Garment Rack	91.75	110.00	139.25		9.0	\$
300106	Literature Rack	130.00	155.50	197.00		9.0	\$
300201	Pegboard, White, 4'x8'	214.00	256.00	324.00		9.0	\$

↳ Select alignment: Horizontal Vertical

300107	Refrigerator	344.00	407.50	516.00		9.0	\$
300015	Rod, 6' to 10' Telescopic	14.00	22.20	28.00		9.0	\$
300120	Sign Holder, Bell Base	88.75	106.00	134.00		9.0	\$
300108	Sign Holder, Chrome, 22"x28"	88.75	106.00	134.00		9.0	\$
300211	Tackboard	184.00	219.50	277.75		9.0	\$

↳ Select alignment: Horizontal Vertical

300112	Ticket Tumbler, Small, Table Top	136.25	161.50	204.25		9.0	\$
300113	Wastebasket	18.55	22.00	27.75		9.0	\$
300118	Waterfall Stand	145.50	173.75	220.00		9.0	\$

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Furniture and Accessories Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Electrical Outlets Not Included

Need power for that display case or refrigerator in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: <http://e.ges.com/071601123/electrical/esm>



- Electrical Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X _____
Authorized Signature

Authorized Name - Please Print Date

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

Total Payment Enclosed

\$

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

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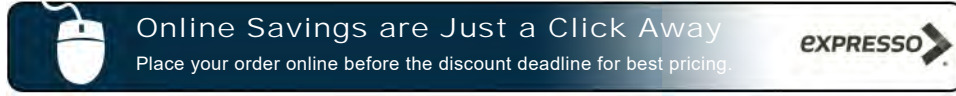
Furniture Package Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

Furniture Package

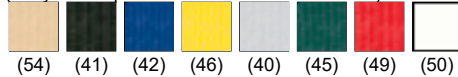


Furniture Package 1

Item Code	Description	Color Code	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4906	Furniture Package 1		277.92	332.78	421.20		9.0	\$
↳ Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.								

Skirt Color Options

(Gray will be provided if no color is indicated.)



Furniture Package 2

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total	
		Online (\$)	Discount (\$)					
490012	Furniture Package 2	580.32	693.00	877.28		9.0	\$	
↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.								

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

Chat with us <http://www.ges.com/chat>



Specialty Furniture

Seating - Sofas and Loveseats



305226 - Baja Loveseat, 61"L 30.5"D 28"H



305224 - Baja Sofa, 86"L 28"D 30"H



305180 - Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H



305049 - Hopi Loveseat, Gray Linen, 48"L 25"D 34"H



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305104 - Munich Armless Loveseat, 45"L 27"D 28.5"H



305106 - Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H

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Specialty Furniture



305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D 36"H



305240 - Tangiers Loveseat, 57.5"L 37"D 37"H

Seating - Club Chairs



305225 - Baja Chair, 36"L 30.5"D 28"H



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305102 - Munich Corner Chair, 26"L 27"D 28.5"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H



305216 - Wentworth Chair

Seating - Chairs



305098 - Blade Chair, Red



305100 - Blade Chair, Sky Blue



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305178 - Fairfax Arm Chair, White Vinyl/Brushed Metal, 27"L 26"D 30"H



305047 - Hopi Chair, Gray Linen, 21"L 25"D 34"H



305442 - Laguna Chair, 18"L 19"D 34"H

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Specialty Furniture



305076 - Lucent Chair, 19.5"L x 19.75"D x 32.5"H



305420 - Malba Chair, Gray, 20"L 20"D 32"H



305421 - Malba Chair, Green, 20"L 20"D 32"H



305456 - Marina Chair, Black Vinyl



305457 - Marina Chair, Brown Fabric



305455 - Marina Chair, Ocean Blue Fabric



305458 - Marina Chair, Red Fabric



305459 - Marina Chair, White Vinyl



305103 - Munich Armless Chair, 22.5"L 27"D 28.5"H



305441 - Zenith Chair, 19"L 22"D 32"H

Seating - Ottomans



305057 - Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H



305058 - Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H



305059 - Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H



305060 - Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H



305061 - Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H



305063 - Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H



305064 - Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305280 - Ottoman, Endless Square, Black, 34"L 34"D 15"H



305279 - Ottoman, Endless Square, White, 34"L 34"D 15"H



305086 - Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H



305360 - Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H



305352 - Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H



305353 - Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H



305358 - Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H



305361 - Ottoman, Marche Swivel, Orange Fabric, 17"L 17"D 18"H



305359 - Ottoman, Marche Swivel, Yellow Fabric, 17"L 17"D 18"H



305357 - Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H



305354 - Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H



305355 - Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H



305356 - Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H



305351 - Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H

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Specialty Furniture



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H



305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



305248 - Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H



305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H



305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

Seating - Office and Utility Seating



305325 - Chair, Executive, Black, 25"L 24"D 48"H



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H



305215 - Task Stool

Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



305012 - Barstool, Banana, Black, 21"L 22"D 30"H



305013 - Barstool, Banana, White, 21"L 22"D 30"H



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



305008 - Barstool, Oslo, White, 17"L 20"D 30"H



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



305206 - Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"-44"H



305207 - Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H

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Specialty Furniture



305114 - Blade Barstool, Red



305115 - Blade Barstool, Sky Blue



305259 - Christopher Barstool, 19\"/>



305443 - Laguna Barstool, Maple, Chrome, 18\"/>



305075 - Lucent Barstool, 22\"/>



305440 - Zenith Barstool, 19\"/>



305208 - Zoey Barstool, Black, 15\"/>

Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Brushed Red



Brushed Blue

Tables - Cafe



305154 - 30\"/>



305158 - 30\"/>



305446 - 30\"/>



305449 - 30\"/>



305406 - 30\"/>



305084 - Café Table w/ Standard Black Base, 30\"/>



305428 - Café Table/Black Base, Liquid Steel Blue, 30\"/>



305429 - Madison Cafe Table/Hydraulic Base, 30\"/>



305085 - Round Café Table w/ Hydraulic Base, 30\"/>



305153 - Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30\"/>



305167 - Table, Cafe, Graphite/Black, 36\"/>



305156 - Table, Cafe, Graphite/Hydraulic Chrome Base, 30\"/>



305159 - Table, Cafe, Graphite/Hydraulic Chrome Base, 36\"/>



305165 - Table, Cafe, Maple/Black, 30\"/>



305168 - Table, Cafe, Maple/Black, 36\"/>



305157 - Table, Cafe, Maple/Hydraulic Chrome Base, 30\"/>



305160 - Table, Cafe, Maple/Hydraulic Chrome Base, 36\"/>



305161 - Table, Cafe, Red/Black, 30\"/>



305282 - Table, Cafe, Silver Texture/Black Base, 30\"/>



305299 - Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30\"/>



305283 - Table, Cafe, White Laminate/Black Base, 36\"/>



305301 - Table, Cafe, White Laminate/Hydraulic Chrome Base, 36\"/>



305140 - Ventura Communal Café Table w/ Grommet Holes, Maple, 72.25\"/>



305141 - Ventura Communal Café Table w/ Grommet Holes, White, 72.25\"/>

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Specialty Furniture



305135 -
Ventura
Communal Café
Table, Black,
72.25"L 26.25"D
30"H



305138 -
Ventura
Communal Café
Table, Maple,
72.25"L 26.25"D
30"H



305017 -
Ventura
Communal Café
Table, Powered,
Black, 72.25"L
26.25"D 30"H



305015 -
Ventura
Communal Café
Table, Powered,
White, 72.25"L
26.25"D 30"H



305144 -
Ventura
Communal Café
Table, White,
72.25"L 26.25"D
30"H

Tables - Bar



305447 - 30"
Round Bar Table
w/ Hydraulic
Base, Blue



305450 - 30"
Round Bar Table
w/ Hydraulic
Base, Wood



305445 - 30"
Round Bar Table
w/ Standard
Black Base, Blue



305448 - 30"
Round Bar Table
w/ Standard
Black Base,
Wood



305315 - 30"
Round Madison
Bar Table w/
Hydraulic Base,
Gray Acajou



305083 - Bar
Table w/
Hydraulic Base,
30"RND 45"H



305082 - Bar
Table w/
Standard Black
Base, 30"RND
42"H



305405 -
Madison Bar
Table/Black
Base, 30"RND
42"H



305162 -
Rustique Square
Metal Bar Table,
23.75"L 23.75"D
41.25"H



305139 - Table,
Bar, Brushed
Red/Hydraulic
Chrome Base,
30" Round 45"H



305133 - Table,
Bar, Graphite/
Black, 30" Round
42"H



305136 - Table,
Bar, Graphite/
Black, 36" Round
42"H



305142 - Table,
Bar, Graphite/
Hydraulic
Chrome Base,
30" Round 45"H



305145 - Table,
Bar, Graphite/
Hydraulic
Chrome Base,
36" Round 45"H



305134 - Table,
Bar, Maple/Black,
30" Round 42"H



305137 - Table,
Bar, Maple/Black,
36" Round 42"H



305143 - Table,
Bar, Maple/
Hydraulic
Chrome Base,
30" Round 45"H



305146 - Table,
Bar, Maple/
Hydraulic
Chrome Base,
36" Round 45"H



305130 - Table,
Bar, Red/Black,
30" Round 42"H



305286 - Table,
Bar, Silver
Textured Grain/
Black Base, 30"
Round 42"H



305302 - Table,
Bar, Silver
Textured Grain/
Hydraulic
Chrome Base,
30" Round 45"H



305287 - Table,
Bar, White
Laminate/Black
Base, 36" Round
42"H



305303 - Table,
Bar, White
Laminate/
Hydraulic
Chrome Base,
36" Round 45"H



305030 - Ventura
Communal Bar
Table w/
Grommet Holes,
Maple Top,
72.25"L 26.25"D
42"H



305032 - Ventura
Communal Bar
Table w/
Grommet Holes,
White Top,
72.25"L 26.25"D
42"H



305031 - Ventura
Communal Bar
Table, Black Top,
72.25"L 26.25"D
42"H



305033 - Ventura
Communal Bar
Table, Maple
Top, 72.25"L
26.25"D 42"H



305034 - Ventura
Communal Bar
Table, White
Top, 72.25"L
26.25"D 42"H

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Specialty Furniture



305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H

305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H

Tables - Cocktail



305430 - Alondra Cocktail Table, Glass, 47"L 24"D 16"H



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



305435 - Geo Cocktail Table, Wood, 47"L 24"D 17"H



305113 - Regis Table/Bench, 47"L 15.5"D 16"H



305171 - Sydney Cocktail Table, Blue



305116 - Sydney Cocktail Table, Wood



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

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Specialty Furniture

Tables - End Tables



305431 - Alondra End Table, Glass, 20"L 20"D 20"H



305432 - Alondra End Table, Wood, Chrome, 20"L 20"D 21"H



305436 - Geo End Table, Wood, 20"L 20"D 21"H



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305051 - Sydney End Table, Blue



305054 - Sydney End Table, Wood



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



305275 - Table, Timber, Wood, 16" Round 17"H

Conference Tables



305402 - 10' Madison Table, 120"L 48"D 29"H



305400 - 5' Madison Table, 60"L 48"D 29"H



305401 - 8' Madison Table, 96"L 60"D 29"H



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H

Tables - Martini Bar



305121 - Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H



305123 - Midtown Bar, Unlighted, 60"L x 18"D x 42"H

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Specialty Furniture



305124 - Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H



305125 - Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H

Product Display



305415 - Madison Bookcase, 36"L 12"D 72"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 36"H



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



305298 - Pedestal, Powered Locking, White, 24"L 24"D 36"H



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



305045 - Posh Shelving, 36"L 18"D 72"H

Office and Utility Furniture



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



305416 - Madison Credenza, 60"L 20"D 29"H



305417 - Madison Executive Desk, 60"L 30"D 29"H



305129 - Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H

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Specialty Furniture



305128 - Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered, Black Metal, 60"L 30"D 30"H



305382 - Wireless Charging Table, Powered

Lamps



305204 - Lamp, Floor, Mason, Silver, 18" Round 55"H



305205 - Lamp, Table, Mason, Silver, 16" Round 26"H

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Specialty Furniture Order Form

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Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/071601123/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305226	Baja Loveseat, 61"L 30.5"D 28"H	870.25	954.50	1,208.50		9.0	\$
305224	Baja Sofa, 86"L 28"D 30"H	971.00	1,066.25	1,350.00		9.0	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	831.00	912.75	1,155.50		9.0	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	324.25	356.00	450.50		9.0	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	681.50	808.25	1,023.25		9.0	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	737.25	873.50	1,105.75		9.0	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	467.25	553.75	701.00		9.0	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	771.75	845.50	1,070.50		9.0	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,982.25	2,168.50	2,745.50		9.0	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,224.75	1,451.50	1,837.50		9.0	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,406.25	1,666.50	2,109.75		9.0	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,406.25	1,666.50	2,109.75		9.0	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,375.25	1,629.25	2,062.75		9.0	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	792.00	938.50	1,188.00		9.0	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	586.50	695.00	880.00		9.0	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	625.25	741.00	938.00		9.0	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	501.50	594.00	752.00		9.0	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	771.75	845.50	1,070.50		9.0	\$

Seating - Club Chairs

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305225	Baja Chair, 36"L 30.5"D 28"H	712.25	781.25	989.00		9.0	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	626.50	742.25	939.75		9.0	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	761.25	902.25	1,142.25		9.0	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	761.25	902.25	1,142.25		9.0	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	390.00	462.00	585.00		9.0	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	352.75	418.50	529.75		9.0	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	367.50	435.50	551.25		9.0	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	591.00	700.75	887.00		9.0	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	609.50	668.75	847.00		9.0	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	908.50	1,075.00	1,361.00		9.0	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	908.50	1,075.00	1,361.00		9.0	\$
305216	Wentworth Chair	441.00	483.50	612.00		9.0	\$

Seating - Chairs

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305098	Blade Chair, Red	149.00	163.50	207.00		9.0	\$
305100	Blade Chair, Sky Blue	149.00	163.50	207.00		9.0	\$
305152	Chair, Altura, Guest, 25"L 20"D 34"H	289.00	342.50	433.75		9.0	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	133.25	158.00	200.00		9.0	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	144.75	171.50	217.00		9.0	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	119.00	141.50	179.25		9.0	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	79.50	94.00	119.00		9.0	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	171.50	203.00	257.00		9.0	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	397.00	470.50	595.50		9.0	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	165.75	196.00	248.25		9.0	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	252.75	300.25	380.00		9.0	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	613.75	673.00	852.25		9.0	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	244.75	268.75	340.25		9.0	\$
305442	Laguna Chair, 18"L 19"D 34"H	257.50	282.25	357.25		9.0	\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	243.00	266.25	337.00		9.0	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	158.00	173.50	219.50		9.0	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	158.00	173.50	219.50		9.0	\$
305456	Marina Chair, Black Vinyl	243.00	266.25	337.00		9.0	\$
305457	Marina Chair, Brown Fabric	243.00	266.25	337.00		9.0	\$
305455	Marina Chair, Ocean Blue Fabric	243.00	266.25	337.00		9.0	\$
305458	Marina Chair, Red Fabric	243.00	266.25	337.00		9.0	\$
305459	Marina Chair, White Vinyl	243.00	266.25	337.00		9.0	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	575.00	631.00	799.00		9.0	\$
305441	Zenith Chair, 19"L 22"D 32"H	257.50	282.25	357.25		9.0	\$

Seating - Ottomans

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	550.25	603.75	764.25		9.0	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	550.25	603.75	764.25		9.0	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	550.25	603.75	764.25		9.0	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	550.25	603.75	764.25		9.0	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	550.25	603.75	764.25		9.0	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	550.25	603.75	764.25		9.0	\$

B-1 122217 031119 071601123



Specialty Furniture Order Form

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Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
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Seating - Ottomans

305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	550.25	603.75	764.25	9.0	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	498.00	590.50	747.50	9.0	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	498.00	590.50	747.50	9.0	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	102.00	121.00	153.25	9.0	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	149.75	177.25	224.50	9.0	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	395.50	434.50	550.25	9.0	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305361	Ottoman, Marche Swivel, Orange Fabric, 17"L 17"D 18"H	224.00	245.75	311.00	9.0	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	237.50	260.50	329.75	9.0	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	239.00	283.00	358.25	9.0	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	140.75	166.50	210.75	9.0	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	140.75	166.50	210.75	9.0	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	140.75	166.50	210.75	9.0	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	140.75	166.50	210.75	9.0	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	166.50	182.50	231.00	9.0	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	140.75	166.50	210.75	9.0	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	140.75	166.50	210.75	9.0	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	140.75	166.50	210.75	9.0	\$

Seating - Office and Utility Seating

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305325	Chair, Executive, Black, 25"L 24"D 48"H	514.00	564.50	714.50		9.0	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	274.50	325.25	411.75		9.0	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	340.25	403.25	510.50		9.0	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	662.50	784.75	993.50		9.0	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	492.25	583.25	738.25		9.0	\$
305215	Task Stool	183.00	200.75	254.00		9.0	\$

Seating - Barstools

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	357.25	423.50	536.25		9.0	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	357.25	423.50	536.25		9.0	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	357.25	423.50	536.25		9.0	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	357.25	423.50	536.25		9.0	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	154.50	183.25	232.00		9.0	\$

B-1 122217 031119 071601123



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Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Barstools							
305013	Barstool, Banana, White, 21"L 22"D 30"H	154.50	183.25	232.00		9.0	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	114.50	136.25	172.50		9.0	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	114.50	136.25	172.50		9.0	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	114.50	136.25	172.50		9.0	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	114.50	136.25	172.50		9.0	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	283.00	335.00	424.25		9.0	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	145.25	172.00	217.75		9.0	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	450.25	533.25	675.25		9.0	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	409.75	485.50	614.50		9.0	\$
305114	Blade Barstool, Red	201.00	221.25	280.00		9.0	\$
305115	Blade Barstool, Sky Blue	201.00	221.25	280.00		9.0	\$
305259	Christopher Barstool, 19"L 15"D 41"H	357.25	423.50	536.25		9.0	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	317.00	347.50	440.00		9.0	\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	372.00	407.50	516.00		9.0	\$
305440	Zenith Barstool, 19"L 20"D 44"H	394.25	432.00	547.00		9.0	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	475.00	520.75	659.25		9.0	\$

Tables - Cafe							
Item Code	Description	On or Before 3/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305154	30" Round Café Table w/ Hydraulic Base, Blue	373.00	410.00	519.00		9.0	\$
305158	30" Round Café Table w/ Hydraulic Base, Wood	373.00	410.00	519.00		9.0	\$
305446	30" Round Café Table w/ Standard Black Base, Blue	325.00	356.25	451.00		9.0	\$
305449	30" Round Café Table w/ Standard Black Base, Wood	325.00	356.25	451.00		9.0	\$
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	344.50	377.50	478.00		9.0	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	344.50	377.75	478.00		9.0	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	417.75	459.00	581.00		9.0	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	395.50	434.75	550.25		9.0	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	395.50	434.50	550.25		9.0	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	290.00	343.50	434.75		9.0	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	253.75	300.75	380.75		9.0	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	290.00	343.50	434.75		9.0	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	344.25	407.75	516.25		9.0	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	217.50	257.25	325.75		9.0	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	253.75	300.75	380.75		9.0	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	290.00	343.50	434.75		9.0	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	344.25	407.75	516.25		9.0	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	217.50	257.25	325.75		9.0	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	179.25	212.25	268.75		9.0	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	224.50	266.00	336.75		9.0	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	162.25	192.50	243.75		9.0	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	220.00	260.75	330.00		9.0	\$
305140	Ventura Communal Café Table w/ Grommet Holes, Maple, 72.25"	679.00	744.75	943.00		9.0	\$

B-1 122217 031119 071601123



Specialty Furniture Order Form

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Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Cafe

305141	Ventura Communal Café Table w/ Grommet Holes, White, 72.25"	679.00	744.75	943.00		9.0	\$
305135	Ventura Communal Café Table, Black, 72.25"L 26.25"D 30"H	679.00	744.75	943.00		9.0	\$
305138	Ventura Communal Café Table, Maple, 72.25"L 26.25"D 30"H	679.00	744.75	943.00		9.0	\$
305017	Ventura Communal Café Table, Powered, Black, 72.25"L 26.25"D	972.00	1,066.25	1,350.00		9.0	\$
305015	Ventura Communal Café Table, Powered, White, 72.25"L 26.25"D	972.00	1,066.25	1,350.00		9.0	\$
305144	Ventura Communal Café Table, White, 72.25"L 26.25"D 30"H	679.00	744.75	943.00		9.0	\$

Tables - Bar

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305447	30" Round Bar Table w/ Hydraulic Base, Blue	373.00	410.00	519.00		9.0	\$
305450	30" Round Bar Table w/ Hydraulic Base, Wood	373.00	410.00	519.00		9.0	\$
305445	30" Round Bar Table w/ Standard Black Base, Blue	344.50	377.75	478.00		9.0	\$
305448	30" Round Bar Table w/ Standard Black Base, Wood	344.50	377.75	478.00		9.0	\$
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	395.50	434.50	550.25		9.0	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	395.50	434.50	550.25		9.0	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	344.50	377.75	478.00		9.0	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	344.50	377.50	478.00		9.0	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	395.50	434.50	550.25		9.0	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	295.50	350.00	443.00		9.0	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	226.50	268.25	339.75		9.0	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	278.50	329.75	417.50		9.0	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	295.50	350.00	443.00		9.0	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	347.75	412.50	522.25		9.0	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	226.50	268.25	339.75		9.0	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	278.50	329.75	417.50		9.0	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	295.50	350.00	443.00		9.0	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	347.75	412.50	522.25		9.0	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	226.50	268.25	339.75		9.0	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	195.00	231.00	292.50		9.0	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	239.25	284.00	359.50		9.0	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	183.75	217.50	275.50		9.0	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	231.25	274.25	347.25		9.0	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,113.00	1,214.00	1,537.00		9.0	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,113.00	1,214.00	1,537.00		9.0	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,113.00	1,214.00	1,537.00		9.0	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,113.00	1,214.00	1,537.00		9.0	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,113.00	1,214.00	1,537.00		9.0	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,484.00	1,624.50	2,056.50		9.0	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,484.00	1,624.50	2,056.50		9.0	\$

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B-1 122217



Specialty Furniture Order Form

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Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Cocktail

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	435.75	477.25	604.25		9.0	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	435.75	477.25	604.25		9.0	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	408.00	447.00	566.00		9.0	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	454.75	499.00	631.75		9.0	\$
305171	Sydney Cocktail Table, Blue	385.00	421.75	534.00		9.0	\$
305116	Sydney Cocktail Table, Wood	385.00	421.75	534.00		9.0	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	550.25	652.25	825.75		9.0	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	550.25	652.25	825.75		9.0	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	222.25	263.00	333.00		9.0	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	289.00	343.00	434.25		9.0	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	255.75	303.00	383.75		9.0	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	380.00	450.75	570.50		9.0	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	369.25	437.50	553.75		9.0	\$

Tables - End Tables

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305431	Alondra End Table, Glass, 20"L 20"D 20"H	356.25	391.00	495.00		9.0	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	356.25	391.00	495.00		9.0	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	331.75	365.25	462.25		9.0	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	436.75	517.75	655.50		9.0	\$
305051	Sydney End Table, Blue	313.00	344.50	436.00		9.0	\$
305054	Sydney End Table, Wood	313.00	344.50	436.00		9.0	\$
305273	Table, Aura, White Metal, 15" Round 22"H	131.50	156.00	197.50		9.0	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	124.75	147.75	187.00		9.0	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	201.25	238.00	301.25		9.0	\$
305211	Table, End, Oliver, 22" Round 22"H	245.50	290.75	368.00		9.0	\$
305046	Table, End, Silverado, 24" Round 22"H	240.25	285.00	360.75		9.0	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	271.75	321.75	407.25		9.0	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	271.75	321.75	407.25		9.0	\$
305275	Table, Timber, Wood, 16" Round 17"H	153.25	181.75	230.25		9.0	\$

Tables - Conference

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305402	10' Madison Table, 120"L 48"D 29"H	929.50	1,021.50	1,293.25		9.0	\$
305400	5' Madison Table, 60"L 48"D 29"H	648.75	711.75	901.00		9.0	\$
305401	8' Madison Table, 96"L 60"D 29"H	870.25	954.50	1,208.50		9.0	\$
305001	Atomic Table, 36"RND 30"H	427.25	468.75	593.50		9.0	\$
305002	Atomic Table, 42"RND 30"H	427.25	468.75	593.50		9.0	\$
305410	Madison Conference Table, 42"RND 29"H	573.50	629.50	797.00		9.0	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	115.75	137.00	173.50		9.0	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	262.00	310.25	392.75		9.0	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	422.50	501.25	634.50		9.0	\$

B-1 122217 031119 071601123



Specialty Furniture Order Form

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Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Conference							
Item Code	Description	On or Before 3/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	277.25	328.50	416.00		9.0	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	435.25	501.25	634.50		9.0	\$
305027	Table, Conf., Graphite, 42" Round 29"H	347.75	412.50	522.25		9.0	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	327.75	388.75	492.25		9.0	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	264.25	313.50	397.00		9.0	\$

Tables - Martini Bar							
Item Code	Description	On or Before 3/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	1,728.00	1,895.75	2,400.00		9.0	\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	1,440.00	1,579.75	2,000.00		9.0	\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,160.00	2,369.75	3,000.00		9.0	\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	1,872.00	2,053.75	2,600.00		9.0	\$

Product Display							
Item Code	Description	On or Before 3/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	522.50	572.75	725.00		9.0	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	432.25	512.50	648.75		9.0	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	516.00	611.75	774.50		9.0	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	432.25	512.50	648.75		9.0	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	516.00	611.75	774.50		9.0	\$
305045	Posh Shelving, 36"L 18"D 72"H	522.50	572.75	725.00		9.0	\$

Office and Utility Furniture							
Item Code	Description	On or Before 3/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	308.50	365.50	462.75		9.0	\$
305416	Madison Credenza, 60"L 20"D 29"H	673.00	738.50	935.00		9.0	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	673.00	738.50	935.00		9.0	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	213.00	234.50	296.75		9.0	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	732.50	803.00	1,016.50		9.0	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	692.25	759.50	961.50		9.0	\$
305382	Wireless Charging Table, Powered	653.00	716.50	907.00		9.0	\$

Lamps							
Item Code	Description	On or Before 3/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	247.75	293.50	371.50		9.0	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	333.25	395.00	500.00		9.0	\$

Electrical Outlets Not Included

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

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B-1 122217



Specialty Furniture Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

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

Total Payment Enclosed

\$

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

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B-1 122217



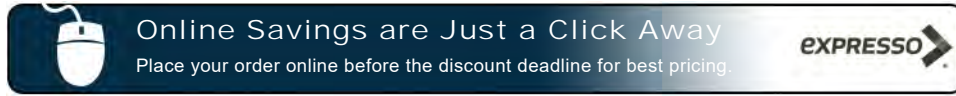
Convenience Package Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/071601123/packages/esm>



Stool Package A



Chair Package A

Standard Furniture Package

Item Code	Description	On or Before 3/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	451.30	539.00	682.25		9.0	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404323	Display Case Package A	987.00	1,173.00	1,485.00		9.0	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.						
404324	Display Case Package B	1,014.50	1,206.00	1,527.00		9.0	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.						
404311	Stool Package A	423.80	506.00	640.25		9.0	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 3/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		380.30	454.25	575.00		9.0	\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		354.30	422.75	534.75		9.0	\$
	↳ Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.							

Skirt Color Options

(Gray will be provided if no color is indicated.)



031119 071601123

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Form Continues on Next Page



Convenience Package Order Form

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

Company Name _____ Email _____ Phone Number _____

Specialty Furniture Package

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404506	Premium Stool Package	604.50	716.50	907.00		9.0	\$
↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".							

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X _____
Authorized Signature

Authorized Name - Please Print Date

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

Total Payment Enclosed

\$ _____

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

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P-1 122217

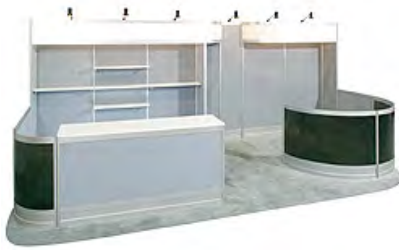


Standard Exhibit Systems

With the following 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 Servicer® representative at www.ges.com/chat.

10x20 Exhibits



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

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- 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
- 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

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibit Systems

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"



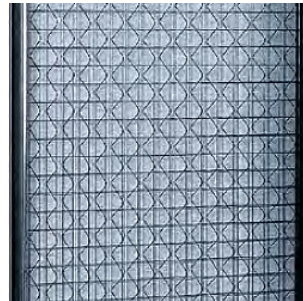
600222 - Exhibit, Light Box, Medium 37"x56"



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 (C41)

 Coated: Oxford White (C50)

 Coated: Silver Gray (C79)

 Fabric: Black (F41)

 Fabric: Gray (F40)

Trim Color

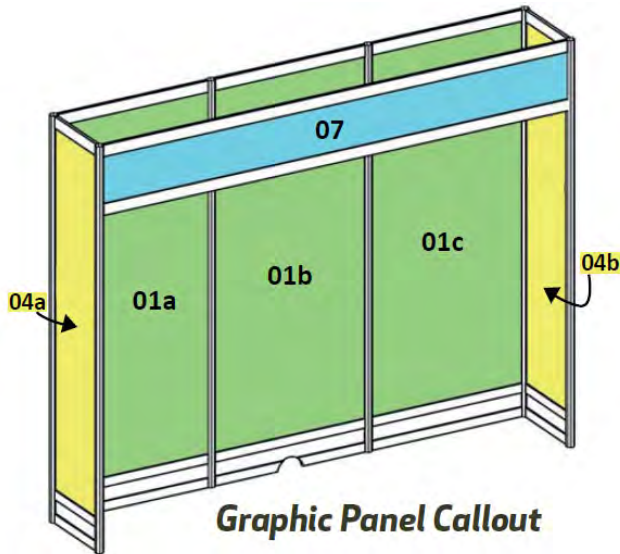
 Black (41)

 Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
 Discount Price - \$485.50 /Regular Price - \$728.25
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$243.75 /Regular Price - \$366.25
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
 Discount Price - \$207.50 /Regular Price - \$312.00
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by March 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/071601123/exhibit2/esm>

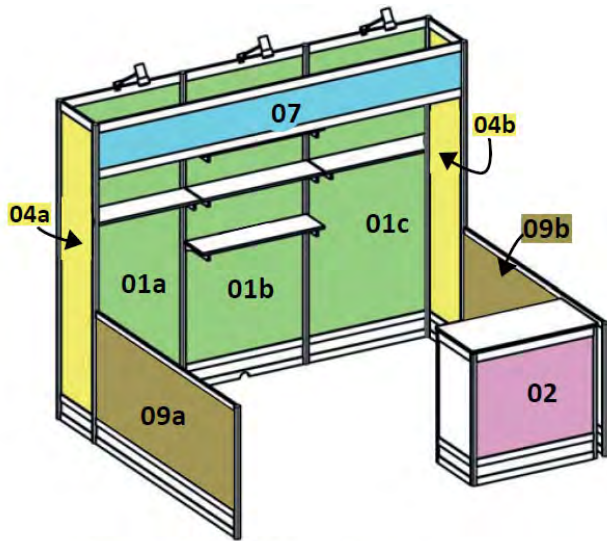


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

- 01 608301 38 1/8" wide x 86 1/4" tall
 Discount Price - \$485.50 /Regular Price - \$728.25
 Produced on 3/16" Thick White Foamcore
- 04 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$243.75 /Regular Price - \$366.25
 Produced on 3/16" Thick White Foamcore
- 07 608307 117" wide x 12" tall
 Discount Price - \$207.50 /Regular Price - \$312.00
 Produced on 3/16" Thick White Foamcore
- 02 608302 38 1/8" wide x 30 1/4" tall
 Discount Price - \$170.25 /Regular Price - \$255.25
 Produced on 3/16" Thick White Foamcore
- 09 608309 77 1/2" wide x 30 1/4" tall
 Online Discount - \$347.25 /Regular Price - \$520.75
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by March 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/071601123/exhibit3/esm>

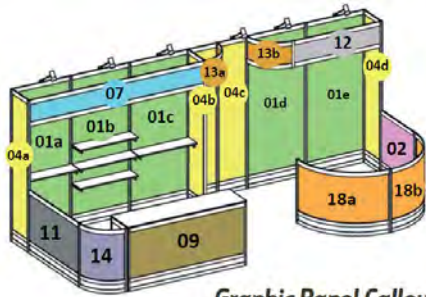


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

- 12** 608312 57 7/8" wide x 12" tall
Discount Price - \$106.50 /Regular Price - \$159.75
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$53.25 /Regular Price - \$80.00
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$272.25 /Regular Price - \$408.25
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$347.25 /Regular Price - \$520.75
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$132.75 /Regular Price - \$199.50
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by March 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/071601123/exhibit4/esm>

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$485.50 /Regular Price - \$728.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$243.75 /Regular Price - \$366.25
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$102.25 /Regular Price - \$153.25
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$170.25 /Regular Price - \$255.25
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$207.50 /Regular Price - \$312.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit Systems Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

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

(41) (42) (56) (40) (45) (52) (49)

Exhibit Panel Color Options
(Gray Fabric Panel will be provided if no color is indicated below)

(C41) (C50) (C79) (F41) (F40)

C Color Codes are Coated Panels
F Color Codes are Fabric

Trim Color Options
(Silver will be provided if no color is indicated below)

(41) (79)

Standard Exhibits

10x10 Exhibits

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600002	Exhibit System GEM #2, 10'x10' Inline	2,064.50	2,445.25	3,095.75		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	2,829.75	3,352.75	4,244.50		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

10x20 Exhibits

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600004	Exhibit System GEM #4, 10'x20' Inline	8,088.50	7,667.50	9,707.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

Accessories

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600410	Exhibit, Ad Board, 1M x 8'	290.00	343.25	434.50		9.0	\$
600110	Exhibit, Armlight Black	96.50	114.25	144.75		9.0	\$
600103	Exhibit, Counter, 1M Curved	757.25	897.75	1,136.50		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	129.75	153.75	194.50		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	564.50	668.75	846.75		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	829.00	982.00	1,243.50		9.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	571.75	677.50	857.75		9.0	\$
600223	Exhibit, Light Box, Small 37"x28"	453.25	537.00	679.75		9.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	389.50	461.75	584.25		9.0	\$
600291	Exhibit, Panel, Wirewall, 1M	416.00	493.00	624.00		9.0	\$
600243	Exhibit, Shelf, 1M x 10" Deep	71.50	74.25	94.00		9.0	\$

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Chat with us <http://www.ges.com/chat>



Exhibit Systems Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Electrical or Utilities Under Carpet?

Yes* No *If yes, please order labor on Electrical Floorwork Labor Order Form.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign →

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed →

\$

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

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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.

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April 8 - 11, 2019

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



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

Graphics

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

Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred* AI/EPS (vector)

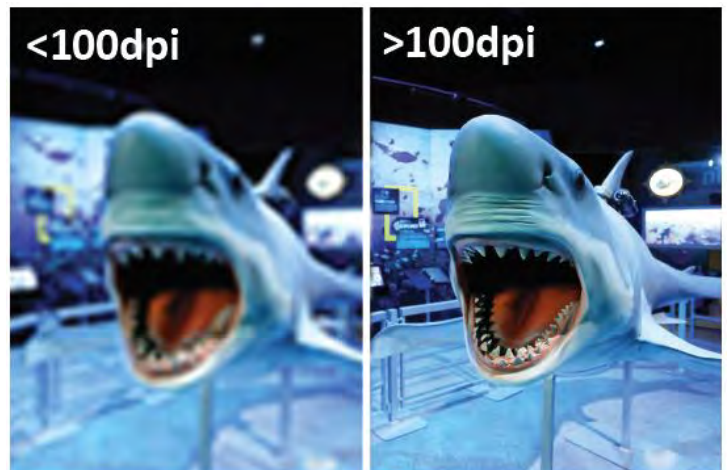


GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/071601123/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number (e.g. ABC Company_SHOW_Booth 1234.zip)

Chat with us <http://www.ges.com/chat>



Digital File Preparation

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

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April 8 - 11, 2019

Text

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

Editable Text



Outlined Text - preferred*

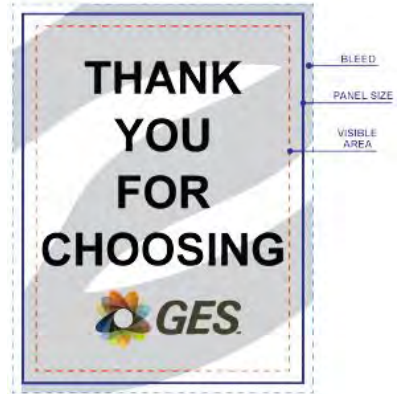


Final Print package should contain:

- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



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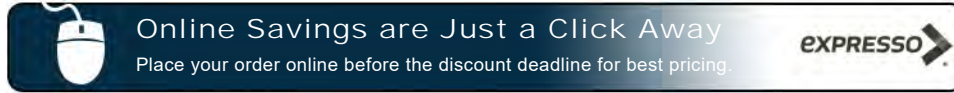
Graphics and Signage Order Form

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

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McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Order graphics and **upload artwork files** directly online: <https://e.ges.com/071601123/signs/esm>

Graphics and Signage

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	262.00	310.25	393.00		10.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	202.50	239.75	303.75		10.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	214.50	253.75	321.50		10.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	387.25	458.75	580.50		10.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	238.25	282.25	357.25		10.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	506.25	599.75	759.25		10.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	357.25	423.25	535.75		10.25	\$
601099	Printed Cardboard Base for Freestanding Boards	23.30	23.30	23.30		10.25	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

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

Total Payment Enclosed

\$ _____

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Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



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

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

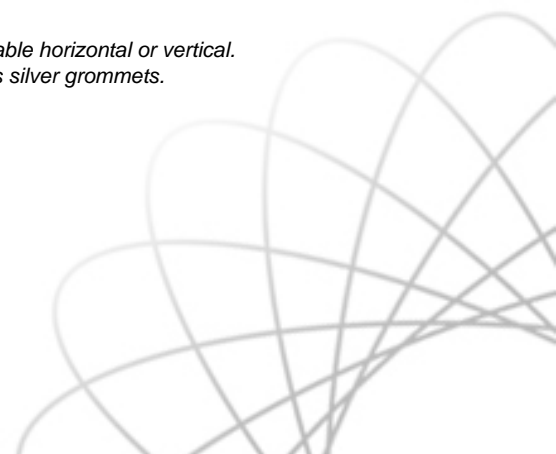
Includes sign holder rental, graphic and delivery.

6' x 3' Banner



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

*Banner is available horizontal or vertical.
Includes silver grommets.*



Material Handling/Drayage Information

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

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McCormick Place Convention Center
April 8 - 11, 2019

Benefits of Advance Shipping to the GES Warehouse

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

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/071601123/logistics_Quote

Chat with us <http://www.ges.com/chat>



Estimating Material Handling Charges

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

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

Late Surcharges - May be charged an additional overtime surcharge

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

Machinery Labor and Equipment

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

Storing Empty Containers

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

Outgoing Shipments

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

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Measure of Damage

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

Insurance

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

Work Zone

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

GES Transportation Plus






DOMESTIC



Save 10% on Material Handling with GES Transportation Plus.

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



-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated show invoice
-  Fully integrated storage and shipping solutions



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

Get an instant quote today at: https://e.ges.com/071601123/logistics_quote

Discount does not apply to shipments that are considered small packages, local, truckloads, or shipments over 5,000 lbs.

Material Handling/Drayage Order Form

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

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McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks loaded / unloaded after 4:30 pm will be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and holidays.
- Break of Show (outbound shipments) – On Thursday, April 11, 2019, shipments loaded that day will not be subject to an outbound overtime surcharge. Your outbound material handling forms must be turned in and your outside carrier checked into the Marshalling Yard before 7:00 PM.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Drivers with outbound shipments must check in at the exhibit site and the exhibitor must turn in the bill of ladings by 12:00 PM to guarantee same day loading.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

Step 1. Review Freight Material Handling Rates and Information

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

GES is unable to receive flatbed shipments or any single piece weighing over 5,000 pounds at the Advance Warehouse.

	Crated	Special Handling
Straight Time In / Straight Time Out	\$93.00 cwt	\$120.90 cwt
Straight Time In / Overtime Out	\$120.75 cwt	\$156.98 cwt
Overtime In / Overtime Out	\$139.25 cwt	\$181.03 cwt

Advance Shipments to Warehouse Dates:

Mon, Feb 25, 2019: Advance shipments may begin arriving at warehouse.

Mon, Mar 25, 2019: Last day for shipments to arrive at warehouse.

Carpet Handling

Straight Time In / Straight Time Out	\$148.75 cwt
Straight Time In / Overtime Out	\$193.25 cwt
Overtime In / Overtime Out	\$222.75 cwt

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$74.00 cwt	\$96.20 cwt	\$118.40 cwt
Straight Time In / Overtime Out	\$92.25 cwt	\$119.93 cwt	\$147.60 cwt
Overtime In / Overtime Out	\$110.75 cwt	\$143.98 cwt	\$177.20 cwt

Direct Shipments to Show site Dates:

Thurs, Apr 4, 2019: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Sun, Apr 7, 2019: Last day for shipments to arrive at exhibit site by 5:00 PM.

See Target Delivery Schedule

Carpet Handling

Straight Time In / Straight Time Out	\$118.50 cwt
Straight Time In / Overtime Out	\$147.50 cwt
Overtime In / Overtime Out	\$177.25 cwt

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Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$68.00. Each additional package will be charged \$14.20.

Step 2. Estimate Order

Small Packages

___ 1 1st Small Package Shipment x \$68.00 = _____ Total

___ # of additional packages (each) x \$14.20 = _____ Total

Material Handling/Drayage

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

GES is unable to receive flatbed shipments or any single piece weighing over 5,000 pounds at the Advance Warehouse.

_____ pounds of freight + 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

Exhibit Site Warehouse

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X
Authorized Signature _____

Authorized Name - Please Print _____ Date _____

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

Total Payment Enclosed

\$ _____

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee will apply before published timeline.

Off Target - Late/Early to Show Site Surcharge:

A 30% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Special Handling/Mixed Shipments:

A 30% surcharge will apply to items requiring special handling or mixed shipments.

Uncrated Shipments:

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

Measure of Damage:

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

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM and holidays.

SSC

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What is "Special" Handling?

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

Special Handling Includes:

Ground Loading

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

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

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

Multiple Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading

Constricted Space Loading



Stacked Shipments

Uncrated Shipment



Multiple Shipments

Target Move-In and Freight Information

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019



Form Tips:

- A targeted move-in is a designated day and time for arrival of a particular exhibitor or exhibit area depending on their location within the facility, according to a target map/floor plan.
- Your assigned target is the date and time that your truck must check into the marshalling yard. Once the marshalling yard sends your truck to the building to start unloading your company's truck, your exhibit/samples are taken directly to your booth space.
- As long as your truck arrives on or before your target time on your targeted date, there is no additional off-target charge.
- Find your targeted/scheduled time for move-in by reviewing the Targeted Floor Plan provided by the show organizer for target move-in times. This is for the move-in of your exhibit only. Your product can arrive at a later date.



Attention

Attention:

- All inbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to target assignments contained in this section.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.
- Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be no guarantees with respect to absolute delivery dates and times.
- We recommend scheduling installation labor to begin the day after your inbound target assignment.
- It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the inbound target assignments. Please plan carefully.
- Off-target freight and equipment may be refused and/or rescheduled. Off Target Surcharge: 30% (\$30 minimum) will apply to all inbound shipments arriving off-target. Please refer to Target Schedule.

Important Reminders



Reminder

- A target assignment is the point at which direct deliveries may begin checking in. It is not the point at which set-up should be scheduled.
- Freight shipped through our warehouse will be delivered prior to the beginning of your assigned target date and time.
- Route your shipments carefully. Utilize only carriers who provide Bills of Lading and can be contacted at any point in time.
- Insure your material from the time it leaves your facility until it is returned.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.

Correct:



Incorrect:



Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071601123/contactus/esm>

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Target Maps

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

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McCormick Place Convention Center
April 8 - 11, 2019

Click the link below for target maps:

Target Maps:

<http://e.ges.com/071601123/targetmaps>

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Automate

Name of Exhibition 071601123

BOOTH NUMBER

C/O GES
4108 W. 52nd Place
Chicago, IL 60632 USA

Shipment Should Arrive on or Between:
Monday, Feb 25, 2019 - Monday, March 25, 2019

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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

Automate

Name of Exhibition 071601123

BOOTH NUMBER

C/O GES
4108 W. 52nd Place
Chicago, IL 60632 USA

Shipment Should Arrive on or Between:
Monday, Feb 25, 2019 - Monday, March 25, 2019

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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Automate

Name of Exhibition 071601123

BOOTH NUMBER

**C/O GES
McCormick Place Convention Center
2301 South Lake Shore Drive
Chicago, IL 60616-1490 USA**

Shipment Should Arrive on or Between:

Thursday, April 4, 2019 after 8:00 AM - Sunday, April 7, 2019 by 5:00 PM

See Target Delivery Schedule

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____ of _____ pieces

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Automate

Name of Exhibition 071601123

BOOTH NUMBER

**C/O GES
McCormick Place Convention Center
2301 South Lake Shore Drive
Chicago, IL 60616-1490 USA**

Shipment Should Arrive on or Between:

Thursday, April 4, 2019 after 8:00 AM - Sunday, April 7, 2019 by 5:00 PM

See Target Delivery Schedule

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____ of _____ pieces

Request for Pre-Printed Outbound Material Handling Release/Labels

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 20, 2019



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by March 20, 2019.
- Want an easier way? Submit your information online: <https://e.ges.com/071601123/prePrint/esm>

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

Company/Consignee	Carrier	Attention		
2301 South Lake Shore Drive	Chicago	IL	60616-1490	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

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

Shipping Destination 1:

Number of Labels Needed:

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

Shipping Destination 2:

Number of Labels Needed:

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

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

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

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

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



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Freight Service Questionnaire

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/071601123/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

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

3. List carrier name(s):

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

Phone Number:

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

Phone Number:

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

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

_____ lbs.

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

_____ lbs.

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

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

Direct Shipments Only

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

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Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Marshaling Yard and Direct Deliveries Information

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

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McCormick Place Convention Center
April 8 - 11, 2019

Tips For New Exhibitors



Tips

What is a marshaling yard? The marshaling yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Savings



Save

- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

Marshaling Yard Site Address:

2900 South Moe Drive
Chicago, IL 60616
USA

Marshaling Yard Process

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

- All delivering carriers and privately owned vehicles must check in at the marshaling yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the marshaling yard, drivers will be assigned a number and will be dispatched to the appropriate dock at McCormick Place Convention Center as space is available. Waiting time at the marshaling yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the McCormick Place Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the marshaling yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071601123/contactus/esm>

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Chat with us <http://www.ges.com/chat>



Show Site Storage Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter. An advance deposit is required to guarantee storage reservations.
 - Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
 - Break of Show – On Thursday, April 11, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
 - Overtime: Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.
 - Double Time: All other times Monday through Friday. All day Sunday & holidays.
- Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicenter.
- Standard labor rates apply for each delivery to the booth or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	154.25		\$

Additional Delivery Rates

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	127.75			\$
705044	Storage, OT	191.75			\$
705044	Storage, DT	242.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071601123/labor/esm>

Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

R-11/R-12 060518 031119 071601123

Chat with us <http://www.ges.com/chat>

Form Continues on Next Page



Show Site Storage Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Thursday, April 11, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.
- Double Time: All other times Monday through Friday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign X

 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed \$

R-11/R-12 060518 031119 071601123

Chat with us <http://www.ges.com/chat>



Direct Machinery Rate Schedule Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- This form is for freight shipments of Crated, Skidded Machinery only.
- Machinery should only be shipped direct to the show site address. Do not send to the Advanced Shipment Warehouse.
- Rates are based on per 100 lbs (CWT) per truckload.
- Machinery must be clearly identified on the Bill of Lading (BOL) to qualify for these rates.
- 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.

Machinery Rates

	Straight Time IN & Straight Time OUT	Special Handling Rate	Straight Time IN & Overtime OUT	Special Handling Rate	Overtime IN & Overtime OUT	Special Handling Rate
100 - 5,000 lbs	\$ 45.25 CWT	\$ 58.83 CWT	\$ 55.25 CWT	\$ 71.83 CWT	\$ 66.25 CWT	\$ 86.13 CWT
5,100 - 10,000 lbs	\$ 43.00 CWT	\$ 55.90 CWT	\$ 54.00 CWT	\$ 70.20 CWT	\$ 64.75 CWT	\$ 84.17 CWT
10,100 - 20,000 lbs	\$ 42.00 CWT	\$ 54.60 CWT	\$ 52.50 CWT	\$ 68.25 CWT	\$ 63.00 CWT	\$ 81.90 CWT
20,100 - 30,000 lbs	\$ 37.75 CWT	\$ 49.08 CWT	\$ 47.25 CWT	\$ 61.42 CWT	\$ 56.75 CWT	\$ 73.78 CWT
30,100 - 999,900 lbs	\$ 32.25 CWT	\$ 41.92 CWT	\$ 40.25 CWT	\$ 52.33 CWT	\$ 48.50 CWT	\$ 63.05 CWT

Important Notes

- **Off Target Surcharge:** A 30% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.
- **Special Handling Surcharge:** 30% additional each way.
Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.
- **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.
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Step 1. Calculate Machinery Rates

Piece #	Length	Width	Height	Weight	Mounted on Skids?	Requires Assembly?	Arrival Date at Exhibit Site	Approximate Arrival Time	Total Price
									\$
									\$
									\$
									\$

Special Instructions:

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$



Display Vehicle Placement Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 20, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.

Vehicles that apply to this fee:

- Cars, Motorcycles, Pickup trucks, trailers. We require a photo and description of the mobile unit/vehicle and what will be inside or on it and will bill appropriately.
- If you are displaying mobile machinery, please specify in detail what it is along with a photo so we can bill you appropriately. This show may have a separate mobile machinery rate, please look for one in the kit or contact us and we will advise.

Please note the following:

- Any product, display, structure components that are in/on the vehicle, trailer or otherwise will be billed separately at the material handling rate.
- If this form is not completed prior to your move-in and the required documentation is not attached, you will be billed according to the assessment of the operations manager on site, no exceptions or disputes.
- We require a photo of the vehicle for billing purposes. Any photo that is not the complete rendering of the display will need to have an attached full description of what will be on/in the vehicle/trailer.



Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than an eighth (1/8) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.
- **This is for Display Vehicles ONLY and does not apply to any contents contained within the vehicle.**
- GES will determine whether a vehicle meets the qualifications as a Display Vehicle, as intended on this form. If criteria is not met, standard material handling rates apply.

Form Continues on Next Page

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R-15 030519

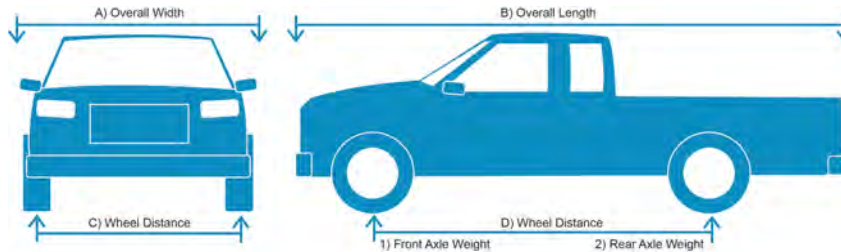


Display Vehicle Placement Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

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

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Spotting, per vehicle	391.50		\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed \$ _____

R-15 030519 031119 071601123



Installation and Dismantling Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Please complete this form for all display labor needed.
 - Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
 - Exhibitor may unpack and place merchandise.
 - Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
 - Break of Show – On Thursday, April 11, 2019, Straight Time labor rates will apply until 8:30 PM. Overtime labor rates will apply from 8:30 PM to 12:00 AM.
 - Overtime (OT): Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM.
 - Double Time (DT): All other times Monday through Saturday. All day Sunday and holidays.
- Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Step 1. Order Labor

Item Code	Description	RATE (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	112.00			\$
705000	Install & Dismantle, ST Move Out	112.00			\$
705000	Install & Dismantle, OT Move In	161.75			\$
705000	Install & Dismantle, OT Move Out	161.75			\$
705000	Install & Dismantle, DT Move In	197.75			\$
705000	Install & Dismantle, DT Move Out	197.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071601123/labor/esm>

Step 2. Please Indicate Service



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

Option 1 (A 30% (\$ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/071601123/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 30% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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

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Form Continues on Next Page



Installation and Dismantling Order Form

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

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

Option 2

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

GES is responsible for the following type of booth:

- Pop-Up Two Story Custom
- Other: _____

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

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Important Information

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

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

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed \$

L-1 010919 031119 071601123



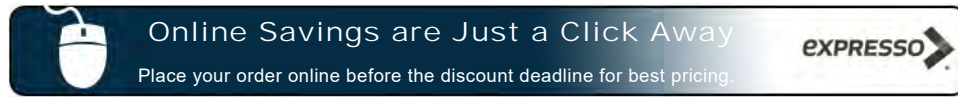
Forklift Labor Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
- When ordering a forklift, a 2 worker crew will be assigned consisting of a forklift operator and a foreman.
- For safety reasons, at GES discretion, a third worker may be assigned to the crew.
- Equipment (Lifts) ordered for booth work will only require a foreman.
- Please see Labor Information form for additional requirements regarding labor.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Thursday, April 11, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time: All other times Monday through Saturday. All day Sunday & holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation. Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

Step 1. Order Labor

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	= Total
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, ST	329.03			\$
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, OT	460.78			\$
706200 705111	Forklift, 5,000 lbs and 2 person Forklift Crew, DT	565.03			\$
705034	Additional Worker, ST	127.75			\$
705034	Additional Worker, OT	191.75			\$
705034	Additional Worker, DT	242.75			\$
705110	Forklift Foreman, ST	131.25			\$
705110	Forklift Foreman, OT	199.00			\$
705110	Forklift Foreman, DT	252.25			\$

9% Rental Tax for equipment, Crew (705111) and Forklift (706200) are included in displayed rates

Additional Equipment

Item Code	Description	On or Before 3/20/19		X # of Workers	X # Hours	Tax %	= Total
		Online (\$)	Discount (\$)				
706200	Forklift, 5,000#	64.25	64.25			9.0	\$
706204	Forklift, 15,000#	98.00	98.00			9.0	\$
706301	Scissor Lift	85.00	85.00			9.0	\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/071601123/labor/esm>

T-1CH 070717 031119 071601123



Forklift Labor Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 2. Labor Information



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

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.

GES is responsible for the following type(s) of work:

- Uncrating
- Unskidding
- Positioning
- Leveling
- Dismantling
- Recrating
- Reskidding

Additional labor will be assigned if necessary.

Step 3. Schedule In Booth Forklift Labor

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Installation

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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Hanging Sign Labor Information

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019

Please complete and return the Hanging Sign Labor Order Form by March 20, 2019.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor Electrical Service Order Form.
- Include Exhibitor contact information with the order.
- For safety reasons, signs weighing 500 lbs. or greater will require chain hoist motor. These signs will be hung by the electrical union.
- Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

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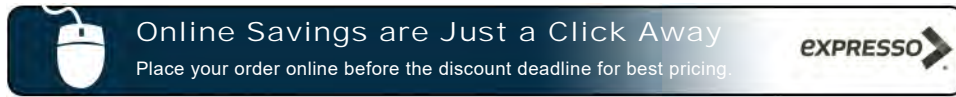
Hanging Sign Labor Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Please refer to the Exhibitor Rights if you have any questions regarding when union labor is required.
- A crew will be assigned consisting of a lift with two workers.
- For safety reasons, at GES discretion, a third worker may be assigned to the crew.
- Please see Labor Information form for additional requirements regarding labor.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Thursday, April 11, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime (OT): Monday through Friday from 4:30 PM to 10:00 PM. Saturday from 8:00 AM to 4:30 PM.
- Double Time (DT): All other times Monday through Saturday. All day Sunday and holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.
Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

Step 1. Order Labor

Item Code	Description	RATE (\$)	X # of Workers	X # Hours	= Total
706300 705112	High Lift and 2 person Crew, ST	594.07			\$
706300 705112	High Lift and 2 person Crew, OT	692.57			\$
706300 705112	High Lift and 2 person Crew, DT	764.57			\$
705020	Additional Worker, ST	95.25			\$
705020	Additional Worker, OT	144.50			\$
705020	Additional Worker, DT	180.50			\$

9% Rental Tax for equipment, Crew (705112) and Highlift (706300) are included in displayed rates

Additional Equipment

Item Code	Description	On or Before 3/20/19		X # of Workers	X # Hours	Tax %	= Total
		Online (\$)	Discount (\$)				
706300	High Lift	370.25	370.25			9.0	\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/071601123/labor/esm>

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Form Continues on Next Page



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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service Hanging Sign Options

Type of Sign

- Banner Structural Signage
 Systems

Shape of Sign

- Square Rectangle
 Triangle Circle
 Serpentine Other _____

Dimensions and Weight of Sign

Width _____ Height _____ (16' max)
Length _____ Total Weight _____ lbs

Electrical

- Is your sign electrical?
 Yes No

Pick Points

Number of structural pick points _____
Weight at each pick point _____
Have you submitted your structurally engineered rigging points? _____
Dates Submitted _____

Assembly

Does your sign require assembly?
 Yes No
If yes, GES will assemble your sign prior to hanging. See Hanging Sign Labor Rate and Information.

Supervision

Do you want to supervise the hanging of your sign?
 Yes (GES do not proceed) No (GES OK to proceed)
If yes, schedule the date you would like the sign to be hung in Step 3 of this form.
Please provide GES with a contact name and number to discuss _____

If no, GES will supervise without exhibitor present.

- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.



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

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

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Hanging Sign Labor Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Installation

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Automate

Name of Exhibition 0710601123

Booth Number

C/O GES
4108 W. 52nd Place
Chicago, IL 60632 USA

Shipment Should Arrive on or Between:
Monday, Feb 25, 2019 - Monday, March 25, 2019

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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

Automate

Name of Exhibition 0710601123

Booth Number

C/O GES
4108 W. 52nd Place
Chicago, IL 60632 USA

Shipment Should Arrive on or Between:
Monday, Feb 25, 2019 - Monday, March 25, 2019

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 - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____ of _____ pieces

Please print this label on a color printer if possible

Booth Layout - Hanging Signs

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

031119 071601123
H-3.012119

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Electrical Chain Hoist and Truss Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- **Truss points exceeding 200 lbs. will require a hoist.**
- All truss and lighting rigging along with the hanging of signs over 500 lbs. requires an engineered print that includes all rigging points. In addition it will need to be stamped by a licensed engineering firm approved by the McCormick Place Management.
- The engineered drawings need to be submitted to GES Electrical in the DWG format 30 days prior to your show move-in date so we can prepare them for submittal to McCormick Place Management.
- Please include the contact information for your lighting designer.
- GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.
- All Rigging must comply with MPEA and Show management rules and regulations as well as facility limitations.
- Lighting packages and rotators are available on request.
- Truss prices are weekly rates.
- Assembly and installation labor not included.
- Please order power on Electrical Outlets Order Form.
- Please order labor on the Electrical Labor Order Form.
- For any additional information, please contact GESElectricalChicago@ges.com.

Step 1. Order Chain Hoists

CM Lodestar Chain Hoists

Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
702132	Hoist, Electric Chain, 1/2 TON	458.00	687.00		9.0	\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Tomcat Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
608129	Truss, 12" x 18" Box, Black, per Foot	14.30	21.45		9.0	\$



Form Continues on Next Page

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Electrical Chain Hoist and Truss Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name

Email

Phone Number

Step 2. Please Indicate Service

Option 1

- Exhibitor Supervised (Do not proceed)
 - You must schedule date & time below as well as # of electricians and estimated hours.
 - 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.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

- GES Supervised (OK to proceed without exhibitor.)
 - There is no charge for this supervision
 - This option is highly recommended so that work can be completed prior to your arrival onsite.
 - If left unchecked and a booth layout is available, GES will proceed with the floor work.

Please include Electrical Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cancellation Policy: 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%**.

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Truss Lighting Package Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- A full line of accessories and custom systems are available. Please contact GESElectricalChicago@ges.com for more information. Requires motor and lighting power. Please order electrical power on provided form within this Exhibitor Services Manual.
- Delivery, installation, rental, initial focus time, and dismantling are included in package price.
- Please include Electrical Layout form for placement of your truss.
- Please provide us with a drawing (a .dwg file) showing the placement of your trapeze and par fixtures. Also, please indicate on your drawing the focus direction for each fixture.

Order Truss Lighting Packages

Truss Lighting Package

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
700601	Truss Lighting - Package #1	5,372.00	6,365.00	8,058.00		9.0	\$
	↳ 10 linear feet of Truss, 3 - Par Cans, 1/2 hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power.						
700602	Truss Lighting - Package #2	6,020.75	7,133.50	9,031.25		9.0	\$
	↳ 20 linear feet of Truss, 6 - Par Cans, 1/2 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power.						
700603	Truss Lighting - Package #3	6,777.75	8,030.25	10,166.50		9.0	\$
	↳ 30 linear feet of Truss, 9 - Par Cans, 1 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.						
700604	Truss Lighting - Package #4	8,132.25	9,635.50	12,198.50		9.0	\$
	↳ 40 linear feet of Truss, 12 - Par Cans, 1-1/2 Hours Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.						

Overhead Outlets

Item Code	Description	On or Before 3/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
704025	030 Amp, 5 HP 208V / 3 Phase, Overhead	818.25	818.25	1,227.25		9.0	\$
704026	060 Amp, 10 HP 208V / 3 Phase, Overhead	1,090.75	1,090.75	1,636.00		9.0	\$
704027	100 Amp, 20 HP 208V / 3 Phase, Overhead	1,408.75	1,408.75	2,113.50		9.0	\$
704028	200 Amp, 50 HP 208V / 3 Phase, Overhead	2,272.50	2,272.50	3,408.75		9.0	\$
704029	400 Amp, 208V / 3 Phase, Overhead	4,728.75	4,728.75	7,093.00		9.0	\$

Please indicate choice(s)

Truss Size

12" Box 20" Box

Truss Color

Black

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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

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Cleaning and Porter Service Order Form

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

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McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.31	0.47		1	\$
500600	Duration of Show (per sq. ft. per day)	0.31	0.46		4	\$
500602	Per Day (per sq. ft. per day)	0.31	0.46			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.47	0.69		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.47	0.69			\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	109.50	164.75			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	129.50	194.25			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	149.00	223.75			\$

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

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$ _____

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

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Electrical Order Checklist

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

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McCormick Place Convention Center
April 8 - 11, 2019

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Form	Must include complete Credit Card Authorization, Labor Order Form and floor plan to secure discount rates, if applicable. Call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Form	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points).
<input type="checkbox"/> Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
<input type="checkbox"/> Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
<input type="checkbox"/> Do you require 24 hour power?	Required for refrigeration, computer systems, water pumps, heaters, etc. See 24 Hour Electrical Outlets Order Forms.
<input type="checkbox"/> Do you require overhead power?	Overhead power drops will require additional labor and equipment rental fees.
<input type="checkbox"/> Exhibitor's equipment will be modified to conform to GES' electrical cords and caps and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> • 15 amp 120 volt: Standard U-ground cord cap • 30 amp 208 volt 1Ø or 3Ø: Leviton 2811 or Hubbell 2811 • 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P • 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
<input type="checkbox"/> Avoid code violations	Check the electrical code requirements on the Electrical Information form.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at (800) 475-2098. We're here to help!

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Chat with us <http://www.ges.com/chat>



Electrical Services Information

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

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McCormick Place Convention Center
April 8 - 11, 2019

Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

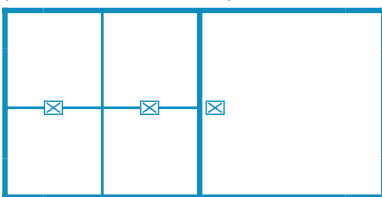
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.

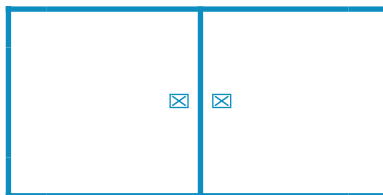
If you have any questions, please call us at (800) 475-2098.

Where will my outlet be located?

There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:

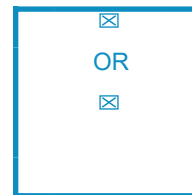


In-Line Booths



Peninsula Booths

Back-to-Back Peninsula Booths



Island/Pavillion Booths

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

In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

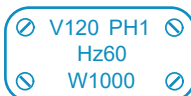
Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drapery line.

Island or Pavilion Booths:

You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

How much power do I need?

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



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

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Electrical Set-Up Information

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

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McCormick Place Convention Center
April 8 - 11, 2019

General Tips on Electrical Set-Up

If voltages other than those listed are needed, we recommend that exhibitors bring their own transformers.

GES stocks a supply of transformers for rental use. Please state the type that you require. We will check our inventory and reserve it for you if it is available.

The following is a chart listing the voltages and amperages available in each building.

Service	South		North				West		Lakeside		
	A2	A1	B1	B2	C1	C2	F1	F2	D1	D2	E
120 Volt Floor Power 30 Amps or less	X	X	X		X		X	X	X	X	X
208 Volt Floor Power 60 Amps or less	X	X	X		X		X	X	X	X	X
480 Volt Floor Power 100 Amps or less	X	X	X						X	X	X
120 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X	X	X	X
208 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X			
480 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X	X	X	X

Q: What work can I do in my own booth?

A: Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company.

- Setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.

Electrical Outlets Order Form - Floor Service

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps).
- If carpet is installed prior to electrical installation, additional labor charges may apply.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths - Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	5 Amp/500 Watts, 1/4 HP 120V	124.00	186.00		9.0	\$
700002	10 Amp/1000 Watts, 1/4 HP 120V	194.50	291.75		9.0	\$
700003	15 Amp/1500 Watts, 1/4 HP 120V	252.75	379.00		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	267.75	401.50		9.0	\$
700005	30 Amp, 1 HP 120V	520.00	780.00		9.0	\$

208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.
- 100 and 200 Amp 208 Volt 3 Phase will require a transformer within your booth space. Please provide location of transformer within your floor layout.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700015	30 Amp, 2 HP 208V / 1Phase	544.50	816.75		9.0	\$
700016	60 Amp, 5 HP 208V / 1Phase	571.00	856.50		9.0	\$

208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.
- 100 and 200 Amp 208 Volt 3 Phase will require a transformer within your booth space. Please provide location of transformer within your floor layout.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700025	30 Amp, 5 HP 208V / 3Phase	788.50	1,182.75		9.0	\$
700026	60 Amp, 10 HP 208V / 3Phase	1,070.00	1,605.00		9.0	\$
700027	100 Amp, 20 HP 208V / 3Phase	1,239.75	1,859.75		9.0	\$
700028	200 Amp, 50 HP 208V / 3Phase	2,478.50	3,717.75		9.0	\$

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Form Continues on Next Page



Electrical Outlets Order Form - Floor Service

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700045	30 Amp, 10 HP 480V / 3Phase	981.50	1,472.50		9.0	\$
700046	60 Amp, 20 HP 480V / 3Phase	1,308.75	1,963.50		9.0	\$
700047	100 Amp, 50 HP 480V / 3Phase	1,690.75	2,536.25		9.0	\$

Light Fixtures

- Power and labor not included.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700350	Floodlight, 120 Watt (In-line Booths Only)	98.50	147.75		9.0	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

By signing and delivering the Electrical Outlets Order Form - Floor Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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



Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to GESElectricalChicago@ges.com. They can also be faxed to (630) 259-6176. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- Power will be turned on 30 minutes prior to show open daily and will be turned off approximately 30 minutes after show closes daily. Power will be turned off immediately after final show closing. If you require power outside the actual show hours, arrangements should be made in advance. Please contact GESElectricalChicago@ges.com to make arrangements. Additional charges may apply.

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Electrical Outlets Order Form - Overhead Service

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 15amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps).
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

120 Volt Single Phase

- Price does not include labor, materials and/or equipment.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704003	15 Amp/1500 Watts, 1/4 HP 120V	252.75	379.00		9.0	\$
704004	20 Amp/2000 Watts, 1/4 HP 120V	267.75	401.50		9.0	\$
704005	30 Amp, 1HP, 120V	520.00	780.00		9.0	\$

208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704015	30 Amp, 2 HP 208V / 1 Phase	544.50	816.75		9.0	\$
704016	60 Amp, 5 HP 208V / 1 Phase	571.00	856.50		9.0	\$
704017	100 Amp, 10 HP 208V / 1 Phase	1,143.25	1,714.50		9.0	\$
704018	200 Amp, 208V / 1 Phase	2,189.25	3,283.50		9.0	\$

208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704025	30 Amp, 5 HP 208V / 3 Phase	818.25	1,227.25		9.0	\$
704026	60 Amp, 10 HP 208V / 3 Phase	1,090.75	1,636.00		9.0	\$
704027	100 Amp, 20 HP 208V / 3 Phase	1,408.75	2,113.50		9.0	\$
704028	200 Amp, 50 HP 208V / 3 Phase	2,272.50	3,408.75		9.0	\$
704029	400 Amp, 208V / 3 Phase	4,728.75	7,093.00		9.0	\$

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Form Continues on Next Page



Electrical Outlets Order Form - Overhead Service

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

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704045	30 Amp, 10 HP 480V / 3 Phase	981.50	1,472.50		9.0	\$
704046	60 Amp, 20 HP 480V / 3 Phase	1,308.75	1,963.50		9.0	\$
704047	100 Amp, 50 HP 480V / 3 Phase	1,690.75	2,536.25		9.0	\$
704048	200 Amp, 100 HP 480V / 3 Phase	2,590.50	3,885.75		9.0	\$
704049	400 Amp, 480V / 3 Phase	5,180.75	7,771.25		9.0	\$

Light Fixtures

- To receive the discount rate for all 1000 watt overhead Parcan fixtures, a Parcan focus points floor plan must be submitted with your order form by discount deadline. If floor plan is not submitted regular rates will be applied to your invoice.
- Please e mail GESElectricalChicago@ges.com for availability.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700125	1000 Watt PARcan, Addl on Low Steel	535.25	803.25		9.0	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$ _____

By signing and delivering the Electrical Outlets Order Form - Overhead Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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

 **Attention:**

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to GESElectricalChicago@ges.com. They can also be faxed to (630) 259-6176. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- Power will be turned on 30 minutes prior to show open daily and will be turned off approximately 30 minutes after show closes daily. Power will be turned off immediately after final show closing. If you require power outside the actual show hours, arrangements should be made in advance. Please contact GESElectricalChicago@ges.com to make arrangements. Additional charges may apply.

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24 Hour Electrical Outlets Order Form - Floor Service

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps).
- If carpet is installed prior to electrical installation, additional labor charges may apply.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths - Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	5 Amp/500 Watts, 1/4 HP 120V	248.00	372.00		9.0	\$
700002	10 Amp/1000 Watts, 1/4 HP 120V	389.00	583.50		9.0	\$
700003	15 Amp/1500 Watts, 1/4 HP 120V	505.50	758.00		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	535.50	803.00		9.0	\$
700005	30 Amp, 1 HP 120V	1,040.00	1,560.00		9.0	\$

208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.
- 100 and 200 Amp 208 Volt 3 Phase will require a transformer within your booth space. Please provide location of transformer within your floor layout.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700015	30 Amp, 2 HP 208V / 1Phase	1,089.00	1,633.50		9.0	\$
700016	60 Amp, 5 HP 208V / 1Phase	1,142.00	1,713.00		9.0	\$

208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.
- 100 and 200 Amp 208 Volt 3 Phase will require a transformer within your booth space. Please provide location of transformer within your floor layout.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700025	30 Amp, 5 HP 208V / 3Phase	1,577.00	2,365.50		9.0	\$
700026	60 Amp, 10 HP 208V / 3Phase	2,140.00	3,210.00		9.0	\$
700027	100 Amp, 20 HP 208V / 3Phase	2,479.50	3,719.50		9.0	\$
700028	200 Amp, 50 HP 208V / 3Phase	4,957.00	7,435.50		9.0	\$

E-2f 24hr 011019 031119 071601123

Form Continues on Next Page



24 Hour Electrical Outlets Order Form - Floor Service

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700045	30 Amp, 10 HP 480V / 3Phase	1,963.00	2,945.00		9.0	\$
700046	60 Amp, 20 HP 480V / 3Phase	2,617.50	3,927.00		9.0	\$
700047	100 Amp, 50 HP 480V / 3Phase	3,381.50	5,072.50		9.0	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

By signing and delivering the 24 Hour Electrical Outlets Order Form - Floor Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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



Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to GESElectricalChicago@ges.com. They can also be faxed to (630) 259-6176. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.

E-2f 24hr 011019 031119 071601123



24 Hour Electrical Outlets Order Form - Overhead Service

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

Automate
 McCormick Place Convention Center
 April 8 - 11, 2019

Discount Deadline Date:
 March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 15amp min required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- For distribution of power within your booth, prices do not include materials (e.g. extension cords, power strips and cord caps).
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%).
- Review Electrical Services Information for important conditions, regulations and guidelines.

120 Volt Single Phase

- Price does not include labor, materials and/or equipment.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704003	15 Amp/1500 Watts, 1/4 HP 120V	505.50	758.00		9.0	\$
704004	20 Amp/2000 Watts, 1/4 HP 120V	535.50	803.00		9.0	\$
704005	30 Amp, 1HP, 120V	1,040.00	1,560.00		9.0	\$

208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704015	30 Amp, 2 HP 208V / 1 Phase	1,089.00	1,633.50		9.0	\$
704016	60 Amp, 5 HP 208V / 1 Phase	1,142.00	1,713.00		9.0	\$
704017	100 Amp, 10 HP 208V / 1 Phase	2,286.50	3,429.00		9.0	\$
704018	200 Amp, 208V / 1 Phase	4,378.50	6,567.00		9.0	\$

208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704025	30 Amp, 5 HP 208V / 3 Phase	1,636.50	2,454.50		9.0	\$
704026	60 Amp, 10 HP 208V / 3 Phase	2,181.50	3,272.00		9.0	\$
704027	100 Amp, 20 HP 208V / 3 Phase	2,817.50	4,227.00		9.0	\$
704028	200 Amp, 50 HP 208V / 3 Phase	4,545.00	6,817.50		9.0	\$
704029	400 Amp, 208V / 3 Phase	9,457.50	14,186.00		9.0	\$

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Form Continues on Next Page



24 Hour Electrical Outlets Order Form - Overhead Service

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is prewired.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704045	30 Amp, 10 HP 480V / 3 Phase	1,963.00	2,945.00		9.0	\$
704046	60 Amp, 20 HP 480V / 3 Phase	2,617.50	3,927.00		9.0	\$
704047	100 Amp, 50 HP 480V / 3 Phase	3,381.50	5,072.50		9.0	\$
704048	200 Amp, 100 HP 480V / 3 Phase	5,181.00	7,771.50		9.0	\$
704049	400 Amp, 480V / 3 Phase	10,361.50	15,542.50		9.0	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

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

Total Payment Enclosed

By signing and delivering the 24 Hour Electrical Outlets Order Form - Overhead Service to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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



Attention:

- To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form by Discount Deadline Date.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to GESElectricalChicago@ges.com. They can also be faxed to (630) 259-6176. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.

E-2o 24hr 011019 031119 071601123

Chat with us <http://www.ges.com/chat>



Electrical Floor Work Labor Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- Dismantle labor will be charged as a percentage of the installation labor (50%)
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Thursday, April 11, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime (OT): Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time (DT): All other times Monday through Saturday. All day Sunday and holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.
Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

Step 1. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705060	Electrical Floor Work, ST	111.00			\$
705060	Electrical Floor Work, OT	161.00			\$
705060	Electrical Floor Work, DT	212.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071601123/labor/esm>

Step 2. Please Indicate Service



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

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when a an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

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Form Continues on Next Page

Electrical Floor Work Labor Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Floor Work (Under Carpet Electrical Distribution)

Option 1

- Exhibitor Supervised (Do not proceed)
 - You must schedule date and time as well as number of electricians and estimated hours.
 - 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.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Schedule Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

Option 2

- GES Supervised (OK to proceed without exhibitor.)
 - There is no charge for this supervision.
 - This option is highly recommended so that work can be completed prior to your arrival onsite.
 - If left unchecked and a booth layout is available, GES will proceed with the floor work.

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

By signing and delivering the Electrical Floor Work Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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Electrical Booth Work Labor Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage over 120 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%)
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Break of Show – On Thursday, April 11, 2019, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
- Overtime (OT): Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
- Double Time (DT): All other times Monday through Saturday. All day Sunday and holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.
Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

Step 1. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705065	Electrical, High Lift Operator, ST	114.00			\$
705065	Electrical, High Lift Operator, OT	167.00			\$
705065	Electrical, High Lift Operator, DT	219.00			\$
705061	Electrical Booth Work, ST	111.00			\$
705061	Electrical Booth Work, OT	161.00			\$
705061	Electrical Booth Work, DT	212.00			\$

Additional Equipment

Item Code	Description	RATE (\$)	# of Equipment	# Hours	Total
706300	High Lift	508.00			\$
706301	Scissor Lift	110.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071601123/labor/esm>

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Form Continues on Next Page



Electrical Booth Work Labor Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- Lighting
 - Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes
- Miscellaneous
 - Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the additional of electrical connectors to electrical apparatus.

Install/Remove Plasma*: Size _____ Qty _____ Other _____

*Plasmas 37" and larger require 2 electricians.

- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.

Is there more than one (1) drop location?

_____ Yes _____ No

Additional drops will be charged on a time and material basis depending on when order and floor plan are received.

All booths requiring floor work labor must send a booth floor plan to GESElectricalChicago@ges.com. They can also be faxed to (702) 616-8155. Please write your booth number, show name and email address on the fax. To receive the discount rate on outlets and labor, the Electrical Booth Layout form or a scaled plan in CAD or PDF format must include main drop locations for power, additional drop locations, electrical distribution, orientation, outlets, fixtures, and all 1000 watt overhead focus points must be attached to this form, as well as a form of payment or emailed to GESElectricalChicago@ges.com.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged based on actual usage. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

Schedule Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$ _____

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.



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Booth Layout - Electrical


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


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Form Deadline Date:
 March 20, 2019


Company Name _____ Email _____ Phone Number _____ Booth Number _____

 Main Drop Location

 120 V _____ AMPS

 208 V Single Phase _____ AMPS

 208 V Three Phase _____ AMPS

 480 V Three Phase _____ AMPS



Form Tips:

- Use bold lines to indicate the outline of your booth.
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through a PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



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Plumbing Services Information

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
 - Complete valid Payment and Credit Card Authorization
 - Order Plumbing Outlets
 - Schedule Plumbing Labor
 - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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Plumbing Services Information

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed only by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.
- Any wastewater or fluids deemed to be hazardous will incur a hazardous material surcharge. Please email GESPlumbingChicago@ges.com for quote.

Compressed Air

- GES is not responsible for moisture, oil, or water in our lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

Labor

- Laying of any lines under carpet or other flooring, or spotting from ceiling will be an additional labor charge.

Facility Pressures to know

- Compressed Air - Pressure of 90-100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.
- Hoses Pressure - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure. Any hoses brought in by clients must also have this rating
- Natural Gas - A one inch gas line provides a constant one pound pressure per square inch.
- Drain - Any drain over one inch, please call for quote.

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Chat with us <http://www.ges.com/chat>



Plumbing Services Information

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

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April 8 - 11, 2019

Bottled Gases

- We can supply a complete line of any 2, 3 or 4 mixtures and quantity with advance notice. We do not stock any bottled gases on premises. Many of our Gases require a minimum of 2 weeks notice. Please email your request to GESPlumbingChicago@ges.com for a quote.
- In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane and anything red tagged, must be removed from the event floor during the evening.
- Labor to deliver and pick up bottled gases will be charged at the prevailing labor rates.

Additional Information

- Any drain over one inch, please call for quote.
- Labor charges will be incurred for all connections to the equipment.
- Labor to deliver and pick up bottled gases will be charged at the prevailing labor rates.
- Electricity or Electrical Labor to connect and/or operate any plumbing equipment is not included.
- GES is not responsible for color or sediment in water fill.
- Ramps over utility lines in a booth are provided on a time and material basis.
- To receive the discount rate on services and labor, the Booth Layout - Plumbing form or a scaled plan in CAD or PDF format must include locations for plumbing services, booth orientation and be submitted with your order.

Hazardous Materials and Venting

- Any wastewater or fluids deemed to be hazardous will incur a hazardous material surcharge. Please email GESPlumbingChicago@ges.com for quote.
- Venting to Atmosphere - email GESPlumbingChicago@ges.com. Indicate size of flu pipes and if draft inducer is required.

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Chat with us <http://www.ges.com/chat>



Plumbing Services Order Form

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Be sure to place your order before the discount deadline date to receive the best rate.
- Always include the Booth Layout - Plumbing form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases, please email GESPlumbingChicago@ges.com for a quote.
- Any and all connections will be subject to a labor charge. Please remember to schedule labor on the Plumbing Labor Order Form before the deadline date to avoid extra charges.
- Review Plumbing Services Information for important conditions, regulations and guidelines.

Plumbing Services

Air

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701037	Compressed Air 1st Outlet	619.25	928.75		9.0	\$
	↳ Size of connection _____					
701115	Air - Additional Footage	5.85	8.10		9.0	\$
701040	Compressed Air, Supplemental Outlets	449.25	673.75		9.0	\$
	↳ Size of connection _____					

Water

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701081	Water Outlet	619.25	928.75		9.0	\$
	↳ Size of connection _____					
701116	Water - Additional Footage	5.85	8.10		9.0	\$
701045	Drain Outlet	619.25	928.75		9.0	\$
701117	Drain - Additional Footage	5.85	8.10		9.0	\$

Gas

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701059	Natural Gas Outlet	619.25	928.75		9.0	\$
	↳ Size of connection _____					

Water Filling and Draining

Greater than 4,000 Gallons - email gesplumbingchicago@ges.com. Fill and Drain services do not include labor.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701054	Fill & Drain, 1-149 Gallons, Per Unit	499.00	748.75		9.0	\$
701090	Fill & Drain, 1-199 Gallons, Per Unit	341.50	512.75		9.0	\$
701210	Each Additional 100 Gallons	113.50	170.25		9.0	\$
701092	Fill & Drain, 400+ Gallons, Per Unit	41.50	62.50		9.0	\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	539.50	809.25		9.0	\$

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Chat with us <http://www.ges.com/chat>

Form Continues on Next Page



Plumbing Services Order Form

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

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

A 2 Week Notice is required for the following rental items: *Does not include water, drain or labor.

701121	Sink Rental Double with Faucet*	208.25	208.25	9.0	\$
701120	Sink Rental Single with Faucet*	149.00	149.00	9.0	\$
701095	Water Heaters, 6 gallons*	208.25	208.25	9.0	\$
701097	Water heaters, 52 gallons*	357.25	357.25	9.0	\$
703033	Fire Extinguisher, ABC, 10#	156.00	234.00	9.0	\$
701106	Machine Anchoring (minimum 4)	935.75	1,403.75	9.0	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$

By signing and delivering the Plumbing Services Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on Plumbing Services Information Form.

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



Attention:

- To receive the discount rate on services and labor, the Booth Layout - Plumbing form or a scaled plan in CAD or PDF format must include locations for plumbing services, booth orientation and be submitted with your order. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or the depreciated value of Goods, whichever is less.
- Our Plumbing Department will not be responsible for moisture, water or minerals in any air lines. Exhibitors should supply their own filtering or other equipment to handle any moisture, water or minerals.

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Chat with us <http://www.ges.com/chat>



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

Automate
 McCormick Place Convention Center
 April 8 - 11, 2019

Discount Deadline Date:
 March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
 - Include a Plumbing Layout Form for easier installation.
 - Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
 - Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.
 - Double Time: All other times Monday through Saturday. All day Sunday & Holidays.
- Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

Step 1. Order Labor

Item Code	Description	RATE (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	111.00			\$
705011	Plumbing, OT	161.00			\$
705011	Plumbing, DT	212.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071601123/labor/esm>

Step 2. Please Indicate Service



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

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- 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.

Option 2

- GES Supervised (OK to proceed without exhibitor.)
- Please complete Plumbing Layout Form.
 - GES will supervise labor.

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Form Continues on Next Page



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

Discount Deadline Date:
March 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

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

Note: Our Plumbing Department will not be responsible for moisture, water or minerals in any air lines. Exhibitors should supply their own filtering or other equipment to handle any moisture, water or minerals.

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.

Installation

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Plumbing Information Form.

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Booth Layout - Plumbing

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 20, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Water Connection



Vent Location
Size of Duct _____



Drain Location



Compressed Air Location



Gas Connection
Type & Description of Gas _____



Tips

Form Tips:

- Use bold lines to indicate the outline of your booth.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Notice of Intent to Use EAC and Policies and Procedures

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 5, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

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

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>
*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.

Please
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

Review and Return Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

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Agreement and Rules and Regulations between GES and EAC

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

Automate
McCormick Place Convention Center
April 8 - 11, 2019

Form Deadline Date:
March 5, 2019

Company Name	Email	Phone Number	Booth Number
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Attention:

- **This form must be completed by the EAC.**

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), MHI (Show Management), Automate (Show) and McCormick Place Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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Agreement and Rules and Regulations between GES and EAC

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

Automate
 McCormick Place Convention Center
 April 8 - 11, 2019

Form Deadline Date:
 March 5, 2019

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicercenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please Sign _____
 Authorized EAC's Signature

_____ Date
 Authorized EAC's Name - Please Print

Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: _____
 Title: _____
 Company: _____
 Address: _____ City: _____ State: _____ Zip/Postal Code: _____
 Contact Name at Show Site: _____
 Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	
Authorized Name - Please Print	Date

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Display Rules and Regulations

EXHIBITORS: Please note these NEW display rules for Automate 2019!

Linear Booth and Corner Booth	1
Walk Through Booth	2
Peninsula Booth	3
Split Island Booth	4
Island Booth	5
Ceiling Heights	6
Hanging Signs	7
General Booth Regulations (all booth types)	8-12

Display Rules and Regulations

Linear Booth

Linear Booths, also called “in-line” booths, are booths arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

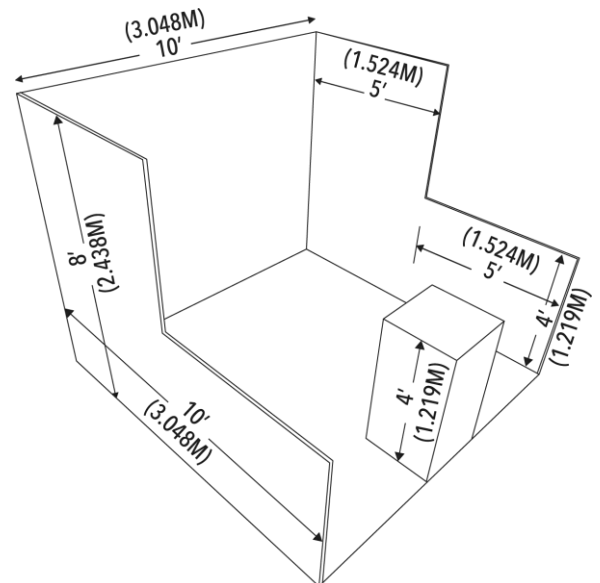
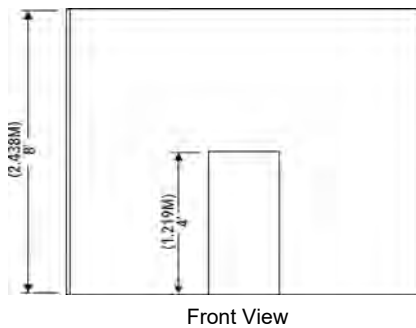
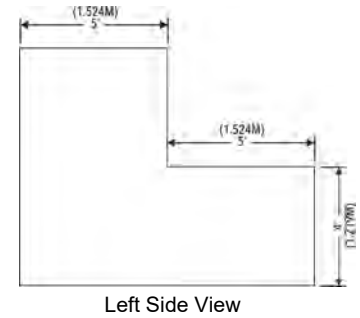
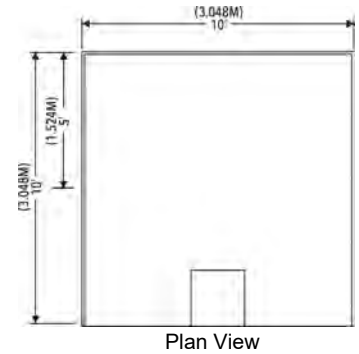
Dimensions

Linear Booths are most commonly 10 ft. (3.05 m) deep x some dimension in increments of 10 ft. (3.05m) wide, i.e.; 10 ft. by 10 ft. (3.05 m by 3.05 m), 10 ft. by 20 ft. (3.05 m x 6.10 m), 10 ft. x 30 ft. (3.05 m x 9.14 m), and so on. The maximum back wall height limitation is 8 ft. (2.44 m). This back wall height restriction applies to booths located in both section B1 and B2 of North Hall. See Ceiling Height diagram for further information.

Use of Space

Display materials should be arranged in such a manner as to not obstruct sight lines of neighboring exhibitors. For booths that are 10 ft. x 20 ft. (3.05 m x 6.10 m) or less, the maximum height of 8 ft. (2.44 m) is allowed only in the rear half of the booth space, with a 4 ft. (1.22 m) height restriction imposed on all materials in the remaining space forward to the aisle.

For booths that are 10 ft. x 30 ft. (3.05 m x 9.14 m) or more, the 4 ft. (1.22 m) height limitation is applied only to that portion of exhibit space which is within 10 ft. (3.05 m) of an adjoining booth.



Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

Hanging signs are not permitted for Linear Booths.

Display Rules and Regulations

Walk Through Booth

A Walk Through Booth is an exhibit with neighboring exhibits on both sides and faces two aisles.

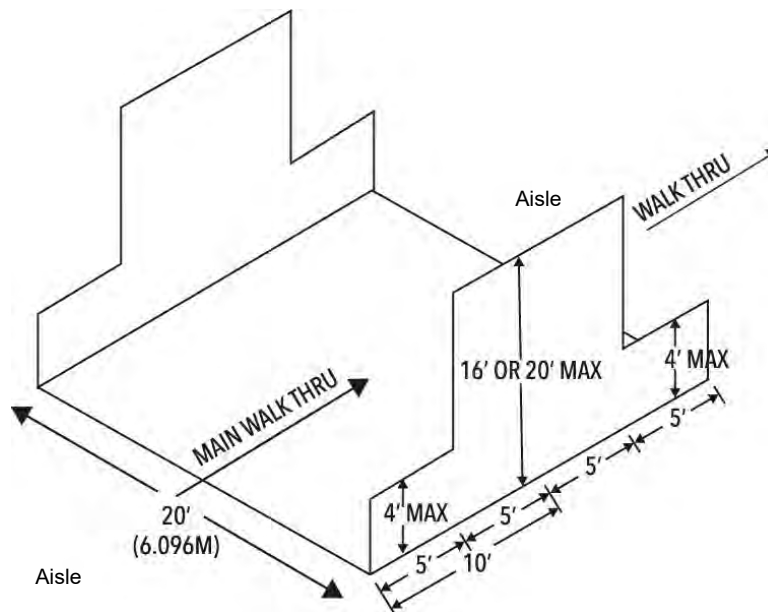
Dimensions

This booth type is 20 ft. x 20 ft. (6.10 m x 6.10 m) or larger. A Walk Through Booth must keep both aisles open. Side walls are possible, but are restricted to 4 ft. (1.22 m) high with 5 ft. (1.52 m) of each aisle, permitting adequate line-of-site for adjoining booths. The maximum height for the center portion of the side walls is 20 ft. (6.10 m) for booths located in section B1 of North Hall and 16 ft. (4.88 m) for booths located in section B2 of North Hall. See Ceiling Height diagram for further information.

The back side of side walls (that are facing adjoining booths) must be “finished” and must not have logos, graphics or branding. No exposed structure or extrusion materials are allowed.

Any double sided signs, logos and graphics shall be set back 10 ft. (3.05 m) from adjacent booths.

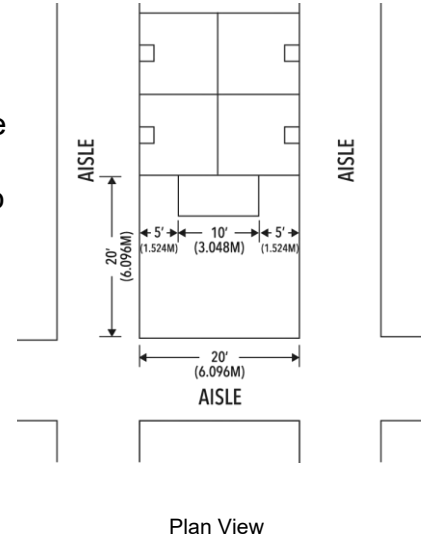
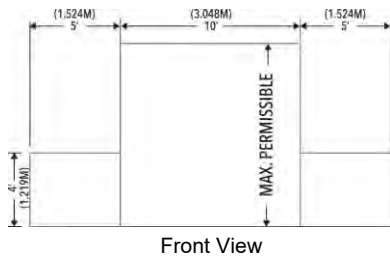
Please see specific Hanging Sign Guidelines that pertain to this booth type.



Display Rules and Regulations

Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides. There are three types of Peninsula Booths: (a) one which backs to Linear Booths, (b) one which backs to a Walk Through Booth, and (c) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.” See specific rules for Split Island Booths.

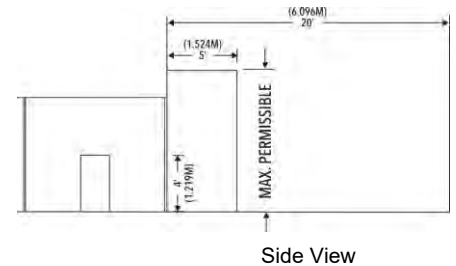


Dimensions

This booth type is 20 ft. x 20 ft. (6.10 m x 6.10 m) or larger. When a Peninsula Booth backs up to another booth (Linear or Walk Through), the back wall is restricted to 4 ft. (1.22 m) high within 5 ft. (1.52 m) of each aisle, permitting adequate line of sight for the adjoining booths.

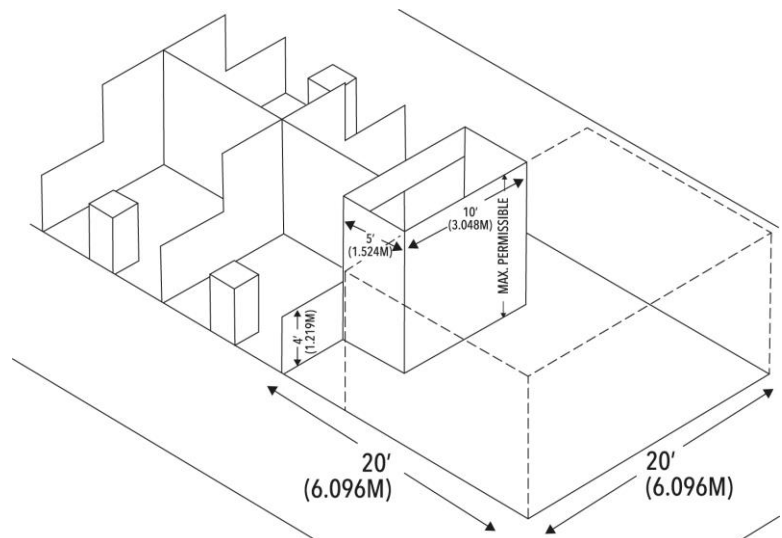
The maximum height for the center portion of the back wall is 20 ft. (6.10 m) for booths located in section B1 of North Hall and 16 ft. (4.88 m) for booths located in section B2 of North Hall. See Ceiling Height diagram for further information.

The back side of the back wall (that is facing the adjoining booth) must be “finished” and must not have logos, graphics or branding. No exposed structure or extrusion materials are allowed.



Any double sided signs, logos and graphics shall be set back 10 ft. (3.05 m) from adjacent booths.

Please see specific Hanging Sign Guidelines that pertain to this booth type.

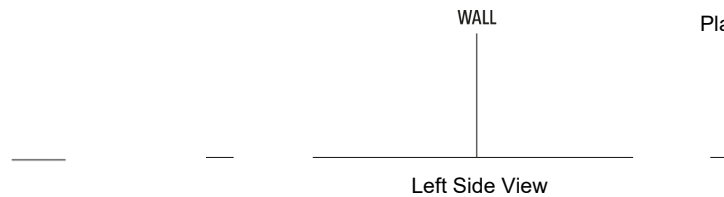
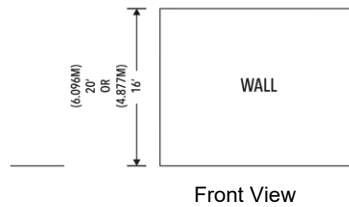
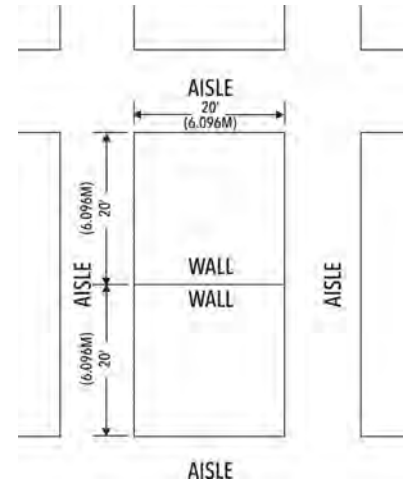


Display Rules and Regulations

Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line-of-sight restrictions.

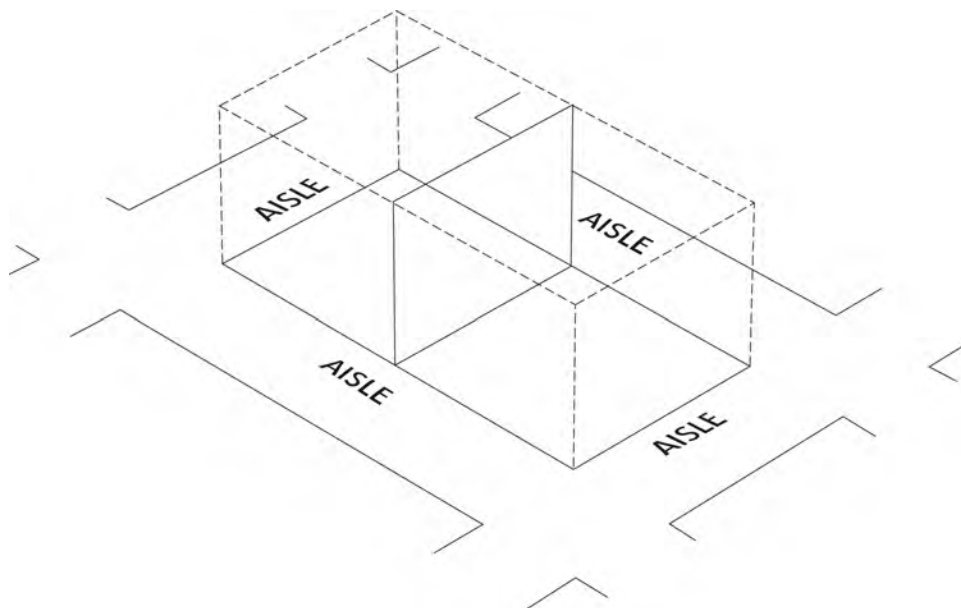
The maximum height for the common back wall is 20 ft. (6.10 m) for booths located in section B1 of North Hall and 16 ft. (4.88 m) for booths located in section B2 of North Hall. See Ceiling Height diagram for further information.



The back side of a back wall (that is facing the adjoining booth) must be “finished” and must not have logos, graphics or branding. No exposed structure or extrusion materials are allowed.

Any double sided signs, logos and graphics shall be set back 10 ft. (3.05 m) from adjacent booths.

Please see specific Hanging Sign Guidelines that pertain to this booth type.



Display Rules and Regulations

Island Booth

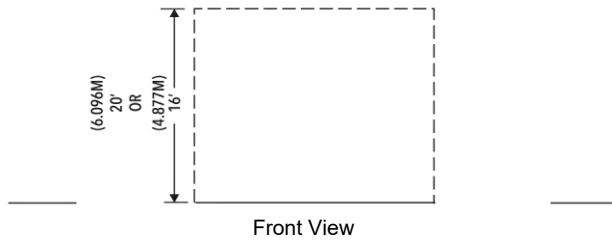
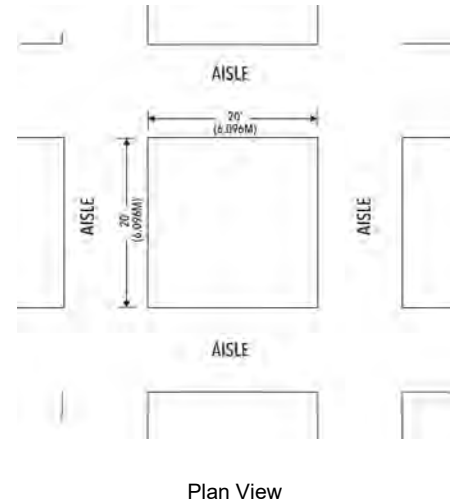
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

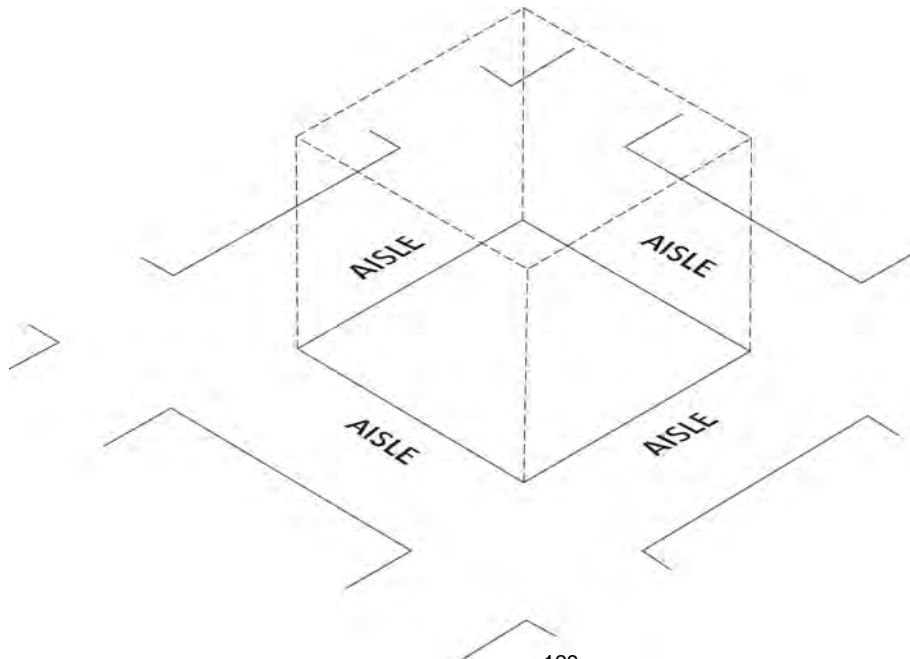
An Island Booth is 20 ft. x 20 ft. (6.10 m x 6.10 m) or larger. The entire cubic content of the space may be used up to the maximum allowable height.

The maximum height is 20 ft. (6.10 m) for booths located in section B1 of North Hall and 16 ft. (4.88 m) for booths located in section B2 of North Hall. See Ceiling Height diagram for further information.

The back side of any wall facing an aisle must be “finished”. No exposed structure or extrusion materials are allowed.



Please see specific Hanging Sign Guidelines that pertain to this booth type.



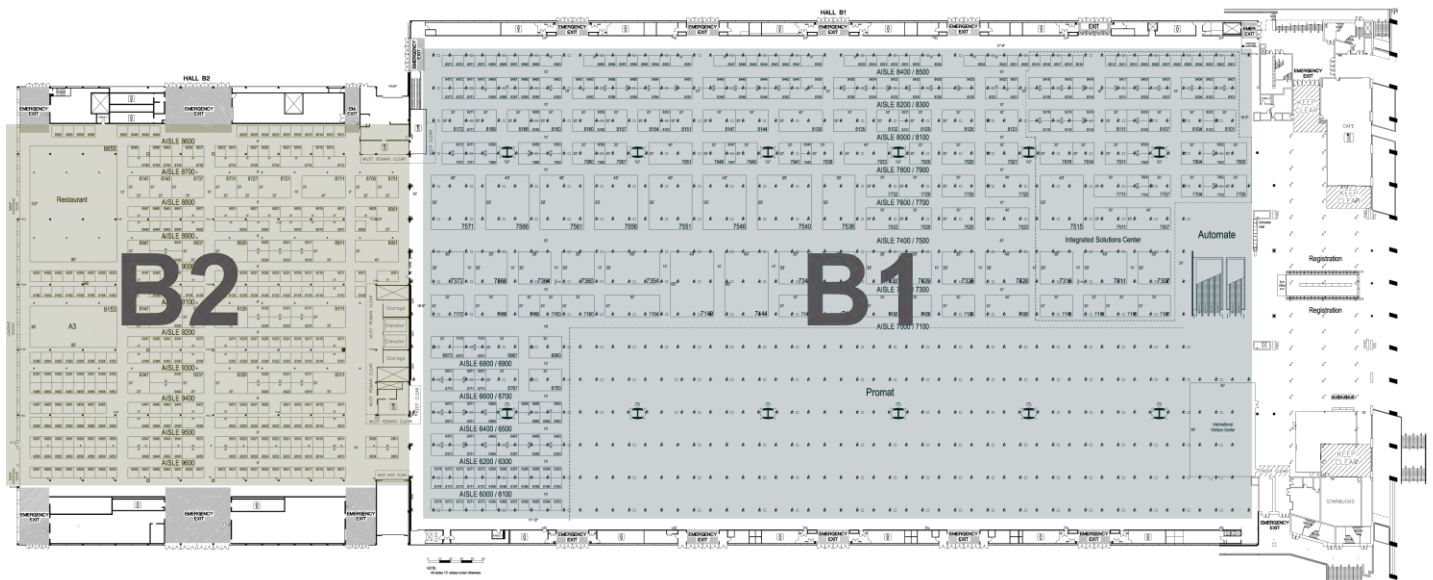
Display Rules and Regulations

Ceiling Heights

The North Hall at McCormick Place has two sections with differing ceiling heights. Please see the diagram below and check which section your booth is in.

North Hall Section B1 – ceiling height is 40 feet under lights.
All booth structures must be 20 ft. (6.10 m) high or lower.

North Hall Section B2 – ceiling height is 18 feet under lights.
All booth structures, graphics and signage (including hanging signs) must be 16 ft. (4.88 m) high or lower.





Display Rules and Regulations

Hanging Signs

Hanging signs are only allowed for booths 20 ft. x 20 ft. (6.10 m x 6.10 m) or larger. Hanging signs are not allowed for Linear Booths regardless of size.

All hanging signs must be pre-ordered at least 60 days prior to installation and approved through GES. Exhibitor must provide drawings for inspection. Variances may be issued at the show management's sole discretion. See the Hanging Sign order section of the exhibitor manual.

All hanging signs must be centered above the contracted booth space and must be at least 5 ft. (1.52 m) away from any aisle or neighboring booth.

In North Hall Section B2 – all booth structures, graphics and signage (including hanging signs) must be a maximum of 16 ft. (4.88 m) high. This is measured from the floor to the top of the structure and/or graphic/sign.

Display Rules and Regulations

General Booth Regulations

For all booth types.

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with line-of-sight requirements.

The bottom of the canopy should not be lower than 7 ft. (2.13 m) from the floor within 5 ft. (1.52 m) of any aisle. Canopy supports should be no wider than three inches 3 inches (.08 m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth.

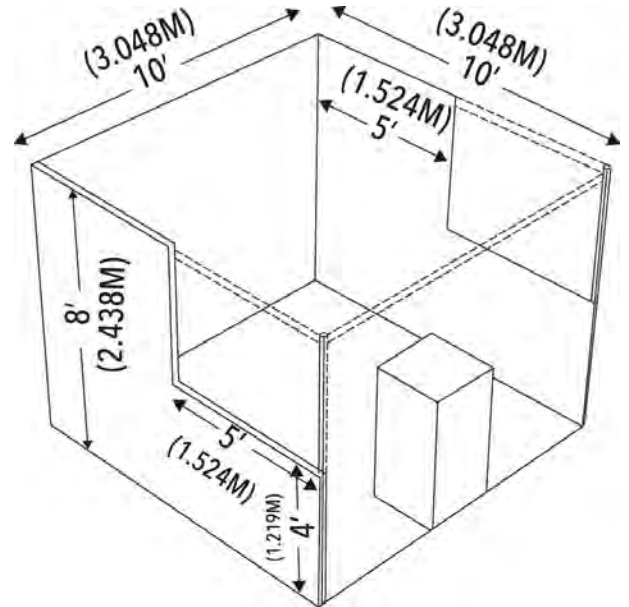
Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the facility rules.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that of the exhibit space configuration being used. Towers in excess of 8 ft. (2.44 m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Multi-Story Exhibits

A Multi-Story Exhibit (sometimes called a “Double-Decker”) is a booth where the display fixture includes two or more levels. A Multi-Story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met.





Display Rules and Regulations

General Booth Regulations

For all booth types.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length).
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair, or have personnel available to assist with touch screen displays.

Exhibits are not exempt from ADA requirements and exhibitors must adhere to the ADA rules.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20 ft. by 20 ft. (6.10 m by 6.10 m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.



Display Rules and Regulations

General Booth Regulations

For all booth types.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.



Display Rules and Regulations

General Booth Regulations

For all booth types.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback and/or install hazard barriers as necessary to prevent accidental injury to spectators. Please refer to Automate's General Safety & Guarding Rules. Additionally, demonstrations should only be conducted by qualified personnel.



Display Rules and Regulations

General Booth Regulations

For all booth types.

Sound/Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Exhibitors take full responsibility for adherence to all laws related to sound/music.

Vehicles

Any vehicle on the show floor must have prior written approval from show management. Vehicles on display have no more than one-fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys must be surrendered to show management while participating in an exhibition or event.

McCormick Place Convention Center Exhibitor Rights

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019

Q: What work can I do in my own booth?

- A: Exhibitors may perform the following functions as long as they are full-time employees of the exhibiting company:
- Setting up and dismantling exhibits with the use of exhibitor-owned tools (ladders, hand tools, cordless tools and power tools) without limit to the booth size.
 - Assembling and disassembling materials, machinery or equipment.
 - Installing all signs (except overhead ceiling signs), graphics, props, balloons, other decorative items, or Exhibitor drapery, including the skirting of Exhibitor tables.
 - Delivering, setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.
 - Skidding, positioning and re-skidding all Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.

Q: What type of equipment is not permitted?

- A: Exhibitors and their employees are not allowed to operate or stand on forklifts, pallet jacks, scaffolding, motorized dollies or similar motorized or hydraulic equipment. This also applies to GES supplied equipment to include scissor lifts, platforms and safety cages.

Q: What is a full-time employee?

- A: An exhibitor employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

Work Zone

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

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of GES. Please refrain from voicing complaints directly to labor.

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McCormick Place Convention Center Automobile and Small Utility Vehicle Unloading Policy

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

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McCormick Place Convention Center
April 8 - 11, 2019

As part of our ongoing efforts to create an exceptional exhibitor experience, McCormick Place Convention Center will provide an accessible location for exhibitors to unload and load smaller materials and equipment used in their exhibit booths.

Q: What is considered an "Automobile or Small Utility Vehicle?"

A: Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.

Q: What can be unloaded or loaded from these vehicles?

A: Equipment, displays or other event related materials that can fit into approved vehicles and which can be transported by the owner or employee by hand or with the use of a exhibitor supplied manual cart or dolly. Due to safety concerns and in order to maintain an organized orderly flow during load-in and load-out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload or transport materials on McCormick Place Convention Center property.

Q: Who can unload the vehicle?

A: Either an exhibitor or a full-time employee of the exhibiting company may unload or load the vehicle. In order to use the designated "Automobile or Small Utility Vehicle" area, eligible exhibitors and exhibitors' employees must work in a team of at least two people.

Q: What is a full-time employee?

A: A full-time employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

Q: How many employees do I need in my vehicle?

A: There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.

Q: How much time will I have?

A: The time allotted to individual vehicles to unload or load will be no more than 20 minutes.

Q: When will the areas be available to exhibitors?

A: Exhibitors will be supplied with specific ASUV service times. Service times will be made available on the last day of move-in and the last show day, after the show breaks.

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Stop. Think. Safety.

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

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McCormick Place Convention Center
April 8 - 11, 2019



Safety is very important for everyone working in the Exhibit Hall.

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

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- 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.

No individuals under the age of 18 are permitted on the show floor at any time. 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.

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Fire Regulations

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

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McCormick Place Convention Center
April 8 - 11, 2019

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one eighth (1/8) of the tank capacity or five (5) gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

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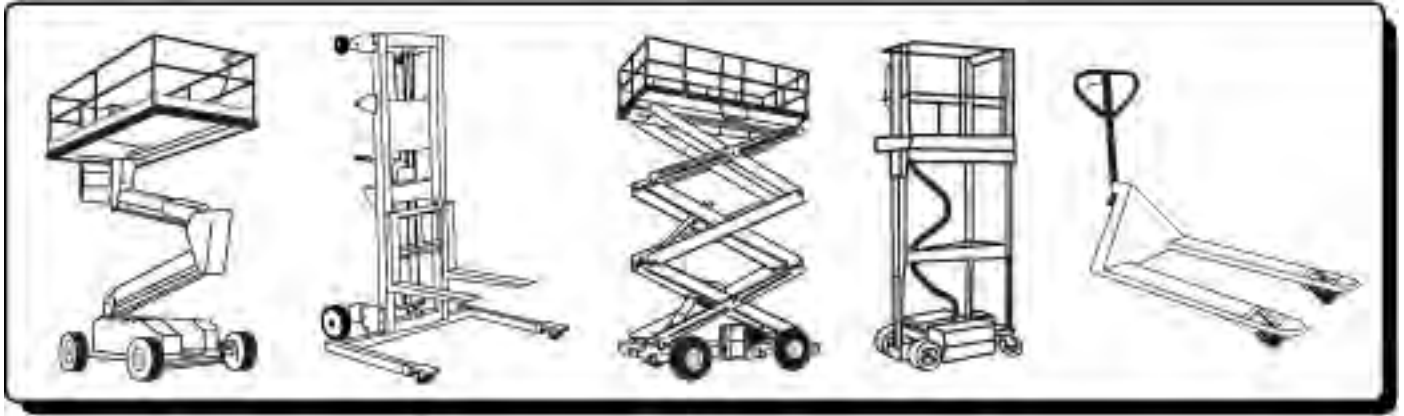
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Operation of All Mechanical Lifts

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019



Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



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

Thank you for your complete cooperation.

GES Payment Policy

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019

Payment for Services

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

Discount Prices

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

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

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

Third Party Billing

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

Tax Exempt

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

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

Adjustments and Cancellations

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

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

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

GES Terms and Conditions of Contract

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

Automate

McCormick Place Convention Center
April 8 - 11, 2019

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

I. Definitions

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, unsupervised 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; **Unsupervised 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 unsupervised labor.

II. Scope

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

III. Customer Obligations

- a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.
- b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' 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 Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **GES to Customer:** To the extent of GES's 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 attorneys' 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.

Chat with us <http://www.ges.com/chat>



VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to 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

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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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.

XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

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 the credit card authorization information that you enter on the website 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 deadline date.

Method of Payment: GES accepts MasterCard, Visa, American Express via this website.

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

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 date.

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 toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer[®] at 800.475.2098 or visit the GES Servicer[®] at the show.

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 even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon 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 the credit card 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 its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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Additional Service Order Forms



EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

**Your call will be promptly returned between the hours of
7:00 a.m.— 6:30 p.m.**



EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

Tom Cassell	tcassell@mccormickplace.com	312-617-0115
Pat Allen	pallen@mpea.com	312-791-6551
Alichia Johnson	ajohnson@mpea.com	312-791-7186

McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616

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EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company’s employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alicia Johnson	312-791-7186	ajohnson@mpea.com
Patrick Allen	312-791-6551	pallen@mpea.com
Tom Cassell	312-617-0115	tcassell@mccormickplace.com

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR “EXHIBITOR’S RIGHTS” ARE COMPLIED WITH.



ASUV (Auto and Small Utility Vehicle Program) Program

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available only on the dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of three options:

1. Self Loading/Unloading ASUV (two people required, one to stay with vehicle)
2. ASUV Valet (paid service, valet stays with your vehicle)
3. Exhibitor Guaranteed Parking (hand carry items)

Please visit <http://mccormickplace.com/exhibitors/asuv.php> for details and to register for this program.

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will apply and are based on published exhibitor kit rates.

Vehicle Criteria:

The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.



Designated ASUV dates & times: Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-in:

Saturday, APRIL 6, 2019 from 8:00am to 4:30pm (last vehicle at 4:30 – closes at 5:00pm)

Sunday, APRIL 7, 2019 from 8:00am to 4:30pm (last vehicle at 4:30 – closes at 5:00pm)

Move-out: THURSDAY APRIL 11, 2019 from 3:00pm to 8:30pm (last vehicle at 8:30 – closes at 9:00pm)

Check-in for exhibitors will take place at the Marshalling Yard Office on Moe Drive; off 31st Street where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.



Register your vehicle at:

<http://mccormickplace.com/exhibitors/asuv.php>

Questions? Contact: Jim Hamilton/Automate
Email: jhamilton@a3automate.org
Phone: +1 734-994-6088



McCORMICK PLACE[®]
C H I C A G O



TECHNOLOGY SERVICES

ORDERING GUIDE AND FACILITY INFORMATION

Automate 2019

Advance Rate Deadline Date:

MARCH 19, 2019

Complimentary WI-FI

Complimentary Wi-Fi is available on the exhibit floor at 1.5 mbps.
Upgrade speed with VIP Plus on page 12.
To utilize the VIP Plus Wireless service, your device must support 5.0 GHz.

Please contact us if you need assistance.
(312) 791-6113 (Call Center)
technology@mccormickplace.com (E-Mail)

Table of Contents

Saving Tips	1	Facility Regulations	17-18
Placing an Order	1	<i>Animals & Pets</i>	17
Telephone Services	2	<i>Balloons & Radio-Operated</i>	
<i>Description of Services</i>	2	<i>Air Devices</i>	17
Cable TV Access	3	<i>Smoking</i>	17
Internet Services	3-9	<i>Exhibits in Meeting Rooms</i>	17
<i>Description of Services</i>	3	<i>Hanging Items</i>	18
<i>Unauthorized Wi-Fi Providers</i>	4	Parking/ASUV Program	18
<i>Changes to Complimentary Wi-Fi</i>	5	<i>Exhibitor Guaranteed Parking</i>	18
<i>Wireless Access Point Waiver</i>	5	<i>Self-loading/Unloading</i>	18
<i>Terms & Conditions</i>	6-9	<i>Hand Carried Items</i>	18
Ordering Technology Services ...	10-16	Fire Safety Regulations	20-24
<i>Payment & Cancellation Policy</i> ..	10	<i>Booth Staging</i>	19
<i>Limitation of Liability</i>	10	<i>Fire Retardancy</i>	19-20
<i>Submitting Your Order</i>	10	<i>Open Flame Devices</i>	20
<i>Order & Payment Summary</i>	11	<i>Hazardous Demonstrations/</i>	
<i>Internet Services Order Form</i>	12	<i>Display Materials/Pyrotechnics</i>	20-21
<i>Wireless Access Point Waiver Form</i>	13	<i>Prohibited Materials</i>	21
.....	13	<i>Cooking and Heat-Generating</i>	
<i>Telephone/Cable Services Order Form</i>	14	<i>Devices</i>	21
.....	14	<i>Fire Hose Cabinets, Pull Stations,</i>	
<i>Communication Services Labor Ticket</i>	15	<i>Aisles and Exits</i>	21
.....	15	<i>Vehicle Displays</i>	21
<i>Floor Plan Template</i>	16	<i>Multiple Level Booths or Ceilings</i>	
		<i>(Including Tents)</i>	22
		<i>Fire Code Items for Multiple</i>	
		<i>Level Booths</i>	22-23
		<i>Hazardous Materials Management</i>	
		23

\$\$ SAVING TIPS \$\$

Following are some tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST- Straight Time / OT- Overtime / DT- Double Time**

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours & DT Only After Eight Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours		
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before “calling out” restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

CABLE TELEVISION ACCESS

(South and West Buildings only)

INTERNET SERVICES

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your technical needs. If you have Internet questions, call (312) 791-6113 or E-mail: technology@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. Connecting a wireless access point is not permitted on this service.
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. Connecting a wireless access point is not permitted on this service.
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
Dedicated Services Greater than 6.0 Mbps - Please contact Technology Services at (312) 791-6113 or technology@mccormickplace.com.			
VIP Plus Wireless Service (1-device per service) Cannot be transferred across devices. Typical Speeds up to 10 Mbps		This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services provide access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing information on multi-user discounts, please contact us.	

“READ CAREFULLY BEFORE USING OUTSIDE INTERNET PROVIDERS”

McCormick Place is proud to provide industry-leading, high quality wired and wireless internet services to meet the information needs of show managers, exhibitors, and event attendees. As the exclusive provider of wired and 802.11 wireless internet service, McCormick Place’s competitive service offerings are capable of meeting the needs of any customer class. As leaders in the field of convention center internet delivery, McCormick Place offers many right-sized services and strives to lead the industry in both pricing and quality of service. Inasmuch as McCormick Place recognizes the need for competition to help maintain fair and honest pricing, that competition does exist between facilities. When comparing like services and their standard rates, McCormick Place leads the way in providing the most value for the dollar. The biggest threat to successful implementation of a well-deployed Wi-Fi infrastructure is interference. Given the nature of wireless services in an environment such as a convention center, McCormick Place closely monitors Wi-Fi usage to ensure our customers receive the best possible service.

In order to help our customers who, need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

	Third Party	McCormick Place VIP Wireless
Basic Service for one device	\$499 <i>(4 devices maximum)</i>	\$300 <i>(\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3rd party offerings, this service can extend to any number of devices needed at a continually reducing scale.)</i>
<i>Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi- provider other than McCormick Place.</i>		
Additional days beyond 3	\$125	No charge
<i>The basic service from our sample provider only covers 3 days.</i>		
Shipping	\$60	No charge
Estimated total for a 4-day show	\$684	\$300

Although the initial appearance is that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
 - Visit customers who are having issues
 - Help customers with device configuration
 - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
 - Add equipment directly to an affected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house, in place equipment is all that is required.
- Service: Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.

CHANGES TO COMPLIMENTARY WI-FI

Complimentary Wi-Fi is available on the exhibit floor at a speed of 1.5mbps.

Exhibitors have the option of upgrading their speed by purchasing the VIP Plus Wireless Service. Please see services grid on Page 3 for more details.

WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
 - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
 - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
 - Any approved access points must be capable of manual power output and channel selection adjustments.
 - The exhibitor must configure the approved access point to the requirements specified by the facility.
 - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
 - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
 - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services, it typically interferes with the Wi-Fi signal provided to users on the facility system.

These vendors are not authorized nor allowed to enter the complex for any service related issues. McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

MCCORMICK PLACE TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.

2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
 - a) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
 - b) collecting information required to complete the installation that customer fails to provide.

3. **Use of Internet Services.**
 - a) **APPLICABILITY** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.

 - b) **REVISIONS TO POLICY** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on mccormickplace.com or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit mccormickplace.com and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.

 - c) **VIOLATIONS** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.

 - d) **COMMERCIAL USE** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.

 - e) **NO RESELLING OF SERVICES** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

TERMS AND CONDITIONS FOR NETWORK (continued)

- f) **NO ILLEGAL OR FRAUDULENT USE** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
- g) **NO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h) **NO THREATS OR HARASSMENT** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i) **NO HARM TO AND PROTECTION OF MINORS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children’s Online Privacy Protection Act.
- j) **NO “SPAMMING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k) **NO “HACKING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person’s computer or computer system, software, data, confidential or proprietary information of others without the owner’s knowledge and consent (“hacking”) or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.

TERMS AND CONDITIONS FOR NETWORK (continued)

- l) NO SYSTEM DISRUPTION** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
 - m) NO IMPERSONATION OR FORGERY** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
 - n) NO ABUSE OF NEWSGROUPS** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
 - o) NO "VIRUSES"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
 - p) Wi-Fi MONITORING.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.
4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

TERMS AND CONDITIONS FOR NETWORK (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com.
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card, company check or wire transfer.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 10% cancellation fee plus labor will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:
"MCCORMICK PLACE / SMG"**

- US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):
Metropolitan Pier and Exposition Authority • McCormick Place/SMG
301 E. Cermak Road • Chicago, IL 60616
- Wire Transfer:
BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 • ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository
All wire transfers should include the following information:
 - Your company name • The event/show name • Your booth/space number • Your order/invoice number (if applicable).

PAYMENT USING A CREDIT CARD

[Ctrl+Click here to access the Calendar of Events and begin your On-Line order.](#)

Or go to: www.mccormickplace.com

Federal Tax ID Number: 366009091
Illinois Tax ID Number: E9988509303



ORDER AND PAYMENT SUMMARY FORM

Show/Event: PM19	Event ID/Code: 32836
Deadline Date for Advance Rate: MARCH 19, 2019	Event Dates: Sample - Date(s)

Bill To: <i>(check one)</i> Exhibiting Company <input type="checkbox"/> or EAC (Exhibitor Appointed Contractor) <input type="checkbox"/>	
Exhibiting Company Name:	Booth:
Address:	
City, State, Zip Code:	
Phone Number: ()	
EAC (If Applicable):	
Address:	
City, State, Zip Code:	
Phone Number: ()	
On-site Contact Name:	
Order Submitted by:	
Email Address:	

METHOD OF PAYMENT OPTIONS

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK

PLEASE MARK APPROPRIATE SPACE BELOW:

- Check#:** _____ ****Make checks payable to: McCormick Place / SMG**
 Mailing Address (US mail/First Class Mail/Couriers or Overnight Express please allow ten days):
 Metropolitan Pier and Exposition Authority c/o McCormick Place/SMG 301 E. Cermak Road, Chicago, IL 60616
- Credit Card:** To pay via credit card, Ctrl+Click here to access the Calendar of Events and begin your On-Line order.
- Wire Transfer**
 All wire transfers must include: Your company name, the event/show name, your booth/space number & your order #
 BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 •
 ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository

PLEASE CALCULATE YOUR SUBTOTAL FROM THE ORDER FORMS IN THE AREA BELOW

Telephone Service(s)	\$
Cable TV Service(s)	\$
Internet Service(s)	\$
Telecommunication Taxes: 14.5%	\$
Total	\$

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY, TERMS AND CONDITIONS

Signature:	Printed Name:
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OFFICE USE ONLY

Date Received:	Order #:
Customer #:	Batch #:

INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME: PM19	EVENT DATES: Sample - Date(s)
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	\$500.00	\$625.00	
3402		Executive Class Wired Service	\$1,200.00	\$1,500.00	
3403		Executive Class Plus Wired Service	\$1,400.00	\$1,750.00	

DEDICATED WIRED INTERNET SERVICES

3404	1.54 mbps Service		\$3,510.00	\$4,390.00	
3405	3.0 mbps Service		\$5,700.00	\$7,125.00	
3406	6.0 mbps Service		\$8,700.00	\$10,875.00	

Dedicated Services Greater than 6.0 Mbps
Please call us at (312) 791-6113

3354	Additional TCP/IP Address		\$125.00	\$160.00	
3358	Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.		\$125.00 – 8 ports	\$160.00 – 8 ports	
3376			\$200.00 – 16 ports	\$250.00 – 16 ports	
3377			\$250.00 – 24 ports	\$315.00 – 24 ports	
3367	Firewall Rental – We offer Cisco Pix® firewalls. Includes basic programming.		\$625.00	\$780.00	

WIRELESS INTERNET SERVICES

VIP Wireless Service

To utilize the VIP Class Wireless service your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices.

3415	VIP Plus Wireless (Speed 10 mbps) Contact us for multi-user pricing.		\$300.00	\$375.00	
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SUB-TOTAL

See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

LABOR

**LABOR RATES ARE EFFECTIVE:
June 1, 2018 – May 31, 2019**

Straight Time	\$99.00
Overtime	\$144.00
Double Time	\$189.00

DEADLINE DATE

Submit Your Complete Order and Full Payment
by **MARCH 19, 2019** to receive the Advanced Rate.

TAX BREAKDOWN

State Excise	7%
State Infrastructure	0.50%
City Excise	7%

Please note: Connecting a wireless access point is not permitted on the following service codes:

- 3401 Associate Class
- 3402 Executive Class
- 3403 Executive Class Plus
- 3404 1.54mbps
- 3405 3.0 mbps

WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME: PM19	EVENT DATES: Sample - Date(s)
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY MARCH 19, 2019.

1. Have you ordered Internet Services? Yes No

If so, please provide your Technology Services Order Number:

(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

3. Is your access point capable of manual power output and channel selection adjustments? Yes No

Please List Technical Specifications:

AP MAC Address: _____

SSID: _____

AP Manufacturer: _____

AP Model: _____

Intended 2.4 Ghz Channel (please check one): 1 6 11

Intended 2.4 Ghz Signal Strength: _____

Intended 5 Ghz Channel: _____

Intended 5 Ghz Signal Strength: _____

Intended Mounting Height: _____

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: _____

Printed Name: _____

Date: _____

Please contact us for assistance.

(312) 791-6113 (Call Center)

technology@mccormickplace.com (E-Mail)

Order Technology Services On-Line At www.mccormickplace.com

TELEPHONE / CABLE SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME: PM19	EVENT DATES: Sample - Date(s)
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	\$300.00	\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	\$210.00	\$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	\$12.00	\$18.00	
SUB-TOTAL					

Do you want your telephone number published in the Event Directory? Yes No

If yes, please print how your company's name should appear : _____

CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		1 ADDITIONAL CONNECTION FROM THE MAIN SERVICE	\$32.00	\$47.00	
SUB-TOTAL					

Our telephone services include:

- Unlimited Free Toll-free calls
- Unlimited Local (Chicago Metro Area) Calls
- Up to 100 minutes of Domestic Long Distance calls at no charge

We charge for all international calls

DEADLINE DATE

Submit Your Complete Order and Full Payment
by **MARCH 19, 2019** to receive the Advanced Rate.

COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 11) if you require service installation by a specific date or networking/fanning out of CAT5 cables. Contact us at 312-791-6113 or technology@mccormickplace.com for assistance with placing a "labor only" order. **NOTE: For "labor only" orders, a detailed floor plan with locations must be submitted.**

EVENT NAME: PM19	EVENT DATES: Sample - Date(s)
COMPANY NAME:	REQUESTED BY (Name):
BOOTH #:	DATE:
BUILDING : <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST	
THE LINE BELOW IS FOR INTERNAL USE	
WORK ORDER #:	MCCORMICK PLACE ASSIGNED PHONE #'S:

DATE & TIME LABOR REQUESTED: _____

DESCRIPTION OF WORK:

- Pre-wire booth prior/early installation
- Install inside booth wiring for customer owned phone system
- Fanning out network (Internet/fiber/etc.) drops inside booth
- Other: Please specify _____

THE TABLE BELOW IS FOR INTERNAL USE

Date	Technician	Straight Time Hours Code 3930 @ \$99.00	Overtime Hours Code 3940 @ \$144.00	Double time Hours Code 3950 @ \$189.00	Inbound or Outbound Labor (Designate below)

I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.

Authorized Signature: _____

Print Name: _____ Date: _____

Technology Services Routing Instructions

Original: Keep in show site folder
Copy: fax copy to the telephone equipment room.

Total Amount \$

FLOOR PLAN TEMPLATE

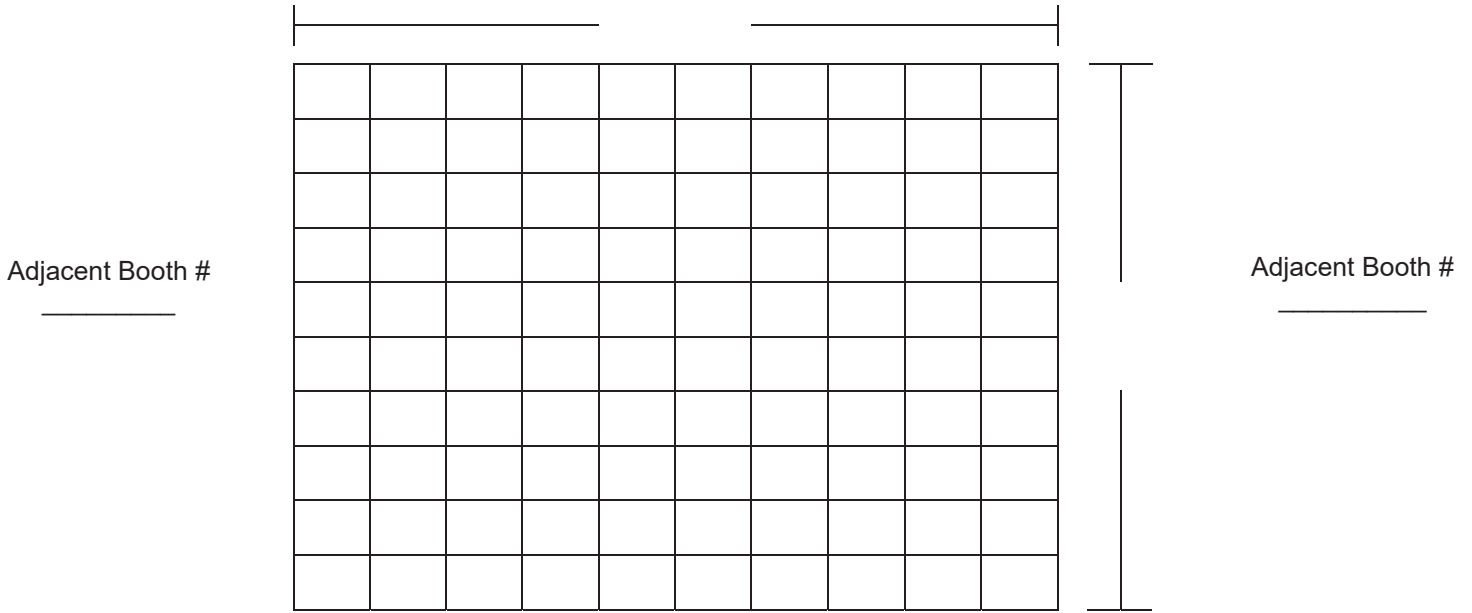
Event Name: <u>PM19</u>	Event Dates: <u>Sample - Date(s)</u>
Deadline Date: <u>March 19, 2019</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

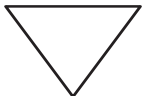
1 square = 1 square foot (Unless otherwise noted)
Back of Booth



Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

BOOTH DIMENSIONS:

_____ (L) X _____ (W)

FACILITY REGULATIONS

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

NOTE: Items weighing 500 lbs. or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Parking

Exhibitor Guaranteed Parking

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [Click and Park](#)

Automobile and Small Utility Vehicle (ASUV) Program

Self-loading/Unloading ASUV

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at [ASUV](#) for complete details.

Hand Carried Items

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

Exhibit Hall Use And Guidelines

Fire Safety Regulations

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 or dcozzi@mccormickplace.com can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.

- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
 - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
 - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Exhibits or Product Displays in Meeting Rooms

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

Fire Code Compliance Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Maximum Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:

- Minimum of 3 feet in width
- Provide a handrail on at least one side
- Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
- Not be spiral or winding
- If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

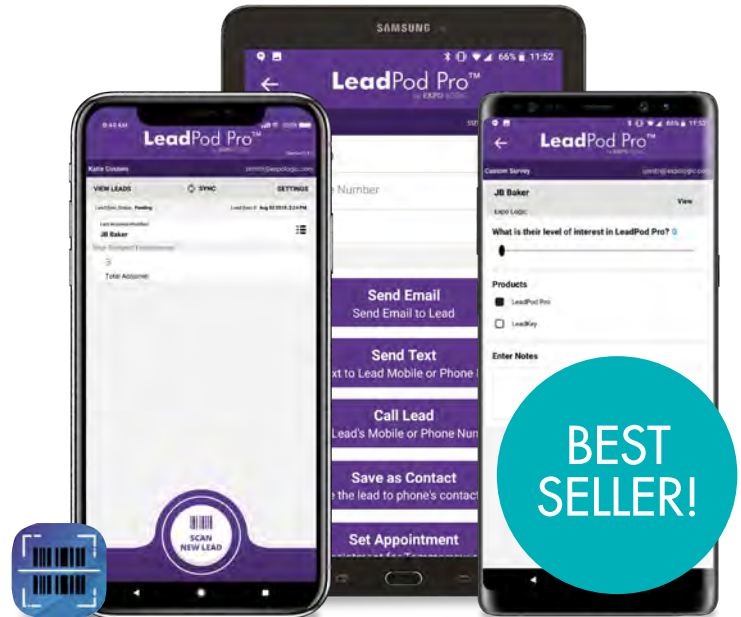
Win **MORE** Business with Advanced Lead Retrieval Tools

You've made the investment to exhibit, now get the **highest ROI** possible by capturing prospect information in just a few seconds. Expo Logic's lead retrieval tools make it easy to scan badges, qualify leads, and even follow-up with leads!

LeadPod Pro

The LeadPod™ Pro app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. With the LeadPod Pro app you can scan an attendee's badge using the camera on your device, capture their contact information instantly, take notes on each lead, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.



[LEARN MORE](#)

Lead Manager

Lead Manager is a user-friendly, handheld device with a large touchscreen display. Lead Manager allows you to scan badges, collect leads quickly and view the lead information right on the device. The large screen makes reading the leads easy and gives you the option to enter notes right on the device.

[LEARN MORE](#)



To order online, go to myexpoleads.expologic.com and use show code: **AUTO2019**

If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

LeadPod Pro Complimentary

Mobile solution for iOS and Android devices, includes basic qualifiers and note-taking capability.

Minimum iOS Version 9.0, Minimum Android Version 4.4. All devices require AutoFocus Cameras



LeadPod Pro

Mobile solution for iOS and Android devices, includes basic qualifiers and note-taking capability.

Minimum iOS Version 9.0, Minimum Android Version 4.4. All devices require AutoFocus Cameras



Lead Manager

Wireless battery operated unit that saves leads on-line for download at any time. New improved touch screen allows for easy note-taking & qualification.



Printer for Lead Manager

Wireless, battery powered thermal printer connects to handheld scanners to print a hardcopy of each scan. Will operate from up to 50ft away and print 1000+ leads on a single charge. **ONLY COMPATIBLE WITH LEAD MANAGER.**



Device Selection

	Initial Price	Starting 3/10/19	QTY	TOTAL
LeadPod Pro Complimentary Capture leads, take notes and more with this app.	\$0/1st Unit \$0/Addl.	\$0/1st Unit \$0/Addl.	___ ___	\$ ___ \$ ___
LeadPod Pro Capture leads, take notes and more with this app.	\$120/1st Unit \$120/Addl.	\$120/1st Unit \$120/Addl.	___ ___	\$ ___ \$ ___
Lead Manager Wireless battery operated unit with touch-screen note taking that saves leads on-line for download at any time.	\$425/1st Unit \$425/Addl.	\$475/1st Unit \$475/Addl.	___ ___	\$ ___ \$ ___
Printer for Lead Manager Wireless, battery powered thermal printer.	\$125/1st Unit \$125/Addl.	\$125/1st Unit \$125/Addl.	___ ___	\$ ___ \$ ___

Additional Services

Insurance quantities must equal device quantities.	COST	QTY	TOTAL
Custom Surveys	\$95	___	\$ ___
Lead Manager Insurance	\$45 /each	___	\$ ___
Insurance for Portable Printer	\$45	___	\$ ___
Delivery	\$75	___	\$ ___

PROCESSING FEE \$ 7.95
(for mail or fax)

GRAND TOTAL \$ _____

Your Contact and Payment Information

Company <input style="width: 95%;" type="text"/>	Billing Contact <input style="width: 95%;" type="text"/>	
Billing Street Address <input style="width: 98%;" type="text"/>		
City <input style="width: 40%;" type="text"/>	State <input style="width: 15%;" type="text"/>	Zip <input style="width: 40%;" type="text"/>
Phone <input style="width: 40%;" type="text"/>	Fax <input style="width: 50%;" type="text"/>	
Email Address <input style="width: 98%;" type="text"/>		
Cell Phone Number (for on-site contact) <input style="width: 50%;" type="text"/>	Booth Number <input style="width: 40%;" type="text"/>	
Email Address (for on-site contact) <input style="width: 98%;" type="text"/>		
First Name (for on-site contact) <input style="width: 45%;" type="text"/>	Last Name (for on-site contact) <input style="width: 50%;" type="text"/>	

Credit Card (circle one if paying by credit card) <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Check Number <input style="width: 95%;" type="text"/>	Total Amount Due <input style="width: 95%;" type="text"/>
Credit Card Number <input style="width: 50%;" type="text"/>	CVV <input style="width: 15%;" type="text"/>	Expires <input style="width: 30%;" type="text"/>
Name as it appears on card <input style="width: 45%;" type="text"/>	Signature <input style="width: 50%;" type="text"/>	

TERMS & CONDITIONS: It is understood the above-named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge. Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen, damaged LeadKey® is \$495.00/device. Replacement fee for lost, stolen, damaged Lead Manager is \$2,495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order 'Delivery' services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. A \$7.95 processing fee will be added to faxed or mailed orders. It is against Expo Logic's security policy to accept credit card information via email.

CANCELLATION POLICY: You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.
 *LeadPod users will have instant access to their leads, as long as the device has an active internet connection (WiFi, LTE/4G, 3G).

SAVOR...

Exhibit Catering Menu



Please submit all orders by:

Thursday, March 21, 2019

Catering Representative:

Brendan Cahill

312-791-7135

bcahill@mccormickplace.com

Exclusive Catering Company

McCormick Place Convention Center





WITH OUR GUESTS IN MIND

From our commitment to purchase locally, to our use of antibiotic-free poultry and meats, to the socially and environmentally responsible coffee we serve, even the way we clean and sanitize our dishes, SAVOR... Chicago's ongoing commitment to environmental stewardship is at the heart of everything we do. We set the standard for excellence in sustainability in convention centers.

Our commitment to purchasing locally currently includes making 30% of our purchases from local producers and suppliers as well as growing more than 6,000 pounds of produce in our 2.5 acre Rooftop Garden. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve we are encouraging ranchers and farmers to move away from overemployment of medicine in raising farm animals. Finally, SAVOR... Chicago made McCormick Place the first convention center in the country to make the switch to e-water for sanitizing,

SAVOR...Chicago has been recognized for its sustainability leadership and innovation including Green Seal* certification, International APEX certification in sustainability for the entire McCormick Place campus, certification by the Green Meetings Industry Council, an Illinois Governor's Award for sustainability and recognition from the Environmental Protection Agency (EPA) for leadership, education and outreach, including winning the EPA's National Food Recovery Challenge.

ILLINOIS GOVERNOR'S SUSTAINABILITY AWARD

The Illinois Governor's Sustainability Award recognizes the organization that demonstrates a commitment to economy, society and the environment through outstanding and innovative sustainability practices. In recognizing SAVOR...Chicago, the Governor commended SAVOR's green practices, "Your organization's commendable green practices serve as a model of environmental stewardship for residents, businesses and institutions throughout our state. Implementing energy efficiency upgrades, fuel savings, pollution and waste reductions, and other sustainability improvements requires vision, strong leadership, and the dedication of individuals throughout an organization."

GREEN SEAL CERTIFICATION

In 2013, through association with the University of Chicago's Green Restaurant Research Team and the Green Chicago Restaurant Coalition, SAVOR...Chicago was the first convention center to receive Green Seal certification for environmentally responsible food purchasing, operations and management.

SAVOR...Chicago meets Green Seal™ Standard GS-55 based on purchase of sustainably-sourced food, waste minimization, use of verified environmentally-preferable products, and conservation of energy and water. GreenSeal.org

APEX/ASTM INTERNATIONAL FOOD AND BEVERAGE SUSTAINABILITY STANDARD

Spearheaded by the U.S. Environmental Protection Agency and their relationship with the Green Meeting Industry Council, these standards were developed in collaboration between APEX (the Convention Industry Council's Accepted Practices Exchange) and ASTM, an ANSI certified international standard development organization. These standards were developed with the goal of creating more sustainable meetings and events. These measurable standards hold both suppliers and planners accountable for implementation and are complimentary to other meeting industry recognized standards. The eight categories of the standards include staff management and environmental policy, communication, waste management, energy, air quality, water, procurement and community partners.

ENVIRONMENTAL PROTECTION AGENCY (EPA) RECOGNITION

2015 EPA Recognition of Outstanding Waste Reduction Efforts
Honorable Mention for Education and Outreach

2013 EPA

2013 National Winner of EPA Food Recovery Challenge
Honorable Mention for Leadership

2013 EPA

SAVOR...

BREAKFAST SANDWICHES AND ENHANCEMENTS

Items are sold per dozen. Bars are sold per person with a minimum of twelve guests.

ENGLISH MUFFINS • \$90.00

Sausage, Egg and White Cheddar Cheese
or
Egg and White Cheddar Cheese

CROISSANTS • \$102.00

Applewood Bacon, Egg and Fontina Cheese
or
Egg, Roasted Vegetable and Fontina Cheese

BURRITOS • \$96.00

Roasted Poblano Pepper, Egg, Chorizo, Potato and Monterey Jack Cheese
Served with Salsa Roja
or
Roasted Poblano Pepper, Egg, Potato and Monterey Jack Cheese
Served with Salsa Roja

BISCUITS • \$96.00

Country Ham, Egg and Smoked Gouda Cheese
or
Egg, Portobello Mushroom, Roasted Tomato and Smoked Gouda Cheese

FRUIT & YOGURT PARFAIT • \$81.00

Greek Yogurt with Seasonal Fruit Preserves and locally produced, Gluten-Free Maple Pecan Granola

BERRIES & CREME FRAICHE CONES • \$90.00

Fresh Berries uniquely displayed in Waffle Cones
Served with Honey “touched” Crème Fraiche



Low Fat Plain Cream Cheese available upon request.

MAKE YOUR OWN

GREEK YOGURT PARFAIT BAR • \$10.50

Locally Made Greek Yogurt with a variety of toppings to include locally produced, Gluten-Free Maple Pecan Granola, Fresh Berries, Bananas Foster, Almonds, Seasonal Fruit Compote and Vanilla Infused Honey

BAGEL BAR • \$10.00

Selection of Sliced Bagels to include Plain, Cinnamon Raisin, Blueberry, Asiago and Poppy
Served with a variety of Cream Cheese “Schmears” to include Plain, Strawberry, Honey-Cinnamon, Chive and Smoked Salmon

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

BREAKFAST ADDITIONS

Sold per dozen unless otherwise stated. Minimum order of one dozen per selection.

FRESHLY BAKED MUFFINS • \$42.50

Blueberry, Chocolate Chip, Banana Nut or Assorted

BREAKFAST BREAD SLICES • \$41.50

Zucchini, Banana, Lemon Poppy or Assorted

BAGELS AND CREAM CHEESE • \$42.50

Plain, Cinnamon Raisin, Everything, Poppy or Assorted
Served with Regular and Light Cream Cheese

FRESHLY BAKED DANISH • \$42.50

Raspberry Palmier, Classic Cheese, Caramel Apple, Almond or Assorted

FRESHLY BAKED CROISSANTS • \$48.00

Plain, Chocolate, Whole Wheat or Assorted



BISCOTTI • \$40.00

CINNAMON ROLLS • \$44.00

Orange-Cream Cheese Icing

BOXES OF CEREAL WITH MILK • \$54.00

Assorted General Mills Brand Cereals

ASSORTED YOGURTS • \$48.00

Assorted Regular and Low-Fat Flavors

ASSORTED GREEK YOGURTS • \$50.00

ASSORTED WHOLE FRUIT • \$32.00

SLICED SEASONAL FRUIT PLATTER • \$75.00

A Selection of Seasonal Fresh Fruit and Berries with Greek Yogurt Honey Dip
Serves 10

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

BOX LUNCHES

For orders of 12 or less there is a **3 selection maximum**. For orders of 13 or more there is a **4 selection maximum**.

Sandwiches can be made into Low Carb Lettuce Wraps and will be served with Fruit Salad and Almonds.

Gluten Free Bread is available upon request with advance notice and an additional fee of \$2.00 per box.

BOX SANDWICHES • \$27.00

Served with a Bag of Gourmet Potato Chips, Farfalle Pasta Salad and a Chocolate Chip Cookie

Classic Chicken Salad Sandwich

Lettuce and Tomato on Sourdough Ciabatta

Grilled Chicken Breast Sandwich

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Asiago Cheese Pocket Bread

Grilled Flank Steak Sandwich

Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

Herb Roasted Turkey Breast Sandwich

Swiss Cheese, Lettuce, Tomato and Dijonaise on Brioche

“The Italian” Sandwich

Genoa Salami, Capicola, Provolone Cheese, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll

Hickory Smoked Ham Sandwich

White Cheddar Cheese and Honey Mustard on a Pretzel Roll

Grilled Zucchini and Roasted Tomato Sandwich (Vegetarian)

Avocado, Brie and Tarragon Mayo on a Croissant

Grilled Portobello Mushroom Sandwich (Vegan)

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia



BOX SALADS • \$27.00

Served with an Artisan Roll, Butter and a Chocolate Chip Cookie

Baby Spinach and Strawberry Salad

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

Classic Chicken Caesar Salad

Hearts of Romaine, Parmesan Ribbons and Focaccia Croutons with Caesar Dressing

LA Grilled Chicken Cobb Salad

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Avocado, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

Southwestern Turkey Salad

Mixed Baby Greens, Sweet Bell Pepper, Monterey Jack Cheese, Chile Spiced Corn and Tomato Relish, Roasted Turkey Breast, Tortilla Strips and Cilantro with Creamy Cotija-Lime Dressing

Italian Beef Chop Salad

Herbed Rubbed Flank Steak, Hearts of Romaine, Iceberg, Roma Tomato, Provolone, Crispy Prosciutto, Avocado and Bleu Cheese with Red Wine Vinaigrette

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SAVOR...

LUNCH SANDWICH PLATTERS

All Sandwich Platters are served with Individual Bags of Potato Chips and appropriate condiments. Each platter serves approximately six people. Gluten Free Bread is available upon request with advance notice and an additional fee of \$12.00 per platter.

CHEF'S DELICATESSEN PLATTER • \$115.00

Make your own Deli Sandwiches with Roast Beef, Turkey Breast, Ham, Swiss Cheese and Cheddar Cheese with Lettuce, Sliced Tomato, Condiments and a Selection of Sliced Breads

CLASSIC CHICKEN SALAD SANDWICH PLATTER • \$90.00

Red Grapes, Celery, Pecans, Leaf Lettuce and Chervil Mayo on Sourdough Ciabatta

HERB ROASTED TURKEY BREAST SANDWICH PLATTER • \$90.00

Herb Roasted Turkey Breast, Swiss Cheese, Lettuce, Tomato and Dijonaise on Brioche

GRILLED FLANK STEAK SANDWICH PLATTER • \$90.00

Grilled Flank Steak, Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

HICKORY SMOKED HAM SANDWICH PLATTER • \$90.00

White Cheddar Cheese and Honey Mustard on Pretzel Roll

THE ITALIAN SANDWICH PLATTER • \$90.00

Genoa Salami, Capicola, Provolone, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll



GRILLED CHICKEN BREAST PLATTER • \$90.00

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Asiago Cheese Pocket Bread

CAPRESE SANDWICH PLATTER • \$90.00

Vine Ripened Tomatoes, Fresh Mozzarella, Hearts of Romaine, Basil and Balsamic Drizzle on Crusty Baguette

GRILLED PORTOBELLO SANDWICH PLATTER • \$90.00

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

GRILLED ZUCCHINI AND ROASTED TOMATO SANDWICH PLATTER • \$90.00

Avocado, Brie and Tarragon Mayo on a Croissant

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SAVOR...

LUNCH SALAD PLATTERS

All Salad Platters are served with Individual Bags of Potato Chips and appropriate condiments.

GREEK VEGETABLE SALAD PLATTER • \$70.00

Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano and Red Onion with Greek Dressing

BABY SPINACH AND STRAWBERRY SALAD PLATTER • \$65.00

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

L.A. GRILLED CHICKEN COBB SALAD PLATTER • \$87.00

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Avocado, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

MEDITERRANEAN COUSCOUS SALAD PLATTER • \$70.00

Large Couscous Pasta, Baby Spinach, Marinated Artichokes, Tomato, Red Onion, Cucumber, Kalamata Olives and Feta with Lemon-Oregano Vinaigrette

SIDE SALADS

Side Salads serve approximately six people.

MESCLUN SIDE SALAD • \$25.00

Mesclun Greens, Grape Tomato, Radish and Shaved Carrot With Italian Dressing

FRESH FRUIT SIDE SALAD • \$25.00

Seasonal Fruit with Agave Nectar

HOT STUFF

All items are served in boxes. Orders of four or more boxes will be served in a chafing dish. Each box serves approximately six people unless otherwise stated.

FIESTA CHICKEN BURRITO • \$50.00

Diced Chicken, Beans, Peppers, Onions and Chihuahua Cheese with Salsa Roja

FAMOUS KIELBASA SAUSAGE • \$50.00

on a Soft Roll with Appropriate Condiments

FAMOUS VIENNA FOOT LONG HOT DOG • \$45.00

All Beef Hot Dog on a Steamed Bun with Appropriate Condiments

CHICAGO STYLE DEEP DISH PIZZA • \$50.00

Cheese, Pepperoni, Sausage or Vegetable Pizza
8 slices per Pizza

SONOMA QUINOA SIDE SALAD • \$25.00

Mango, Edamame, Baby Spinach and Almonds with Balsamic Vinaigrette

CHEESE TORTELLINI SIDE SALAD • \$25.00

Roasted Market Vegetables and Creamy Pesto Dressing

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SAVOR...

BREAK PACKAGES

Each package serves approximately twelve people. Service is “drop and go” only to a booth.

TRAIL MIX BAR • \$15.00

Honey Toasted Oats, Almonds, Peanuts,
Dried Cherries, Dried Apricots, Dried
Bananas, Chocolate Chips, Toasted
Coconut, M&Ms and Yogurt Covered
Pretzels
Assorted Whole Fruit



MINI 'WICHES • \$18.00

Nutella and Banana
Brie and Apple
Cinnamon Raisin Bread with Cream
Cheese
House Made Granola Bars
Assorted Whole Fruit

MIDWEST COMFORT • \$18.00

Cinnamon Spice Glazed Walnuts
Warm Soft Pretzel Sticks with Warm “PBR”
Cheddar Cheese Sauce and Honey
Mustard
Wisconsin Cheese Curds with Sriracha Aioli

“MY KIND OF TOWN” • \$17.00

“Lemon Head” Mousse Cups,
Individual Bags of “ChiTown Mix”
Popcorn with Gourmet Cheddar and
Caramel Corn
Green River Floats with Chicago’s own
Green River mixed with Oberweis Ice
Cream

CANDY SHOPPE • \$15.00

Jar displays of M&Ms Candy, Lemonheads,
Chocolate Covered Pretzels, Jelly Beans,
Licorice Sticks, Skittles and Starburst Candy



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SAVOR...

GARRETT POPCORN



Garrett Popcorn Shops® use only the highest quality, wholesome ingredients. Garrett Popcorn coats every kernel with the secret family recipes in old-fashioned copper kettles. GARRETT . . . LIKE NO OTHER®

INDIVIDUAL BAGS

Choose up to 2 flavors

- Garrett Mix®, combination of CaramelCrisp® & CheeseCorn
- CaramelCrisp®
- CheeseCorn
- Buttery

Small Bag, 2 cups • \$6.50

Medium Bag, 4 cups • \$9.00

Large Bag, 6.5 cups • \$13.00

Minimum order of 50 bags

ONE TIME DAILY DELIVERY FEE • \$150.00



LIMITED TIME RECIPES

Ask your Catering Sales Manager for the seasonal and limited time recipes!

CUSTOMize your GARRETT Popcorn

Ask your Catering Sales Manager about this great opportunity to increase your brand awareness.

Pocket bags • \$0.50 per bag

Bag labels • \$0.50 per label

GARRETT CART

Service for up to 4 hours • \$1,775.00

- Labor • \$275.00
- Equipment • \$200.00
- Grocery • \$950.00
- Rental • \$350.00

Choose up to 4 flavors

- Garrett Mix®, combination of CaramelCrisp® & CheeseCorn
- CaramelCrisp®
- CheeseCorn
- Buttery

Package includes:

- Approximately (400) 1 cup Snack Bags
- Attendant to scoop and serve
- Garrett Snack Bags, scoops and napkins
- Garrett branded cart

Additional:

- Bags • \$400.00 per 100 bags
- Hours • \$275.00 for up to an additional 4 hours



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SAVOR...

ANYTIME SNACKS

Minimum order of one dozen per item listed as “per dozen”.

PER DOZEN

- Freshly Baked Cookies • **\$35.00**
- Fudge Brownies • **\$40.00**
- Rice Krispy Treats • **\$40.00**
- Lemon Bars • **\$44.00**
- Chocolate Dipped Strawberries • **\$42.00**
- Blondie Bars • **\$40.00**
- Assorted Energy Bars • **\$48.00**
- Assorted Quaker Granola Bars • **\$36.00**
- Bags of Stacy’s Pita Chips • **\$48.00**
- Bags of Assorted Chips • **\$36.00**
- Novelty Ice Cream or Fruit Bars • **\$54.00**
- Premium Ice Cream or Fruit Bars • **\$72.00**

PER POUND

- Premium Mixed Nuts • **\$28.00**
- Honey Roasted Peanuts • **\$23.00**
- Miniature Pretzels • **\$20.00**
- Miniature Hershey’s Chocolates • **\$25.00**

SERVES 8-10 PEOPLE

- Potato Chips & French Onion Dip • **\$26.00**
- Pita Chips & Hummus • **\$30.00**
- Tortilla Chips and Salsa • **\$26.00**



FRUIT INFUSED WATER, 3 Gallons • **\$42.00**

A healthy green alternative to soda and manufactured bottled water (includes 3 gallon water dispenser)

FLAVORS:

- Classic Lemon
- Cucumber-Mint
- Grapefruit-Rosemary
- Pineapple-Blackberry
- Mango Lime and Basil
- Kiwi-Strawberry

STARBUCKS Regular Coffee • **\$62.50**

STARBUCKS Decaffeinated Coffee • **\$62.50**

Regular Coffee, Gallon • **\$52.50**

Decaffeinated Coffee, Gallon • **\$52.50**

Hot Tea, Gallon • **\$44.00**

Hot Chocolate, Gallon • **\$42.00**

Orange Juice, Gallon • **\$40.00**

Iced Tea, Gallon • **\$40.00**

Lemonade, Gallon • **\$40.00**

Pepsi, Diet Pepsi, Sierra Mist Case (24) • **\$66.00**

Aquafina Bottled Water, Case (24) • **\$72.00**

Sparkling Water, Case (24) • **\$90.00**

Bottled Juice, Case (24) • **\$96.00**

Bottled Iced Tea, Case (12) • **\$48.00**

Rock Star Energy Drink, Case (12) • **\$60.00**

Starbucks Frappuccino, Case (12) • **\$72.00**

Milk Pint, Case (12) • **\$30.00**

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SAVOR...

RECEPTION PLATTERS

DELUXE IMPORTED AND DOMESTIC CHEESE

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers

Small Platter Serves 12 • \$110.00

Medium Platter Serves 25 • \$220.00

Large Platter Serves 50 • \$440.00

SLICED SEASONAL FRUIT PLATTER

A Selection of Seasonal Fresh Fruit and Berries with Greek Yogurt Honey Dip

Small Platter Serves 10 • \$75.00

Medium Platter Serves 25 • \$185.00

Large Platter Serves 50 • \$370.00

DELUXE CRUDITÉS AND DIP PLATTER

Chef's Selection of Seasonal Fresh Vegetables served with Green Goddess Dip and Red Pepper Hummus

Small Platter Serves 12 • \$90.00

Medium Platter Serves 25 • \$180.00

Large Platter Serves 50 • \$350.00

RUSTIC CHARCUTERIE BOARD

Prosciutto, Speck Tirolese, Soppressata and Mortadella al Pistachio paired with Italian Cheese; Ubriaco, Robiola and Teleggio Olives, Peppers, Sliced Sourdough and Crackers

Small Platter Serves 12 • \$115.00

Medium Platter Serves 25 • \$230.00

Large Platter Serves 50 • \$460.00

ITALIAN ANTIPASTO PLATTER

Capicola, Genoa Salami and Mortadella Basil Marinated Fresh Mozzarella, Fontina, Provolone and Gorgonzola

Marinated Roasted Red Peppers, Balsamic "Baby Bella" Mushrooms and Charred Cipollini Onions

Sicilian Olive Salad, Tomato Basil Bruschetta, Sundried Tomato Focaccia, Italian Flat Breads and Rosemary Infused Bread Sticks

Small Platter Serves 12 • \$115.00

Medium Platter Serves 25 • \$230.00

Large Platter Serves 50 • \$460.00



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SAVOR...

COLD HORS D'OEUVRES

Sold per twenty-five pieces

GRAPE & GOAT CHEESE LOLLIPOP • \$110.00

Grape and Goat Cheese Lollipops
Rolled in Crushed Pistachios

FRESH VEGETABLE SPRING ROLLS • \$112.50

Sweet Soy Drizzle

CAPRESE SPICED CHICKEN WONTON CUP • \$105.00

Sweet Chile Sauce, Kimchi Slaw

NY STRIP LOLLIPOPS • \$130.00

Red Onion Jam, Horseradish Cream and Micro Arugula

PETITE AHI TUNA TACO • \$130.00

Spicy Avocado Puree, Pickled Ginger and Micro Cilantro



BEEF TENDERLOIN CROSTINI • \$118.00

Horseradish Cream, Baby Arugula,
Sweet Red Onion Confit and Crispy Crostini

CAPRESE SKEWERS • \$105.00

Grape Tomato, Mozzarella, Basil and Balsamic

CURRIED CHICKEN LETTUCE WRAP • \$115.00

Tied with Fresh Chives

SHRIMP COCKTAIL • \$137.50

Horseradish Cocktail Sauce and Lemon-Basil Aioli

SEARED SCALLOP • \$130.00

Grapefruit Yuzu Marmalade, Pink Peppercorn and Chervil

LOBSTER "BLT" STUFFED CHERRY TOMATO • \$130.00

Lobster, Bacon, Chervil and Lemon Aioli

GORGONZOLA, BALSAMIC FIG AND PECAN CROSTINI • \$105.00

WHIPPED BRIE, BACON AND PICKLED BLUEBERRY CROSTINI • \$105.00

Grilled Crostini

BOURSIN CHEESE AND RIESLING POACHED PEAR PARMESAN CRISP PINWHEEL • \$105.00

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

HOT HORS D'OEUVRES

Sold per twenty-five pieces

CHICKEN POT STICKER • \$105.00

Rice Vinegar, Soy and Chile Flake Dipping Sauce

SEARED BLUE CRAB CAKE • \$125.00

Citrus Aioli

BEEF BULGOGI SATAY • \$118.00

Grilled Scallion and Sesame Seeds

BACON WRAPPED DIVER SCALLOP • \$130.00

Red Pepper Romesco Sauce

WILD MUSHROOM ARANCINI • \$118.00

Smoked Tomato Jam



PORTOBELLO MUSHROOM SLIDER • \$118.00

Roasted Tomato and Red Pepper Aioli

SMOKED GOUDA AND BEEF SLIDER • \$130.00

Red Onion Jam and Black Truffle Aioli

PANKO CRUSTED PORTOBELLO MUSHROOMS • \$118.00

Red Pepper Aioli

TOGARASHI CRUSTED SHRIMP SATAY • \$130.00

Pickled Red Onion and Sweet Chili Sauce

SZECHUAN PEPPERCORN CRUSTED LAMB SATAY • \$118.00

Pickled Ginger and Sweet Soy Sauce

MONTEREY JACK CHEESE AND TURKEY SLIDER • \$118.00

Sweet Pickle and Spicy Ketchup

WHITE CHEDDAR MAC & CHEESE BITE • \$105.00

Spicy Tomato Jam

ARTICHOKE AND PARMESAN FRITTERS • \$105.00

Lemon Aioli

BACON WRAPPED ALMOND STUFFED FIG • \$118.00

Piquillo Pepper Sauce

BACON WRAPPED ROASTED JALAPENO • \$118.00

Cheddar Cheese and Chipotle Ranch

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

RECEPTION CARVING STATION

Minimum guarantee of 25 people per station. Pricing is per person. A Chef Attendant is required for each Carving Station.
Chef Attendants are \$275.00 each for up to four hours of service.

CARVING STATIONS

ARGENTINIAN GARLIC MOJO TRI-TIP • \$19.00

Traditional Chimichurri Sauce
Warm Rosemary Flatbread
Tomato, Red Onion and Arugula Salad
Oven Baked Sweet Plantains

CRÉOLE CAJUN TURKEY BREAST • \$16.00

Cajun Remoulade and Honey Mustard
Honey Corn Bread Muffins
Black Eyed Pea Salad
Vegetable Jambalaya



A LA CARTE

CHILI RUBBED PORK TENDERLOIN • \$12.00
Chili Orange Sauce

FIRE ROASTED BEEF TENDERLOIN • \$20.00
Gorgonzola-Peppercorn Sauce

A LA CARTE SIDES

SEASONAL GREEN SALAD • \$4.00
TRADITIONAL CAESAR SALAD • \$4.00
GRILLED SEASONAL VEGETABLES • \$4.00
YUKON MASHED POTATOES • \$4.00
JASMINE RICE • \$4.00
ROASTED BABY POTATOES • \$4.00
with Garlic and Rosemary

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

RECEPTION STATIONS

Mix and match to create the ideal menu for your attendees. Pricing is per person with a minimum of twenty-five people per station. Minimum 3 stations.

LONE STAR BBQ SHACK • \$18.00

Dixie Cole Slaw
Bourbon and Brown Sugar Pulled Pork Slider
House Smoked Beef Brisket Sliders
Poblano Chile and Portobello Mushroom Quesadilla's
SAUCE BAR
House-Made BBQ Sauces and Salsa
Smoky Bourbon and Brown Sugar
Memphis Style Fire Starter
Caution: contains a bit of a kick!
"Carolina Gold" Style Mustard and Black Pepper
Sweet and Tangy Alabama White
Green Chile-Lime Salsa

CEVICHERIA • \$15.00

Individually served in petite glasses
Citrus Poached Shrimp with Mango, Basil, Golden Tomatoes and Habanero Vinaigrette
Crab with Tomatillo, Avocado, Citrus and Cilantro Vinaigrette
Tequila Cured Salmon with Pineapple Mango
Wild Mushrooms with Epazote, Garlic Confit and Chipotle Vinaigrette
Pico de Gallo and Plantain Chips

SEAFOOD DISPLAY • \$32.00

East Coast Wellfleet Oysters and West Coast Kumamoto Oysters served on the Half Shell
Compliments of Mignonette, Spicy Cocktail Sauce with Horseradish and Fresh Lemons
Jumbo Shrimp Shooters with Mojito Aioli and Traditional Horseradish Cocktail Sauce
Togarashi Spiced Ahi Tuna, Avocado Mousse and Crispy Plantain
Lobster "Cocktails" with Fresh Mango, Pineapple and Thai Chili

DIM SUM STATION • \$20.00

Fresh Shitake Mushroom Spring Rolls
Ramen Noodle Salad in mini take out containers
Shrimp Shumai
Steamed Salt and Pepper Edamame with Chili Flake
Vegetarian Whole Wheat Bao Buns
Sushi Maki Roll Assortment; California, Tuna and Spicy Salmon
Spicy Asian Mustard, Sweet Chili Garlic, Wasabi, Soy and Pickled Ginger

MIXED UP MAC & CHEESE • \$18.00

Petite Apple and Fennel Salad with Baby Spinach and Mandarin Oranges
Cavatappi Pasta with Lobster, Gruyere, White Cheddar, Roasted Grape Tomato, Baby Spinach and Buttered Bread Crumbs
Orrechietta Pasta with Smoked Gouda, Fontina, Roasted Portobello, Tomato and Wilted Greens
Rotini Pasta with Buffalo Chicken, Celery, Carrots, Caramelized Onion and Gorgonzola Cream Sauce

SALAD SHAKER BAR • \$18.00

Pre-Made Individual Salads
Chopped Romaine, Bleu Cheese Crumble, Petite Pasta, Diced Red Onion and Avocado
Baby Spinach, Sliced Strawberries, Glazed Pecans, Crimson Beets and Goat Cheese
Farfalle Pasta, Sweet Red Pepper and Pesto
PROTEIN and DRESSING BAR
Diced Chicken, Chopped Bacon or Sliced Tenderloin, Roasted Tomato Vinaigrette, Balsamic Vinaigrette or Creamy Ranch

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

A TOUR OF CHICAGO DINNER STATIONS

A culinary tour of the Chicago neighborhoods that will be sure to give your guests a memorable “Sweet Home Chicago” experience. These stations focus on a colorful display of cuisines that are highlighted in some of Chicago’s most popular neighborhoods. Customize the number of stations specifically to your group, whether it be a “Quick”, “Partial” or the extravagant “Full” tour. Chef Attendants are \$275.00 each for up to four hours of service.

MAG MILE • \$21.00 (chef attendant)

“24 Carrots” Salad with Roasted Heirloom Carrots, Spiced Pecans, Local Goat Cheese, Baby Mache, Maple Orange Vinaigrette
Horseradish, Rosemary and Sea Salt Crusted Tenderloin served with
Zinfandel-Peppercorn Demi-Glace,
Horseradish-Chive Cream Sauce, Soft Buttery Rolls
Mini Twice Baked Potatoes

BRONZEVILLE • \$18.00

Vegetable Jambalaya
BBQ Pulled Chicken Sliders with Sweet and Spicy BBQ Sauce, Pickle Chip on a Soft Potato Roll
Mojo Shrimp Skewers with Applewood Bacon and Southern Comfort Glaze

SWEET HOME CHICAGO • \$14.00

Frango Mint Brownie Bites, Eli’s Cheesecake Bites, Neiman Marcus Bars, Petite Lemon Head Parfaits
Coffee, Decaffeinated Coffee and Hot Tea

ITALIAN VILLAGE • \$16.00

Bruschetta Trio of Tomato & Basil, Spinach Artichoke and White Bean Rosemary
Served with Toasted Italian Crostini
Fontina and Truffle Arancini with Spicy Romesco Sauce, Parmesan and Italian Parsley
Chicken Pesto Sliders with Basil Grilled Chicken, Roasted Tomato, Provolone and Pesto Aioli on Mini Focaccia Bread

PILSEN • \$17.00

Petite Cups of Guacamole with Crispy Corn Tortilla Chips
Black Bean, Squash and Goat Cheese Empanadas with Chipotle Salsa
Pork Carnita “Fajitas” with Roasted Poblano Peppers, Onions and Salsa Verde

DEVON STREET • \$16.00

Spicy Punjabi Snack Mix served in Bamboo Cones
Potato and Pea Samosa’s with Cilantro and Tamarind Chutney
Tandoori Chicken Skewers with Cucumber Raita

GREEK TOWN • \$16.00

Greek Village Salad with Tomato, Cucumber, Feta Cheese, Red Onion and Oregano Vinaigrette
Classic Spanakopita with Sundried Tomato and Red Pepper Dipping Sauce
Grilled Lemon Chicken Skewers with Charred Lemon and Cucumber Tzatziki

CHINA TOWN • \$16.00

Fresh Vegetable Spring Rolls with Crispy Ramen Noodle Salad in mini take out containers
Jumbo Crab Rangoon with Sweet Chile Dipping Sauce
Mongolian Beef Bao Buns with Sweet Plum and Scallion Sauce



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SAVOR...

EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

Cappuccino/Latte Service

The finest quality, fresh roasted espresso for your beverages a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

Cappuccino Service for up to 8 hours • \$1,900.00

Package includes:

- One professionally attired Barista
 - Decorative or non-decorative cappuccino machine
 - 400 Espresso based beverages served in disposable cups (additional cups may be purchased when placing initial order)
- Espresso based beverages including Americano, Cappuccino, Latte and Espresso

ONE TIME SET-UP FEE • \$200.00

Upgraded Drinks • \$200.00

Vanilla Lattes, Mochas and Hot Chocolate

ADDITIONAL BEVERAGES • \$475.00 per 100

ADDITIONAL HOURS • \$150.00 per hour

REQUIRED POWER

(2) dedicated 120V/20AMP circuits per machine
DECORATED MACHINE 21”L x 21”D x 18”H
NON—DECORATED MACHINE 32”L x 20”D x 45”H



Smoothie Service

We use only 100% all natural fruit in our smoothies. All flavors can be blended independently or combined together to create a custom flavor. This service features a high-volume ice blending machine

Smoothie Service for up to 8 hours • \$1,900.00

Package includes:

- One professionally attired Barista
- 400 Smoothies served in disposable cups

Choose 2 Flavors (duration of show dates)

Mango Tropic • Strawberry • Pineapple Paradise

ONE TIME SET-UP FEE • \$200.00

ADDITIONAL FLAVOR • \$150.00

ADDITIONAL SMOOTHIES • \$475.00 per 100

ADDITIONAL HOURS • \$150.00 per hour

REQUIRED POWER

(1) dedicated 120V/20AMP circuit per machine
BLENDER 14”L x 17”D x 30”H

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

EXHIBIT BOOTH TRAFFIC BUILDERS DINNER

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

Fresh Baked Cookie Service

Who can resist the temptation brought on by the aroma of Fresh Oven-Baked Cookies? Offer your guests a special treat with a choice of the following flavors:

Chocolate Chip • Peanut Butter • White Chocolate Cherry
Oatmeal Raisin • Sugar • White Chocolate Macadamia

Cookie Service for up to 8 hours • \$1,095.00

- Labor • \$550.00
- Equipment • \$145.00
- Grocery • \$400.00

Package includes:

- One Attendant to bake and serve cookies
- Convection cookie oven
- 320 cookies (2 cases/1-2 flavors)

Cookie Service for up to 4 hours • \$635.00

- Labor • \$550.00
- Equipment • \$145.00
- Grocery • \$400.00

Package includes:

- One Attendant to bake and serve cookies
- Convection cookie oven
- 160 cookies (1 case/1 flavor)

ONE TIME DELIVERY FEE • \$50.00

ONE TIME PICK UP FEE • \$50.00



REQUIRED POWER

120V/20AMP dedicated circuit per machine
OVEN 19.25”L x 20”D x 9.75”H

Convection Cookie Oven Cooking time is 18 minutes per one and a half dozen cookies.

Convention service for 4-8 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00

Convection Cookie Oven Rental - Cooking time: 18 minutes (1-1/2 dozen cookies)

One attendant for up to 8 hours to bake and serve the cookies
Service includes 320 cookies (2 cases/2 flavors)

ADDITIONAL COOKIES • \$225.00

Per case of 160 cookies

One flavor per case; cases cannot be divided

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

Sundae Bar

Soft Serve Ice Cream or Non-Fat Frozen Yogurt. Offer your guests a tasty treat in a cone or a cup with a choice of the following flavors:

Chocolate • Vanilla

Topping to include Sprinkles, Sliced Strawberries, Oreo Cookie Crumbles, Chopped Nuts, Whipped Cream, Caramel and Chocolate Sauces

Sunday Service for up to 8 hours • \$1,765.00

- Labor • \$550.00
- Equipment • \$145.00
- Grocery • \$400.00

Package includes:

- Approximately (380) 4oz servings
- Soft Serve machine rental; table top or standing
- One Attendant to serve
- Cones or Cups and Toppings

ADDITIONAL SOFT SERVE • \$570.00

- Approximately (380) 4oz servings

REQUIRED POWER

120V/20AMP dedicated circuit per machine



Root Beer Float Cart

Featuring Goose Island Root Beer with Soft Serve Ice Cream

Float Service for up to 8 hours • \$1,765.00

- Labor • \$550.00
- Equipment • \$145.00
- Grocery • \$400.00

Package includes:

- Approximately (300) 10oz servings
- Cups, straws, napkins and spoons
- Soft Serve machine rental; table top or standing
- One Attendant to serve

ADDITIONAL FLOATS • \$500.00

- Approximately (100) 10oz servings



Ice Cream Bar Cart

DOVE • \$275.00

Package includes:

- 50 Ice Cream Bars
- Vanilla and Chocolate

HAAGAN-DAZS • \$350.00

Package includes:

- 50 Ice Cream Bars
- Milk Chocolate Dipped Vanilla and Milk Chocolate Dipped Vanilla with Almonds



ICE CREAM CART RENTAL • \$125.00 per day

ONE TIME DELIVERY FEE • \$50.00

ONE TIME PICK UP FEE • \$50.00

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

Hot Jumbo Pretzel Service

Traditional Pretzel Service • \$175.00

Package includes:

- 50 Traditional Pretzels
- Mustard Packets

Traditional Pretzel with Cheese Service • \$200.00

Package includes:

- 50 Traditional Pretzels
- Individual Containers of Nacho Cheese

Specialty Pretzel Service • \$215.00

Package includes:

- 50 Pretzels

Choose 1 Flavor

Apple Cinnamon • Pizza • Jalapeno Cheese

PRETZEL WARMER RENTAL • \$125.00 per day

ONE TIME DELIVERY FEE • \$50.00

ONE TIME PICK UP FEE • \$50.00

REQUIRED POWER

110V/15AMP dedicated circuit per machine



Warm Roasted Nuts

Roasted Peanut Service for up to 8 hours • \$1,350.00

Peanuts Roasted with Honey

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

Roasted Almond Service for up to 8 hours • \$1,480.00

Almonds roasted with Sambal, Brown Sugar and EVOO

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

Pistachio Service for up to 8 hours • \$1,620.00

Pistachios roasted with Cinnamon and Chipotle Seasoning

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

ADDITIONAL PEANUTS • \$65.00 per 80 2oz servings

ADDITIONAL ALMONDS • \$75.00 per 40 2oz servings

ADDITIONAL PISTACHIOS • \$110.00 per 40 2oz servings

REQUIRED POWER

120V/20AMP dedicated circuit per machine

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

EXHIBIT BOOTH TRAFFIC BUILDERS

Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

Water Cooler

SAVOR...Chicago is not responsible for supplying electricity.

50 Degree Water Cooler

FIRST DAY RENTAL • **\$100.00**

Each additional day rental • **\$38.00**

Hot and Cold Water Cooler

FIRST DAY RENTAL • **\$125.00**

Each additional day rental • **\$38.00**

Purified Water Jugs

Five gallon, each • **\$38.00**

Includes 100 flat bottom cups



Electrical requirements

110v/15amp circuit

Please contact your General Service Contractor to order electricity.

Fresh Popcorn Service

Popcorn service for up to 8 hours • \$1,095.00

Package includes:

- Antique Popcorn Machine Rental
- One attendant to pop and serve the Popcorn
- 2 cases of 4oz bags of Popcorn
- White Popcorn bags
- Logo popcorn bags available upon request with an additional fee and 3 week lead time

Popcorn service for up to 4 hours • \$635.00

- Antique Popcorn machine rental
- One attendant to pop and serve the Popcorn
- Approximately (100) 4oz bags of Popcorn (1 case)
- White Popcorn bags
- Logo popcorn bags available upon request with an additional fee and 3 week lead time

ONE TIME DELIVERY FEE • \$50.00

ONE TIME PICK UP FEE • \$50.00

ADDITIONAL POPCORN • \$210.00 per case (100) 4oz bags

REQUIRED POWER

120V/20AMP dedicated circuit per machine



Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

MISTIFY

Mistify and captivate your clients and guests while they visit your Booth! Guests will be wowed by the interactive, liquid nitrogen Dessert and Cocktail Bar. Right before your eyes, at -321 °F, we create the smoothest, most delectable Ice Cream and Frozen Cocktails. Freshly Frozen Creations in a mesmerizing cloud of mist! Below are examples of popular packages, but the possibilities to create a customized experience are endless! Contact your Catering Sales Manager to create the perfect *ice breaker*!

Frozen Coffee and Sorbet

SERVICE FOR UP TO 8 HOURS • \$4,900.00

Package includes:

- (800) 2oz servings
- 2 trained & licensed Attendants to create and serve
- Elegant LED Bar & Podium
- (Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

ONE TIME SET-UP FEE • \$700.00 AND SERVER FEE • \$550.00

SERVICE FOR UP TO 4 HOURS • \$2,950.00

Package includes:

- (400) 2oz servings
- 1 trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium
- (Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

Choose 2 flavors (duration of show dates)

Strawberry Sorbet • Strawberry-Lime Sorbet
Pineapple-Coconut Sorbet • Mango-Citrus Sorbet
Cafe Latte • Mocha Latte

ONE TIME SET-UP FEE • \$700.00 AND SERVER FEE • \$275.00

100 ADDITIONAL SERVINGS • \$600.00

TOPPINGS BAR • \$1.00 PER SERVING



Frozen Cocktail Bar

SERVICE FOR UP TO 8 HOURS • \$6,900.00

Package includes:

- (800) 2oz servings
- 2 trained & licensed Attendants to create and serve
- Elegant LED Bar & Podium
- (Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

ONE TIME SET-UP FEE • \$700.00 AND BARTENDER FEE • \$550.00

SERVICE FOR UP TO 4 HOURS • \$3,500.00

Package includes:

- (400) 2oz servings
- Trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium
- (Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

Choose 2 flavors (duration of show dates)

Simply Lime Margarita • Strawberry Margarita • Chocolate
Whiskey Ice Cream Cocktail • Peach Bellini • Sinfully Scotch Ice
Cream Cocktail
Frozen Cranberry Cocktail • Amaretto Freeze • Pina Colada •
Passion Fruit Colada • White Russian Ice Cream Cocktail

ONE TIME SET-UP FEE • \$700.00 AND BARTENDER FEE • \$275.00

100 ADDITIONAL SERVINGS • \$850.00

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

CONSUMPTION BARS

Estimated consumption will be determined with your Sales Manager. Actual consumption will be calculated following your function. It is priced per drink. There is a minimum of \$800.00 per bar.

CASH BARS

Please ask your Sales Manager for current bar pricing. There is a minimum of \$1,000.00 per bar.

PREMIUM SELECTIONS

Premium Cocktails • **\$8.50**

Vodka • Svedka
Gin • CH Distilleries
Rum • Bacardi
Tequila • El Jimador
Bourbon • Jim Beam
Scotch • Dewars
Canadian Whiskey • Canadian Club
Beer • Miller Lite, Coors Light, Heineken and Corona

Domestic Beer • **\$6.50**
Import Beer • **\$7.00**
Craft Beer • **\$7.50**

Bottled Water • **\$3.25**
Soft Drinks • **\$3.00**
Juices • **\$4.00**

SUPER PREMIUM SELECTIONS

Super Premium Cocktails • **\$9.00**

Vodka • Ketel One
Gin • Tanqueray
Rum • Captain Morgan
Tequila • El Milagro
Bourbon • Markers Mark
Scotch • Chivas Regal
Canadian Whiskey • Crown Royal
Beer • Miller Lite, Coors Light, Heineken, Corona, Brickstone McCormick Place Everyday Ale and Revolution "Anti Hero" IPA

Domestic Beer • **\$6.50**
Import Beer • **\$7.00**
Craft Beer • **\$7.50**

Bottled Water • **\$3.25**
Soft Drinks • **\$3.00**
Juices • **\$4.00**

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

WINE TIERS FOR CONSUMPTION BARS and PACKAGES

TIER ONE

Woodbridge • California
Chardonnay, Pinot Grigio, Sauvignon Blanc,
Cabernet Sauvignon, Merlot and Pinot Noir

TIER TWO

Chime • California
Chardonnay, Cabernet Sauvignon,
Red Blend and Pinot Noir

Allan Scott • California
Sauvignon Blanc

TIER THREE

Dreaming Tree • California
Cabernet

Estancia • California
Pinot Noir

Kim Crawford • California
Chardonnay and Sauvignon Blanc



BUBBLES TIERS FOR CONSUMPTION BARS and PACKAGES

TIER ONE

Pierre Delize • France
Blanc de Blanc Brut

TIER TWO

Spagnol • Italy
Prosecco

TIER THREE

Le Grand Courtagne • France
Rose Brut



Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is an \$800.00 minimum per Bar. SAVOR provided wristbands are required for all package bars in Exhibit Space.

SUPER PREMIUM BAR PACKAGE

2 HOUR PACKAGE • \$30.00
EACH ADDITIONAL HOUR • \$11.00

PREMIUM BAR PACKAGE

2 HOUR PACKAGE • \$28.00
EACH ADDITIONAL HOUR • \$10.00

BEER PACKAGE

Your choice of two Domestic Beers and two Imported/Craft Beers

1 HOUR PACKAGE • \$16.00
2 HOUR PACKAGE • \$24.00
EACH ADDITIONAL HOUR • \$8.00

DOMESTIC

Miller Lite and Coors Light

IMPORTED

Heineken and Corona

CRAFT

Brickstone McCormick Place Everyday Ale
Brickstone Hop Skip
Half Acre Daisy Cutter Pale Ale
Revolution "Anti-Hero" IPA
Boulevard 80 Acre Wheat
Motor Row Lager

BEER and WINE PACKAGE

Your choice of one Domestic Beer, one Import or Craft Beer and two Wines

1 HOUR PACKAGE • \$20.00
2 HOUR PACKAGE • \$28.00
EACH ADDITIONAL HOUR • \$9.00

RED

Chime Pinot Noir, Chime Cabernet, Chime Red Blend, Blackstone Merlot and Dreaming Tree Cabernet

WHITE

Kim Crawford Chardonnay
Chime Chardonnay
Allan Scott Sauvignon Blanc
Mark West Pinot Grigio



ALL PACKAGES INCLUDE

Soda and Bottled Water

WINE PACKAGE

Your choice of two Red Wines and two White Wines

1 HOUR PACKAGE • \$18.00
2 HOUR PACKAGE • \$26.00
EACH ADDITIONAL HOUR • \$9.00



RED

Chime Pinot Noir, Chime Cabernet, Chime Red Blend, Blackstone Merlot and Dreaming Tree Cabernet

WHITE

Kim Crawford Chardonnay
Chime Chardonnay
Allan Scott Sauvignon Blanc
Mark West Pinot Grigio

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

WINE BY THE BOTTLE

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

REDS

Pinot Noir

- Chime • California • **\$37.00**
- Mark West • California • **\$42.00**
- Estancia • California • **\$47.00**
- McMurray Ranch • California • **\$56.00**

Merlot

- Blackstone • California • **\$44.00**

Red Blend

- Chime • California • **\$37.00**
- Whitehall Lane • California • **\$60.00**

Cabernet

- Dreaming Tree • California • **\$43.00**
- Ravenswood • California • **\$46.00**
- Louis Martini • California • **\$58.00**
- Franciscan • California • **\$67.00**

WHITES

Chardonnay

- Chime • California • **\$37.00**
- Kim Crawford • California • **\$46.00**
- Clos Du Bois • California • **\$48.00**
- William Hill • California • **\$61.00**

Sauvignon Blanc

- Estancia • California • **\$45.00**
- Kim Crawford • California • **\$46.00**
- Allan Scott • New Zealand • **\$47.00**
- Whitehall Lane • California • **\$60.00**

Riesling

- St. Urbans-Hof Riesling • Germany • **\$45.00**

Pinot Grigio

- Mondavi, Private Select • California • **\$38.00**
- Mark West • California • **\$44.00**

Bubbles

- Pierre Delize, Blanc de Blanc Brut • France • **\$33.00**
- Spagnol Prosecco • Italy • **\$39.00**
- Le Grand Courtage, Rose Brut • France • **\$75.00**

HOUSE VARIETALS • \$33.00

Chardonnay, Sauvignon Blanc, Pinot Grigio, Pinot Noir, Cabernet Sauvignon and Merlot



Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

OUR VERY OWN . . .

We are extremely excited about our collaboration with Brickstone Brewery.

Cascade Hops grown in the SAVOR...Chicago Rooftop Garden at McCormick Place is blended into the Beer. The result is our very own McCormick Place Everyday Pale Ale.

Quantities are limited!

Please work with your Catering Sales Manager for availability.

BEER CASES

DOMESTIC • \$126.00

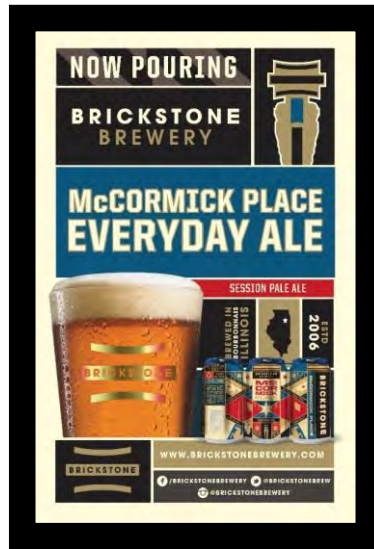
Miller Lite and Coors Light

IMPORTED • \$168.00

Heineken and Corona

CRAFT • \$189.00

Brickstone McCormick Place Everyday Ale, Brickstone Hop Skip, Half Acre Daisy Cutter Pale Ale, Revolution "Anti-Hero" IPA, Boulevard 80 Acre Wheat and Motor Row Lager



McCORMICK PLACE EVERYDAY ALE KEG • \$550.00

BEER KEGS

DOMESTIC • \$430.00

Miller Lite and Coors Light

IMPORTED • \$550.00

Heineken and Modelo Especial

CRAFT • \$550.00

Brickstone McCormick Place Everyday Ale
Brickstone Hop Skip
Half Acre Daisy Cutter Pale Ale
Revolution "Anti-Hero" IPA
Motor Row Lager

REQUIRED POWER

120V/15AMP dedicated circuit per Kegerator

Power and trash removal is required from the General Service Contractor.

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

BAR ENHANCEMENTS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$275.00 each for up to four hours of service and \$75.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$2.50 per person. There is a minimum of \$800.00 per bar.

ENHANCED CRAFT COCKTAILS

Pricing is per drink with a minimum order of 50.

TRADITIONAL MIMOSA • \$9.00

Bubbles and Orange Juice

SECOND CITY "MOSA" • \$11.25

Sparkling Cava, Lemonhead
Simple Syrup and
Fresh Blueberries

PRICKLY PEAR MIMOSA • \$11.25

Prickly Pear Puree, Sparkling Rose,
Ruby Red Grapefruit Juice and
Candied Citrus Rind

TRADITIONAL BLOODY MARY • \$9.25

Vodka, Spicy Tomato Juice,
Assorted Veggies, Celery Salt,
Pickle Spears, Olives,
Lemons and Limes



ORIGINAL MARGARITA • \$11.25

Tequila, Triple Sec and Lime Juice

MANGO MARGARITA • \$11.25

Tequila, Triple Sec and Mango Puree

STRAWBERRY MARGARITA • \$11.25

Tequila, Cointreau, Lime Juice and Strawberry
Puree

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

SAVOR...

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by SAVOR...Chicago. No food or beverage of any kind is permitted to be brought into the facility by the patron or any of the patron's guests or invitees (exclusive of the Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

MENU SELECTION

The menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that SAVOR...Chicago is made aware of.

PRICING

Published pricing does not include administrative fee (currently 21.50%) or applicable taxes. Pricing is subject to change without notice and will be guaranteed when contracted.

GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five (5) full business days (Monday – Friday) prior to the event for functions up to 1,000 guests. Function of 1,001 guests or more must be guaranteed ten (10) full business days prior to the event. Functions with 5,000 guests or more must be guaranteed fifteen (15) full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, SAVOR...Chicago reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s). If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within seventy-two business hours of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees.

OVERSET

SAVOR...Chicago will prepare to serve 3% over the final guarantee (for seated meal functions only) up to a maximum of 30 guests. The Customer will be charged for the greater of the actual number of guests served or the final guarantee amount. SAVOR...Chicago reserve the right to make reasonable menu substitutions as necessary. Functions requiring over preparation greater than 3% will be subject to additional labor fees.

SERVICE STAFF

Guest to server ratio is based on the type of function. The standard is one server per twenty guests for plated meal functions and one server per forty guests for buffet functions. This is for service at rounds of ten. If there are rounds of less than ten guests, additional staffing requests or guarantees for less than twenty-five guests for plated or buffet functions labor fees will be applied. Holiday labor rates may apply.

EVENT TIMELINE

Breakfast and lunch is based on up to a three hour service and dinner is based on up to four hours of service. Extended service time will be subject to additional labor fees. Function start or end times that deviate more than thirty minutes from the time indicated on the banquet event order will have additional labor fees per hour, per server scheduled.

BEVERAGES

SAVOR...Chicago offers a complete selection of beverages to complement each function. Alcoholic beverages and services are regulated by the Liquor Control Board. SMG/SAVOR...Chicago, as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources; nor may it be removed from the premise. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

PAYMENT/DEPOSIT/CONTRACT

An initial deposit in the amount noted on the catering contract is due on the date specified. The amount of the deposit is 50% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due forty-five days in advance of the event. The actual revenue will be based on the signed banquet event order(s) and guarantee(s). The remaining balance of the deposit is due fourteen days in advance of the first function. Payment can be made via credit card (for contracts less than \$20,000), ACH wire or company check. Credit card payments greater than \$20,000 will incur an additional fee of 2.5%.

CANCELLATION

In the event that a group should cancel with McCormick Place, the catering deposit will be refunded based on a sliding scale. Please refer to the catering contract for specific details. In the event that an individual function should cancel after the guarantee date, the group shall pay liquidated damages determined by food cost and labor.

LSAV Powerhouse Audio Visual

To order Audio Visual please click here:

<https://ordering.ges.com/071601123/audvid>



ASUV (Auto and Small Utility Vehicle Program) Program

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available only on the dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of three options:

1. Self Loading/Unloading ASUV (two people required, one to stay with vehicle)
2. ASUV Valet (paid service, valet stays with your vehicle)
3. Exhibitor Guaranteed Parking (hand carry items)

Please visit <http://mccormickplace.com/exhibitors/asuv.php> for details and to register for this program.

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will apply and are based on published exhibitor kit rates.

Vehicle Criteria: *The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.*



Designated ASUV dates & times: Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-in:

Saturday, APRIL 6, 2019 from 8:00am to 4:30pm (last vehicle at 4:30 – closes at 5:00pm)

Sunday, APRIL 7, 2019 from 8:00am to 4:30pm (last vehicle at 4:30 – closes at 5:00pm)

Move-out: THURSDAY APRIL 11, 2019 from 3:00pm to 8:30pm (last vehicle at 8:30 – closes at 9:00pm)

Check-in for exhibitors will take place at the Marshalling Yard Office on Moe Drive; off 31st Street where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.



Register your vehicle at:

<http://mccormickplace.com/exhibitors/asuv.php>

Questions? Contact: Jim Hamilton/Automate
Email: jhamilton@a3automate.org
Phone: +1 734-994-6088