

# Exhibitor Services Manual Table of Contents

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

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## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

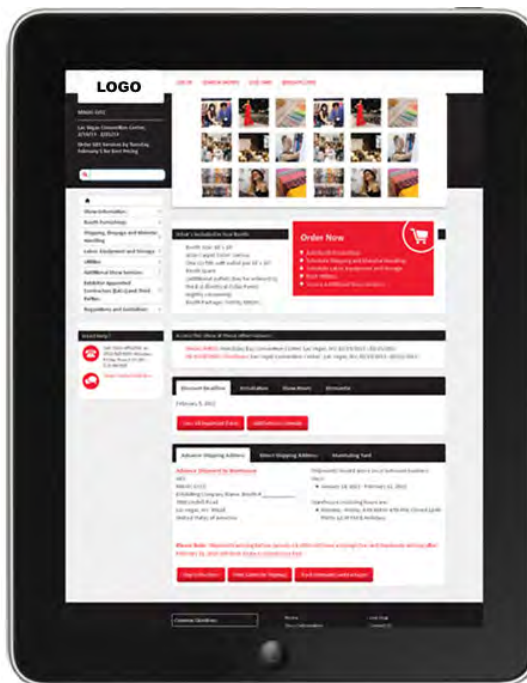
Exhibitors can:

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

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/081600857/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



# Show Information

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

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## Questions?



Contact

- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/081600857/contactus/esm>

## Official Service Provider

GES  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): (800) 475-2098    International Calls: (702) 515-5970  
FAX (in USA): (866) 329-1437    International Faxes: (702) 263-1520

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

## Show Information

### Exhibitor Booth Package:

Booth Size: 10' x 10'  
Backwall Drape: Blue / White  
Sidewall Drape: Blue  
Facility Carpeted: No  
Aisle Carpet Color: Blue  
(1) ID Sign 11"x17"

### Discount Deadline Date

Wednesday, July 17      GES orders must be received with payment by this date.

### Exhibitor Move In

Thursday,	August 8	1:00 PM - 5:00 PM
Friday,	August 9	8:00 AM - 4:00 PM

### Show Hours

Friday,	August 9	6:00 PM - 8:00 PM
Saturday,	August 10	8:00 AM - 5:00 PM
Sunday,	August 11	8:00 AM - 5:00 PM
Monday,	August 12	8:00 AM - 2:00 PM

### Exhibitor Move Out

Monday,	August 12	2:00 PM - 6:00 PM
---------	-----------	-------------------

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

### Empty Container Return

Monday,	August 12	3:00 PM	Start time for Empty Container Return.
---------	-----------	---------	--

### Carrier Check-in Post-Show

Monday,	August 12	5:00 PM	Carriers post-show must be checked-in by this time.
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### Facility Clear

Monday,	August 12	6:00 PM	All exhibitor materials must be removed.
---------	-----------	---------	--

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



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

**Advance Shipments to Warehouse:**

c/o GES  
Academy of Management Annual Meeting  
(Your Company Name & Booth Number)  
c/o YRC  
95 Concord Street  
North Reading, MA 01864  
USA

**Shipments should arrive on or between:**

July 8 - August 1, 2019  
Hours for receiving are Monday - Friday, 9:00 AM - 3:00 PM  
Drivers must check in by 2:00 PM to be guaranteed same day unloading.

**Direct Shipments to Show Site:**

c/o GES  
Academy of Management Annual Meeting  
(Your Company Name & Booth Number)  
Hynes Convention Center  
900 Boylston Street  
Boston, MA 02115  
USA

**Shipments should arrive on:**

August 8, 2019, 1:00 PM - 5:00 PM  
August 9, 2019, 8:00 AM - 4:00 PM

G-1 013019 022519 081600857

# General Information

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

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## What is an Official Service Provider?

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

## GES Show Services

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging

## Work Zone



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

## How Can I Order My Show Services?



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

- Go to <https://e.ges.com/081600857/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/081600857/contactus/esm>

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

## Exhibitor Services

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

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



# Tips for New Exhibitors

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

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## First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of July 17, 2019 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/081600857/esm>

## Details Matter When Shipping

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

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/081600857/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/081600857/shippinghandling/esm>

## Dot Your I's and Cross Your T's

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

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

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

## Bank ACH/wire transfer payment information

Beneficiary: GES  
c/o Bank of America Account #: 7188101819  
901 Main Street, Wire ABA Routing #: 026009593  
TX1-492-07-14 ACH ABA Routing #: 071000039  
Dallas, TX 75202-3714 USA SWIFT Address: BOFAUS3N  
Telephone # (702) 263-2795 or CHIPS Address: 0959  
(702) 914-5112

If requested, following is the physical address for routing identifiers:  
Bank of America, Wire Transfer-Customer Services  
2000 Clayton Road  
Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

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



## No Tipping

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

## Where Did My Crates Go?

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

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

## Don't Forget to Take Out the Trash

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

## Keeping Up Appearances

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

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

## It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/081600857/carpet/esm>

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/081600857/LaborandEquipment/esm>



# Payment and Credit Card Charge Authorization

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Form Deadline Date:  
July 17, 2019

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

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.  
**Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/081600857/item/2222>**
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

## Bank ACH/Wire Transfer Payment Information

Beneficiary:  
c/o Bank of America  
901 Main Street, TX1-492-07-14  
Dallas, TX 75202-3714 USA  
Telephone # (702) 263-2795  
or (702) 914-5112

GES  
Account #: 7188101819  
Wire ABA Routing #: 026009593  
ACH ABA Routing #: 071000039  
SWIFT Address: BOFAUS3N  
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:  
Bank of America, Wire Transfer-Customer Services  
2000 Clayton Road, Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

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

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

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

Please  
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check  
Payment

Total Credit  
Card Payment

MM/DD/YY

Check Dated

\$
\$

## Review and Return

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

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





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

Form Deadline Date:  
July 17, 2019

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

Exhibiting Company Name

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

MM/YY

Exhibiting Company Authorized Signature

Date \_\_\_\_\_

MM/YY

Third Party Cardholder's Signature

Date \_\_\_\_\_



# Carpet

## Standard

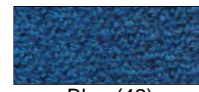
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

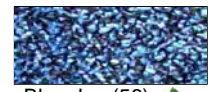
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



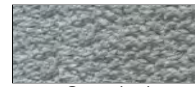
Black (41)



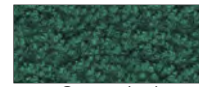
Blue (42)



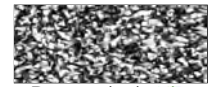
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

## Plush

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

Includes:

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



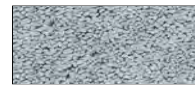
Cement (70)



Charcoal (71)



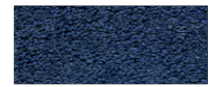
Cobalt (72)



Dove (73)



Lava Rock (74)



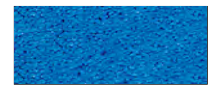
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

## Ultra Plush

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

Includes:

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



Bisque (81)



Black (41)



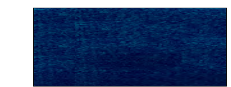
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

# Carpet Order Form

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

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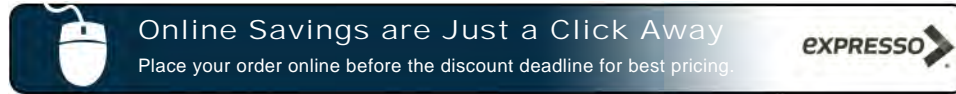
Discount Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number



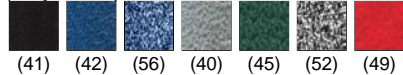
## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Due to dye lot differences and unsightly seams, please do not order multiple Pre-Cut pieces for a single booth.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

## Carpet

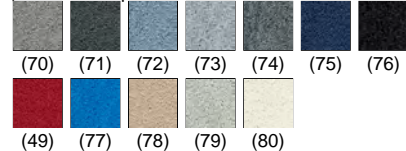
### Standard Color Options

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



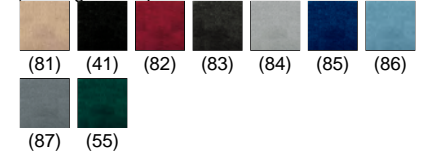
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut Standard Carpet 10'x10'		348.75	383.00	485.00		6.25	\$
5002	Pre-Cut Standard Carpet 10'x20'		695.00	763.75	967.00		6.25	\$
5003	Pre-Cut Standard Carpet 10'x30'		1,050.00	1,161.25	1,470.00		6.25	\$

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft.

Item Code	Description	Color Code	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		7.50	8.30	10.50		6.25	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		11.50	12.65	16.00		6.25	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		13.50	14.60	18.50		6.25	\$
Item Code	Description		On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.75	3.00	3.80		6.25	\$
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		5.50	5.90	7.50		6.25	\$
Item Code	Description		On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		1.40	1.54	1.95		6.25	\$

### Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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

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





# Carpet Package Order Form

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Hynes Convention Center  
August 9 - 12, 2019

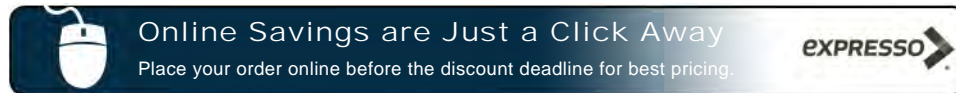
Discount Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

## Carpet Packages

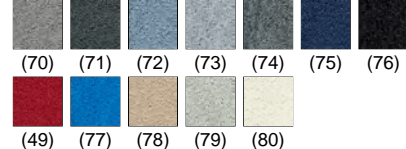
### Standard Color Options

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



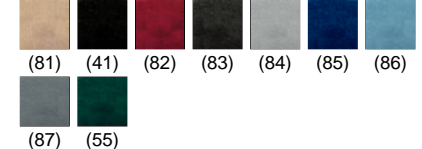
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 7/17/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		12.39	13.34	17.37		6.25	\$
400022	Plush Carpet Package, Per Sq.Ft.		15.99	17.25	22.32		6.25	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		17.79	19.01	24.57		6.25	\$

### Electrical or Utilities Under Carpet?

☐ Yes

☐ No



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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

081600857  
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# Furniture and Accessories

## Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



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



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

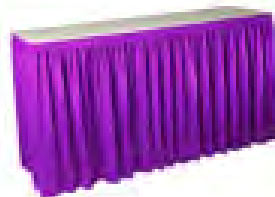
## Skirted Tables



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



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



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

## Table Skirt Colors



Beige (54)



Black (41)



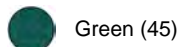
Blue (42)



Gold (46)



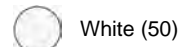
Gray (40)



Green (45)



Red (49)



White (50)

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

# Furniture and Accessories

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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



# Furniture and Accessories Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

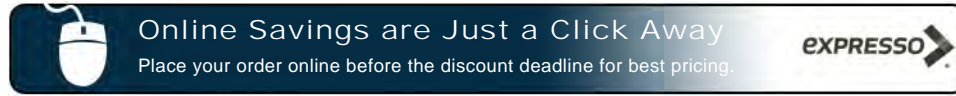
Discount Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number



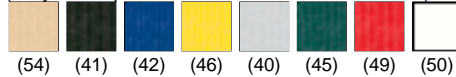
## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/081600857/BoothFurnishingsRental/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300050	Chair, Plastic Contour, Black	124.00	136.75	173.00		6.25	\$
300052	Padded Chair	209.25	229.75	291.00		6.25	\$
300053	Padded Stool	299.00	327.75	415.00		6.25	\$

### Tables

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300059	Table, Starbase, 30" Diameter x 40" High	291.00	320.00	405.00		6.25	\$
300058	Table, Starbase, 40" Diameter x 30" High	334.00	366.50	464.00		6.25	\$

### Skirted Tables

Item Code	Description	Color Code	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		225.00	246.50	312.00		6.25	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		268.00	294.25	372.50		6.25	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		317.00	348.25	441.00		6.25	\$
3007	Table, Skirt 4th Side		78.50	86.00	109.00		6.25	\$



Select size: 6' Table \_\_\_\_\_ 8' Table \_\_\_\_\_

### Unskirted Tables

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	190.00	209.25	265.00		6.25	\$
300600	Table 6', Unskirted, 24" x 30" High	209.00	229.75	291.00		6.25	\$
300800	Table 8', Unskirted, 24" x 30" High	231.00	254.25	322.00		6.25	\$

### Skirted Counters

Item Code	Description	Color Code	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		317.00	348.25	441.00		6.25	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		340.00	373.50	473.00		6.25	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		394.00	433.75	549.00		6.25	\$
3017	Counter, Skirt 4th Side		89.00	98.00	124.00		6.25	\$



Select size: 6' Counter \_\_\_\_\_ 8' Counter \_\_\_\_\_

Form Continues on Next Page



# Furniture and Accessories Order Form

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

Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Unskirted Counter

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	241.00	264.50	335.00		6.25	\$
301600	Counter 6', Unskirted, 24" x 42" High	272.00	298.50	378.00		6.25	\$
301800	Counter 8', Unskirted, 24" x 42" High	303.00	332.50	421.00		6.25	\$

## Risers

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	81.50	89.25	113.00		6.25	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	58.00	63.50	80.50		6.25	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	108.00	118.50	150.00		6.25	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	81.50	89.25	113.00		6.25	\$

## Custom Booth Drape

Item Code	Description	Color Code	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		26.50	28.75	36.50		6.25	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		34.50	38.00	48.00		6.25	\$

## Accessories

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	7.00	7.70	9.75		6.25	\$
300127	Aisle Stanchion, Tensa	116.00	126.50	160.00		6.25	\$
300123	Aisle Stanchion, without Chain	70.00	77.00	97.50		6.25	\$
300103	Aluminum Easel	94.50	103.50	131.00		6.25	\$
300111	Bag Stand	196.00	214.75	272.00		6.25	\$
300102	Coat Rack	132.00	144.50	183.00		6.25	\$
300104	Garment Rack	162.00	178.50	226.00		6.25	\$
300106	Literature Rack	285.00	313.50	397.00		6.25	\$
300201	Pegboard, White, 4'x8'	228.00	250.50	317.00		6.25	\$



Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300107	Refrigerator	809.00	884.75	1,120.00		6.25	\$
300015	Rod, 6' to 10' Telescopic	81.00	88.50	112.00		6.25	\$
300120	Sign Holder, Bell Base	119.00	130.25	165.00		6.25	\$
300108	Sign Holder, Chrome, 22"x28"	138.00	152.50	193.00		6.25	\$
300211	Tackboard	238.00	261.50	331.00		6.25	\$



Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300112	Ticket Tumbler, Small, Table Top	204.00	224.25	284.00		6.25	\$
703121	Trick Line, per Foot	0.41	0.44	0.56		6.25	\$
300113	Wastebasket	36.50	40.25	51.00		6.25	\$
300118	Waterfall Stand	132.00	144.50	183.00		6.25	\$

## Electrical Outlets Not Included

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

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# Furniture and Accessories Order Form

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

Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

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

**Please  
Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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

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# Furniture Package Order Form

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

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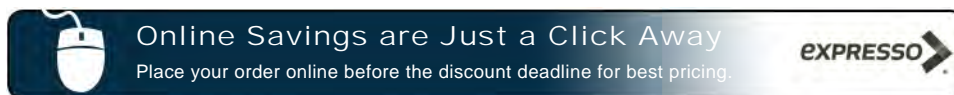
Discount Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

## Furniture Package



### Furniture Package 1

Item Code	Description	Color Code	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4906	Furniture Package 1		497.25	547.20	692.55		6.25	\$
Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.								

### Skirt Color Options

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



### Furniture Package 2

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
490012	Furniture Package 2	1,086.75	1,193.18	1,511.10		6.25	\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.							

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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



# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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

# Specialty Furniture



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



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



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

## Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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



305216 - Wentworth Chair

## Seating - Chairs



305098 - Blade Chair, Red



305100 - Blade Chair, Sky Blue



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



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



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



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



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



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



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



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



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



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



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



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

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



# Specialty Furniture



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



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



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



305456 - Marina Chair, Black Vinyl



305457 - Marina Chair, Brown Fabric



305455 - Marina Chair, Ocean Blue Fabric



305458 - Marina Chair, Red Fabric



305459 - Marina Chair, White Vinyl



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



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

## Seating - Ottomans



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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

# Specialty Furniture



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



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



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



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



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



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



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



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

## Seating - Office and Utility Seating



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



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



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



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



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



305215 - Task Stool

## Seating - Barstools



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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# Specialty Furniture



305114 - Blade Barstool, Red



305115 - Blade Barstool, Sky Blue



305259 - Christopher Barstool, 19\"/>



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



305075 - Lucent Barstool, 22\"/>



305440 - Zenith Barstool, 19\"/>



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

## Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Brushed Red



Brushed Blue

## Tables - Cafe



305154 - 30\"/>



305158 - 30\"/>



305446 - 30\"/>



305449 - 30\"/>



305406 - 30\"/>



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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

# Specialty Furniture



- |  |  |   |   |  |
|--|--|---|---|--|
| 305135 -<br>Ventura<br>Communal Café<br>Table, Black,<br>72.25"L 26.25"D<br>30"H | 305138 -<br>Ventura<br>Communal Café<br>Table, Maple,<br>72.25"L 26.25"D<br>30"H | 305017 -<br>Ventura<br>Communal Café<br>Table, Powered,<br>Black, 72.25"L<br>26.25"D 30"H | 305015 -<br>Ventura<br>Communal Café<br>Table, Powered,<br>White, 72.25"L<br>26.25"D 30"H | 305144 -<br>Ventura<br>Communal Café<br>Table, White,<br>72.25"L 26.25"D<br>30"H |
|--|--|---|---|--|

## Tables - Bar



- |   |   |  |   |   |  |  |
|---|---|--|---|---|--|--|
| 305447 - 30"<br>Round Bar Table<br>w/ Hydraulic<br>Base, Blue | 305450 - 30"<br>Round Bar Table<br>w/ Hydraulic<br>Base, Wood | 305445 - 30"<br>Round Bar Table<br>w/ Standard<br>Black Base, Blue | 305448 - 30"<br>Round Bar Table<br>w/ Standard<br>Black Base,<br>Wood | 305315 - 30"<br>Round Madison<br>Bar Table w/<br>Hydraulic Base,<br>Gray Acajou | 305083 - Bar<br>Table w/<br>Hydraulic Base,<br>30"RND 45"H | 305082 - Bar<br>Table w/<br>Standard Black<br>Base, 30"RND<br>42"H |
|---|---|--|---|---|--|--|



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|--|---|--|---|---|--|--|
| 305405 -<br>Madison Bar<br>Table/Black<br>Base, 30"RND<br>42"H | 305162 -<br>Rustique Square<br>Metal Bar Table,<br>23.75"L 23.75"D<br>41.25"H | 305139 - Table,<br>Bar, Brushed<br>Red/Hydraulic<br>Chrome Base,<br>30" Round 45"H | 305133 - Table,<br>Bar, Graphite/<br>Black, 30" Round<br>42"H | 305136 - Table,<br>Bar, Graphite/<br>Black, 36" Round<br>42"H | 305142 - Table,<br>Bar, Graphite/<br>Hydraulic<br>Chrome Base,<br>30" Round 45"H | 305145 - Table,<br>Bar, Graphite/<br>Hydraulic<br>Chrome Base,<br>36" Round 45"H |
|--|---|--|---|---|--|--|



- |  |  |   |   |  |  |  |
|--|--|---|---|--|--|--|
| 305134 - Table,<br>Bar, Maple/Black,<br>30" Round 42"H | 305137 - Table,<br>Bar, Maple/Black,<br>36" Round 42"H | 305143 - Table,<br>Bar, Maple/<br>Hydraulic<br>Chrome Base,<br>30" Round 45"H | 305146 - Table,<br>Bar, Maple/<br>Hydraulic<br>Chrome Base,<br>36" Round 45"H | 305130 - Table,<br>Bar, Red/Black,<br>30" Round 42"H | 305286 - Table,<br>Bar, Silver<br>Textured Grain/<br>Black Base, 30"<br>Round 42"H | 305302 - Table,<br>Bar, Silver<br>Textured Grain/<br>Hydraulic<br>Chrome Base,<br>30" Round 45"H |
|--|--|---|---|--|--|--|



- |  |   |   |   |  |  |  |
|--|---|---|---|--|--|--|
| 305287 - Table,<br>Bar, White<br>Laminate/Black<br>Base, 36" Round<br>42"H | 305303 - Table,<br>Bar, White<br>Laminate/<br>Hydraulic<br>Chrome Base,<br>36" Round 45"H | 305030 - Ventura<br>Communal Bar<br>Table w/<br>Grommet Holes,<br>Maple Top,<br>72.25"L 26.25"D<br>42"H | 305032 - Ventura<br>Communal Bar<br>Table w/<br>Grommet Holes,<br>White Top,<br>72.25"L 26.25"D<br>42"H | 305031 - Ventura<br>Communal Bar<br>Table, Black Top,<br>72.25"L 26.25"D<br>42"H | 305033 - Ventura<br>Communal Bar<br>Table, Maple<br>Top, 72.25"L<br>26.25"D 42"H | 305034 - Ventura<br>Communal Bar<br>Table, White<br>Top, 72.25"L<br>26.25"D 42"H |
|--|---|---|---|--|--|--|

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# Specialty Furniture



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

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

## Tables - Cocktail



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



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



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



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



305171 - Sydney Cocktail Table, Blue



305116 - Sydney Cocktail Table, Wood



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



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



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



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



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



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



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

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# Specialty Furniture

## Tables - End Tables



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



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



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



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



305051 - Sydney End Table, Blue



305054 - Sydney End Table, Wood



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



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



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



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



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



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



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



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

## Conference Tables



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



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



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



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H



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



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



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

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# Specialty Furniture



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



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



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



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



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



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

## Tables - Martini Bar



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



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

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# Specialty Furniture



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



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

## Product Display



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



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



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



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



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



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

## Office and Utility Furniture



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



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



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



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

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# Specialty Furniture



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



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



305382 - Wireless Charging  
Table, Powered

## Lamps



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



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

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# Specialty Furniture Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

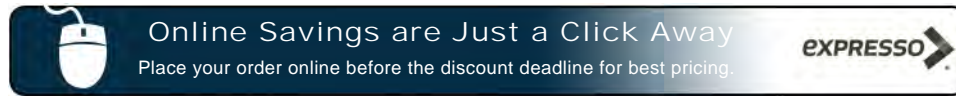
Discount Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/081600857/BoothFurnishingsRental/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	On or Before 7/17/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305226	Baja Loveseat, 61"L 30.5"D 28"H	960.00	1,050.50	1,330.00		6.25	\$
305224	Baja Sofa, 86"L 28"D 30"H	1,080.00	1,192.75	1,510.00		6.25	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	824.00	900.50	1,140.00		6.25	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	337.00	369.75	468.00		6.25	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	731.00	797.75	1,010.00		6.25	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	824.00	900.50	1,140.00		6.25	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	960.00	1,050.50	1,330.00		6.25	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	862.00	947.75	1,200.00		6.25	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,990.00	2,180.00	2,760.00		6.25	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,270.00	1,398.00	1,770.00		6.25	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,510.00	1,650.75	2,090.00		6.25	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,510.00	1,650.75	2,090.00		6.25	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,990.00	2,180.00	2,760.00		6.25	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	974.00	1,066.25	1,350.00		6.25	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,080.00	1,192.75	1,510.00		6.25	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	1,050.00	1,153.25	1,460.00		6.25	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	1,050.00	1,153.25	1,460.00		6.25	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	862.00	947.75	1,200.00		6.25	\$

### Seating - Club Chairs

Item Code	Description	On or Before 7/17/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305225	Baja Chair, 36"L 30.5"D 28"H	742.00	813.50	1,030.00		6.25	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	712.00	781.25	989.00		6.25	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,000.00	1,098.00	1,390.00		6.25	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,000.00	1,098.00	1,390.00		6.25	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	742.00	813.50	1,030.00		6.25	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	667.00	731.50	926.00		6.25	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	520.00	571.00	723.00		6.25	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	618.00	678.50	859.00		6.25	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	667.00	731.50	926.00		6.25	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,050.00	1,153.25	1,460.00		6.25	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,050.00	1,153.25	1,460.00		6.25	\$
305216	Wentworth Chair	487.00	534.75	677.00		6.25	\$

## Seating - Chairs

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305098	Blade Chair, Red	180.00	197.50	250.00		6.25	\$
305100	Blade Chair, Sky Blue	180.00	197.50	250.00		6.25	\$
305152	Chair, Altura, Guest, 25"L 20"D 34"H	386.00	423.50	536.00		6.25	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	180.00	197.50	250.00		6.25	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	206.00	226.00	286.00		6.25	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	206.00	226.00	286.00		6.25	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	122.00	133.50	169.00		6.25	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	195.00	214.00	271.00		6.25	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	592.00	649.25	822.00		6.25	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	206.00	226.00	286.00		6.25	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	487.00	534.75	677.00		6.25	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	618.00	678.50	859.00		6.25	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	262.00	287.50	364.00		6.25	\$
305442	Laguna Chair, 18"L 19"D 34"H	258.00	283.50	359.00		6.25	\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	258.00	283.50	359.00		6.25	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	180.00	197.50	250.00		6.25	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	180.00	197.50	250.00		6.25	\$
305456	Marina Chair, Black Vinyl	258.00	283.50	359.00		6.25	\$
305457	Marina Chair, Brown Fabric	258.00	283.50	359.00		6.25	\$
305455	Marina Chair, Ocean Blue Fabric	258.00	283.50	359.00		6.25	\$
305458	Marina Chair, Red Fabric	258.00	283.50	359.00		6.25	\$
305459	Marina Chair, White Vinyl	258.00	283.50	359.00		6.25	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	667.00	731.50	926.00		6.25	\$
305441	Zenith Chair, 19"L 22"D 32"H	258.00	283.50	359.00		6.25	\$

## Seating - Ottomans

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	562.00	617.00	781.00		6.25	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	562.00	617.00	781.00		6.25	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	562.00	617.00	781.00		6.25	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	562.00	617.00	781.00		6.25	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	562.00	617.00	781.00		6.25	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	562.00	617.00	781.00		6.25	\$

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Discount Deadline Date:  
July 17, 2019

Company Name Email Phone Number Booth Number

## Seating - Ottomans

305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	562.00	617.00	781.00		6.25	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	562.00	617.00	781.00		6.25	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	562.00	617.00	781.00		6.25	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	360.00	395.00	500.00		6.25	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	360.00	395.00	500.00		6.25	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	408.00	447.75	567.00		6.25	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305361	Ottoman, Marche Swivel, Orange Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	262.00	287.50	364.00		6.25	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	314.00	345.25	437.00		6.25	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	180.00	197.50	250.00		6.25	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	180.00	197.50	250.00		6.25	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	180.00	197.50	250.00		6.25	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	180.00	197.50	250.00		6.25	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	180.00	197.50	250.00		6.25	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	180.00	197.50	250.00		6.25	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	180.00	197.50	250.00		6.25	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	180.00	197.50	250.00		6.25	\$

## Seating - Office and Utility Seating

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305325	Chair, Executive, Black, 25"L 24"D 48"H	525.00	575.75	729.00		6.25	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	525.00	575.75	729.00		6.25	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	382.00	419.50	531.00		6.25	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	464.00	509.50	645.00		6.25	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	464.00	509.50	645.00		6.25	\$
305215	Task Stool	202.00	222.00	281.00		6.25	\$

## Seating - Barstools

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	438.00	481.00	609.00		6.25	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	438.00	481.00	609.00		6.25	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	438.00	481.00	609.00		6.25	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	438.00	481.00	609.00		6.25	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	326.00	357.75	453.00		6.25	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
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Company Name Email Phone Number Booth Number

## Seating - Barstools

305013	Barstool, Banana, White, 21"L 22"D 30"H	326.00	357.75	453.00		6.25	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	314.00	345.25	437.00		6.25	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	314.00	345.25	437.00		6.25	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	314.00	345.25	437.00		6.25	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	314.00	345.25	437.00		6.25	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	438.00	481.00	609.00		6.25	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	326.00	357.75	453.00		6.25	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	499.00	546.50	692.00		6.25	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	468.00	514.25	651.00		6.25	\$
305114	Blade Barstool, Red	314.00	345.25	437.00		6.25	\$
305115	Blade Barstool, Sky Blue	314.00	345.25	437.00		6.25	\$
305259	Christopher Barstool, 19"L 15"D 41"H	438.00	481.00	609.00		6.25	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	375.00	410.75	520.00		6.25	\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	438.00	481.00	609.00		6.25	\$
305440	Zenith Barstool, 19"L 20"D 44"H	438.00	481.00	609.00		6.25	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	468.00	514.25	651.00		6.25	\$

## Tables - Cafe

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305154	30" Round Café Table w/ Hydraulic Base, Blue	419.00	460.50	583.00		6.25	\$
305158	30" Round Café Table w/ Hydraulic Base, Wood	419.00	460.50	583.00		6.25	\$
305446	30" Round Café Table w/ Standard Black Base, Blue	360.00	395.00	500.00		6.25	\$
305449	30" Round Café Table w/ Standard Black Base, Wood	360.00	395.00	500.00		6.25	\$
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	360.00	395.00	500.00		6.25	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	360.00	395.00	500.00		6.25	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	404.00	444.00	562.00		6.25	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	419.00	460.50	583.00		6.25	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	419.00	460.50	583.00		6.25	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	419.00	460.50	583.00		6.25	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	386.00	423.50	536.00		6.25	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	419.00	460.50	583.00		6.25	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	487.00	534.75	677.00		6.25	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	360.00	395.00	500.00		6.25	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	386.00	423.50	536.00		6.25	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	419.00	460.50	583.00		6.25	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	487.00	534.75	677.00		6.25	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	360.00	395.00	500.00		6.25	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	360.00	395.00	500.00		6.25	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	419.00	460.50	583.00		6.25	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	386.00	423.50	536.00		6.25	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	487.00	534.75	677.00		6.25	\$
305140	Ventura Communal Café Table w/ Grommet Holes, Maple, 72.25"	734.00	805.75	1,020.00		6.25	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Cafe

305141	Ventura Communal Café Table w/ Grommet Holes, White, 72.25"	734.00	805.75	1,020.00		6.25	\$
305135	Ventura Communal Café Table, Black, 72.25"L 26.25"D 30"H	734.00	805.75	1,020.00		6.25	\$
305138	Ventura Communal Café Table, Maple, 72.25"L 26.25"D 30"H	734.00	805.75	1,020.00		6.25	\$
305017	Ventura Communal Café Table, Powered, Black, 72.25"L 26.25"D	1,051.00	1,153.25	1,460.00		6.25	\$
305015	Ventura Communal Café Table, Powered, White, 72.25"L 26.25"D	1,051.00	1,153.25	1,460.00		6.25	\$
305144	Ventura Communal Café Table, White, 72.25"L 26.25"D 30"H	734.00	805.75	1,020.00		6.25	\$

## Tables - Bar

Item Code	Description	On or Before 7/17/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305447	30" Round Bar Table w/ Hydraulic Base, Blue	419.00	460.50	583.00		6.25	\$
305450	30" Round Bar Table w/ Hydraulic Base, Wood	419.00	460.50	583.00		6.25	\$
305445	30" Round Bar Table w/ Standard Black Base, Blue	360.00	395.00	500.00		6.25	\$
305448	30" Round Bar Table w/ Standard Black Base, Wood	360.00	395.00	500.00		6.25	\$
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	419.00	460.50	583.00		6.25	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	419.00	460.50	583.00		6.25	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	360.00	395.00	500.00		6.25	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	360.00	395.00	500.00		6.25	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	419.00	460.50	583.00		6.25	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	419.00	460.50	583.00		6.25	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	360.00	395.00	500.00		6.25	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	386.00	423.50	536.00		6.25	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	419.00	460.50	583.00		6.25	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	487.00	534.75	677.00		6.25	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	360.00	395.00	500.00		6.25	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	386.00	423.50	536.00		6.25	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	419.00	460.50	583.00		6.25	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	487.00	534.75	677.00		6.25	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	360.00	395.00	500.00		6.25	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	360.00	395.00	500.00		6.25	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	419.00	460.50	583.00		6.25	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	386.00	423.50	536.00		6.25	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	487.00	534.75	677.00		6.25	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,120.00	1,232.25	1,560.00		6.25	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,120.00	1,232.25	1,560.00		6.25	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,120.00	1,232.25	1,560.00		6.25	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,120.00	1,232.25	1,560.00		6.25	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,120.00	1,232.25	1,560.00		6.25	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,520.00	1,666.75	2,110.00		6.25	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,520.00	1,666.75	2,110.00		6.25	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Cocktail

Item Code	Description	On or Before 7/17/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	450.00	493.75	625.00		6.25	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	450.00	493.75	625.00		6.25	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	431.00	472.25	598.00		6.25	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	468.00	514.25	651.00		6.25	\$
305171	Sydney Cocktail Table, Blue	431.00	472.25	598.00		6.25	\$
305116	Sydney Cocktail Table, Wood	431.00	472.25	598.00		6.25	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	581.00	637.50	807.00		6.25	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	581.00	637.50	807.00		6.25	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	431.00	472.25	598.00		6.25	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	319.00	349.25	442.00		6.25	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	431.00	472.25	598.00		6.25	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	431.00	472.25	598.00		6.25	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	431.00	472.25	598.00		6.25	\$

## Tables - End Tables

Item Code	Description	On or Before 7/17/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305431	Alondra End Table, Glass, 20"L 20"D 20"H	382.00	419.50	531.00		6.25	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	382.00	419.50	531.00		6.25	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	337.00	369.75	468.00		6.25	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	431.00	472.25	598.00		6.25	\$
305051	Sydney End Table, Blue	337.00	369.75	468.00		6.25	\$
305054	Sydney End Table, Wood	337.00	369.75	468.00		6.25	\$
305273	Table, Aura, White Metal, 15" Round 22"H	225.00	246.50	312.00		6.25	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	225.00	246.50	312.00		6.25	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	337.00	369.75	468.00		6.25	\$
305211	Table, End, Oliver, 22" Round 22"H	277.00	304.00	385.00		6.25	\$
305046	Table, End, Silverado, 24" Round 22"H	337.00	369.75	468.00		6.25	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	337.00	369.75	468.00		6.25	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	337.00	369.75	468.00		6.25	\$
305275	Table, Timber, Wood, 16" Round 17"H	277.00	304.00	385.00		6.25	\$

## Tables - Conference

Item Code	Description	On or Before 7/17/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305402	10' Madison Table, 120"L 48"D 29"H	974.00	1,066.25	1,350.00		6.25	\$
305400	5' Madison Table, 60"L 48"D 29"H	660.00	723.50	916.00		6.25	\$
305401	8' Madison Table, 96"L 60"D 29"H	937.00	1,026.75	1,300.00		6.25	\$
305001	Atomic Table, 36"RND 30"H	450.00	493.75	625.00		6.25	\$
305002	Atomic Table, 42"RND 30"H	450.00	493.75	625.00		6.25	\$
305410	Madison Conference Table, 42"RND 29"H	581.00	637.50	807.00		6.25	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	135.00	147.75	187.00		6.25	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	386.00	423.50	536.00		6.25	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	581.00	637.50	807.00		6.25	\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Conference

305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	386.00	423.50	536.00		6.25	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	581.00	637.50	807.00		6.25	\$
305027	Table, Conf., Graphite, 42" Round 29"H	491.00	538.75	682.00		6.25	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	581.00	637.50	807.00		6.25	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	491.00	538.75	682.00		6.25	\$

## Tables - Martini Bar

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	1,869.00	2,050.50	2,596.00		6.25	\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	1,557.00	1,708.50	2,163.00		6.25	\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,336.00	2,563.25	3,245.00		6.25	\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	2,025.00	2,221.25	2,812.00		6.25	\$

## Product Display

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	543.00	596.25	755.00		6.25	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	748.00	821.50	1,040.00		6.25	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	899.00	987.25	1,250.00		6.25	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	748.00	821.50	1,040.00		6.25	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	899.00	987.25	1,250.00		6.25	\$
305045	Posh Shelving, 36"L 18"D 72"H	543.00	596.25	755.00		6.25	\$

## Office and Utility Furniture

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	574.00	628.75	796.00		6.25	\$
305416	Madison Credenza, 60"L 20"D 29"H	674.00	740.25	937.00		6.25	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	674.00	740.25	937.00		6.25	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	239.00	263.00	333.00		6.25	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	749.00	821.50	1,040.00		6.25	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	693.00	760.75	963.00		6.25	\$
305382	Wireless Charging Table, Powered	693.00	760.75	963.00		6.25	\$

## Lamps

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	375.00	410.75	520.00		6.25	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	292.00	320.75	406.00		6.25	\$

## Electrical Outlets Not Included



**Reminder**

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



# Specialty Furniture Order Form

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Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

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

Please  
Sign

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

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

Total Payment  
Enclosed

\$ \_\_\_\_\_

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

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# Convenience Package Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

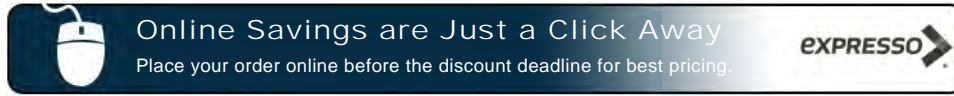
Discount Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/081600857/packages/esm>



Stool Package A



Chair Package A

## Standard Furniture Package

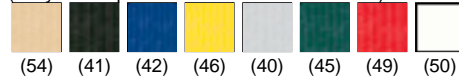
Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	789.00	866.25	1,097.00		6.25	\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404311	Stool Package A	925.50	1,015.75	1,286.00		6.25	\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

## Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		723.00	794.00	1,005.50		6.25	\$
	Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		974.50	1,069.25	1,354.00		6.25	\$
	Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.							

## Skirt Color Options

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



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Form Continues on Next Page





# Convenience Package Order Form

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

Company Name

Email

Phone Number

## Specialty Furniture Package

Item Code	Description	On or Before 7/17/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404506	Premium Stool Package	1,071.00	1,176.00	1,489.00		6.25	\$
↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".							

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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

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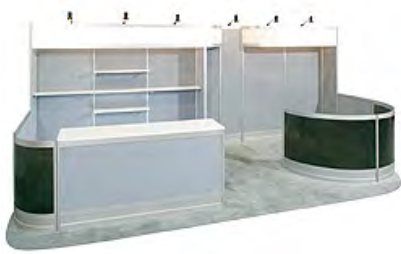
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# Standard Exhibit Systems

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

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

## 10x20 Exhibits



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

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10'

Inline Includes:

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



600003 - Exhibit System GEM #3, 10'x10'

Inline Includes:

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

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

# Standard Exhibit Systems

## Accessories



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



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



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



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



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



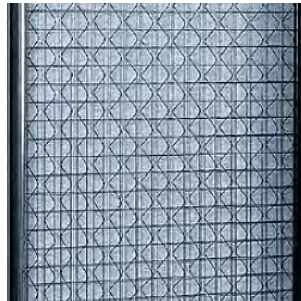
600222 - Exhibit, Light Box, Medium 37"x56"



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



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



600291 - Exhibit, Panel, Wirewall, 1M



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

## Trim and Panel Choices

### Panel Type & Color

Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)

Fabric: Gray (F40)

### Trim Color



Black (41)

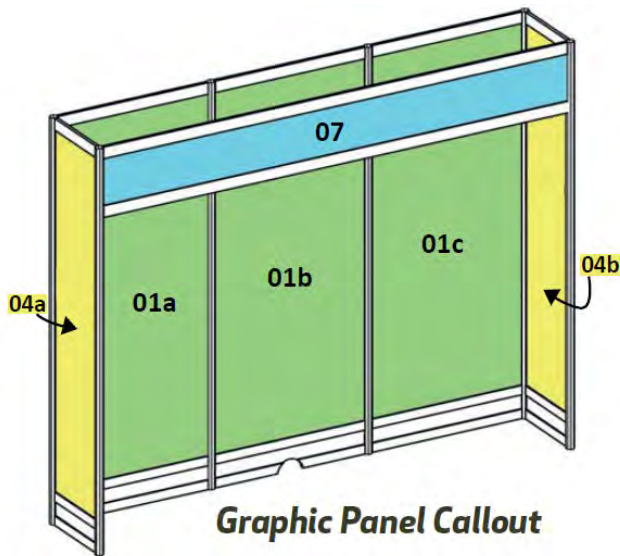


Silver (79)

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

# Standard Exhibits Graphics

## Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$566.00 /Regular Price - \$787.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$285.00 /Regular Price - \$397.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$241.00 /Regular Price - \$336.00  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by July 17, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

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

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

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

Link: <https://e.ges.com/081600857/exhibit2/esm>



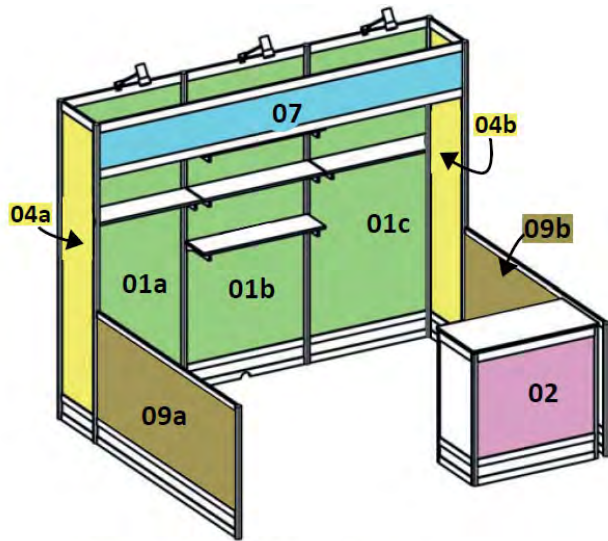
**Booth Rendering**

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



# Standard Exhibits Graphics

## Exhibit #3, 10 x 10 (600003)



**Graphic Panel Callout**

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$566.00 /Regular Price - \$787.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$285.00 /Regular Price - \$397.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$241.00 /Regular Price - \$336.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$200.00 /Regular Price - \$278.00  
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Online Discount - \$404.00 /Regular Price - \$562.00  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by July 17, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

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

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

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

Link: <https://e.ges.com/081600857/exhibit3/esm>

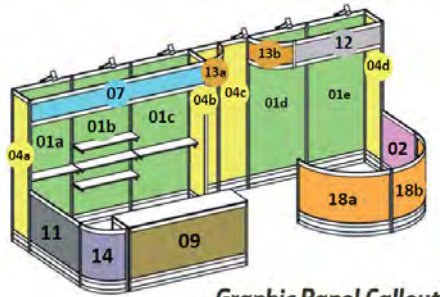


**Booth Rendering**

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

# Standard Exhibits Graphics

## Exhibit #4, 10 x 20 (600004)



**Graphic Panel Callout**

- 12** 608312 57 7/8" wide x 12" tall  
Discount Price - \$124.00 /Regular Price - \$173.00  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$62.50 /Regular Price - \$86.50  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$316.00 /Regular Price - \$440.00  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$404.00 /Regular Price - \$562.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$156.00 /Regular Price - \$216.00  
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by July 17, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

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

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

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

Link: <https://e.ges.com/081600857/exhibit4/esm>

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$566.00 /Regular Price - \$787.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$285.00 /Regular Price - \$397.00  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$120.00 /Regular Price - \$167.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$200.00 /Regular Price - \$278.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$241.00 /Regular Price - \$336.00  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

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



# Exhibit Systems Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

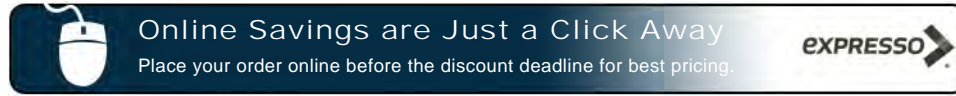
Discount Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number

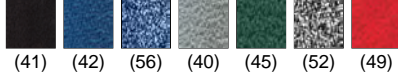


## Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

### 13 oz. Carpet Color Options

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



### Exhibit Panel Color Options

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

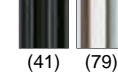


C Color Codes are Coated Panels

F Color Codes are Fabric

### Trim Color Options

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



## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	3,490.00	3,831.00	4,850.00		6.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	5,530.00	6,066.25	7,680.00		6.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### 10x20 Exhibits

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	10,560.00	11,603.50	14,690.00		6.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

### Accessories

Item Code	Description	On or Before 7/17/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	832.00	916.25	1,160.00		6.25	\$
600110	Exhibit, Armlight Black	124.00	135.75	172.00		6.25	\$
600103	Exhibit, Counter, 1M Curved	1,130.00	1,248.00	1,580.00		6.25	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	581.00	638.25	808.00		6.25	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	794.00	869.00	1,100.00		6.25	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	1,060.00	1,169.00	1,480.00		6.25	\$
600222	Exhibit, Light Box, Medium 37"x56"	839.00	924.25	1,170.00		6.25	\$
600223	Exhibit, Light Box, Small 37"x28"	517.00	568.00	719.00		6.25	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	727.00	797.75	1,010.00		6.25	\$
600291	Exhibit, Panel, Wirewall, 1M	711.00	781.25	989.00		6.25	\$
600243	Exhibit, Shelf, 1M x 10" Deep	96.50	105.75	134.00		6.25	\$

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



# Exhibit Systems Order Form

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

Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

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



## Academy of Management Annual Meeting Hynes Convention Center August 9 - 12, 2019

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



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

## Graphics

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

## Suitable programs for images or logos:

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

## Color

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



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



## Vector Artwork

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

preferred\* AI/EPS (vector)

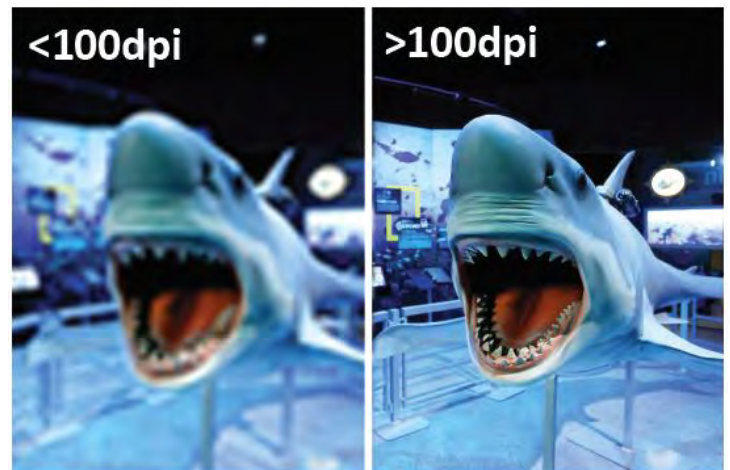


GIF, TIFF, JPEG (raster)



## Bitmap/Raster Artwork

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



Order graphics and **upload artwork files** directly online: <https://e.ges.com/081600857/signs/esm>

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

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



Academy of Management Annual Meeting  
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## Text

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

### Editable Text



### Outlined Text - preferred\*

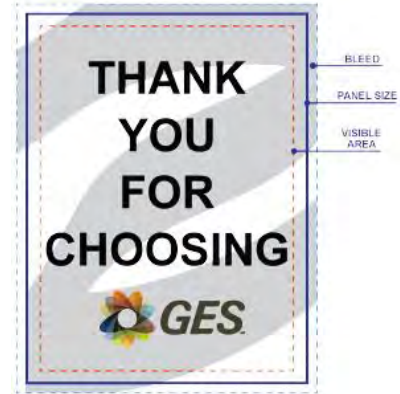


## Final Print package should contain:

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

## Allow for Frames & Finishing

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



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



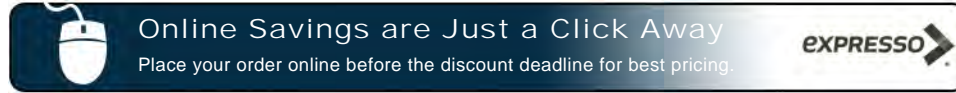
# Graphics and Signage Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



Order graphics and **upload artwork files** directly online: <https://e.ges.com/081600857/signs/esm>

## Graphics and Signage

Item Code	Description	On or Before 7/17/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	342.00	376.75	477.00		6.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	265.00	290.75	368.00		6.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	279.00	306.50	388.00		6.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	504.00	553.00	700.00		6.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	312.00	342.75	434.00		6.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	661.00	726.00	919.00		6.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	468.00	514.25	651.00		6.25	\$
601099	Printed Cardboard Base for Freestanding Boards	30.50	33.25	42.00		6.25	\$

## Foamcore

Item Code	Description	On or Before		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
6006	Color Foamcore, 4' x 8' sheet	231.00	254.25	322.00		6.25	\$
600650	White Foamcore, 4' x 8' sheet	204.00	224.25	284.00		6.25	\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

# Standard Graphics

## 38" Ad Board



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

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

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

## 24" Ad Board



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

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

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

## 22" x 28" with Sign Holder



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

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

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



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

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



# Material Handling/Drayage Information

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

## Benefits of Advance Shipping to the GES Warehouse

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

## How to Ship in Advance to the GES Warehouse

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

## How to Ship to Exhibit Site

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

## Freight Carriers

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

## Tracking Shipments

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

[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/081600857/logistics\\_Quote](https://e.ges.com/081600857/logistics_Quote)

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



## Estimating Material Handling Charges

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

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

## Late Surcharges - May be charged an additional overtime surcharge

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

## Machinery Labor and Equipment

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

## Storing Empty Containers

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

## Outgoing Shipments

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

## Measure of Damage

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

## Insurance

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

## Work Zone

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






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Save 10% on Material Handling with GES Transportation Plus.

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



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



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

Get an instant quote today at: [https://e.ges.com/081600857/logistics\\_quote](https://e.ges.com/081600857/logistics_quote)

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

# Material Handling/Drayage Order Form

Page 1 of 3

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Discount Deadline Date:  
July 17, 2019

Company Name Email Phone Number Booth Number



## Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and holidays.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

## Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$197.25 cwt	\$266.29 cwt
Straight Time In / Overtime Out	\$296.00 cwt	\$399.60 cwt
Overtime In / Overtime Out	\$394.50 cwt	\$532.58 cwt

#### Advance Shipments to Warehouse Dates:

**Mon, Jul 8, 2019:** Advance shipments may begin arriving at warehouse.

**Thurs, Aug 1, 2019:** Last day for shipments to arrive at warehouse.

#### Carpet Handling

Straight Time In / Straight Time Out	\$316.00 cwt
Straight Time In / Overtime Out	\$475.00 cwt
Overtime In / Overtime Out	\$633.00 cwt

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$183.25 cwt	\$247.39 cwt	\$293.20 cwt
Straight Time In / Overtime Out	\$275.00 cwt	\$371.25 cwt	\$440.00 cwt
Overtime In / Overtime Out	\$366.50 cwt	\$494.78 cwt	\$586.40 cwt

#### Direct Shipments to Show site Dates:

**Thurs, Aug 8, 2019:** Direct shipments may begin arriving at exhibit site after 1:00 PM.

**Fri, Aug 9, 2019:** Last day for shipments to arrive at exhibit site by 4:00 PM.

#### Carpet Handling

Straight Time In / Straight Time Out	\$293.00 cwt
Straight Time In / Overtime Out	\$440.00 cwt
Overtime In / Overtime Out	\$586.00 cwt

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$55.00. Each additional package will be charged \$27.50.

Form Continues on Next Page



# Material Handling/Drayage Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 2. Estimate Order

### Small Packages

\_\_\_\_ 1 1st Small Package Shipment x \$55.00 = \_\_\_\_\_ Total  
\_\_\_\_ # of additional packages (each) x \$27.50 = \_\_\_\_\_ Total

### Material Handling/Drayage

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

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total

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

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

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

### Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

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

### Special Handling/Mixed Shipments:

A 35% surcharge will apply to items requiring special handling or mixed shipments.

### Uncrated Shipments:

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

### Measure of Damage:

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

### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM and holidays.

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# What is "Special" Handling?

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

## Special Handling Includes:

### Ground Loading

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

### Side Door Loading

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

### Constricted Space Loading

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

### Designated Piece Loading

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

### Stacked, Cubed-out, or Loose Shipments

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

### Multiple Shipments

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

### Mixed Shipments

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

### Improper Delivery Receipts

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

### Uncrated Shipments

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

## Special Handling Examples:



*Side Door Loading*



*Constricted Space Loading*



*Stacked Shipments*



*Uncrated Shipment*



*Multiple Shipments*

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Academy of Management Annual Meeting**

Name of Exhibition

081600857

BOOTH NUMBER

**C/O GES**  
**c/o YRC**  
**95 Concord Street**  
**North Reading, MA 01864 USA**

***Shipment Should Arrive on or Between:***  
***Monday, July 8, 2019 - Thursday, Aug 1, 2019***

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Academy of Management Annual Meeting**

Name of Exhibition

081600857

BOOTH NUMBER

**C/O GES**  
**c/o YRC**  
**95 Concord Street**  
**North Reading, MA 01864 USA**

***Shipment Should Arrive on or Between:***  
***Monday, July 8, 2019 - Thursday, Aug 1, 2019***

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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



Please print this label on a color printer if possible

Please print this label on a color printer if possible

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

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Academy of Management Annual Meeting**

Name of Exhibition

081600857

BOOTH NUMBER

**C/O GES**  
**Hynes Convention Center**  
**900 Boylston Street**  
**Boston, MA 02115 USA**

**Shipment Should Arrive on or Between:**

**Thursday, Aug 8, 2019 after 1:00 PM - Friday, Aug 9, 2019 by 4:00 PM**

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

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



<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Academy of Management Annual Meeting**

Name of Exhibition

081600857

BOOTH NUMBER

**C/O GES**  
**Hynes Convention Center**  
**900 Boylston Street**  
**Boston, MA 02115 USA**

**Shipment Should Arrive on or Between:**

**Thursday, Aug 8, 2019 after 1:00 PM - Friday, Aug 9, 2019 by 4:00 PM**

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

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



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# Request for Pre-Printed Outbound Material Handling Release/Labels

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Form Deadline Date:  
July 17, 2019



## Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by July 17, 2019.
- Want an easier way? Submit your information online: <https://e.ges.com/081600857/prePrint/esm>

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

Company/Consignee	Carrier	Attention		
900 Boylston Street	Boston	MA	02115	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

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

### Shipping Destination 1:

Number of Labels Needed:

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

### Shipping Destination 2:

Number of Labels Needed:

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

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

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

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

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

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



# Freight Service Questionnaire

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Form Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number



## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/081600857/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

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

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_ lbs.

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

\_\_\_\_\_ lbs.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

### Direct Shipments Only

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

\_\_\_\_\_

\_\_\_\_\_

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

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



# Cartload Service Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Form Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

## Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates.
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

## Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.

## Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	161.00	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	161.00	1	\$
200506	Cartload Service, Over Time, Dock to Booth	161.00	1	\$
200506	Cartload Service, Over Time, Booth to Dock	161.00	1	\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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# Vehicle Placement Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Form Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

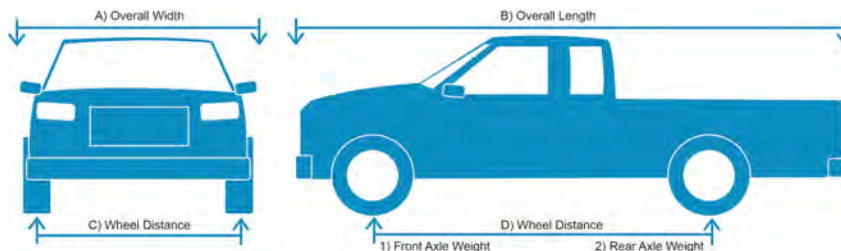
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment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



## Important Rules and Regulations

- Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be moved during exhibit hours. Fueling or defueling of vehicles is prohibited. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

## Step 1. Provide Vehicle Information



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

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

\* Please attach separate sheet for more than 3 vehicles.

## Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	465.00		\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$



# Installation and Dismantling Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Discount Deadline Date:  
July 17, 2019

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



## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the MCCA guidelines and show site work rules carefully.
- The MCCA is the exclusive provider for electrical power. Please refer to the MCCA Exhibitor Ordering Guide to order electrical power for your exhibit booth. Exhibitors are responsible for distributing power within their booth space once the MCCA has placed the power source. This work can be performed by an electrician who is a full-time employee of the exhibiting company, or by ordering labor from GES, or a third-party I&D company. To order GES Electrical Distribution labor, complete Distribution of Electrical Cords Order Form along with the Booth Layout Form to indicate placement.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday.
- Double Time (DT): All day Sunday and holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	176.25	220.00	264.00			\$
705000	Install & Dismantle, ST Move Out	176.25	220.00	264.00			\$
705000	Install & Dismantle, OT Move In	264.50	331.00	397.00			\$
705000	Install & Dismantle, OT Move Out	264.50	331.00	397.00			\$
705000	Install & Dismantle, DT Move In	352.50	441.00	529.00			\$
705000	Install & Dismantle, DT Move Out	352.50	441.00	529.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/081600857/labor/esm>

## Step 2. Please Indicate Service



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

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

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/081600857/laborchecklist/esm>

GES will supervise labor to:

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

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

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

022519 081600857

L-1 010919

Form Continues on Next Page



# Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



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

## Option 2

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

GES is responsible for the following type of booth:

- ☐ Pop-Up      ☐ Two Story      ☐ Custom  
☐ Other: \_\_\_\_\_

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

## Move In

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

## Move Out

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

## Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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L-1 010919

# Forklift Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Discount Deadline Date:  
July 17, 2019

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



## Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday.
- Double Time (DT): All day Sunday & Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	399.00	499.00	599.00			\$
705200	5,000#, ST Move Out	399.00	499.00	599.00			\$
705200	5,000#, OT Move In	558.50	698.00	838.00			\$
705200	5,000#, OT Move Out	558.50	698.00	838.00			\$
705200	5,000#, DT Move In	718.00	898.00	1,080.00			\$
705200	5,000#, DT Move Out	718.00	898.00	1,080.00			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	158.50	198.00	238.00			\$
705030	Freight, ST Move Out	158.50	198.00	238.00			\$
705030	Freight, OT Move In	238.00	298.00	358.00			\$
705030	Freight, OT Move Out	238.00	298.00	358.00			\$
705030	Freight, DT Move In	317.00	396.00	475.00			\$
705030	Freight, DT Move Out	317.00	396.00	475.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/081600857/labor/esm>

## Step 2. Labor Information



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

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

- ☐ Uncrating      ☐ Unskidding      ☐ Positioning  
☐ Leveling      ☐ Dismantling      ☐ Replacing  
☐ Reskidding

Additional labor will be assigned if necessary.



# Forklift Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

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

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

### Move In

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

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

### Move Out

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

022519 081600857

T-1 120518

# Hanging Sign Labor Information

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Please complete and return the Hanging Sign Labor Order Form by July 17, 2019.

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

## Hanging Signs:

GES provides supervision, assembly, installation, and removal of all hanging signs.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include show site Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

## Truss and Motors:

The MCCA's Exclusive Rigging Service Provider is responsible for supervision, assembly, installation, and removal of all truss and motors. Refer to the MCCA Exhibitor Rigging Service Order Form for ordering and additional information.

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# Hanging Sign Labor Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Discount Deadline Date:  
July 17, 2019

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



## Easy Ordering Tips:

- GES provides supervision, assembly, installation, and removal of all hanging signs with the exception of trusses and motors.
- A crew will be assigned consisting of a lift with two riggers for aerial work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday.
- Double Time (DT): All day Sunday & holidays.

## Step 1. Order Labor

### Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift, ST Move In	671.00	839.00	1,010.00			\$
705300	High Lift, ST Move Out	671.00	839.00	1,010.00			\$
705300	High Lift, OT Move In	839.00	1,050.00	1,260.00			\$
705300	High Lift, OT Move Out	839.00	1,050.00	1,260.00			\$
705300	High Lift, DT Move In	1,007.00	1,260.00	1,510.00			\$
705300	High Lift, DT Move Out	1,007.00	1,260.00	1,510.00			\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	158.50	198.00	238.00			\$
705020	Sign Assembly, OT Move In Only	238.00	298.00	358.00			\$
705020	Sign Assembly, DT Move In Only	317.00	396.00	475.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/081600857/labor/esm>



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

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

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Form Continues on Next Page



# Hanging Sign Labor Order Form

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

Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?  
\_\_\_\_\_

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

### Type of Sign

- ☐ Banner ☐ Structural Signage  
☐ Systems ☐ Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet

Must be compliant with Show Rules and Regulations.

### Electrical (Not provided by GES. These services must be ordered through the electrical service provider.)

Is your sign electrical?

- ☐ Yes ☐ No

### Shape of Sign

- ☐ Square ☐ Rectangle  
☐ Triangle ☐ Circle  
☐ Serpentine ☐ Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_

Weight at each pick point \_\_\_\_\_

Have you submitted your structurally engineered rigging points? \_\_\_\_\_

Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign Labor Rate and Information.

### Hoists (Not provided by GES. These services must be ordered through the facility.)

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

### Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

If yes, schedule the date you would like the sign to be hung in Step 3 of this form.

Please provide GES with a contact name and number to discuss \_\_\_\_\_

If no, GES will supervise without exhibitor present.

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

Your hanging sign received in the Advanced Warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign orientation must be given by providing surrounding booth numbers.

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# Hanging Sign Labor Order Form

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

Discount Deadline Date:  
July 17, 2019

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

## Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

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

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

### Move In

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

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

### Move Out

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

# Booth Layout - Hanging Signs

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Form Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_



## Form Tips:

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

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

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

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



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



FROM:



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Academy of Management Annual Meeting**

Name of Exhibition

0810600857

Booth Number

**C/O GES**  
**c/o YRC**  
**95 Concord Street**  
**North Reading, MA 01864 USA**

***Shipment Should Arrive on or Between:***  
***Monday, July 8, 2019 - Thursday, Aug 1, 2019***

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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



ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Academy of Management Annual Meeting**

Name of Exhibition

0810600857

Booth Number

**C/O GES**  
**c/o YRC**  
**95 Concord Street**  
**North Reading, MA 01864 USA**

***Shipment Should Arrive on or Between:***  
***Monday, July 8, 2019 - Thursday, Aug 1, 2019***

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# Cleaning and Porter Service Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Discount Deadline Date:  
July 17, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	1.27	1.77		1	\$
500600	Duration of Show (per sq. ft. per day)	0.88	1.25		4	\$
500602	Per Day (per sq. ft. per day)	1.20	1.70			\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.70	2.35		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	2.20	3.10			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	266.00	371.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	333.00	463.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	403.00	561.00			\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.





# Electrical Cord Order Form

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Discount Deadline Date:  
July 17, 2019

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



## Easy Ordering Tips:

- Exhibitors are responsible for distributing power within their booth space once the MCCA has placed the power source. This work can be performed by an electrician who is a full-time employee of the exhibiting company, or by ordering labor from GES, or a third-party I&D company.
- GES Labor must be used to distribute GES owned extension cords.
- Prices do not include labor to distribute. Be sure to complete and return the Distribution of Electrical Order Form along with a Booth Layout Form to indicate placement.
- A one (1) hour minimum labor charge will apply to pick up cords. Cord dismantle will be done on Straight Time whenever possible.

## Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700130	Extension Cord, 14/3 120V, 15'	35.00	48.50		6.25	\$
700131	Extension Cord, 14/3 120V, 25'	45.00	62.00		6.25	\$
700132	Extension Cord, 14/3 120V, 50'	73.50	102.00		6.25	\$
700133	Extension Cord, 14/3 120V, 75'	97.50	135.00		6.25	\$
700134	Extension Cord, 14/3 120V, 100'	122.00	170.00		6.25	\$
700099	Plug Strip, 120 Volt	40.50	56.00		6.25	\$
703095	Tape, Carpet, Roll	35.00	48.50		6.25	\$
703099	Tape, Clear, Roll	34.50	47.50		6.25	\$
703114	Tape, Electrical, Roll	12.50	17.00		6.25	\$
703115	Tape, Hazard-Warning	41.00	56.50		6.25	\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

E-9 063017 022519 081600857

# Distribution of Electrical Cords Order Form

Page 1 of 2

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Discount Deadline Date:  
July 17, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- The MCCA is the exclusive provider for electrical power. Please refer to the MCCA Exhibitor Ordering Guide to order electrical power for your exhibit booth. Exhibitors are responsible for distributing power within their booth space once the MCCA has placed the power source. This work can be performed by an electrician who is a full-time employee of the exhibiting company, or by ordering labor from GES, or a third-party I&D company. To order GES labor for electrical cord distribution, complete this form along with the Booth Layout Form to indicate placement.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday.
- Double Time (DT): All day Sunday & Holidays.
- A one (1) hour minimum labor charge will apply to pick up cords. Cord dismantle will be done on Straight Time whenever possible.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # of Hours	= Total
705060	Electrical Distribution, ST	176.25	220.00	264.00			\$
705060	Electrical Distribution, OT	264.50	331.00	397.00			\$
705060	Electrical Distribution, DT	352.50	441.00	529.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/081600857/labor/esm>

## Step 2. Please Indicate Service



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

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

### Option 1

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

### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- ☐ Electrical Cord distribution only

Use the Booth Layout Form to indicate placement/distribution of electrical cords, indicate from each boundary how you would like your booth placed.

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Form Continues on Next Page

# Distribution of Electrical Cords Order Form

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

Company Name

Email

Phone Number

Booth Number

## Step 3. Schedule Labor for Exhibitor Supervised Booth Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

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

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

Dismantle Labor and Equipment is charged at 50% of the installation.

### Move In

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

Form Deadline Date:  
July 17, 2019

Booth Number

Show Site Phone Number

# Notice of Intent to Use EAC and Policies and Procedures

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Form Deadline Date:  
July 9, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) \_\_\_\_\_ Fax: (area code ) \_\_\_\_\_

Description of proposed service for Exhibitor: \_\_\_\_\_

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>  
\*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.

Please  
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

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

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



# Agreement and Rules and Regulations between GES and EAC

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Form Deadline Date:  
July 9, 2019

Company Name	Email	Phone Number	Booth Number
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Attention:

- **This form must be completed by the EAC.**

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

## Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), Academy of Management (Show Management), Academy of Management Annual Meeting (Show) and Hynes Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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# Agreement and Rules and Regulations between GES and EAC

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

Academy of Management Annual Meeting  
Hynes Convention Center  
August 9 - 12, 2019

Form Deadline Date:  
July 9, 2019

Company Name	Email	Phone Number	Booth Number
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## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

Please  
Sign

X

Authorized EAC's Signature

Authorized EAC's Name - Please Print

Date

## Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

### Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

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# Show Site Work Rules

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

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## Union Information

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

## Material Handling

Fork trucks, pallet jacks and other power equipment may be operated by the official contractor only using local union personnel. Please note that the exhibitors are limited to using non-mechanical equipment. Exhibitors may unload their own vehicles, provided that they use their own company employees and their own hand operated equipment to move exhibit material to their booths.

## Exhibit Set Up and Dismantle

Exhibitors are allowed to set up and/or dismantle their own booths, provided that they use their own company employees. Salesman, clerks and mechanics are all acceptable. Exhibitors are not allowed to bring in outside labor of any kind except for the above mentioned. Exhibitors who wish to employ display houses or exhibit manufacturers to install or dismantle their booth may have supervision of labor sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Local Union. Please be sure to submit the required notification/authorization forms (Exhibitor Appointed Contractor Form) provided in this manual.

## Flame-Retardant Treated Materials

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
  - fabric attached to a ceiling or used to cover any portion of an exhibit.
  - carpet on ceilings, walls, seating products, or as decorative material.

Additional information may be found in the Exhibitor Guidelines, Information and Regulations of the MCCA Event Planning Guide located at [www.signatureboston.com](http://www.signatureboston.com). If there is any question regarding flame-retardant treated materials or fire codes, please consult your display builder, or contact GES prior to move-in for further details.

## Gratuities

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

## Work Zone

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

## Always Honest Hotline

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

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# Stop. Think. Safety.

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

Academy of Management Annual Meeting  
Hynes Convention Center  
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Safety is very important for everyone working in the Exhibit Hall.

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

## Safety Guidelines:

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

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

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

# Fire Regulations

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

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The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the Boston Fire Code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtain, drapes or decorations must be non-combustible or flameproof.
2. Any merchandise or material attached to the drapes or table skirts must be non-combustible or flameproofed.
3. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
4. Automotive vehicles and equipment may be displayed if:
  - a. There is not more than 3 gallons of fuel or 1/8 tank, whichever is less.
  - b. Fuel tanks are locked or sealed
  - c. Battery cables are disconnected and the end of the disconnected battery cable is taped.
  - d. The vehicle is not moved during exhibit hours
  - e. The vehicle is not started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public
5. The storage of combustible shipping containers must be confined to the areas approved by the fire marshal.
6. The use, display or storage of LPG, flammable liquid for flammable gas must be approved by the fire marshal in writing.
7. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas as designated by the fire marshal; where smoking is allowed, non-combustible ashtrays must be provided.

8. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.
9. Combustible waste is to be collected as it accumulates and be stored in non-combustible covered containers which are emptied at least once a day.
10. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
11. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
12. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
13. The use of any gas fired appliances must be approved by the fire marshal; the use of salamander stoves is prohibited.
14. Sawdust and shaving shall be kept flameproofed.
15. The storage of hay and straw must be approved by the fire marshal.
16. Electrical equipment must be installed, operated and maintained in manner which does not create a hazard to life of property.
17. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are noncombustible or flameproof.

**These are Basic Rules and every exhibit must comply prior to scheduled opening.**

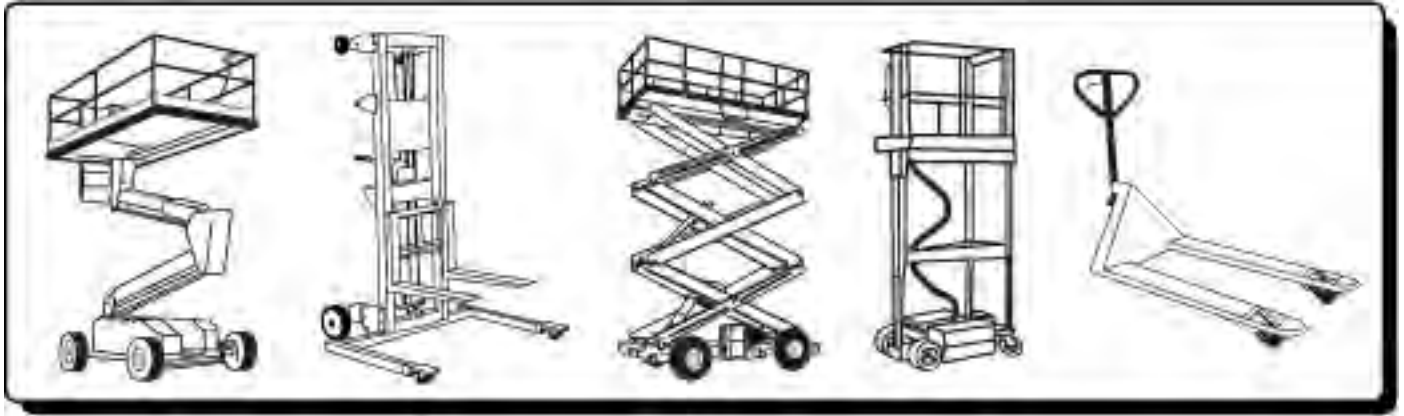
**For assistance please contact 617.954.2230**

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# Operation of All Mechanical Lifts

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

Academy of Management Annual Meeting  
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## Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

## Work Zone



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

Thank you for your complete cooperation.

# GES Payment Policy

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

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## Payment for Services

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

## Discount Prices

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

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

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

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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# GES Terms and Conditions of Contract

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

Academy of Management Annual Meeting  
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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

## I. Definitions

**GES:** GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **Agents:** GES' agents, sub-contractors, carriers and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Unsupervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use unsupervised labor.

## II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

## III. Customer Obligations

- a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.
- b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

## IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **GES to Customer:** To the extent of GES's own negligence and/or willful misconduct and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

## V. Disclaimer and Limitation of Liability

**UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.**

## VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

## IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

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

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

## XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

## Payment Policy

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

**Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

**Method of Payment:** GES accepts MasterCard, Visa, American Express via this website.

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

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

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

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

# Additional Service Order Forms



# Exhibitor Ordering Guide

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

JANUARY 1, 2019 - DECEMBER 31, 2019

*Prepared Exclusively for:*



*Signature*  
**BOSTON™**

Remarkable experiences.  
Imagination realized.™

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# Introduction

## **On behalf of the Massachusetts Convention Center Authority, welcome to Boston!**

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or [exhibitorservices@SignatureBoston.com](mailto:exhibitorservices@SignatureBoston.com), and we will be happy to assist you!

# General Information

## ORDERING POLICIES & PROCEDURES

### Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective through the before move-in begins. On-site rates will apply to orders received once move in has begun.

### Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.SignatureBoston.com](http://www.SignatureBoston.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

### Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

### Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

### Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

# Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 VOLT & 480 VOLT POWER)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$360.00	\$450.00	\$540.00
208v single phase 60 amp	\$685.00	\$855.00	\$1,025.00
208v single phase 100 amp	\$1,050.00	\$1,310.00	\$1,575.00
208v three phase 30 amp (nema l21-30p)	\$650.00	\$810.00	\$975.00
208v three phase 60 amp	\$980.00	\$1,225.00	\$1,470.00
<b>Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.</b>			
208v three phase 100 amp	\$1,555.00	\$1,945.00	\$2,330.00
208v three phase 200 amp	\$2,965.00	\$3,710.00	\$4,450.00
208v three phase 400 amp	\$5,240.00	\$6,550.00	\$7,860.00
480v three phase 30 amp	\$990.00	\$1,235.00	\$1,485.00
480v three phase 60 amp	\$1,715.00	\$2,145.00	\$2,570.00
480v three phase 100 amp	\$3,165.00	\$3,960.00	\$4,750.00
480v three phase 200 amp	\$6,290.00	\$7,865.00	\$9,440.00

STANDARD CONNECTIONS (120 VOLT POWER)	DISCOUNT	STANDARD	ON-SITE
<b>500 watt box</b> One 5 amp circuit and one receptacle or plug point	\$125.00	\$155.00	\$190.00
<b>1000 watt box</b> One 10 amp circuit and two receptacles or plug points	\$165.00	\$205.00	\$245.00
<b>2000 watt box</b> One 20 amp circuit and a minimum of three receptacles or plug points	\$205.00	\$255.00	\$310.00
<b>4000 watt box</b> Two 20 amp circuits and a minimum of three receptacles or plug points	\$240.00	\$295.00	\$355.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>25' round extension cords</b> 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.	\$36.00	\$45.00	\$55.00
<i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>			
<b>6 Port Power Strip</b>	\$25.00	\$25.00	\$25.00
<b>24 hour power</b> If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power.  In general, electrical service begins half an hour before the show and ends one hour after the show closes.	<b>Add 50% to Initial Connection Rate</b>		

## OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

## Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - » Hire labor from the General Service Contractor;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

## Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Hourly Rate (All times) \$90.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

## FREQUENTLY ASKED QUESTIONS

### If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

**How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

**How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop . . . . . 250-550 watts
- Lead Retrieval . . . . . 300-500 watts
- Standard Plasma TV . . . . . 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

**I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

**I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

# Telephone Services

*The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.*

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Single-Line Service (Analog)</b> Service includes one phone number and a complimentary simple handset. Line usage included.	\$295.00	\$365.00	\$440.00
<b>Multi-Line Service (Digital)</b> Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.	\$425.00	\$530.00	\$635.00
<b>Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$325.00	\$410.00	\$490.00
<b>Polycom Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$380.00	\$475.00	\$570.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Call Waiting (per phone line)</b> Allows user to know when another call is coming in.	\$50.00	\$65.00	\$80.00
<b>Voicemail (per phone line)</b> Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$65.00	\$80.00
<b>ISDN/BRI Service</b> ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting your Event Services Manager two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or Verizon. Line usage will be billed per the selected carrier's rate after the close of the show.	\$305.00	\$385.00	\$460.00
<b>Polycom Videoconference Rental w/ISDN</b> This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.	\$2,040.00	\$2,550.00	\$3,060.00
<b>Polycom Videoconference Rental w/IP Connect Service</b> This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.	\$1,120.00	\$1,630.00	\$1,955.00



## INSTALLATION & CONNECTIONS

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

### Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Hourly Rate (All times) \$90.00

## FREQUENTLY ASKED QUESTIONS

### How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service (Digital) includes one phone number with multiple line appearances and rental of one digital display phone.

### I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial “9” before your credit card company’s number.

### How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

### How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please contact Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

# Internet & Technical Services

*The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.*

## Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

<b>MANAGED SERVICES</b> Manually configured services require entry of IP addresses into the device before the device may access the internet.	DISCOUNT	STANDARD	ON-SITE
<b>Basic Service Package</b> The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$955.00	\$1,020.00	\$1,225.00
<b>1.54 Mbps Managed Service</b> The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$1,935.00	\$2,295.00	\$2,755.00
<b>3 Mbps Managed Service</b> The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$4,710.00	\$5,405.00	\$6,485.00
<b>6 Mbps Managed Service</b> The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$7,965.00	\$9,180.00	\$11,015.00
<b>10 Mbps Managed Service</b> The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$10,660.00	\$12,240.00	\$14,690.00

<b>15 Mbps Managed Service</b> The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$15,710.00	\$18,055.00	\$21,665.00
<b>20 Mbps Managed Service</b> The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$20,870.00	\$24,000.00	\$28,800.00
<b>25 Mbps Managed Service</b> The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$25,920.00	\$29,835.00	\$35,800.00
<b>30 Mbps Managed Service</b> The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$30,855.00	\$35,495.00	\$42,595.00
<b>35 Mbps Managed Service</b> The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$35,905.00	\$41,310.00	\$49,570.00
<b>40 Mbps Managed Service</b> The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$40,615.00	\$46,715.00	\$56,060.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Copper Patch/ Booth to Booth Connection</b> Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$345.00	\$430.00	\$515.00
<b>Fiber Patch/ Booth to Booth Connection</b> Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$480.00	\$600.00	\$720.00
<b>Switch-8 Port</b> This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$105.00	\$135.00	\$160.00
<b>Switch-24 Port</b> This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$360.00	\$455.00	\$545.00
25' CAT 5e Cable	\$46.00	\$57.00	\$70.00
50' CAT 5e Cable	\$62.00	\$80.00	\$95.00
100' CAT 5e Cable	\$100.00	\$120.00	\$145.00
Coupler	\$15.00	\$20.00	\$25.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Cable TV Service</b> Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	\$250.00	\$315.00	\$375.00
<b>CATV Tuner (Only available at the BCEC)</b> For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.	\$57.00	\$72.00	\$85.00
<b>CATV Tap Box</b> A distribution box which allows up to 16 CATV feeds from a single cable tap.	\$205.00	\$255.00	\$305.00

\* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

## INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - » Hire labor from the General Service Contractor or;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

## Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Tech Rep (All times) \$120.00
  - » Network Engineer (All times) \$150.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

## FREQUENTLY ASKED QUESTIONS

### **I ordered a Managed Service that required IP Addresses.**

#### **How and when do I receive this information?**

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

### **Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

### **I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

### **What is bandwidth and how do I know how much I need?**

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

# Rigging Services

*The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.*

## Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

<b>PACKAGE RIGGING SOLUTIONS</b> The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD	ON-SITE
<b>Basic Rigging Package</b> This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.	\$1,736.00	\$2,083.00	\$2,500.00
<b>Electrical Rigging Package</b> This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$2,009.00	\$2,411.00	\$2,893.00
<b>Team Labor Hour</b> Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.	\$273.00	\$328.00	\$394.00

## Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 17).



Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

*\* For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
<b>Truss</b> A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.			
Truss 5’ Section – Silver 12”x12” Box	\$28.00	\$34.00	\$40.00
Truss 8’ Section – Silver 12”x12” Box	\$45.00	\$54.00	\$65.00
Truss 10’ Section – Silver 12”x12” Box	\$56.00	\$67.00	\$81.00
Truss 5’ Section – Black 12”x12” Box	\$39.00	\$47.00	\$56.00
Truss 8’ Section – Black 12”x12” Box	\$63.00	\$75.00	\$90.00
Truss 10’ Section – Black 12”x12” Box	\$78.00	\$94.00	\$113.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$50.00	\$60.00	\$73.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$81.00	\$97.00	\$116.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$101.00	\$121.00	\$145.00
<b>Corner Block</b> A corner block is an aluminum piece that attaches to truss to create a right angle.			
Corner Block – Silver 12”x12” Box	\$56.00	\$67.00	\$81.00
Corner Block – Black 12”x12” Box	\$73.00	\$87.00	\$105.00
Corner Block – Silver 20.5”x20.5” Box	\$78.00	\$94.00	\$113.00
<b>Base Plate</b> A base plate is used as a stand for ground supported truss or poles.	\$39.00	\$47.00	\$56.00
<b>Rotator</b> A rotator is a motor used to rotate a hanging sign.	\$168.00	\$202.00	\$242.00
<b>Motor</b> A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.	\$168.00	\$202.00	\$242.00

<b>Cheeseboro</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$7.00	\$8.00	\$10.00
<b>Grapple</b> A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$13.00	\$16.00	\$19.00

<b>LIGHTING FIXTURES</b> A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.	DISCOUNT	STANDARD	ON-SITE
<b>Source 4 Par (575 watt, 750 watt)</b> This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).	\$39.00	\$47.00	\$56.00
<b>Source 4 Leko (575, 750 watt)</b> This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.	\$50.00	\$60.00	\$73.00
<b>Par 64 (1000 watt)</b> The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts.	\$34.00	\$40.00	\$48.00

<b>CUSTOM LIGHTING SOLUTIONS</b> Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.	DISCOUNT	STANDARD	ON-SITE
<b>Small Lighting Kit (4-6 lights)</b>	\$207.00	\$249.00	\$298.00
<b>Medium Lighting Kit (7-11 lights)</b>	\$364.00	\$437.00	\$524.00
<b>Large Lighting Kit (12-15 lights)</b>	\$504.00	\$605.00	\$726.00
<b>X-Large Lighting Kit (16-20 lights)</b>	\$616.00	\$739.00	\$887.00

<b>DIMMER RACKS &amp; LIGHTING CONTROLS</b> These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.  Electrical service is not included and must be ordered separately.	DISCOUNT	STANDARD	ON-SITE
Dimmer Control 1.2 x 4	\$90.00	\$108.00	\$129.00
Dimmer Control 2.4 x 12	\$168.00	\$202.00	\$242.00
Dimmer Control 2.4 x 24	\$358.00	\$430.00	\$516.00

## Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-SAT 7AM-12AM (EXCEPT HOLIDAYS)	SUNDAYS 7AM-5PM AND HOLIDAYS	SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM
Crew Chief	\$100.00	\$150.00	\$200.00
Head Rigger	\$100.00	\$150.00	\$200.00
Rigger	\$89.00	\$134.00	\$178.00
Dept Head	\$76.00	\$114.00	\$152.00
Stagehand	\$71.00	\$107.00	\$142.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$750.00
40'- 45' Boom Lift	\$950.00
60' Boom Lift	\$1,600.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

## FREQUENTLY ASKED QUESTIONS

### How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a **quote** from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

### Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

### Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

### What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

# Plumbing Services

*The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.*

WATER AND DRAIN SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Water – Individual Connection</b> Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$335.00	\$420.00	\$505.00
<b>Additional Water Connections</b> Clients requiring more than an individual water connection should order each additional connection as needed.	\$195.00	\$245.00	\$295.00
<b>Drain – Individual Connection</b> The MCCA can provide waste drain connections up to ¾" line size.	\$335.00	\$420.00	\$505.00
<b>Additional Drain Connections</b> Clients requiring more than an individual drain connection should order each additional connection as needed.	\$180.00	\$225.00	\$270.00
<b>Fill and Drain 0-100 Gallons</b> Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled.	\$170.00	\$210.00	\$250.00
<b>Each Additional 500 Gallons</b>	\$115.00	\$145.00	\$175.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
<b>Cold Water Sink Rental</b> Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.	\$675.00	\$840.00	\$1,010.00
<b>Small Hot &amp; Cold Water Sink Rental</b> Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$900.00	\$1,120.00	\$1,345.00
<b>Large Hot &amp; Cold Water Sink Rental</b> Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x 43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information.	\$1,120.00	\$1,405.00	\$1,685.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD	ON-SITE
<b>Compressed Air – Individual Connection</b> Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$410.00	\$510.00	\$610.00
<b>Additional Connection</b> Clients who require more than an individual connection should order additional connections as needed.	\$210.00	\$265.00	\$320.00
<b>OTHER COMPRESSED GASES</b> The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities. Please note that in order to ensure delivery of service, orders need to be received one week prior to move-in.			
20 Lbs Dry or Liquid CO <sub>2</sub>	\$170.00	\$205.00	\$245.00
50 Lbs Dry or Liquid CO <sub>2</sub>	\$190.00	\$225.00	\$270.00
Dry Nitrogen 300 ft <sup>3</sup>	\$230.00	\$280.00	\$335.00

## INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

### Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

» Hourly Rate (All times) \$90.00

## FREQUENTLY ASKED QUESTIONS

### Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.



**When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

**My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

**My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the Hynes (617.954.2284).

**Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

# Security Services

*The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.*

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD	ON-SITE
<b>Per Hour Per Officer</b> The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.	\$28.00	\$33.50	\$40.00
<b>Per Hour Per Supervisor</b>	\$38.00	\$45.50	\$54.50

## FREQUENTLY ASKED QUESTIONS

### When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

### Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **APPENDIX — SERVICE ORDER FORMS**

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## **APPENDIX —**

Exhibitor Guidelines, Information and Regulations	30
Levy Restaurants Sample Food and/or Beverage Distribution Request	41



## Exhibitor Order Form Electrical Services

Effective January 1, 2019

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.

**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

**\*Overhead electrical services must accompany a rigging order.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

### STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$	
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY		Combined 24-hour & Overhead*
500 Watt Box (5 amps)		\$125.00	\$155.00		+50% rate		\$155.00		\$232.50	
1000 Watt Box (10 amps)		\$165.00	\$205.00		+50% rate		\$205.00		\$307.50	
2000 Watt Box (20 amps)		\$205.00	\$255.00		+50% rate		\$255.00		\$382.50	
4000 Watt Box (20 amps x 2)		\$240.00	\$295.00		+50% rate		\$295.00		\$442.50	

### STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
208V Single Phase 30 Amp		\$360.00	\$450.00		+50% rate		\$450.00		\$675.00	
208V Single Phase 60 Amp		\$685.00	\$855.00		+50% rate		\$855.00		\$1,282.50	
208V Single Phase 100 Amp		\$1,050.00	\$1,310.00		+50% rate		\$1,310.00		\$1,965.00	
208V Three Phase 30 Amp		\$650.00	\$810.00		+50% rate		\$810.00		\$1,215.00	
208V Three Phase 60 Amp		\$980.00	\$1,225.00		+50% rate		\$1,225.00		\$1,837.50	
208V Three Phase 100 Amp		\$1,555.00	\$1,945.00		+50% rate		\$1,945.00		\$2,917.50	
208V Three Phase 200 Amp		\$2,965.00	\$3,710.00		+50% rate		\$3,710.00		\$5,565.00	
208V Three Phase 400 Amp		\$5,240.00	\$6,550.00		+50% rate		\$6,550.00		\$9,825.00	
480V Three Phase 30 Amp		\$990.00	\$1,235.00		+50% rate		\$1,235.00		\$1,852.50	
480V Three Phase 60 Amp		\$1,715.00	\$2,145.00		+50% rate		\$2,145.00		\$3,217.50	
480V Three Phase 100 Amp		\$3,165.00	\$3,960.00		+50% rate		\$3,960.00		\$5,940.00	
480V Three Phase 200 Amp		\$6,290.00	\$7,865.00		+50% rate		\$7,865.00		\$11,797.50	
25' Round Extension Cord		\$36.00	\$45.00							
6 Port Power Strip			\$25.00							

Total Due: \$

SIGNATURE \_\_\_\_\_

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## Exhibitor Order Form Telephone Services

Effective January 1, 2019

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$295.00	\$365.00	
Multi-Line Phone Service (Digital)		\$425.00	\$530.00	
Speaker Phone Service (Analog)		\$325.00	\$410.00	
Polycom Speaker Phone Service (Analog)		\$380.00	\$475.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$65.00	
Voice Mail (Per Phone Line)		\$50.00	\$65.00	
ISDN/BRI Service		\$305.00	\$385.00	
Polycom Video Conference Equipment Rental w/ IP Connect Service		\$2,040.00	\$2,550.00	
Polycom Video Conference Equipment Rental w/ ISDN Service		\$1,120.00	\$1,630.00	
				Total Due: \$

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## Exhibitor Order Form Internet & Technical Services

Effective January 1, 2019

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**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Basic Service Package</b> (includes a private VLAN and subnet, public IP addresses not available)		\$955.00	\$1,020.00	
<b>1.54 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$1,935.00	\$2,295.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$4,710.00	\$5,405.00	
<b>6 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$7,965.00	\$9,180.00	
<b>10 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$10,660.00	\$12,240.00	
<b>15 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$15,710.00	\$18,055.00	
<b>20 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$20,870.00	\$24,000.00	
<b>25 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$25,920.00	\$29,835.00	
<b>30 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$30,855.00	\$35,495.00	
<b>35 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$35,905.00	\$41,310.00	
<b>40 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$40,615.00	\$46,715.00	

CONTINUED ON PAGE 25



ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$345.00	\$430.00	
Fiber Patch/ Booth to Booth Connection			\$480.00	\$600.00	
Switch	8 port		\$105.00	\$135.00	
	24 port		\$360.00	\$455.00	
25' CAT 5e Cable			\$46.00	\$57.00	
50' CAT 5e Cable			\$62.00	\$80.00	
100' CAT 5e Cable			\$100.00	\$120.00	
Coupler			\$15.00	\$20.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$250.00	\$315.00	
CATV Tuner Rental (Only available at the BCEC)			\$57.00	\$72.00	
CATV Tap Box			\$205.00	\$255.00	
					Total Due: \$

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## Exhibitor Order Form Rigging Services

Effective January 1, 2019

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**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

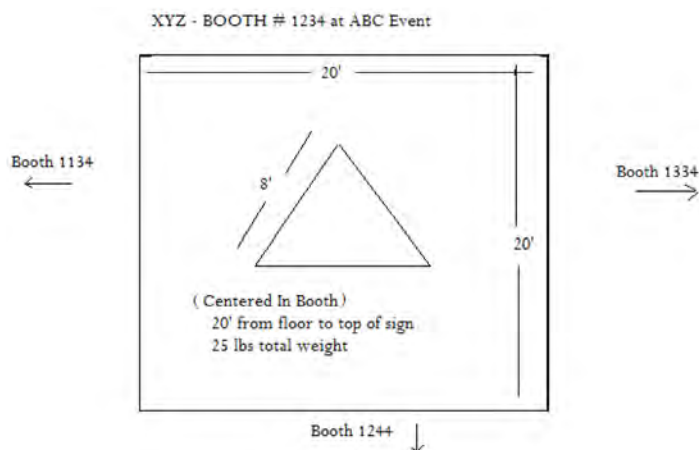
ITEM DESCRIPTION & INFORMATION				
**Description of Item (Sign, Banner, Truss, etc.)				
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:	
Do any items require Electrical service (circle one)? <b>YES NO</b>		Indicate Service Ordered on Electrical Form:		
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:		
PACKAGE RIGGING SOLUTIONS				
Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$1,736.00	\$2,083.00	
Electrical Rigging Package (Per Sign/Banner)		\$2,009.00	\$2,411.00	
Team Labor Hour		\$273.00	\$328.00	
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*)				
*For any of the services below, please contact JCALPRO at 617.954.2345.				
Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	5' Section	\$28.00	\$34.00	
	8' Section	\$45.00	\$54.00	
	10' Section	\$56.00	\$67.00	
Black 12" x 12" Box Truss	5' Section	\$39.00	\$47.00	
	8' Section	\$63.00	\$75.00	
	10' Section	\$78.00	\$94.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$50.00	\$60.00	
	8' Section	\$81.00	\$97.00	
	10' Section	\$101.00	\$121.00	
Corner Block	Silver 12" x 12" box	\$56.00	\$67.00	
	Black 12" x 12" box	\$73.00	\$87.00	
	Silver 20.5" x 20.5" box	\$78.00	\$94.00	
Base Plate		\$39.00	\$47.00	
Rotator		\$168.00	\$202.00	
Motor		\$168.00	\$202.00	
Cheeseboro		\$7.00	\$8.00	
Grapple		\$13.00	\$16.00	

CONTINUED ON PAGE 29

**CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE\*)**

\*For any of the services below, please contact JCALPRO at 617.954.2345.

Lighting Fixtures	QTY	Discount Rate	Standard Rate	Total Due: \$
Source 4 Par – (575 watt, 750 watt)		\$39.00	\$47.00	
Source 4 Leko – (575, 750 watt)		\$50.00	\$60.00	
Par 64 (1000 watt)		\$34.00	\$40.00	
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$207.00	\$249.00	
Medium Lighting Kit		\$364.00	\$437.00	
Large Lighting Kit		\$504.00	\$605.00	
X-Large Lighting Kit		\$616.00	\$739.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$90.00	\$108.00	
Dimmer Control 2.4 x 12		\$168.00	\$202.00	
Dimmer Control 2.4 x 24		\$358.00	\$430.00	
				<b>Total Due: \$</b>



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

SIGNATURE \_\_\_\_\_

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## Exhibitor Order Form Plumbing Services

Effective January 1, 2019

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**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

### WATER AND DRAIN SERVICES

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$335.00	\$420.00	
	Additional Connection			\$195.00	\$245.00	
Drain Up to ¾" line	Individual Connection			\$335.00	\$420.00	
	Additional Connection			\$180.00	\$225.00	
Fill & Drain	0-100 Gallons			\$170.00	\$210.00	
	Each additional 500 gallons			\$115.00	\$145.00	

### SINK RENTALS

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$675.00	\$840.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$900.00	\$1,120.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,120.00	\$1,405.00	

### COMPRESSED AIR AND GASSES\*

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$410.00	\$510.00	
	Additional Connection			\$210.00	\$265.00	
CO2	20 lb Cylinder (Dry or Liquid)			\$170.00	\$205.00	
	50 lb Cylinder (Dry or Liquid)			\$190.00	\$225.00	
Nitrogen	300 ft3 Tank (Dry)			\$230.00	\$280.00	

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Total Due: \$

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## Exhibitor Order Form Security Services

Effective January 1, 2019

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**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
			Total Man Hours:	Total Due: \$		

SIGNATURE \_\_\_\_\_

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# Exhibitor Guidelines, Information and Regulations

## EXHIBITOR PARTICIPATION REGULATIONS

### ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the Hynes – including exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes – must be credentialed by the Hynes Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) before entering the facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

### AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

### BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees

### BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:



- a. Boxed or loose product, materials or literature
  - b. Fiber cases used to ship pop-up displays
  - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
- a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
  - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
  - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

### CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

### CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion may be available from the General Service Contractor.

### COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department.

Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

### EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

## EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

*All persons, vehicles, bags, containers, etc. are subject to search.*

## FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

## FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire hazards and are prohibited for use in the Hynes:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.
  - b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
  - c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are

a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

#### EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers and fire hoses are located on the perimeter wall of the exhibit halls and main floor of the auditorium. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

#### FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
  - Fabric attached to a ceiling or used to cover any portion of an exhibit
  - Carpet on ceilings, walls, seating products, or as decorative material

#### LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

#### FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction

with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/Hynes License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

### **Temporary Food Service Permit Application**

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

### **GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS**

The use of glitter, confetti, sand, or simulated snow types of material is not permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized.

Popcorn is not permitted without prior written approval from the MCCA. Additional cleaning charges may apply.

### **GRATUITIES POLICY**

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are

approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2111.

### **GUARDRAILS AND STAIRS**

Any platforms exceeding 30" in height will require a Massachusetts-State-building-code-compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

### **HAND-CARRY POLICY**

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

## MATERIAL HANDLING

**Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:**

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors..

No parking is allowed at the Boylston Street entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

## LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

## MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit

doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

## MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development – Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617-954-2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and the MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or professional engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

**AUTOMATIC FIRE EXTINGUISHING SYSTEM**

1. The following shall be protected by an automatic extinguishing system:
  - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
  - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)
  - c. Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:
    - A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
    - A flame retardant open mesh material with a minimum 70% opening
    - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
    - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage ([www.massconvention.com](http://www.massconvention.com)).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

#### **CREDENTIALING/POSITIVE ID REQUIRED**

All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified by MCCA Public Safety, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Lost/missing credentials shall be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials.

#### **PROTECT YOUR EXHIBIT AND MATERIALS**

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

#### **SMOKING**

The Hynes is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

#### **SOLICITATIONS**

No solicitations or collections are permitted in the Hynes.

## VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the Hynes must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

*Motorized vehicles shall:*

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
    - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or “hot” cable be disconnected.
3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

## MCCA Services

The MCCA and its contracted entities are the exclusive providers of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported truss trucks, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services cannot be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your Exhibitor Kit.

## ATMS

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

## AUDIO/VISUAL SERVICES

The Hynes offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The Hynes features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The Hynes has a clear line of sight to all satellites and dedicated truck parking spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

## BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

## BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

## SATELLITE SERVICES

The Hynes has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

## Transportation

### PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or “The T”). A number of excellent public transportation options are available for service to and from the Hynes.

### TAXI INFORMATION

MCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. There is a taxi stand outside the Boylston Street entrance for taxicab drop-off and pick-up.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. For a complete list of taxi companies and their contact information, please visit the Hynes transportation website.

## PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com). Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com) to request a quote for services.

## PARKING

There are several local parking garages/lots in the vicinity of the Hynes. The facility does not have on-site parking available.

### PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

# Levy Restaurants Hynes Authorization Request

## *Sample Food and/or Beverage Distribution*

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the Hynes. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

**The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

### **GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS**

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or Hynes services.

### **IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES.** Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the Hynes and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/ booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Hynes from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on \_\_\_\_\_**

Event or Show:					Event or show date(s):					
Exhibiting firm:					Booth no. (s):					
Billing address:			City:		State:		Zip:		Country:	
Phone:					Email:					
Ordered by/title:					Show site contact:					
Date:					Contact phone:					

**PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING**

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Exhibiting Firm Levy Restaurants

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY \_\_\_\_\_ TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department  
900 Boylston Street | Boston MA 02215 | Tel. 617.954.2189 | Fax 617.954.2281





Remarkable experiences.  
Imagination realized.™

# MENU

## Exhibitor Catering





Remarkable experiences.  
Imagination realized.™

*A warm Boston*

# WELCOME

Nestled in the heart of the Back Bay section of Boston, the John B. Hynes Veterans Memorial Convention Center brings the traditions of yesterday to your table today. As the exclusive food and beverage provider, Levy invites you to partner with our distinguished culinary team as you experience local flavor designed specifically for your event. As “a family of passionate restaurateurs” we seek to exceed your guests’ expectations

by delighting them with delicious food, creatively presented by friendly, helpful staff. Let us help make Boston an experience for your attendees that will go down in history!



# *A Family of Passionate Restaurateurs*



# PLAN WITH EASE

To help facilitate your event planning, please find below, our policies containing answers to your most frequently asked questions.

## GENERAL POLICIES

### GUARANTEES

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please refer to your Catering Agreement for more details.

If the guarantee is not received, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

### INCENTIVE/STANDARD PRICING TIME LINE

Incentive prices are valid for all orders placed more than twenty-one (21) days prior to the first day of the show.

Standard pricing applies to all orders placed 21 days or fewer, prior to the first day of the show.

### BAR SERVICE

For all events with alcohol service, a certified Levy Restaurants bartender is required. Bartenders are charged at \$175 per bartender with a 4 hour minimum. Each additional hour or portion thereof will be \$43.75 per bartender. Alcohol cannot be brought into or removed from the premises.

### SAMPLING

Food and/or beverage products may be sampled without waiver fee, if the product being sampled is manufactured, produced or distributed by the exhibiting company. Sample sizes are as follows:

*Alcohol:*

Contact your Catering Sales Manager

*Food:*

Not more than 2 ounces

*Non-Alcoholic Beverages:*

Not more than 4 ounces

### STAFFING FEES

Booth Attendant (as requested or required)- \$150.00/4 hour minimum, \$37.50 each additional hour

Chef Attendant- \$150.00/4 hour minimum (unless specified "includes Chef Attendant" in Menu) \$37.50 each additional hour.

Staff fees based on hourly rates, a taxable 20% administrative fee and 7% sales tax, or 5% administrative fee, 15% gratuity, and 7% sales tax. Event type and size determines the fee structure.

Additional waitstaff can be added to your event. The charge will be based on the per person gratuity on the event, assessed based on the event type, size, and menu, as well as the hourly rate with a 4-hour minimum.

### SPACE REQUIREMENTS

Adequate table space will be provided by Levy in the case there is not existing or enough counter space in the booth, at no additional charge. Please take booth size into account while developing your menu. Where specialty equipment is utilized, please consult with your catering sales manager as they will be able to provide you with dimensions for your planning purposes.

### ELECTRICAL NEEDS

All electrical needs for food and beverage items are included with the catering orders. Please contact your general contractor to confirm adequate power is available for the food and beverage items. Any menus/items that require additional power are marked with an "\*\*E".

### DIETARY RESTRICTIONS

The following abbreviations are used throughout this menu: VEG (Vegetarian), VGN (Vegan), and AVG (Avoiding Gluten). Due to the open air nature of our kitchen we are unable to certify any items as being "Gluten Free" or free from all allergens (certain pre-packaged items excluded) as cross-contamination is a possibility. Should you need a dietary accommodation, please consult with your catering sales manager.



Remarkable experiences.  
Imagination realized.™







# SIGNATURE “NEW ENGLAND” BREAKFAST EXPERIENCE

*Breakfast is the most important meal of the day and we take that very seriously. From our freshly baked muffins and Old World English scones to hearty hot morning favorites, we will make sure you start your day off right!*





## SIGNATURE "NEW ENGLAND" BREAKFAST EXPERIENCE

Our Signature spread of maple glazed morning buns, seasonal sliced fruit, orange and cranberry juices, and our Signature Reserve coffee and teas, serves up all of your breakfast must-haves.

21.00 PER GUEST - INCENTIVE

23.00 PER GUEST - STANDARD

*Enhance your breakfast experience by adding an array of toasty breakfast sandwiches, premium pastries, and top notch savory and sweet sides.*

### BREAKFAST SANDWICHES \*E

#### INCENTIVE PRICING

#### STANDARD PRICING

Bacon, Egg, and Cheese on a Pretzel Roll

72.00 per dozen

79.50 per dozen

Ham, Egg, and Swiss Cheese on an English Muffin

Sausage, Egg, and Cheese on a Croissant

Egg White, Spinach, and Cheese on a Whole Wheat Bagel (VEG)

Spicy Sausage, Egg, and Cheese Burrito

### FROM OUR BAKE SHOP

#### INCENTIVE PRICING

#### STANDARD PRICING

A Selection of Fresh Baked Muffins (VEG)

45.00 per dozen

49.50 per dozen

Assorted Bagels and Local Spreads (VEG)

Old World English Scones (VEG)

Flaky Danish Pastry (VEG)

Plain and Filled Croissants (VEG)

### ENHANCEMENTS

#### INCENTIVE PRICING

#### STANDARD PRICING

Assorted Cereals (VEG)

60.00 per dozen

66.00 per dozen

Cranberry-Apricot Yogurt Parfaits featuring local bog cranberry and dried apricot compote, layered with vanilla yogurt, and topped with honey crunch granola (VEG)

60.00 per dozen

66.00 per dozen

Yogurt (Plain, Greek, Fruit, and Lowfat) (VEG, AVG)

60.00 per dozen

66.00 per dozen

Market Whole Fruit (VGN, AVG)

39.00 per dozen

43.00 per dozen

Seasonal Sliced Fresh Fruit Platter with strawberry yogurt sauce (VEG, AVG)

50.00 serves 10

55.00 serves 10

# NON-ALCOHOLIC REFRESHMENTS

*We offer a wide array of non-alcoholic beverages to quench your thirst. Bright, refreshing fruit waters showcase unexpectedly delicious flavor combinations like Cucumber-Lemon and Watermelon-Mint.*



## NON-ALCOHOLIC REFRESHMENTS

Customize your booth experience with the right beverage services from the options below.

	INCENTIVE PRICING	STANDARD PRICING
<b>SIGNATURE RESERVE COFFEE AND ASSORTED TEAS</b> Fresh brewed Signature Reserve coffee and hot tea	59.00 per gallon	64.00 per gallon
<b>WICKED GOOD HOT CHOCOLATE</b> Mini marshmallows, chocolate shavings, and whipped cream (3 gallon minimum)	59.00 per gallon	64.00 per gallon
<b>HOT APPLE CIDER</b> Orange zest and cinnamon sticks (3 gallon minimum)	59.00 per gallon	64.00 per gallon
<b>AQUAFINA BOTTLED WATER</b> Case of 24 – 16.9 oz. bottles	90.00 per case	99.00 per case
<b>ASSORTED PEPSI PRODUCTS</b> Case of 12 – 12 oz. cans	45.00 per case	50.00 per case
<b>POLAND SPRING SPARKLING WATER</b> Case of 24 – 16.9 oz. bottles	90.00 per case	99.00 per case
<b>INDIVIDUAL BOTTLED JUICE</b> Case of 24 – 15.2 oz. bottles	108.00 per case	119.00 per case
<b>ALL NATURAL FRUIT INFUSED WATER</b> Watermelon-Mint, Cucumber-Lemon, Cranberry-Lime, Ginger-Orange, and Apple-Rosemary (3 gallon minimum per flavor)	45.00 per gallon	50.00 per gallon
<b>BLENDED ICED TEA AND LEMONADE</b> Strawberry, Cranberry-Lime, Blueberry, Classic Iced Tea, and Classic Lemonade (3 gallon minimum per flavor)	44.00 per gallon	48.00 per gallon
<b>KEURIG COFFEE MACHINE</b> Includes all accoutrements to make a cup of coffee. K-Cups not included. *E	85.00 per day	93.00 per day
<b>K-CUPS (BOX OF 24)</b> Select from the following: Green Mountain House Blend, Decaf House Blend, French Vanilla, Hazelnut, and Celestial Decaf Green Tea	54.00 per case	59.50 per case
<b>WATER COOLER RENTAL</b> *E	75.00 per day	83.00 per day
<b>5-GALLON WATER JUG</b>	35.00 each	38.50 each

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges including the administrative fee, represent tips, gratuities or service charges for any employees. Before placing your order, please inform your server if a person in your party has a food allergy. Menu prices are subject to change.

## THE SWEET...

Savory, sweet and everything in between! Craft the perfect snack break with one or more of our delectable menus below.

	INCENTIVE PRICING	STANDARD PRICING
<b>WILLY WONKA FOOD</b> Milk chocolate dipped potato chips, strawberries, and marshmallows. Dark chocolate dipped pretzel rods, hickory smoked bacon, orange peel, pineapple, and bananas	120.00 serves 12	132.00 serves 12
<b>WHOOPIE PIES</b> Chocolate, carrot cake, and pumpkin (VEG)	35.00 per dozen	38.50 per dozen
<b>GOURMET CUPCAKE BAR</b> A variety of flavors including lemon meringue, red velvet, chocolate, peanut butter cup, jelly roll, double chocolate, and vanilla bean (VEG)	57.00 per dozen	63.00 per dozen
<b>RICE KRISPIE TREATS</b> Classic, hand-dipped chocolate, and peanut butter (VEG)	38.00 per dozen	42.00 per dozen
<b>BCEC COOKIES (JUMBO) (VEG)</b>	38.00 per dozen	42.00 per dozen
<b>HYNES COOKIES (VEG)</b>	27.00 per dozen	30.00 per dozen
<b>MACARON MADNESS</b> Vanilla, pistachio, coffee, raspberry, lemon, and chocolate (VEG)	37.00 per dozen	41.00 per dozen
<b>GOURMET BROWNIES</b> Espresso, chocolate chunk, turtle, and fudge (VEG)	38.00 per dozen	42.00 per dozen
<b>HERSHEY KISSES</b> 3 pound minimum (VEG, AVG)	12.00 per pound	14.00 per pound
<b>CHOCOLATE COVERED STRAWBERRIES (VEG, AVG)</b> 3 pound minimum	12.00 per pound	14.00 per pound
<b>BULK CANDY</b> 3 pound minimum (VEG) Ask your catering sales manager for details	18.00 per pound	20.00 per pound
<b>BULK CANDY BARS (VEG)</b> 3 pound minimum	36.00 per dozen	40.00 per dozen

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges including the administrative fee, represent tips, gratuities or service charges for any employees. Before placing your order, please inform your server if a person in your party has a food allergy. Menu prices are subject to change.



## AND THE SAVORY

Savory, sweet and everything in between. Craft the perfect snack break with one or more of our delectable menus below.

INCENTIVE PRICING | STANDARD PRICING

### ARTISANAL BAVARIAN PRETZEL

*A Boston Convention and Exhibition Center signature snack, hand-rolled in-house, and served warm with delicious accompaniments.*

Traditional Salted Bavarian with Brown Mustard (VEG)

Chipotle and Yellow Mustard with warm Sam Adams Boston Lager Cheese (VEG)

Cinnamon Sugar with Vanilla Bean Sauce (VEG)

*Minimum of 3 dozen, per flavor*

108.00 PER DOZEN | 119.00 PER DOZEN

### POTATO CHIPS AND GOURMET DIPS

Kettle-style potato chips with roasted garlic Parmesan, French onion, and blue cheese dips (VEG, AVG)

48.00 SERVES 12 | 53.00 SERVES 12

### FARMSTEAD CHEESE DISPLAY

Chef's selection of local and imported cheeses with flavored honey, fresh seasonal berries, dried fruit garnish, artisan breads, and crackers (VEG)

195.00 SERVES 25 | 215.00 SERVES 25

### HUMMUS TRIO

Traditional chickpea, white bean, and edamame hummus, served with crispy carrots, celery, crackers, and pita chips (VEG)

100.00 SERVES 10 | 110.00 SERVES 10

### WILLY WONKA FOOD

Milk chocolate dipped potato chips, strawberries, and marshmallows.

Dark chocolate dipped pretzel rods, hickory smoked bacon, orange peel, pineapple, and bananas

120.00 | 132.00 SERVES 12

### ENERGY MIX

Pre-packaged assortment of dried papaya, yogurt coated raisins, roasted almonds, roasted peanuts, dried cranberries, chocolate chunks, and banana chips (VEG)

9.00 EACH | 10.00 EACH

### ASSORTED SNACKS

Garden Fresh Crudités with buttermilk-ranch dipping sauce (VEG, AVG)

*55.00 | 60.00 serves 10*

Deluxe Mixed Nuts (AVG)

*18.00 per pound | 20.00 per pound*

Assorted Granola Bars (VEG)

*27.00 per dozen | 30.00 per dozen*

Assorted Energy Bars (VEG)

*48.00 per dozen | 53.00 per dozen*

Assorted individual bags of potato chips including Cape Cod Chips, Stacy's Pita Chips, Smartfood Popcorn and Pop Chips (VGN, AVG)

*36.00 per dozen | 40.00 per dozen*

# CHEF'S BEST BOX LUNCH

*These lunches, expertly crafted by our culinary team, are chef-tested and guest approved. Our boxed lunches deliver luscious local flavors, high quality ingredients, and easily customized offerings that will please even the most particular palates.*





# CHEF'S BEST BOX LUNCH

A great option for the grab and go lunch!

INCENTIVE PRICING | STANDARD PRICING

## BOX LUNCHES

*Smokin' Gobbler* with Applewood smoked turkey, sharp smoked cheddar cheese, cranberry-apricot chutney, and sage aioli, on a honey wheat hoagie roll

32.00 each | 35.00 each

*Roast Beef and Arugula* with Gruyere, caramelized onions, and horseradish sauce

32.00 each | 35.00 each

*Tuscan Chicken* with grilled herb marinated chicken, oven-dried tomatoes, balsamic onions, and provolone, on herb focaccia with pesto aioli

32.00 each | 35.00 each

*Shaved Cured Ham and Baby Swiss* with honey-country Dijon mustard, on a pretzel roll

32.00 each | 35.00 each

*"ZLT" Flatbread Sandwich* with grilled zucchini, tomatoes, jalapeño Jack cheese, and sun-dried tomato pesto (VEG)

32.00 each | 35.00 each

*Italian Chopped Salad* with grilled chicken, crispy bacon, romaine, radicchio, tomatoes, red onions, ditalini, and crumbled blue cheese, with honey Dijon vinaigrette

32.00 each | 35.00 each

## EACH LUNCH INCLUDES:

Aquafina water or canned Pepsi products

Whole Fresh Fruit (VGN, AVG)

Bag of Cape Cod Chips (VGN, AVG)

Dancing Deer Cookie (VEG)

# SMALL BITES RECEPTION



## SMALL BITES RECEPTION

Enhance the draw to your corner of the world with some delightful morsels below.

INCENTIVE PRICING | STANDARD PRICING

### ARTISANAL CHARCUTERIE

Imported Cured Meats and Cheeses

Local Seasonal Vegetables

Marinated Olives

Flatbreads, Crostini, and Breadsticks

225.00 | 250.00 | SERVES 25

### GOURMET FOCACCIA

*A fun assortment of artisan grilled focaccia bread with a selection of toppings, served hot.*

Fennel Sausage with wild mushroom and Asiago cheese

Classic Clam Sauce and farmer's cheese

Roma Tomatoes with basil and fresh mozzarella (VEG)

Pulled Chicken with cilantro-pesto and four cheeses

235.00 | 255.00 | SERVES 50

### MAC-N-CHEESE MADNESS

*Classic comfort food, kicked up a notch!*

Buffalo Chicken with Jack and blue cheese

Smoked Pork with green chiles and cheddar

Cheetos-Crusted (VEG)

Chorizo and Jack Cheese with tortilla crust

White Cheese with spinach and artichokes (VEG)

Smoked Cheddar with BBQ potato chip crust (VEG)

*Select up to 3*

360.00 | 390.00 | SERVES 50

### MASHED POTATO BAR

*Old fashioned, creamy mashed potatoes with specialty ingredients.*

Lobster Mashed Potatoes (AVG)

Yukon Gold Mashed Potatoes and Braised Short Ribs with a cabernet reduction (AVG)

Sweet Mashed Potatoes with cinnamon, brown sugar, butter, and candied pecans (VEG, AVG)

250.00 | 275.00 | SERVES 25

# RECEPTION HORS D'OEUVRES

50 piece minimum per item

INCENTIVE PRICING | STANDARD PRICING



## ***New England Specialties***

Slow-Cooked Boston Baked Beans with caramelized onions and brown bread (VEG)  
**3.00 each | 3.50 each**

Individual Yankee Pot Roast with braised beef tips, sweet peas, carrots, and potatoes, topped with a mini buttermilk herb biscuit **4.00 each | 4.50 each**

BBQ Oyster with charred corn, smoky bacon, and citrus aioli (AVG)  
**5.00 each | 5.50 each**

Mini Lobster Rolls on grilled brioche  
**6.50 each | 7.00 each**

“Soup Sip” Clam Chowder  
**4.00 each | 4.50 each**

## ***Retro Minis - Classic Favorites!***

Beef Wellington Bites with horseradish cream **5.00 each | 5.50 each**

Frank ‘n Blanket featuring cocktail sausage and flaky puff pastry  
**3.00 each | 3.50 each**

Chicken Cordon Blue with smoked ham and blue cheese sauce  
**3.50 each | 4.00 each**

## ***Grilled Artisan Bread Crostini***

Tomato-Basil with artisan olive oil (VEG)  
**4.00 each | 4.50 each**

Whipped Ricotta with olive salad (VEG)  
**4.00 each | 4.50 each**

Beef Carpaccio with garlic aioli and Parmesan **4.00 each | 4.50 each**

## ***Quesadillas***

House-Smoked Brisket and Cheddar Cheese with avocado crema  
**4.50 each | 5.00 each**

Ancho Chicken and Jack Cheese with salsa verde **4.50 each | 5.00 each**

Fire-Roasted vegetable with pico de gallo (VEG)  
**4.50 each | 5.00 each**

## ***Hand Crafted Mini Sliders***

Slow-Roasted Prime Rib with smoked cheddar, caramelized onions, and BBQ sauce **5.00 each | 5.50 each**

Breaded Chicken Parmesan with marinara and fresh mozzarella **4.00 each | 4.50 each**

Homemade Meatloaf with crispy onions and sautéed wild mushrooms  
**4.00 each | 4.50 each**

**Mini Chilled Shrimp Shooters**

Classic Fisherman's Wharf-Style with horseradish cocktail sauce (AVG)  
*6.00 each | 6.50 each*

Bayou-Blackened with remoulade sauce (AVG) *6.00 each | 6.50 each*

Pesto-Marinated with lemon aioli (AVG)  
*6.00 each | 6.50 each*

**Sumptuous Satays**

Ginger Chicken with sweet chili sauce  
*4.50 each | 5.00 each*

Sizzling Short Rib with Thai peanut sauce  
*5.00 each | 5.50 each*

Basil-Garlic Shrimp with chili lime mint sauce *5.00 each | 5.50 each*

**Flatbreads and Flatinis**

Fig and Blue Cheese Flatbread with sweet imported fig preserves, creamy blue cheese, and green onions (VEG)  
*4.50 each | 5.00 each*

Chicken Pesto Flatbread with fresh pesto, diced chicken, tender artichoke hearts, sun-dried tomatoes, and Asiago cheese  
*4.50 each | 5.00 each*

Mini Reuben Flatini with corned beef, sauerkraut, and Swiss cheese, on a lightly toasted flatbread  
*4.50 each | 5.00 each*



# FOOD & BEVERAGE PAIRING PACKAGES

*Select a unique culinary pairing for your guests to enjoy at your booth. A locally inspired option is sure to be a conversation starter!*





# FOOD & BEVERAGE PAIRING PACKAGES

Entice your guests with expertly crafted pairings.  
Whether you prefer spirits, fine wine, or malted options, we can offer you the perfect food combination to enhance your guests' experience.

*All pricing is based on 150 guests (minimum) unless otherwise noted*

## REVOLUTIONARY RESERVES

*Meiomi Sonoma- Monterey, Santa Barbara, California, Pinot Noir*

Fig and Blue Cheese Flatbread with sweet imported fig preserves, creamy blue cheese, and green onions (VEG) **2,280.00**

*Kim Crawford, Marlborough, New Zealand, Sauvignon Blanc*

Signature Crab Cake - lemon aioli **2,258.00**

*Avalon Napa Valley, California, Cabernet Sauvignon*

Bayou Blackened Shrimp Shooter with remoulade sauce (AVG) **2,169.00**

*Kim Crawford, Marlborough, New Zealand, Sauvignon Blanc*

Mini Caramelized Onion Tartines with goat cheese fondue and balsamic crème (VEG) **1,781.00**

## PATRIOTIC PAIRINGS

*La Crema, Monterey, California, Chardonnay*

Pulled Chicken Focaccia with cilantro-pesto & four cheeses **1,664.00**

*14 Hands, Washington, Merlot*

Sizzling Short Rib Satay with Thai Peanut Sauce **1,664.00**

*Gascon Mendoza, Argentina, Malbec*

Roasted Wild Mushroom Bruschetta with gorgonzola cheese (VEG) **1,479.00**

*Gascon Mendoza, Argentina, Malbec*

Beef Carpaccio Crostini with garlic aioli and Parmesan **1,479.00**

## COLONIAL COLLECTIONS

*Sam Adams Seasonal*

Sam Adams beer battered "Fish & Chips" with salt and vinegar mini pub chips, and classic tartar sauce **1,359.00**

*Sam Adams Boston Lager*

Mini Reuben Flatini with corned beef, sauerkraut, and Swiss cheese on a lightly toasted flatbread **1,263.00**

*Sam Adams Boston Lager*

Gourmet Focaccia with fennel sausage, mushrooms, and Asiago cheese **1,263.00**

*Harpoon IPA*

Mini Pretzel Bites with beer cheese dip (VEG) **1,072.00**

## WICKED AWESOME LOCAL PAIRINGS

*Pricing for the below is based on a minimum of 50 guests*

## BOSTON HARBOR DISTILLERY

*Lawley's Original and Lawley's Dark New England Spirits, Cranberry Juice, Orange Juice, Seltzer, Turbinado Syrup, & Fresh Lime*  
New England Clam Cakes with Lemon Aioli **850.00**

## SAILOR'S REMEDY

*Irish Whiskey and Downeast Cider*  
Parmesan Stuffed Peppadew with goat cheese and fine herbs (VEG) **850.00**

## SUN SPLASH

*Triple Sec, Cranberry Vodka, Cranberry Juice, Lime Juice, Lemon-Lime Soda*  
Maine Bay Shrimp Sope with avocado and cotija (AVG) **850.00**

## SPICED APPLE

*Fireball Whiskey and Downeast Cider*  
Bacon Jam Tart with Great Hill blue cheese **850.00**

# TRAFFIC BUILDERS

INCENTIVE PRICING | STANDARD PRICING



## NEW ENGLAND NUT ROASTER

*With rotating flavors throughout the day, the tantalizing aromas are sure to lead guests to your booth. Chef attendant included. \*E*

*Approximately 350 (.75oz/portions)*

*Flavors:*

*Apple Pie Cashews*

*Curried Coconut Macadamia Nuts*

*Snickerdoodle Walnuts*

*(VEG)*

1,450.00 | 1,595.00

## CHOCOLATE GYRO STATION (VEG)

*A chef attendant will freshly prepare and fill crepes with delicate fillings like Banana Compote or Nutella and Marshmallow Fluff. Atop the crepe, swirled milk and white Belgian chocolate will be shaved from the rotating spit; sure to be the talk of the show!*

*1,200.00 - approximately (240 portions)*

*Flavors:*

*Roasted Banana Compote*

*Nutella and Marshmallow Fluff*

1,200.00 | 1,320.00

## ANTI-GRIDDLE FROZEN LOLLIPOPS

Feel the chill from a 30° below zero anti-griddle, and watch as our chef prepares frozen lollipop treats. You'll be the coolest exhibitor on the floor. Chef attendant included. \*E

(240 total servings)

Flavors:

Apple Butter and Bacon (80 each)

Chocolate-Nutella (80 each)

Mixed Berry (80 each)

(VEG, AVG)

1,450.00 | 1,595.00

## WALKING WAFFLE BITES (VEG)

"Small Bites" waffles on a stick drizzled with white and dark chocolate, cinnamon and sugar, or "all natural", these conversation novelties will have attendees directing their colleagues to your booth in short order. Chef attendant included. \*E

(240 servings)

Flavors:

Red Velvet

Mocha

Cinnamon Roll

Assorted toppings included

1,200.00 | 1,320.00

## STROLLING HYDRATION STATION

A flat bottomed juice bag filled with your selection of all natural juices, flavored waters and teas. Chef attendant included.

(240 total servings)

Ask about our branding opportunities

Flavors:

Blueberry-Lemonade Cheesecake

Green Tea with Chai

Apple-Rosemary

1,200.00 | 1,320.00

## CHAMPOPSICLE COCKTAIL (VGN)

Stop traffic with this original looking cocktail boasting an upside down Chloe Pop placed in a stemless wine glass of Champagne. Your choice of banana, mango, raspberry, strawberry, or tangerine. Pick a flavor/color to compliment your branding and bring your show to life.

(240 total servings) Pricing does not include a bartender fee. Requires a table top freezer.

1,440.00 | 1,550.00

# TRAFFIC BUILDERS

## continued

INCENTIVE PRICING | STANDARD PRICING



### COTTON CANDY ACTION STATION

(VGN, AVG)

Entice attendees with the smell of sweet cotton candy being freshly spun on the show floor. Can be served in the traditional fashion on a paper cone or bagged for a more conservative option. A variety of flavors and colors are available.

Note only (1) color per machine.

(250 servings) Attendant included. \*E

2,100.00 | 2,310.00

### CHOCOLATE CHIP COOKIE STOP (VEG)

Cookie oven includes: one case of 240 cookies, napkins, plates, and serving platter. Additional cases of cookies are 480.00 each.

Attendant not included and is required. \*E

480.00 PER CASE | 530.00 PER CASE

### ICE CREAM COOLER (VEG)

Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins.

Attendant not included and is required. \*E

480.00 | 530.00

### CAMPFIRE S'MORES PACKAGE (VEG)

On-stage roasted marshmallow sandwich with milk chocolate and graham crackers.

Attendant not included and is required. \*E

8.00 PP | 10.00 PP



## CHLOE'S FRUIT POPS (VGN)

10 dozen assorted popsicles

Flavors: Mango, Pear, Strawberry, Dark Chocolate, Blueberry, Banana, and Apple

Attendant not included. \*E

690.00 | 760.00

## BEN & JERRY'S FLAVORS (VEG)

10 dozen assorted 4 oz. ice cream cups

Flavors: Chocolate Chip Cookie Dough, Chocolate Fudge Brownie, Cherry Garcia, Strawberry Cheesecake, and Americone Dream (Vanilla Ice Cream with Fudge Covered Waffle Cone Pieces & Caramel Swirl)

Attendant not included. \*E

810.00 | 890.00

## DIPPIN' DOTS ICE CREAM (VEG)

10 dozen assorted 3 oz. ice cream packs

Flavors: Chocolate, Vanilla, Cookies' n Cream, Chocolate Chip Cookie Dough, and Mint Chocolate

Attendant not included. \*E

810.00 | 890.00

## DIPPIN' DOTS YODOTS FROZEN YOGURT (VEG)

10 dozen assorted 3 oz. frozen yogurt packs

Flavors: Chocolate & Vanilla, Cookies' n Cream, and Cookie Dough

Attendant not included. \*E

810.00 | 890.00

# TRAFFIC BUILDERS

*continued*



## MARKEY LTD ESPRESSO SERVICE

*Our Baristi are fully trained to get the most from our state-of-the-art espresso machines. The friendly crew will ensure your guests have a memorable visit, featuring drinks that you would see in any world-class espresso bar including: Cappuccinos, Lattes, Americanos, Espressos, and all the other favorites, as well as herbal teas and hot chocolate.*

*Price per day includes up to 1500 servings (combination of 8 oz. cups for coffees and teas & 4 oz. cups for espressos), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply.*

*Power Requirements:*

*Coffee machine: 5kW, 30 Amp at 208 volts*

*Grinder: 350W, 5 Amp at 110 volts*

*Refrigerator: 10 Amp at 115 volts*

**3,200.00 PER DAY**





## MARKEY LTD VEGETABLE & FRUIT JUICE BAR

Two trained Baristi will press fresh and seasonal, locally sourced fruits and vegetables, to produce the most natural of juices. Our menu is designed with nutritional values, taste, and color in mind.

### Flavors:

*Orlando Orange: Carrot, Apple, Ginger, and Orange Juice*

*Green Goddess: Celery, Cucumber, Spinach, Apple, and Lemon*

*Pink Lady: Apple, Pineapple, and Beetroot*

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. Additional orders may be added up to 1 week ahead of the first show day with a minimum of 100 servings at 5.00 each.

### Power Requirements:

*Juice machines: 3 x 20 Amp at 110 volts (usually three machines are running)*

*Refrigerator: 2x10 Amp at 115 volts*

**3,400.00 PER DAY**

## MARKEY LTD ITALIAN GELATO BAR

Two trained staff members to scoop and serve various flavors of Gelato with an array of flavors from which to choose. A perfect attraction to your booth. Our menu includes intensely delicious dairy-free sorbets and creamy gelati.

### Flavors:

*Chocolate, Pistachio, Vanilla Bean, Dolce de Leche, Raspberry, and Lemon.*

*Our Gelato freezer can display up to 6 flavors*

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, Gelato display cabinet, all equipment, consumables, stock and electrical supply. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

### Power Requirements:

*Gelato cabinet: 3 kW, single phase, 15 Amp at 110 volts. A 24 hour power supply is required for the Gelato cabinet.*

**3,400.00 PER DAY**

# TRAFFIC BUILDERS

## continued



### MARKEY LTD SMOOTHIE BAR

Two trained baristas will cut, shake, stir, and blend an exciting menu. Fresh fruit and natural fruit puree ingredients will be combined to create colorful and exceptional flavors.

**Flavors:**

*Fantastic 5: Blueberry, Blackberry, Strawberry, and Raspberry with Cranberry juice*

*Tropic Passion: Mango, Passion Fruit, and Watermelon with Orange Juice & Coconut Water*

*Zinger: Strawberry, Banana, Lime Juice, and Mint with Apple Juice*

*Pinkie Deluxe: Strawberry & Cherry with Low-Fat Natural Yogurt*

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

**Power Requirements:**

*Blenders: 4 x 13 Amp at 110 volts*

*Refrigerator: 10 Amp at 115 volts*

**3,400.00 PER DAY**

### MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

Two trained staff members to serve and garnish our popular Frozen Yogurt or Soft Serve Ice Cream Bar.

**Flavors:**

*Frozen Yogurt Flavors: Non-Fat or Natural Tart base*

*Soft Serve Ice Cream: Vanilla*

*Toppings for Both: Strawberries, Blueberries, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Caramel, and Honey*

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

**Power Requirements:**

*Frozen Yogurt/Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts*

*Refrigerator: 10 Amp at 115 volts*

**3,400.00 PER DAY**



## CHOCOLATE THERAPY SWEET REMEDIES

Based in Framingham, Chocolate Therapy makes a healthy indulgence that people can feel good about. The company's line of award-winning, antioxidant-rich truffles, caramel and more feature surprising flavor combinations and layers of flavors infused with therapeutic, local ingredients, such as olive oil, cinnamon, lavender, green tea, blueberries and more. These ingredients do everything from help to prevent heart disease, reduce stress or simply soothe the soul. True educators at heart, the Chocolate Therapy team also conducts chocolate and wine events, chocolate making classes, teambuilding activities and other types of fun and educational events for companies throughout New England.

**2 PC Truffle Box** strawberry balsamic (dark chocolate) & vitamin C (milk chocolate with blood orange, lemon, and lime) **4.40 each**

**4 PC Truffle Box** the cure (cayenne, cinnamon & bay leaf), aristaeus (olive oil, salt & pepper), strawberry balsamic & pom balm (pomegranate molasses). Available in dark or milk chocolate **9.00 each**

**4 PC Sea Salt Caramel** 2 dark chocolate, 2 milk chocolate **8.00 each**

**4 PC Milk Truffle Box** vitamin C (blood orange, lemon & lime), hazelnut, milk truffle (heart shape) & raspberry gemme **9.00 each**

**Custom Chocolate Bar with Logo** choice of dark chocolate or milk chocolate, note that pricing does not include 250.00 fee for reusable silicon molds **4.00 each**

**8 PC Assorted Truffles & Caramel** 5 dark chocolate, 3 milk chocolate - strawberry balsamic (dark chocolate), pom balm (dark chocolate), milk chocolate sea salt caramel, dark chocolate sea salt caramel, fix (dark chocolate) cure (cayenne, cinnamon & bay leaf) raspberry gemme (milk chocolate) & milk chocolate truffle **16.00 each**



CHOCOLATE THERAPY  
sweet remedies



# BAR SELECTIONS

*Catch up with your guests over an expertly crafted cocktail, mixed to perfection by our bar staff. In addition to premium liquor, amp up your bar package with wine and imported and domestic beers.*



## BAR SELECTIONS

Beverages are billed on consumption unless otherwise noted. Levy Bartender(s) required and bartender fees apply. Cash bar options are available.

### HOSTED DELUXE BAR

#### COCKTAILS

Featuring Tito's Handmade Vodka, Bombay Sapphire, Maker's Mark, Dewar's 12, Bacardi Superior, Crown Royal, Jose Cuervo Tradicional, Jack Daniel's, Hennessy VS, Martini & Rossi Dry and Sweet Vermouth  
*8.00 per drink*

#### WINE BY THE GLASS

Greystone Chardonnay  
*8.00 per glass*

19 Crimes Cabernet Sauvignon  
*8.00 per glass*

Mark West Pinot Noir  
*8.00 per glass*

Markham Sauvignon Blanc  
*8.00 per glass*

#### SPARKLING

Korbel Brut  
*8.00 per glass*

**IMPORTED BEER** 6.50 each

**DOMESTIC BEER** 6.25 each

**BOTTLED WATER** 3.75 each

**SOFT DRINKS** 3.75 each

**JUICES** 4.50 each

### HOSTED PREMIUM BAR

#### COCKTAILS

Svedka Vodka, Bombay, Dewar's, Jim Beam, Bacardi Superior, Jameson Irish Whiskey, Jack Daniel's, Jose Cuervo Especial, Martini & Rossi Dry and Sweet Vermouth  
*8.00 per drink*

#### WINES BY THE GLASS

Little Black Dress Pinot Grigio  
*7.00 per glass*

Colombia Crest Chardonnay  
*7.00 per glass*

Little Black Dress Merlot  
*7.00 per glass*

Colombia Crest Cabernet Sauvignon  
*7.00 per glass*

#### SPARKLING

Korbel Brut  
*8.00 per glass*

**IMPORTED BEER** 6.50 each

**DOMESTIC BEER** 6.25 each

**BOTTLED WATER** 3.75 each

**SOFT DRINKS** 3.75 each

**JUICES** 4.50 each

# EXHIBITOR CATERING ORDER FORM

ORDER INFORMATION	
Company Name	
Client Name:	
Event Date:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

EVENT INFORMATION	
Event Name:	
Booth Number:	
Event Type:	
Number of Guests:	

EVENT DATE	START TIME/ END TIME <i>Set time 30 minutes prior</i>	DESCRIPTION	QTY	TOTAL PRICE

*Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees.  
No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.*

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the John B. Hynes Veterans Memorial Convention Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	Billing Zip Code:
Credit Card Number:	Exp Date:
Signature of Card Holder:	Name as appears on Card:

**Mail, Fax or Scan To:** Anna Bates - Catering Sales Manager  
**Levy | John B. Hynes Veterans Memorial Convention Center**  
**Phone:** 617.954.2379 | **Fax:** 617.954.2159 | **Email:** [abates@levyrestaurants.com](mailto:abates@levyrestaurants.com)





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**Advance Rate Deadline: 7/26/2019**

**PROJECTION**












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As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

Company Name: _____	On-Site Contact: _____
Booth #: _____	On-Site Contact Cell Phone #: _____
Ordered By: _____	On-Site Contact E-mail: _____
E-Mail Address: _____	Delivery Date: _____ Delivery Time: <input type="checkbox"/> 8-10am <input type="checkbox"/> 10am-12pm <input type="checkbox"/> 1-3pm <input type="checkbox"/> 3-5pm

**A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification.**  
**Please note that equipment will not be left in an unattended booth.**

Computer/Video Flat Panel Displays		Qty.	*Advance Rate through 7/26/19	Standard Rate	Total	
<b>32" HD LED</b> Resolution: 1920 X1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$515.00	\$618.00		
<b>40" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$772.00	\$927.00		
<b>40" 4K UHD</b> Ultra High Definition Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$875.00	\$1,030.00		
<b>46" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$850.00	\$1,004.00		
<b>55" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$927.00	\$1,081.00		
<b>65" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$1,442.00	\$1,751.00		
<b>Shelf to be Attached to Floor Stand</b>			\$51.00	\$67.00		
Video Equipment		Qty.			Total	
<b>Media Player</b>			\$77.00	\$93.00		
<b>Blu-ray Player</b> (with repeat)			\$154.00	\$180.00		
Computer Only Flat Panel Displays		Qty.			Total	
<b>23" LCD</b> Resolution: 1280 X 1024 (Computer Only - No Internal Sound) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount			\$283.00	\$335.00		
Computers & Accessories		Qty.			Total	
<b>Laptop:</b> Quad Core Processor Win7/Office10, DVD/CD-R, 15.4" Display, Norton Anti-Virus, Wifi, Mouse & Cable Lock			\$463.00	\$541.00		
<b>CALL for small format Desktop or Mac pricing.</b>						
<b>Computer Speakers</b>			\$31.00	\$41.00		
<b>Wireless PC Remote Control</b>			\$26.00	\$36.00		
<b>Wireless PC Keyboard</b>			\$26.00	\$36.00		
<b>Wireless PC Mouse</b>			\$26.00	\$36.00		

**\*Rates published are for the entire length of the event.**

Audio Equipment		Qty.	*Advance Rate through 7/26/19	Standard Rate	Total	
<b>Wireless UHF Mic Kit</b> *Please Select Type Needed: <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld			\$257.00	\$335.00		
<b>Small Exhibit Booth Sound System</b> Includes: 1 Speaker / Mixer / 1 Wired Handheld Microphone *Please Select Speaker Position: <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$257.00	\$335.00		
<b>Large Exhibit Booth Sound System</b> Includes: 2 Speakers / Mixer / 1 Wired Handheld Microphone *Please Select Speaker Position: <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$360.00	\$438.00		

**\*Rates published are for the entire length of the event.**

## Value Add Specialty Items

Please call 800-377-7650 for Equipment and Labor quotes.

### Video Wall



*Stand out from the other booths on the show floor by presenting your message on our video wall.*

#### Key Features:

- \* Configure to fit your budget and booth
- \* High impact visual focal point
- \* Less power consumption than plasmas
- \* Nearly seamless
- \* From 4 to 100 displays

### Additional Screen Options



*Projection can offer various screen sizes and resolutions for your booth.*

Screen Options: LCD & LED: 65" - 90"  
Touch Screens: 24" - 65"  
4K UHD Monitors: 49" - 84"

## Totals:

<b>1) EQUIPMENT TOTAL:</b>	<b>1)</b>	
<b>2) SHIPPING &amp; HANDLING - 15% of line 1:</b>	<b>2)</b>	
<b>3) EQUIPMENT SET-UP &amp; DISMANTLE - 15% of line 1, or \$120.00, whichever is greater:</b>	<b>3)</b>	
<b>4) OPTIONAL DAMAGE WAIVER - 3% of line 1:</b> <small>(Covers damage to equipment while on show site. Lost or stolen equipment is not covered)</small>	<b>4)</b>	
<b>5) ORDER SUB TOTAL:</b>	<b>5)</b>	
<b>6) STATE SALES TAX - 6.25% of line 1 (equipment only):</b>	<b>6)</b>	
<b>7) TOTAL DUE:</b>	<b>7)</b>	

## Payment Information

Company Name:

Billing Address:

Purchaser Name:

Method of Payment:

☐ Visa

☐ MasterCard

☐ American Express

☐ Check (US Only)

☐ Wire Transfer

City, State, Zip:

Card Number:

Expiration Date

Security Code:

Please include any special notes or instructions  
pertaining to your exhibit order here:

## Remit to:

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## Projection Presentation Technology

*For additional equipment needs and pricing please call 800-377-7650*

**\*\*Please read and sign the Rental Agreement  
terms on the bottom of page 4.\*\***

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As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

#### RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

#### Cancellation

**Cancellation** of equipment rental and services must be received **72 hours prior** to delivery date to avoid a 33% charge on equipment. If equipment and services have already been set up and delivered at the time of cancellation, labor and equipment will be charged in full.

**PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

#### Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date **7/26/2019** will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

#### Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

#### Agreement

☐ Yes, I have read the terms and conditions specified above and I agree to authorize this transaction.

Company Name:

Booth Number:

Purchaser Name:

Date:



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