

# General INFORMATION

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

## What is a General Services Contractor?

GES® has been selected as the official services contractor by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

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

## GES Show Services

### **Booth Furniture & Accessories**

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

### **Booth Carpet**

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

### **Custom Exhibits**

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

### **Rental Exhibits**

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

### **Installation & Dismantle Services**

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

### **Graphics**

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

### **Shipping**

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

### **Lighting & Rigging**

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



## Quality Support Veteran's Conference

Caesars Palace • June 26-29, 2006

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

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

### Ordering Trade Show Services.

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

### Inbound - Move In.

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

### Showsite.

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

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

### Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.



## Outbound Freight Shipping and Material Handling

R-19-LV

Quality Support Veteran's Conference  
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### ***Due to a limited dock availability, carriers can not pick up outbound shipments from the show floor. GES has outlined options available to you, as follows:***

- **GES Logistics:** GES Logistics offers competitive rates, tracking capabilities and professional service, all with one stop shopping. Shipments will be loaded direct from show site, and transportation charges will be included on your GES invoice. Arrangements can be made at the *GES Servicenter* at show site or by calling GES Logistics directly at 888-454-4437. Please see the GES Logistics flyer in your exhibitor kit.
- **Yellow Freight:** As the primary carrier for GES, Yellow Freight can also pick up your shipment direct from show site. Arrangements can be made through the *GES Servicenter*, or by calling Yellow Freight directly at 800-610-6500. For price quote, please contact Yellow Freight.
- **Return to GES Warehouse to hold for the carrier of choice:** GES will transport shipments to our warehouse, where the carrier of choice will be able to pick it up. There is no extra charge for this service, above your normal material handling charge; however, shipments will not be available for carrier pick up until 5 business days after the move out of the show. Please contact Juliette Chapman at 702-515-5874, after 5 business days and prior to scheduling pick up by the carrier, to ensure that your goods are available for scheduling and pick up.
- **Caesars Palace Business Center:** Small items may be hand carried to the Caesars Palace Business Center, located on the first floor of the Palace Tower. Shipping charges, as well as any additional charges assessed by the hotel are between the exhibitor and the hotel – GES is not involved with Caesars Palace Business Center services. To use this service, you must hand carry your items to the business center. As a reminder, no carriers are permitted to pick up shipments directly from the show floor – this includes the business center.

#### **ALL OUTBOUND SHIPMENTS REQUIRE A GES OUTBOUND MATERIAL HANDLING ORDER FORM/BILL OF LADING**

Save time at show site! Order your Pre-Printed Outbound Material Handling  
Forms on the next page. (Form R-3)

***Please do not leave any materials on the show floor, without proper shipping information and outbound labels. Any goods left on the show floor without this reforwarding information will be shipped via GES Logistics to the billing address on file. Relevant charges will apply and will be billed accordingly.***

# GET GES<sup>®</sup> TRANSPORTATION PLUS **SAVE 10%** ON MATERIAL HANDLING

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

- **Online Tracking**

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

- **Your Shipping Partner**

GES<sup>®</sup> Logistics gives you reliable service and great rates on air and ground shipping. You can also save 10% on round-trip shipping with GES<sup>®</sup> Roundtrip Plus. Count on GES as your shipping partner.

- **Smooth Integration**

Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

**For more info call 888.454.4437  
or visit us online at [www.ges.com/logistics](http://www.ges.com/logistics)**

GES.

**Logistics**

shipping made easy

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

888.454.4437 [www.ges.com](http://www.ges.com)

R-5

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING.

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

EXHIBITING COMPANY

**Quality Support Veteran's Conference**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
7000 Lindell Road  
Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE:  
June 20, 2006.

Carrier \_\_\_\_\_

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



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USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See Hanging Sign / Truss Information (H-1) form for a Hanging Sign shipping label. 071405