

# show information



## LISA 04 Conference

Atlanta Marriott Marquis  
November 17 - 18, 2004

### Official Service Contractor

GES Exposition Services  
7050 Lindell Road  
Las Vegas, NV 89118

Phone (in USA): (800) 475-2098  
Fax (In USA): (866) 329-1437  
International Phone: (702) 515-5970  
International Fax: (702) 263-1520  
Email: [servicenter@gesexpo.com](mailto:servicenter@gesexpo.com)

### Show Information

Backwall Drapes: Black  
Sidewall Drapes: Black  
Exhibit Hall Carpet Color: Multi Color Pattern

### Booth Package

Booth Size: 10' X 10'  
(1) 6' Table, Skirted Black  
(2) Plastic Side Chairs  
(1) Wastebasket  
One-line ID Sign (7" x 44") Provided Automatically

### Premium Package

If you have chosen the Premium Package you will also receive a 500w electrical drop in addition to the items listed under "Booth Package."

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

<b>Wednesday October 27</b>	Discount Deadline for orders received with payment
<b>Monday October 18</b>	Advance Shipments may begin arriving at Warehouse
<b>Wednesday November 10</b>	Last day for Advance Shipments to arrive at Warehouse without surcharges
<b>Tuesday November 16</b>	Direct shipments may arrive at Exhibit Site at 4:00 PM
<b>Wednesday November 17</b>	Last day for Direct Shipments to arrive at Exhibit Site by 11:00 AM
<b>Tuesday November 16</b>	Installation 10:00 AM - 5:00 PM
<b>Wednesday November 17</b>	8:00 AM - 11:00 AM
<b>Wednesday November 17</b>	Show Hours Noon - 7:00 PM
<b>Thursday November 18</b>	10:00 AM - 4:00 PM
<b>Thursday November 18</b>	Dismantle 4:00 PM - 7:00 PM
<b>Thursday November 18</b>	Outbound Carrier By 5:00 PM
	Check In

### Shipping Addresses

#### Advance Shipments to Warehouse

c/o GES Exposition Services  
Show Name/Company Name/Booth #  
Freight System, Inc.  
1165 -A Wilburn Avenue  
Conley, Georgia 30288-1542

#### Direct Shipments to Exhibit Site

c/o GES Exposition Services  
Show Name/Company Name/Booth #  
Atlanta Marriott Marquis  
265 Peachtree Center Avenue  
Atlanta, Georgia 30303

SM

### GES Servicenter

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



# payment & credit card charge authorization



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**RETURN TO:**  
**GES National Servicer**  
7050 Lindell Road, Las Vegas, NV 89118  
Phone: (800) 475-2098 • FAX: (866) 329-1437  
*International Exhibitors Only:*  
Phone: (702) 515-5970 • FAX (702) 263-1520

**DISCOUNT DEADLINE DATE: October 27, 2004**  
All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS	street	city	state	zip	country
PHONE	FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

**X**  
**Payment Policy**

**Payment for Services** — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment.

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

**Method of Payment** — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

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

**Tax Exempt** — If you are tax exempt in the state in which you will be exhibiting, you must provide a Rental Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. GES must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

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

**Bank wire transfer information:**

**GES Exposition Services**  
c/o Bank of America, Illinois  
231 La Salle Street  
Chicago, Illinois USA 60693  
Swift: BOFAUS6S Account # 7188-1-01819 ABA#071000039  
Telephone # 800-227-3337 Option #3

- To properly credit your account, send the following information to the GES address listed on the order forms:
- exhibiting company name, show name, and booth number
  - date and amount of transfer
  - bank and country where transfer originated

If you have any questions regarding our payment policy, please call GES Exhibitor Services at (800) 475-2098 or visit our Servicer at the show.

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

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.

**Credit Card Charge Authorization**  
*(All Information Must Be Provided)*

**PROVIDE EXPIRATION DATE**  -

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

Account Number:  -  -  -

CARDHOLDER'S NAME  PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS  CITY

STATE  ZIP  COUNTRY

**PLEASE SIGN**

CARDHOLDER'S SIGNATURE

Calculation of Orders	TOTAL
Exhibit System Rentals	\$
Furniture & Accessories	\$
Standard Carpet	\$
Custom-Cut Carpet	\$
Cleaning	\$
Labor	\$
Material Handling	\$
Other GES Services (Specify)	\$

**FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$**  
GES Exposition Services, Inc. Federal ID #59-1008863  
GES is exempt from backup withholding tax.

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

Charge my credit card in the amount of \$

Enclosed is a check in the amount of \$

Check No.  Dated

I agree in placing this order that I have accepted GES' terms and conditions, including GES' policy "Limits of Liability and Responsibility".

**PLEASE SIGN**

CARDHOLDER'S SIGNATURE



payment & credit card charge authorization



# 3rd party billing request



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**RETURN TO:**  
**GES National Servicer**  
7050 Lindell Road, Las Vegas, NV 89118  
Phone: (800) 475-2098 • FAX: (866) 329-1437  
*International Exhibitors Only:*  
Phone: (702) 515-5970 • FAX (702) 263-1520

**DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**

You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

### Exhibiting Firm

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (PRINT) \_\_\_\_\_

### Credit Card Charge Authorization (Information Must Be Provided)

**PROVIDE EXPIRATION DATE** **EXPIRATION DATE** \_\_\_\_\_

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

- The items checked below are to be invoiced to the Exhibiting Firm:*
- Booth Cleaning
  - All Services
  - I & D Labor
  - Signs
  - Transportation Charges
  - Other (Please Specify) \_\_\_\_\_
  - Rental Furniture
  - Material Handling In & Out

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

CARDHOLDER'S SIGNATURE

### Third Party

THIRD PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (PRINT) \_\_\_\_\_

### Credit Card Charge Authorization (Information Must Be Provided)

**PROVIDE EXPIRATION DATE** **EXPIRATION DATE** \_\_\_\_\_

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

- The items checked below are to be invoiced to the Third Party:*
- Booth Cleaning
  - All Services
  - I & D Labor
  - Signs
  - Transportation Charges
  - Other (Please Specify) \_\_\_\_\_
  - Rental Furniture
  - Material Handling In & Out

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

CARDHOLDER'S SIGNATURE

**GES**

**3rd party billing request**



# show site work rules



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**GES**

## Union Information

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

## Loading and Unloading Display Material and Equipment

The unloading and delivery of all display material and equipment from the convention site docks to the exhibitors' booths and loading out from the exhibitors' booths to trucks at the docks must be performed by the Official Service Contractor who has jurisdiction to deliver such service at the convention site. Please refer to SHIPPING INFORMATION for FURTHER information.

## Installation and Dismantling

state is a "right-to-work" state. Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor from the Stagehands Union, qualified display houses or personnel from their own companies to install and dismantle displays. Please refer to the EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM for further information. All cleaning is properly the jurisdiction of the Official Service Contractor operating in the building. Display houses or full time employees from the I & D companies, may not clean exhibit booths.

All rigging and sign hanging must be performed by the Official Service Contractor.

## Tipping

Our work rules prohibit the SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping is not allowed.

show site work rules



# GES terms & conditions of contract



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## CONTRACTOR:

**GES National Servicenter**  
 7050 Lindell Road, Las Vegas, NV 89118  
 Phone: (800) 475-2098 • FAX: (866) 329-1437

*International Exhibitors Only:*  
 Phone: (702) 515-5970 • FAX (702) 263-1520

**GES**

### I. Definitions:

**GES:** GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and their employees;

**Agents:** GES' agents, sub-contractors, carriers, and the agents of each.

**Customer:** Exhibitor or other party requesting Services from GES.

**Carrier:** Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

**Shipper:** Party who tenders Goods to Carrier for transportation.

**Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services.

**Cold Storage:** Holding of Goods in a climate controlled area.

**Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows.

**Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.

**Show Site:** The venue or place where an exposition or event takes place.

**Supervised Labor:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.

**Un-Supervised Labor:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by GES. Customer assumes the responsibility 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.

**By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

### III. Customer Obligations

**Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

**Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

### IV. Mutual Obligations

#### Indemnification:

**Customer to GES:** Except to the extent of GES' own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

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 subcontract or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

**GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

**V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

#### VI. GES Liability for Loss or Damage to Goods

**Negligence standard:** 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.

**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 should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

**Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to both without the guarantee of piece count or condition.

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

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

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

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

**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. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, 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.

**Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight:** GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

**Concealed Damage:** GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

**Unattended Booth:** GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers 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.

**Measure of damage:** GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

**Excess Declared Value:** If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form** and **paying by the appropriate additional charge in advance of the commencement of services by GES.** Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

**No 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, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

**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 or delivery of Goods, whichever is later.

**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 below.

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 sixty (60) 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 the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

**Filing of suit:** Any action at law regarding loss or damage to Goods must be filed within two years of the date of declination of any part of a claim.

**VII. Jurisdiction, Choice of forum.** This Agreement 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.

#### VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in the separate agreement, entitled "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 Exhibit Material 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 sixty cents per pound (\$.60) of the actual cash value per article. 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, if any 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 Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.



# material handling order form



**LISA 04 Conference**  
Atlanta Marriott Marquis  
November 17 - 18, 2004

R-1

**RETURN TO:**

**GES National Servicer**  
7050 Lindell Road, Las Vegas, NV 89118  
Phone: (800) 475-2098 • FAX: (866) 329-1437  
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Phone: (702) 515-5970 • FAX (702) 263-1520

**DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**  
**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2 PM to be guaranteed same day unloading.

**ADVANCE SHIPMENTS TO GES WAREHOUSE:** (200 lb. minimum per shipment)  
GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.  
**Rates include:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

	ST/ST	\$ 58.00 cwt	\$ 116.00 min
	ST/OT	\$ 75.40 cwt	\$ 150.80 min
	OT/OT	\$ 92.80 cwt	\$ 185.60 min
<b>Crated Shipments</b>	ST/ST	\$ 77.00 cwt	\$ 154.00 min
<b>Requiring Special Handling*</b>	ST/OT	\$ 100.10 cwt	\$ 200.20 min
	OT/OT	\$ 112.00 cwt	\$ 224.00 min

**DIRECT SHIPMENTS TO EXHIBIT SITE:** (200 lb. minimum per shipment)  
**Rates include:** unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

<b>Crated Materials</b>	ST/ST	\$ 58.00 cwt	\$ 116.00 min
	ST/OT	\$ 75.40 cwt	\$ 150.80 min
	OT/OT	\$ 92.80 cwt	\$ 185.60 min
<b>Uncrated Materials</b>	ST/ST	\$ 96.00 cwt	\$ 160.50 min
	ST/OT	\$ 124.80 cwt	\$ 249.60 min
	OT/OT	\$ 153.60 cwt	\$ 307.20 min
<b>Crated Shipments</b>	ST/ST	\$ 87.00 cwt	\$ 139.10 min
<b>Requiring Special Handling*</b>	ST/OT	\$ 113.10 cwt	\$ 226.20 min
	OT/OT	\$ 139.20 cwt	\$ 278.40 min

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

First Carton	\$ 30.00
Each Additional Carton	\$ 10.00

**\*NOTE:** 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.

**Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.**  
**Overtime: All other times, Saturdays, Sundays, Holidays.**  
Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.  
Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.  
Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

**CALCULATION OF MATERIAL HANDLING CHARGES**

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

We will be shipping:	lbs. @	per 100 lbs., 200 lbs. minimum per shipment	\$
We will be shipping approximately	number of pieces.		
Our shipment will be sent to	<input type="checkbox"/> Exhibit Site	<input type="checkbox"/> Warehouse on:	via:

<b>EXCESS DECLARED VALUE OPTION:</b>	1. Total Estimated Charges	\$
Note 1: Liability is limited to \$0.50 per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.	2. 30% Late Arrival Surcharge	\$
Note 2: Declared value \$ _____ . Excess declared value available from GES, up to \$100,000.00.	3. Payment Enclosed	\$

Excess declared value is not available for items listed on form G-5.  
 Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

**ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS**

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

**Advance November 10** Last day for crated shipments to arrive at advance warehouse without surcharge.  
**A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

**Direct November 16** First day for shipments to arrive at the exhibit site at 4:00 PM.

**SAVE TIME • SAVE MONEY • ORDER ONLINE @ [gesexpo.com](http://gesexpo.com)**

Atlanta  
51-0411-01909 - LISA



material handling order form



# pre-printed outbound material handling request



**LISA 04 Conference**  
 Atlanta Marriott Marquis  
 November 17 - 18, 2004

**RETURN TO:**  
**GES National Servicer**  
 7050 Lindell Avenue, Las Vegas, NV 89118  
 Phone: (800) 475-2098 • FAX: (866) 329-1437  
*International Exhibitors Only:*  
 Phone: (702) 515-5970 • FAX (702) 263-1520

**DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**

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

## SHIPPING INFORMATION

### FROM:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS street	city	state zip country
PHONE	FAX	PURCHASE ORDER NUMBER

### SHIPPING DESTINATION 1:

COMPANY	ATTENTION TO	EMAIL ADDRESS
ADDRESS street	city	state zip country
PHONE	FAX	PURCHASE ORDER NUMBER
NUMBER OF MATERIAL HANDLING ORDER FORMS NEEDED	NUMBER OF SHIPPING LABELS NEEDED	

### SHIPPING DESTINATION 2:

COMPANY	ATTENTION TO	EMAIL ADDRESS
ADDRESS street	city	state zip country
PHONE	FAX	PURCHASE ORDER NUMBER
NUMBER OF MATERIAL HANDLING ORDER FORMS NEEDED	NUMBER OF SHIPPING LABELS NEEDED	

## METHOD OF SHIPMENT

Please Select Desired Method of Shipment Below:

- GES Logistics:**
  - 1 Day Delivery** – Delivered Next Business Day, **Select:**  AM by 12:00pm or  PM by 5:00pm.
  - 2 Day Delivery** – Delivered by 5:00pm on Second Business Day.
  - Deferred Delivery** – Delivered Within 5 Business Days.
  - Excess Declared Value \$** \_\_\_\_\_ (Optional for air freight; declaring value is an additional charge).
  - Standard Ground Delivery** – Delivered Within 5 to 7 Business Days.
  - Expedited Ground Delivery** – Tailored to Specific Requirements.
  - Specialized Delivery** – Pad Wrapped, Truckload, or Uncrated.
- Other:** \_\_\_\_\_  Common Carrier  Van Line  Air Freight
  - Next Day  2nd Day  Deferred

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

GES

pre-printed outbound material handling request





# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**LISA Conference**  
NAME OF EXHIBITION  
\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Freight System, Inc.  
1165-A Wilburn Avenue  
Conley, Georgia 30288-1542

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*November 10, 2004*

Carrier \_\_\_\_\_ **GES**<sup>®</sup>  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**LISA Conference**  
NAME OF EXHIBITION  
\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Freight System, Inc.  
1165-A Wilburn Avenue  
Conley, Georgia 30288-1542

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*November 10, 2004*

Carrier \_\_\_\_\_ **GES**<sup>®</sup>  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING.

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**LISA Conference**  
NAME OF EXHIBITION  
\_\_\_\_\_  
BOOTH NUMBER

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Freight System, Inc.  
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**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*November 10, 2004*

Carrier \_\_\_\_\_ **GES**<sup>®</sup>  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY  
**LISA Conference**  
NAME OF EXHIBITION  
\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Freight System, Inc.  
1165-A Wilburn Avenue  
Conley, Georgia 30288-1542

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*November 10, 2004*

Carrier \_\_\_\_\_ **GES**<sup>®</sup>

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**LISA Conference**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Atlanta Marriott Marquis  
265 Peachtree Center Avenue  
Atlanta, Georgia 30303

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
**November 16, 2004**

Carrier \_\_\_\_\_

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



# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**LISA Conference**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Atlanta Marriott Marquis  
265 Peachtree Center Avenue  
Atlanta, Georgia 30303

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
**November 16, 2004**

Carrier \_\_\_\_\_

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



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING.

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**LISA Conference**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Atlanta Marriott Marquis  
265 Peachtree Center Avenue  
Atlanta, Georgia 30303

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
**November 16, 2004**

Carrier \_\_\_\_\_

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



# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**LISA Conference**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Atlanta Marriott Marquis  
265 Peachtree Center Avenue  
Atlanta, Georgia 30303

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
**November 16, 2004**

Carrier \_\_\_\_\_

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



# standard carpet order form



**LISA 04 Conference**  
 Atlanta Marriott Marquis  
 November 17 - 18, 2004

**RETURN TO:**  
**GES National Servicer**  
 7050 Lindell Road, Las Vegas, NV 89118  
 Phone: (800) 475-2098 • FAX: (866) 329-1437  
*International Exhibitors Only:*  
 Phone: (702) 515-5970 • FAX (702) 263-1520

**DISCOUNT DEADLINE DATE: October 27, 2004**  
 All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

**GES**

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**

## PRICE LIST

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5304	9'x10' Standard Booth Carpet	\$ 106.00	\$ 159.00	<b>VISQUEEN PLASTIC COVERING FOR PROTECTION</b>			
5305	9'x20' Standard Booth Carpet	\$ 210.00	\$ 315.00	<i>Includes installation and removal.</i>			
5306	9'x30' Standard Booth Carpet	\$ 317.00	\$ 475.50	5312	Plastic Covering Per Square Foot	\$ .33	\$ .45
Custom-cut carpet is required for all booths larger than 30' or for booths configured as island or peninsula.				<b>PADDING (Included with Packages)</b> GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.			
Carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.				5313	Padding Per Square Foot	\$ 1.00	\$ 1.50

## PLACE ORDER HERE

ITEM #	DESCRIPTION	PRICE	TOTAL PRICE
5304	9' x 10' - 16 oz. Standard Booth Carpet	\$	\$
5305	9' x 20' - 16 oz. Standard Booth Carpet	\$	\$
5306	9' x 30' - 16 oz. Standard Booth Carpet	\$	\$

ITEM#	DESCRIPTION	CALCULATE SIZE	TOTAL SQ FT	PRICE /SQ FT	TOTAL PRICE
5312	Visqueen Plastic Covering	Width _____ x Length _____ =		\$	\$
5313	Carpet Padding	Width _____ x Length _____ =		\$	\$

1. Total All Items Ordered	\$
2. 7% Rental Tax	\$
<b>3. Payment Enclosed</b>	\$

**PLEASE INDICATE**

16 oz. Standard Carpet Color:  
 (If no color is indicated, Gray will be provided)

Black (BLA)  
  Blue (BLU)  
  Burgundy (BUR)  
  Green (GRN)  
  Gray (GRA)  
 Stone Blue (SBL)  
  Purple (PUR)  
  Red (RED)  
  Teal (TEA)

**Electrical Under Carpet**  
 Yes    No

**PLEASE NOTE: EXHIBIT HALL IS CARPETED IN MULTI-COLORED PATTERN**

**standard carpet order form**

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# custom-cut carpet order form



**LISA 04 Conference**  
 Atlanta Marriott Marquis  
 November 17 - 18, 2004

**RETURN TO:**  
**GES National Servicer**  
 7050 Lindell Road, Las Vegas, NV 89118  
 Phone: (800) 475-2098 • FAX: (866) 329-1437  
 International Exhibitors Only:  
 Phone: (702) 515-5970 • FAX (702) 263-1520

**GES**

**DISCOUNT DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**

Carpet is available in three weights: 16 oz. Custom-cut, 26 oz. Plush, and 50 oz. Ultra Plush. Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet. Please call for a quote. Carpet comes with a 100% client satisfaction guarantee.

- Guaranteed new carpet
- Installation to be completed prior
- A professional installation done to your satisfaction
- A four-mil poly covering to protect carpet during the show move-in

**All custom orders must be received 21 days prior to move-in to guarantee delivery and color selection.**

Custom dye orders require 30 days to process.  
 A minimum of 100 square feet is required for custom-cut orders.  
 Custom Cut Carpet must be ordered in increments of 10 feet.

**PRICE LIST**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5309	16 oz. Custom-cut	price/sq ft \$ 2.55	\$ 3.80				
5310	26 oz. Plush	price/sq ft \$ 2.95	\$ 4.45				
5311	50 oz. Ultra Plush	price/sq ft \$ 3.10	\$ 4.65				
					<b>PADDING (Included with Packages)</b>		
					GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.		
				5313	Padding Per Square Foot	\$ 1.00	\$ 1.50

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.

**PLACE ORDER HERE**

ITEM #	DESCRIPTION	CALCULATE SIZE	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
5309	16 oz. Custom-cut	Width _____ x Length _____ =		\$	\$

STANDARD COLORS

**16 oz. Custom-cut Carpet Color:**

Black (BLA)  Blue (BLU)  Burgundy (BUR)  Green (GRN)  Gray (GRA)

Stone Blue (SBL)  Purple (PUR)  Red (RED)  Teal (TEA)

**Electrical Under Carpet**

Yes  No

5310	26 oz. Plush	Width _____ x Length _____ =		\$	\$
------	--------------	------------------------------	--	----	----

PLUSH COLORS

**26 oz. Plush Carpet Color:**

Taupe (TAP)  Rose (ROS)  Lava Rock (LRO)  Cement (CMT)  Spice Teal (STE)  Dove (DOV)

Snow (SNO)  Soft Ivory (SIV)  Royalty (ROY)  Onyx (ONY)  Silver (SIL)  Bahama (BAH)

Cobalt (COB)  Silky Beige (SBE)  Charcoal (CHA)  Boysenberry (BOY)  Navy (NAV)  Ice (ICE)

Hunter Green (HGR)  Sun Gold (SNG)  Royal Blue (RBL)  Red (RED)  Violet (VLT)

**Electrical Under Carpet**

Yes  No

5311	50 oz. Ultra Plush	Width _____ x Length _____ =		\$	\$
------	--------------------	------------------------------	--	----	----

ULTRA PLUSH COLORS

**50 oz. Ultra Plush Carpet Color:**

Sterling (STR)  Bisque (BIS)  Graphite (GRP)  Midnight (MID)  Iceberg (ICB)

Seascape (SEA)  Black (BLA)  Cabernet (CAB)  Teal (TEA)

**Electrical Under Carpet**

Yes  No

5313	Carpet Padding	Width _____ x Length _____ =		\$	\$
------	----------------	------------------------------	--	----	----

1. Total All Items Ordered	\$
2. 7% Rental Tax	\$
3. Payment Enclosed	\$

**PLEASE NOTE: EXHIBIT HALL IS CARPETED IN MUTLI-COLORED PATTERN**

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Atlanta  
51-0411-01909 - LISA



**custom-cut carpet order form**

# furniture & accessories order form



**LISA 04 Conference**  
Atlanta Marriott Marquis  
November 17 - 18, 2004

**RETURN TO:**  
**GES National Servicer**  
7050 Lindell Road, Las Vegas, NV 89118  
Phone: (800) 475-2098 • FAX: (866) 329-1437  
International Exhibitors Only:  
Phone: (702) 515-5970 • FAX (702) 263-1520

**DISCOUNT DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_  
 AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

## PRICE LIST

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>BOOTH FURNITURE</b>			
5401	GES1 Plastic Contour Chair	\$ 40.10	\$ 60.15
5402	GES6 Contemporary Chair	\$ 61.20	\$ 91.80
5403	GES5 Contemporary Arm Chair	\$ 66.80	\$ 100.20
5404	GES8 Contemporary Stool	\$ 58.90	\$ 88.35
5405	GES12 Square Table	\$ 57.00	\$ 85.50
5406	GES13 Rectangular Table	\$ 60.70	\$ 91.05
5407	GES14 Square Table	\$ 64.40	\$ 96.60
5408	GES15 Rectangular Table	\$ 66.20	\$ 99.30
5409	GES16 Round Starbase Table	\$ 148.10	\$ 222.15
<b>DISPLAY TABLES</b>			
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5804	Skirted 4' Table (Skirted 4 Sides)	\$ 78.40	\$ 108.95
5805	Skirted 6' Table	\$ 93.30	\$ 129.60
5806	Skirted 8', Table	\$ 108.20	\$ 150.30
5807	4th Side Skirted, Optional	\$ 27.80	\$ 41.70
<b>UNSKIRTED DISPLAY TABLES</b>			
	Unskirted 4' Table	\$ 29.05	\$ 43.60
	Unskirted 6' Table	\$ 34.35	\$ 51.50
	Unskirted 8', Table	\$ 40.30	\$ 60.45
<b>DISPLAY COUNTERS</b>			
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5808	Skirted 4' Counter (Skirted 4 Sides)	\$ 105.50	\$ 152.25
5809	Skirted 6' Counter	\$ 114.50	\$ 171.75
5810	Skirted 8' Counter	\$ 130.70	\$ 196.05
5811	4th Side Skirted, Optional	\$ 27.80	\$ 41.70
<b>UNSKIRTED DISPLAY COUNTER</b>			
	Unskirted 4' Counter	\$ 37.80	\$ 56.70
	Unskirted 6' Counter	\$ 48.60	\$ 67.50
	Unskirted 8' Counter	\$ 59.40	\$ 89.10

Prices include delivery, installation, rental, and removal.

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

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>RISERS</b>			
<i>8"W, Draped in White Plastic</i>			
5812	4' Single Tier, 7" or 15"	\$ 51.00	\$ 76.50
5813	6' Single Tier, 7" or 15"	\$ 71.55	\$ 107.30
5814	4' Double Tier, 7" and 15"	\$ 73.30	\$ 109.95
5815	6' Double Tier, 7" and 15"	\$ 122.50	\$ 183.80
<b>CUSTOM BOOTH DRAPE</b>			
<i>8" H Back Drape and 36" H Side Drape — 4 feet minimum order</i>			
0501	Linear Ft. of Back Drape per ft.	\$ 11.80	\$ 17.65
0502	Linear Ft. of Side Drape per ft.	\$ 10.65	\$ 15.95
<b>BOOTH ACCESSORIES</b>			
5816	Tackboard, Gray	\$ 108.65	\$ 163.00
5741	Refrigerator	\$ 225.90	\$ 338.80
5817	Wastebasket	\$ 15.60	\$ 23.40
5740	Ticket Tumbler	\$ 68.70	\$ 103.05
5738	Aisle Stanchion w/o Chain	\$ 40.10	\$ 60.10
5739	Plastic Chain	Price/Ft. \$ 3.25	\$ 4.90
5737	Literature Rack	\$ 97.70	\$ 146.55
5803	Small Security Cage w/o Lock	\$ CALL	\$ CALL
5802	Large Security Cage w/o Lock	\$ CALL	\$ CALL
5801	Pegboard, White (1/4" Hole)	\$ 108.65	\$ 163.00
5733	Clothes Tree	\$ 36.35	\$ 54.53
5734	Bag Stand	\$ 48.10	\$ 72.10
5735	Garment Rack	\$ 40.10	\$ 60.15
5736	Waterfall Stand	\$ 57.25	\$ 85.90
5730	Bell Base Sign Holder	\$ N/A	\$ N/A
5731	Chrome Sign Holder	\$ 68.60	\$ 102.90
5732	Aluminum Easel	\$ 30.70	\$ 46.00
5820	Display Case 6' Full View	\$ N/A	\$ N/A
5823	Display Case 6' Half View	\$ 400.70	\$ 601.00

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

### PLACE ORDER HERE

**Table / Counter Skirt Color (Gray will be provided if no color is indicated below):**

- Gray (GRA)  Mauve (MAU)  Purple (PUR)  Red (RED)  Teal (TEA)  White (WHI)  
 Beige (BGE)  Black (BLA)  Blue (BLU)  Burgundy (BUR)  Forest Green (FGR)  Gold (GOL)

**Optional 4th Side TABLE Skirt:**  6'  8'    **Optional 4th Side COUNTER Skirt:**  6'  8'

**Tackboard / Pegboard Placement:**  Horizontal  Vertical



ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

1. Total All Items Ordered	\$
2. 7% Rental Tax	\$
3. Payment Enclosed	\$

**SAVE TIME • SAVE MONEY • ORDER ONLINE @ [gesexpo.com](http://gesexpo.com)**

Atlanta  
51-0411-01909 - LISA

GES

furniture & accessories order form



# specialty furniture order form

Page 1 of 2



## LISA 04 Conference

Atlanta Marriott Marquis  
November 17 - 18, 2004

### RETURN TO:

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7050 Lindell Road, Las Vegas, NV 89118  
Phone: (800) 475-2098 • FAX: (866) 329-1437  
International Exhibitors Only:  
Phone: (702) 515-5970 • FAX (702) 263-1520

**DISCOUNT DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.



COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

PRICE LIST							
ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>COMFORT SEATING - CHANEL</b>				<b>OFFICE COLLECTIONS - FILES/UTILITY SEATING/WORK STATIONS</b>			
4000	2A - Sofa, Chanel 87x36x34	\$ 314.00	\$ 471.00	4081	7A - File, Vertical - 4 drawer 52x16x27	\$ 144.00	\$ 216.00
4001	2B - Loveseat, Chanel 63x36x34	\$ 282.00	\$ 423.00	4082	7B - File, Vertical - 2 drawer 28x15x27	\$ 90.00	\$ 135.00
4003	2C - Chair, Chanel 39x36x34	\$ 238.00	\$ 357.00	4083	7C - Drafting Stool, Blk, adj. height 25x26	\$ 154.00	\$ 231.00
4004	2D - Coffee Table, Chestnut 48w 26d 18h	\$ 174.00	\$ 261.00	4084	7D - Task Chair, Altura, Blk Crepe 24x25x32	\$ 84.00	\$ 126.00
4005	2E - End Table, Chestnut 23w 27d 22h	\$ 154.00	\$ 231.00	4085	7E - Computer Table, Graphite 42x30x36H	\$ 218.00	\$ 327.00
<b>COMFORT SEATING - VOGUE</b>				4086	7F - Computer Table, Graphite 30x48x29H	\$ 184.00	\$ 276.00
4006	2F - Sofa, Vogue - Burgandy 84x40x30	\$ 434.00	\$ 651.00	<b>CONFERENCE TABLES</b>			
4007	2G - Chair, Monet 48w 33d 35h	\$ 274.00	\$ 411.50	4026	4A - Conf. Table, Grey 42 round x29	\$ 208.00	\$ 312.00
4008	2H - Coffee Table, Visions Maple 48x28x17H	\$ 126.00	\$ 189.00	4027	4B1 - 6' Conf. Table, Grey 42Wx 29 H	\$ 266.00	\$ 399.00
4009	2I - End Table, Visions Maple 22x24x21	\$ 114.00	\$ 171.00	4028	4B2 - 8' Conf. Table, Grey 48 Wx29H	\$ 302.00	\$ 453.00
<b>COMFORT SEATING - ONYX</b>				4029	4B3 - 10' Conf. Table, Grey 48Wx29H	Not Available	
4010	2J - Sofa, Black Onyx 87x36x34	\$ 306.00	\$ 459.00	4030	4C - Conf. Table, Blk/Glass Rnd 42x29	\$ 184.00	\$ 276.00
4011	2K - Loveseat, Black Onyx 63x36x34	\$ 276.00	\$ 414.00	4033	4E - Conf. Table, Graphite Nebula 42x29	\$ 208.00	\$ 312.00
4012	2L - Chair, Black Onyx 39x36x34	\$ 222.00	\$ 333.00	4031	4D1 - 6' Conf. Table, Graphite Nebula 42x29	\$ 266.00	\$ 399.00
4013	2M - Coffee Table, Chrome (rect.) 50x22x16H	\$ 140.00	\$ 210.00	4115	4D2 - 8' Conf. Table, Graphite Nebula 48x29	\$ 302.00	\$ 453.00
4014	2N - End Table, Chrome Geo 26x26x20	\$ 128.00	\$ 192.00	4032	4D3 - 10' Conf. Table, Graphite Nebula 48x29	Not Available	
<b>COMFORT SEATING - LAREDO</b>				4034	4F - Café Table, Maple/blk chrome base 42x29	\$ 170.00	\$ 255.00
4015	3A - Sofa, Laredo Black Leather 82x35x31	\$ 424.00	\$ 636.00	4035	4G - Conf. Table, Glass/Chrome 42 RND x29H	\$ 148.00	\$ 222.00
4016	3B - Loveseat, Laredo Black Leather 69x35x31	\$ 366.00	\$ 549.00	4036	4H - Conf. Table, Rect. Glass / Chrome 36x60	\$ 256.00	\$ 384.00
4017	3C - Chair, Laredo Black Leather 45x35x31	\$ 306.00	\$ 459.00	4037	4I - 6' Conf. Table, Garbo, Rect. glass 42x72	\$ 262.00	\$ 393.00
4018	3D - Coffee Table, Silverado 36" Rd	\$ 154.00	\$ 231.00	4038	4J - Conf. Table, Rect. Glass / Black 36x60	\$ 256.00	\$ 384.00
4019	3E - End Table, Silverado 24" Rd	\$ 148.00	\$ 222.00	4039	4K - Conf. Table, Round Glass / Black 42x29	\$ 148.00	\$ 222.00
<b>COMFORT SEATING - MONACO</b>				4040	4L - Conf. Table, Round Brandy 42x27x29	\$ 208.00	\$ 312.00
4110	3F - Sofa, Monaco - Suede 88x37x32	\$ 424.00	\$ 636.00	4041	4M1 - 6' Conf. Table, Rect Brandy 36x29	\$ 222.00	\$ 333.00
4020	3G - Chair, Camouflage 48w 33d 35h	\$ 270.00	\$ 405.00	4042	4M2 - 8' Conf. Table, Rect Brandy 44x29	\$ 286.00	\$ 429.00
4004	2D - Coffee Table, Chestnut 48w 26d 18h	\$ 174.00	\$ 261.00	4043	4M3 - 10' Conf. Table, Rect Brandy 46x29	\$ 340.00	\$ 510.00
4005	2E - End Table, Chestnut 23w 27d 22h	\$ 154.00	\$ 231.00	4044	4N - Conf. Table, Round Maple 42x29	\$ 230.00	\$ 345.00
<b>COMFORT SEATING - TAYLOR</b>				4045	4O1 - 6' Conf. Table, Maple 36x29	\$ 250.00	\$ 375.00
4021	3J - Sofa, Taylor - Grey 87x36x34	\$ 306.00	\$ 459.00	4046	4O2 - 8' Conf. Table, Maple 44x29H	\$ 320.00	\$ 480.00
4022	3K - Loveseat, Taylor - Grey 63x36x34	\$ 276.00	\$ 414.00	4047	4O3 - 10' Table, Maple (Spcl order) 46x29H	\$ 370.00	\$ 555.00
4023	3L - Chair, Taylor - Grey 39x36x34	\$ 222.00	\$ 333.00	<b>CONFERENCE OR GROUP SEATING</b>			
4024	3M - Coffee Table, Black Geo (rect.) 50x22	\$ 140.00	\$ 210.00	4048	5A - Side Chair, Taylor Grey Brewer 26x25x34	\$ 90.00	\$ 135.00
4025	3N - End Table, Black Geo 26w 26d 20h	\$ 128.00	\$ 192.00	4049	5B1 - Stack Chair, Group - Red 21w 21d 37h	\$ 76.00	\$ 114.00
<b>OFFICE COLLECTIONS - GREY</b>				4050	5B2 - Stack Chair, Group - Blue 21w 21d 37h	\$ 76.00	\$ 114.00
4065	6A - Desk, Grey 60w 30d 29h	\$ 272.00	\$ 408.00	4051	5C - Side Chair, Black Brewer 26x25x34	\$ 90.00	\$ 135.00
4066	6B - Credenza, Kneespace, Grey 66w 20d 29h	\$ 272.00	\$ 408.00	4052	5D - Exec Chair, Tilt back, Gray 26hx25dx34h	\$ 158.00	\$ 237.00
4067	6C - Lateral File, Grey 36w 20d 29h	\$ 272.00	\$ 408.00	4053	5E - Side Chair, Black/Cherry 18x23x34	\$ 152.00	\$ 228.00
4068	6D - Bookcase, Grey 36w 12d 72h	\$ 192.00	\$ 288.00	4054	5F - Side Chair, Mahog/Taupe 24w 23d 39h	\$ 238.00	\$ 357.00
4076	6M - Guest Chair, Black Fabric 39x20x25	\$ 176.00	\$ 264.00	4055	5G - Exec Chair, Tilt back, Blk 26hx25dx34h	\$ 158.00	\$ 237.00
4077	6N - Exec. Chair, Black Crepe 37x25x25	\$ 198.00	\$ 297.00	4056	5H - Side Chair, Jetson - Black 19x18x31	\$ 110.00	\$ 165.00
<b>OFFICE COLLECTIONS - MAPLE</b>				4057	5I - Side Chair, Blk/Maple/Chm 44w 23d 32h	\$ 120.00	\$ 180.00
4069	6E - Desk, Honey Maple 60w 30d 29h	\$ 300.00	\$ 450.00	4058	5J - Side Chair, Blk/Multi 34w 22d 26h	\$ 130.00	\$ 195.00
4070	6F - Credenza, Kneespc., Maple 72w 24d 29h	\$ 300.00	\$ 450.00	<b>COUNTER/BAR STOOLS</b>			
4071	6G - Lateral File, Honey Maple 36w 20d 29h	\$ 272.00	\$ 408.00	4059	5K - Barstool, Black 18w 19d 30sh 42oah	\$ 144.00	\$ 216.00
4114	6H - Bookcase, Honey Maple 36w 12d 72h	\$ 192.00	\$ 288.00	4060	5L - Barstool, Blk/Cherry 18w 18d 30sh 43oah	\$ 174.00	\$ 261.00
4078	6O - High Back, Black Fabric 43x25x25	\$ 208.00	\$ 312.00	4061	5M - Barstool, Black/Chrome 31x23x19	\$ 142.00	\$ 213.00
<b>OFFICE COLLECTIONS - BRANDY</b>				4062	5N - Barstool, Maple/Chrome 16x16x29	\$ 110.00	\$ 165.00
4072	6I - Desk, Brandy Cherry 60w 30d 29h	\$ 256.00	\$ 384.00	<b>BAR TABLE</b>			
4073	6J - Credenza, Storage, Cherry 72w 24d 29h	\$ 276.00	\$ 414.00	4116	5O - Bar Table, Maple top, blk base 36x42	\$ 150.00	\$ 225.00
4074	6K - Lateral File, Brandy Cherry 36w 20d 29h	\$ 212.00	\$ 318.00	4117	5P - Bar Table, Grey top, blk base 36x42	\$ 150.00	\$ 225.00
4075	6L - Bookcase, Brandy Cherry 36w 12d 72h	\$ 176.00	\$ 264.00	4063	5Q - Bar Table, Cherry top, blk base 36x42	\$ 150.00	\$ 225.00
4079	6P - Chair, Mesh/leather, Blk 33w 24d 24h	\$ 216.00	\$ 324.00	4064	5R - Bar Table, Graphite top, blk base 36x42	\$ 150.00	\$ 225.00
4080	6Q - High Back, Leather, Blk 27w 19d 47h	\$ 244.00	\$ 366.00				

specialty furniture order form Page 1 of 2

Continued on Form B-2





# GEM exhibit system order form



**LISA 04 Conference**  
 Atlanta Marriott Marquis  
 November 17 - 18, 2004

D-1  
**RETURN TO:**  
**GES National Servicer**  
 7050 Lindell Road, Las Vegas, NV 89118  
 Phone: (800) 475-2098 • FAX: (866) 329-1437  
 International Exhibitors Only:  
 Phone: (702) 515-5970 • FAX (702) 263-1520

**DISCOUNT DEADLINE DATE: October 27, 2004**  
 All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**PRICE LIST**

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>GEM EXHIBIT SYSTEMS</b>				<b>GEM ACCESSORIES</b>			
5101	GEM1 10' x 10' Tabletop Display <i>Includes (3) Arm Lights, (2) Shelves, (1) 6-ft Skirted Table, (1) Custom ID Sign</i>	\$ 680.00	\$ 1020.00	5106	1-Meter Information Counter	\$ 260.00	\$ 390.00
5102	GEM2 10' x 10' <i>Includes (2) Arm Lights, (1) Custom ID Sign</i>	\$ 1390.00	\$ 2085.00	5107	2-Meter Information Counter	\$ 380.00	\$ 570.00
5103	GEM3 10' x 10' <i>Includes (3) Arm Lights, (5) Shelves, (1) 1-Meter Counter, (1) Custom ID Sign</i>	\$ 1905.00	\$ 2857.50	5108	1-Meter Curved Information Counter	\$ 510.00	\$ 765.00
5104	GEM4 10' x 20' <i>Includes (6) Arm Lights, (5) Shelves, (1) 2-Meter Counter, (1) 40" Round Table, (4) Upholstered Chairs, (2) Custom ID Signs</i>	\$ 3900.00	\$ 5850.00	5115	Small Light Box	\$ 305.00	\$ 457.50
5105	GEM5 20' x 20' <i>Includes (10) Arm Lights, (1) Locking Office, (4) Shelves, (1) Curved Counter, (2) 1-Meter Counters, (3) Custom ID Signs</i>	\$ 8300.00	\$ 12450.00	5116	Medium Light Box	\$ 385.00	\$ 577.50
GEM2 - 5 Exhibit System Rentals include Standard Booth Carpet.				5117	Large Light Box	\$ 558.00	\$ 837.00
				5114	Ad Board	\$ 169.60	\$ 254.40
				5113	Wire-Wall Panel, Black or White	\$ 280.00	\$ 420.00
				5109	1-Meter Shelf	\$ 49.00	\$ 73.50
				5110	1-Meter x 8' Slatwall	\$ 195.00	\$ 292.50
				5111	Waterfall w/Hooks	\$ 18.00	\$ 27.00
				5112	Armlight, Black or White	\$ 65.00	\$ 97.50

**GEM EXHIBIT SYSTEMS — Please see "Custom ID Sign" Information below.**

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$

*Table Skirt Color (Item # 5101 Tabletop Display ONLY — Gray will be provided if no color is indicated below):*

- Beige (BGE)  
  Black (BLA)  
  Blue (BLU)  
  Burgundy (BUR)  
  Green (GRN)  
  Gold (GOL)  
 Gray (GRA)  
  Mauve (MAU)  
  Purple (PUR)  
  Red (RED)  
  Teal (TEA)  
  White (WHI)

*16 oz. Standard Carpet Color -- Items 5102 - 5105, GEM 2 - 5 ONLY (Gray will be provided if no color is indicated):*

- Black (BLA)  
  Blue (BLU)  
  Burgundy (BUR)  
  Green (GRN)  
  Gray (GRA)  
 Stone Blue (SBL)  
  Purple (PUR)  
  Red (RED)  
  Teal (TEA)



*Choose ONE Panel Type and Color (GEM 1, 2, 3, 4, 5, and Information Counters)*

*Fabric Panel:*  Gray (GRA)  Blue (BLU)  Black (BLA)

— OR —

*Standard Laminate Panels:*  Oxford White  Prism Blue  Black  Silver Gray

*Standard Metal Choice:* Silver (SL)      *Optional Metal Choice (Call for Quote/Availability):* White, Black, or Red

*Armlight:*  White (WHI)  Black (BLA)      *Wirewall Panel:*  White (WHI)  Black (BLA)

**GEM ACCESSORIES**

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$

*Delivery, installation, rental, 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%.

*Standard ID signs are standard black or blue letters. Custom ID signs with logo and colors are available, please call for a quote. An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign.*



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

1. Total All Items Ordered	\$
2. 7.0% Rental Tax	\$
3. Payment Enclosed	\$

- For Additional Custom Graphics, please call the GES Graphics Department at (770) 372-1600
- For Custom Exhibits, please call the GEM & Exhibit Design Department at (770) 372-1600

070201

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Atlanta  
51-0411-01909 - LISA

**GES**

**GEM exhibit system order form**



# hardwall exhibit system order form



**LISA 04 Conference**  
 Atlanta Marriott Marquis  
 November 17 - 18, 2004

Z-1  
**RETURN TO:**  
**GES National Servicer**  
 7050 Lindell Road, Las Vegas, NV 89118  
 Phone: (800) 475-2098 • FAX: (866) 329-1437  
 International Exhibitors Only:  
 Phone: (702) 515-5970 • FAX (702) 263-1520

**GES**

**DISCOUNT DEADLINE DATE: October 27, 2004**  
 All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**

## PRICE LIST

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>HARDWALL INLINE EXHIBIT SYSTEMS</b>				<b>SLATWALL ACCESSORIES</b>			
5004	Hardwall 1 — 10' x 10' <i>Includes (2) Arm Lights, (3) Shelves, (1) Custom ID Sign</i>	\$ 1700.00	\$ 2550.00	5012	1-Meter x 10" Shelf	\$ 49.00	\$ 73.50
5006	Hardwall 2 — 10' x 10' <i>Includes (2) Arm Lights, (3) Grid Panels, (3) Shelves, (1) Custom ID Sign</i>	\$ 1700.00	\$ 2550.00	5013	Waterfall	\$ 19.00	\$ 28.50
5007	Hardwall 3 — 10' x 10' <i>Includes (2) Arm Lights, (3) Shelves, (2) Slatwall Panels, (1) Custom ID Sign</i>	\$ 1700.00	\$ 2550.00	5014	Waterfall w/Hooks	\$ 23.00	\$ 34.50
5008	Hardwall 4 — 10' x 10' <i>Includes (2) Arm Lights, (1) Custom ID Sign</i>	\$ 1150.00	\$ 2265.00	5015	Hooks (4", 6", or 8")	\$ 4.50	\$ 6.75
5009	Hardwall 5 — 10' x 10' <i>Includes (2) Arm Lights, (3) Shelves, (3) Grid Panels, (1) Custom ID Sign</i>	\$ 2050.00	\$ 3075.50	5016	1-Meter Hangbar	\$ 43.00	\$ 64.50
<b>ACCESSORIES</b>				<b>SMOOTHWALL GRID ACCESSORIES</b>			
5011	Arm Light (Black or White)	\$ 65.00	\$ 97.50	5018	Black Waterfall Hooks	\$ 18.00	\$ 27.00
5028	Grid Panel	\$ 82.00	\$ 123.00	5019	Hooks	\$ 4.50	\$ 6.75
				5020	1-Meter Hangbar	\$ 43.00	\$ 64.50
				5021	2-Meter Hangbar	\$ 95.00	\$ 142.50

*All HARDWALL Exhibit System Rentals include 16 Oz. Standard Booth Carpet.*

## PLACE ORDER HERE

**HARDWALL EXHIBIT SYSTEMS** — Please see "Custom ID Sign" Information below.

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$

**INDICATE COLORS**

16 oz. Standard Carpet Color (Gray will be provided if no color is indicated):

Black (BLA)    Blue (BLU)    Burgundy (BUR)    Green (GRN)    Gray (GRA)  
 Stone Blue (SBL)    Purple (PUR)    Red (RED)    Teal (TEA)

**Armlight:**    White (WHI)    Black (BLA)      **Wirewall Panel:**    White (WHI)    Black (BLA)

### HARDWALL ACCESSORIES

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$

Delivery, installation, rental, 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%.

1. Total All Items Ordered	\$
2. 7.0% Rental Tax	\$
3. Payment Enclosed	\$

Standard ID signs are standard black or blue letters. Custom ID signs with logo and colors are available, please call for a quote. An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign.

**CUSTOM ID SIGN**

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

- For Additional Custom Graphics, please call the GES Graphics Department at (770) 372-1600
- For Custom Exhibits, please call the GEM & Exhibit Design Department at (770) 372-1600

**hardwall exhibit system order form**



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Atlanta  
51-0411-01909 - LISA

# ExhibitSelect order form



**LISA 04 Conference**  
Atlanta Marriott Marquis  
November 17 - 18, 2004

**RETURN TO:** **GES National Servicer**  
7050 Lindell Road, Las Vegas, NV 89118  
Phone: (800) 475-2098 • FAX: (866) 329-1437  
International Exhibitors Only:  
Phone: (702) 515-5970 • FAX (702) 263-1520

**EARLY-BIRD DEADLINE DATE: October 18, 2004**  
**ADVANCE DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

**GES**

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**

**PRICE LIST**

ITEM#	DESCRIPTION	EARLY-BIRD PRICE	ADVANCE PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	
<b>10' X 10' EXHIBITS</b>					<b>ACCESSORIES</b>				
1101	10x10 Inline	\$ 3343.00	\$ 4179.00	\$ 5015.00	5106	1-Meter Information Counter	\$ 260.00	\$ 390.00	
1107	10x10 Corner	\$ 3602.00	\$ 4502.00	\$ 5402.00	5107	2-Meter Information Counter	\$ 380.00	\$ 570.00	
1114	10x10 Inline	\$ 3254.00	\$ 4068.00	\$ 4882.00	5108	1-Meter Curved Counter	\$ 510.00	\$ 765.00	
1118	10x10 Inline	\$ 2982.00	\$ 3727.00	\$ 4472.00	5115	Small Light Box	\$ 305.00	\$ 457.50	
1119	10x10 Inline	\$ 1950.00	\$ 2438.00	\$ 2925.00	5116	Medium Light Box	\$ 385.00	\$ 577.50	
<b>10' X 20' EXHIBITS</b>					5117	Large Light Box	\$ 558.00	\$ 837.00	
1206	10x20 Inline	\$ 4552.00	\$ 5690.00	\$ 6827.00	5411	Furniture Package 1	\$ 283.70	\$ 425.60	
1209	10x20 Inline	\$ 4725.00	\$ 5906.00	\$ 7087.00	<i>Includes (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket</i>				
1210	10x20 Inline	\$ 4352.00	\$ 5440.00	\$ 6528.00	5410	Furniture Package 2	\$ 141.90	\$ 212.90	
1215	10x20 Inline	\$ 5878.00	\$ 7347.00	\$ 8817.00	<i>Includes (1) 6-ft Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i>				
1216	10x20 Inline	\$ 6520.00	\$ 8150.00	\$ 9780.00	<b>All ExhibitSelect System Rentals include Standard Booth Carpet &amp; Padding.</b>				
<b>20' X 20' EXHIBITS</b>					<b>CARPET UPGRADES</b>				
2202	20x20 Island/Peninsula	\$ 7817.00	\$ 9771.00	\$ 11726.00	5310	26 oz. Plush	price/sq ft \$ 2.95	\$ 4.45	
2211	20x20 Island/Peninsula	\$ 13311.00	\$ 16639.00	\$ 19967.00	5311	50 oz. Ultra Plush	price/sq ft \$ 3.10	\$ 4.65	
2216	20x20 Island	\$ 12134.00	\$ 15168.00	\$ 18201.00	<i>Delivery, installation, rental, and dismantling are included in exhibit package price.</i>				
					<b>Cancellation Policy:</b> 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%.				

**EXHIBIT SYSTEMS** — Please see "Custom ID Sign" Information below.

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
<b>16 oz. Standard Carpet Color (Gray will be provided if no color is indicated):</b>				
<input type="checkbox"/> Black (BLA) <input type="checkbox"/> Blue (BLU) <input type="checkbox"/> Burgundy (BUR) <input type="checkbox"/> Green (GRN) <input type="checkbox"/> Gray (GRA) <input type="checkbox"/> Stone Blue (SBL) <input type="checkbox"/> Purple (PUR) <input type="checkbox"/> Red (RED) <input type="checkbox"/> Teal (TEA)				
<b>Choose ONE Panel Type and Color ( )</b>				
<b>Fabric Panel:</b> <input type="checkbox"/> Gray (GRA) <input type="checkbox"/> Blue (BLU) <input type="checkbox"/> Black (BLA)				
— OR — <b>Standard Panels:</b> <input type="checkbox"/> Oxford White <input type="checkbox"/> Prism Blue <input type="checkbox"/> Black <input type="checkbox"/> Silver Gray				
— OR — <b>Optional Panels (Call for Quote/Availability):</b> Maple or Amber Wood				
<b>Standard Metal Choice:</b> <input type="checkbox"/> Silver (SIL) <input type="checkbox"/> Black (BLA)				
<b>Armilight:</b> <input type="checkbox"/> White (WHI) <input type="checkbox"/> Black (BLA) <b>Plexi:</b> <input type="checkbox"/> Clear <input type="checkbox"/> Smoke				

**ACCESSORIES**

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
<b>Table Skirt Color (Gray will be provided if no color is indicated below):</b>				
<input type="checkbox"/> Beige (BGE) <input type="checkbox"/> Black (BLA) <input type="checkbox"/> Blue (BLU) <input type="checkbox"/> Burgundy (BUR) <input type="checkbox"/> Green Green (GRN) <input type="checkbox"/> Gold (GOL) <input type="checkbox"/> Gray (GRA) <input type="checkbox"/> Purple (PUR) <input type="checkbox"/> Red (RED) <input type="checkbox"/> Teal (TEA) <input type="checkbox"/> White (WHI)				

**CARPET UPGRADES**

ITEM #	DESCRIPTION	CALCULATE SIZE	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
5310	26 oz. Plush	Width _____ x Length _____ =		\$	\$
<b>26 oz. Plush Carpet Color:</b>					
<input type="checkbox"/> Taupe (TAP) <input type="checkbox"/> Rose (ROS) <input type="checkbox"/> Lava Rock (LRO) <input type="checkbox"/> Cement (CMT) <input type="checkbox"/> Spice Teal (STE) <input type="checkbox"/> Dove (DOV) <input type="checkbox"/> Snow (SNO) <input type="checkbox"/> Soft Ivory (SIV) <input type="checkbox"/> Royalty (ROY) <input type="checkbox"/> Onyx (ONY) <input type="checkbox"/> Silver (SIL) <input type="checkbox"/> Bahama (BAH) <input type="checkbox"/> Cobalt (COB) <input type="checkbox"/> Silky Beige (SBE) <input type="checkbox"/> Charcoal (CHA) <input type="checkbox"/> Boysenberry (BOY) <input type="checkbox"/> Navy (NAV) <input type="checkbox"/> Ice (ICE) <input type="checkbox"/> Hunter Green (HGR) <input type="checkbox"/> Sun Gold (SNG) <input type="checkbox"/> Royal Blue (RBL) <input type="checkbox"/> Red (RED) <input type="checkbox"/> Violet (VLT)					
5311	50 oz. Ultra Plush	Width _____ x Length _____ =		\$	\$
<b>50 oz. Ultra Plush Carpet Color:</b>					
<input type="checkbox"/> Sterling (STR) <input type="checkbox"/> Bisque (BIS) <input type="checkbox"/> Graphite (GRP) <input type="checkbox"/> Midnight (MID) <input type="checkbox"/> Iceberg (ICB) <input type="checkbox"/> Seascape (SEA) <input type="checkbox"/> Black (BLA) <input type="checkbox"/> Cabernet (CAB) <input type="checkbox"/> Teal (TEA)					

Standard ID signs are standard black or blue letters. Custom ID signs with logo and colors are available, please call for a quote. An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign.

**CUSTOM ID SIGN**

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

1. Total All Items Ordered	\$
2. 7% Rental Tax	\$
3. 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%.

**Atlanta**  
51-0411-01909 - LISA

**ExhibitSelect order form**



# graphics & signage order form



**LISA 04 Conference**  
Atlanta Marriott Marquis  
November 17 - 18, 2004

| - 1  
**RETURN TO:**  
**GES National Servicer**  
7050 Lindell Road, Las Vegas, NV 89118  
Phone: (800) 475-2098 • FAX: (866) 329-1437  
International Exhibitors Only:  
Phone: (702) 515-5970 • FAX (702) 263-1520

**GES**

**DISCOUNT DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**X**

All standard signs are digitally produced on foamcore.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	
5905	7" x 11"	\$ 27.60	\$ 40.50	\$
5906	7" x 44"	\$ 37.00	\$ 55.50	\$
5907	11" x 14"	\$ 34.00	\$ 51.00	\$
5908	14" x 22"	\$ 44.00	\$ 66.00	\$
5909	14" x 44"	\$ 58.00	\$ 86.00	\$
5910	22" x 28"	\$ 72.50	\$ 108.75	\$
5911	28" x 44"	\$ 88.00	\$ 132.00	\$
5912	10" x 60"	\$ CALL	\$ CALL	\$
5913	20" x 60"	\$ CALL	\$ CALL	\$
5914	40" x 60"	\$ 128.00	\$ 192.00	\$
5915	48" x 96"	\$ CALL	\$ CALL	\$
	Additional Words <span style="float: right;"><i>Cost per Word</i></span>	\$ 1.00	\$ 1.00	\$
	Easel Back	\$ 5.00	\$ 5.00	\$

1. Total All Items Ordered	\$
2. 7% Rental Tax	\$
3. Payment Enclosed	\$

**SELECT COLORS**

**Background Color:**

- White (WHI)  Black (BLA)  Red (RED)  
 Blue (BLU)  Green (GRN)  Yellow (YEL)

**Copy Color:**

- White (WHI)  Black (BLA)  Red (RED)  
 Blue (BLU)  Green (GRN)  Yellow (YEL)

**COMPLETE COPY**

Indicate:  Vertical — OR —  Horizontal.  
Please print. Attach a layout to this form if necessary.

**CUSTOM SIGNS**

**GES maintains fully-equipped graphics shops that offer:**

- Graphic Design • Large Format Printing • Desktop Publishing • POP Displays • Backlit Graphics  
Lamination • Vinyl Graphics • Logo Reproduction • Graphics Presentation • Vinyl Banners

For custom work and quotation, please call GES Graphics at (770) 372-1600.

**SAVE TIME • SAVE MONEY • ORDER ONLINE @ [gesexpo.com](http://gesexpo.com)**

Atlanta  
51-0411-01909 - LISA

**graphics & signage order form**







# official contractors information



**LISA 04 Conference**  
Atlanta Marriott Marquis  
November 17 - 18, 2004

**CONTRACTOR:**  
**GES National Servicer**  
7050 Lindell Road, Las Vegas, NV 89118  
Phone: (800) 475-2098 • FAX: (866) 329-1437  
*International Exhibitors Only:*  
Phone: (702) 515-5970 • FAX (702) 263-1520

**GES**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

## OFFICIAL SERVICE CONTRACTORS

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

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

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

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

## EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and GES Exposition Services at least 10 days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the exhibitor must provide a certificate of insurance with at least the following limits:
  - a. Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
  - d. **GES Exposition Services and Show Management must be named as additional insureds.**

Any exhibitor who does not have a certificate of insurance on file in the GES Exposition Services and/or Show Management office 10 days prior to the show may be removed from the show.
6. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
  - c. Will share with GES Exposition Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
  - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
  - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
  - h. Must coordinate all of its activities with GES Exposition Services.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment.
7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

official contractors information



# cleaning order form



**LISA 04 Conference**  
 Atlanta Marriott Marquis  
 November 17 - 18, 2004

**RETURN TO:**  
**GES National Servicer**  
 7050 Lindell Road, Las Vegas, NV 89118  
 Phone: (800) 475-2098 • FAX: (866) 329-1437  
*International Exhibitors Only:*  
 Phone: (702) 515-5970 • FAX (702) 263-1520

**DEADLINE DATE: October 27, 2004**

All orders governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE
<b>X</b>		

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

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

**BOOTH CLEANING SERVICES** — Please mark your selections

<b>VACUUMING</b> Includes emptying your wastebasket nightly.	DISCOUNT PRICE	REGULAR PRICE
<input type="checkbox"/> Daily*.....cost per square foot per day	\$ .30	\$ .45
<input type="checkbox"/> Before Show Opens..... Onlycost per square foot	\$ .35	\$ .53

**SHAMPOOING**

<input type="checkbox"/> Before Show Opens Only.....cost per square foot	\$ .45	\$ .68
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**MOPPING & WAXING** Available upon request.

**PERIODIC PORTER SERVICE**

GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included. Calculate by your booth size.

- 0 - 500 square feet .....per day \$ 70.00
- 501 - 1500 square feet .....per day \$ 90.00
- 1501 - 3000 square feet .....per day \$ 105.00
- 3001 square feet and higher .....per day Call for Quote

**PORTER SERVICE** Use for booth wipedown, ice removal, etc. Hourly rates are listed below.

We will require porter service. Please call for quote.

**HOURLY RATES AS FOLLOWS:**

Monday through Friday 8:00 AM to 4:30 PM — \$33.00/hour; All other times, Saturday, Sunday, Holidays — \$46.50

**CALCULATION OF ORDER** Orders confirmed only upon request. Please make payments in U.S. funds drawn on U.S. bank.

\*Calculate  days when ordering daily service. Booth Dimensions x = sq. ft.

	SQ. FT.	X	RATE	X	NO. OF DAYS*	TOTAL
Vacuuming						\$
Shampooing						\$
Periodic Porter Service						\$
Total All Lines						\$
<b>TOTAL PAYMENT ENCLOSED</b>						\$

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



cleaning order form

