

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
Hyatt Regency Chicago
August 10 - 13, 2018

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One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

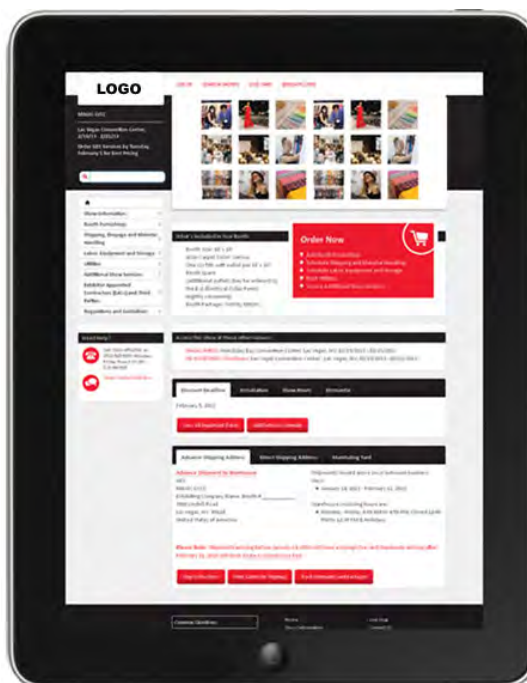
Exhibitors can:

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

Order Everything You Need for Your Show



- Go to <https://e.ges.com/071600731/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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August 10 - 13, 2018

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/071600731/contactus/esm>

Official Service Provider

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

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

Show Information

Booth Size: 10' X 10'
Backwall Drape: Blue / White
Sidewall Drape: Blue
Facility Carpet Color: Multi-Colored
Facility Carpeted: Yes
1 - ID Sign

Discount Deadline Date

Wednesday, July 18 GES orders must be received with payment by this date.

Exhibitor Move In

Thursday, August 9 1:00 PM - 5:00 PM
Friday, August 10 8:00 AM - 4:00 PM

Show Hours

Friday, August 10 6:00 PM - 8:00 PM
Saturday, August 11 8:00 AM - 5:00 PM
Sunday, August 12 8:00 AM - 5:00 PM
Monday, August 13 8:00 AM - 2:00 PM

Exhibitor Move Out

Monday, August 13 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 13 2:00 PM Start time for Empty Container Return.

Facility Clear

Monday, August 13 6:00 PM All exhibitor materials must be removed.

Carrier Pick Up Post-Show from Warehouse

Wednesday, August 15 8:00 AM Carrier pick-up post show from warehouse begins.
Wednesday, August 15 2:30 PM Carrier pick-up post show from warehouse ends.

In addition, carriers must be directed to pick up outbound shipments at the GES warehouse. Shipments that that are loaded at the facility will be charged a surcharge.

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/
Post Show Pickup:

c/o GES
Academy of Management Annual Meeting
(Your Company Name & Booth Number)
4108 W. 52nd Place
Chicago, IL 60632
USA

Shipments should arrive on or between:

July 2 - 25, 2018
Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM
Drivers must check in by 2:00 PM to be guaranteed same day unloading.
The GES Advance Warehouse will be CLOSED July 4th, 2018 in observance of Independence Day.

No Direct Shipping Notification:



Attention

Direct to showsite shipments **will not** be accepted at the Hyatt Regency Chicago.

All exhibit materials must be sent in advance to the GES warehouse. Hyatt Regency Chicago does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Hyatt Regency Chicago will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the Hyatt Regency Chicago for any items sent directly to the Hyatt Regency Chicago.

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Important Freight 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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Important information regarding Inbound and Outbound Freight

Due to tight security and lack of adequate storage space at the Hyatt Regency Chicago absolutely no Direct Shipments are permitted to this facility.

Inbound Freight

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 4108 W. 52nd Place, Chicago, IL 60632, starting July 2, 2018 until July 25, 2018.

The GES Advance Warehouse will be CLOSED July 4th, 2018 in observance of Independence Day.

Outbound Freight

For Outbound shipments, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 4108 W. 52nd Place, Chicago, IL 60632, starting August 15, 2018 at 8:00 AM.

All Shipments must be picked up no later than August 15, 2018 by 2:30 PM or they will be re-routed via GES Logistics.

Warehouse Hours of Operation are Monday - Friday, 8:00 AM - 2:30 PM.

If you have any questions regarding this procedure, please call the GES National Servicer or contact us:

<http://e.ges.com/071600731/contactus>

30% (\$50 minimum) surcharge will apply for shipments inadvertently delivered directly to the facility.

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

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/071600731/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/071600731/contactus/esm>

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

Exhibitor Services

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

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

Tips for New Exhibitors

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 18, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/071600731/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/071600731/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/071600731/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:

Global Experience Specialists, Inc. (GES)
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

<p>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</p>	<p>Global Experience Specialists (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959</p>	<p>If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA</p>
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility
- 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/071600731/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/071600731/LaborandEquipment/esm>

Payment and Credit Card Charge Authorization

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Form Deadline Date:
July 18, 2018

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

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/071600731/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	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

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

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

Cardholder Name - Please Print			
Billing Address			
City	State	Zip/Country	
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
		<input type="checkbox"/> 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	Check Number	MM/DD/YY
	Cardholder Signature	Total Check Payment	Check Dated
Cardholder Name - Please Print	Date	Total Credit Card Payment	\$

Review and Return

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

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



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Domestic Third Party Billing Request

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Form Deadline Date:
July 18, 2018

Company Name Email Phone Number Booth Number

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Please Sign

X
Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print Date

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

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

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

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

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

Please Sign

X
Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print Date

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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

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International Third Party Billing Request

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

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Form Deadline Date:
July 18, 2018

Company Name Email Phone Number Booth Number

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number Expiration Date
MM/YY

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X
Exhibiting Company Authorized Signature

Exhibiting Company 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 and have advised all of my AGENTS of the same.

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

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

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

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number Expiration Date
MM/YY

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X
Third Party Cardholder's Signature

Third Party Cardholder's 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 and have advised all of my AGENTS of the same.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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

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Carpet

Standard

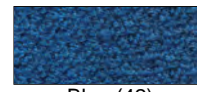
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

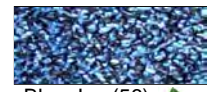
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



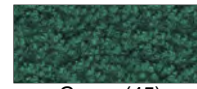
Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



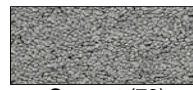
Red (49)

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:

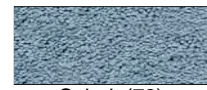
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



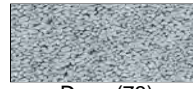
Cement (70)



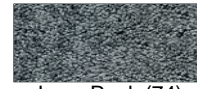
Charcoal (71)



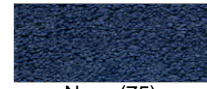
Cobalt (72)



Dove (73)



Lava Rock (74)



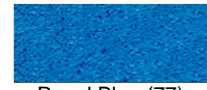
Navy (75)



Onyx (76)



Red (49)



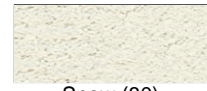
Royal Blue (77)



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)



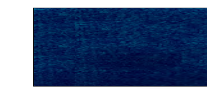
Cabernet (82)



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.

Academy of Management Annual Meeting
Hyatt Regency Chicago
August 10 - 13, 2018

Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



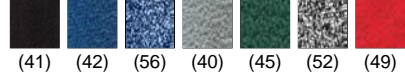
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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

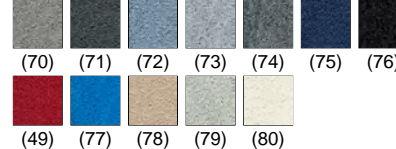
Standard Color Options

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



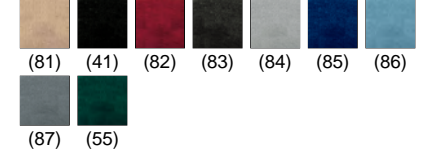
Plush Color Options

(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 7/18/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
5001	Pre-Cut Standard Carpet 10'x10'		310.00	340.50	431.00		9.0	\$
5002	Pre-Cut Standard Carpet 10'x20'		620.00	681.00	862.00		9.0	\$
5003	Pre-Cut Standard Carpet 10'x30'		935.00	1,026.75	1,300.00		9.0	\$

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

Item Code	Description	Color Code	On or Before 7/18/18		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		5.05	5.55	7.00		9.0	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		6.90	7.60	9.60		9.0	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		8.35	9.15	11.60		9.0	\$

Item Code	Description	On or Before 7/18/18		Regular (\$)	Sq. Ft.	Tax %	Total
		Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	2.53	2.77	3.51		9.0	\$
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.	5.05	5.55	7.00		9.0	\$

Item Code	Description	On or Before 7/18/18		Regular (\$)	Sq. Ft.	Tax %	Total
		Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.	1.12	1.23	1.56		10.25	\$

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

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
Hyatt Regency Chicago
August 10 - 13, 2018

Discount Deadline Date:
July 18, 2018

Company Name

Email

Phone Number

Booth Number

Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



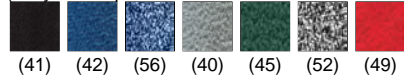
Easy Ordering Tips:

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

Carpet Packages

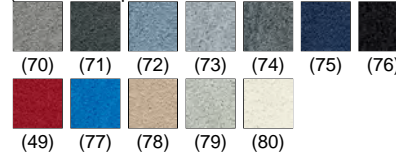
Standard Color Options

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



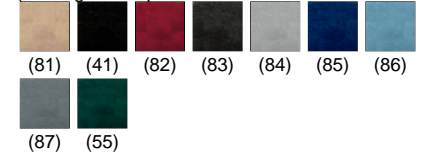
Plush Color Options

(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 7/18/18		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		9.34	10.01	12.95		9.0	\$
400022	Plush Carpet Package, Per Sq.Ft.		11.01	11.85	15.29		9.0	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		12.31	13.25	17.09		9.0	\$

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

_____ Date

Authorized Name - Please Print

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

Total Payment Enclosed

\$

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

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Furniture and Accessories

Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

Tables



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



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

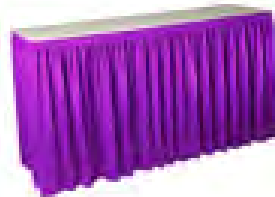
Skirted Tables



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



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



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

Table Skirt Colors



Beige (54)



Black (41)



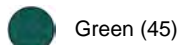
Blue (42)



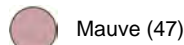
Gold (46)



Gray (40)



Green (45)



Mauve (47)



Red (49)



White (50)

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

Furniture and Accessories

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

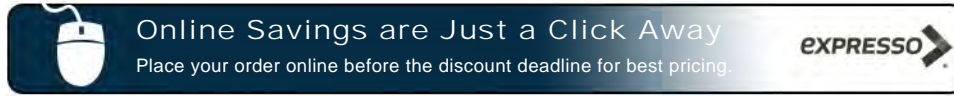
Furniture and Accessories Order Form

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Academy of Management Annual Meeting
 Hyatt Regency Chicago
 August 10 - 13, 2018

Discount Deadline Date:
 July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/071600731/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 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300050	Chair, Plastic Contour, Black	137.00	150.00	190.00		9.0	\$
300052	Padded Chair	193.00	211.75	268.00		9.0	\$
300053	Padded Stool	307.00	337.25	427.00		9.0	\$

Tables

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300059	Table, Starbase, 30" Diameter x 40" High	408.00	447.75	567.00		9.0	\$
300058	Table, Starbase, 40" Diameter x 30" High	408.00	447.75	567.00		9.0	\$

Skirted Tables

Item Code	Description	Color Code	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3004	Table 4', Skirted 4 Sides, 24" x 30" High		272.00	298.50	378.00		9.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		304.00	334.00	423.00		9.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		337.00	370.50	469.00		9.0	\$
3007	Table, Skirt 4th Side		85.00	93.25	118.00		9.0	\$

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

Unskirted Tables

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300400	Table 4', Unskirted, 24" x 30" High	217.00	237.75	301.00		9.0	\$
300600	Table 6', Unskirted, 24" x 30" High	244.00	267.75	339.00		9.0	\$
300800	Table 8', Unskirted, 24" x 30" High	271.00	297.00	376.00		9.0	\$

Skirted Counters

Item Code	Description	Color Code	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		318.00	349.25	442.00		9.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		368.00	404.50	512.00		9.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		415.00	455.75	577.00		9.0	\$
3017	Counter, Skirt 4th Side		85.00	93.25	118.00		9.0	\$

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

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Form Continues on Next Page



Furniture and Accessories Order Form

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

Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
301400	Counter 4', Unskirted, 24" x 42" High	254.00	278.75	353.00		9.0	\$
301600	Counter 6', Unskirted, 24" x 42" High	291.00	320.00	405.00		9.0	\$
301800	Counter 8', Unskirted, 24" x 42" High	335.00	368.00	466.00		9.0	\$

Risers

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300193	Riser 4', Double Tier, 48"x8"x16" High	105.00	115.25	146.00		9.0	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	73.50	80.50	102.00		9.0	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	135.00	147.75	187.00		9.0	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	105.00	115.25	146.00		9.0	\$

Custom Booth Drape

Item Code	Description	Color Code	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
3001	Drape, 3' High, Per Foot, 4' Minimum		30.50	33.50	42.50		9.0	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		39.25	43.00	54.50		9.0	\$

Display Furniture

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300073	Display Case 4', Corner View	1,070.00	1,177.00	1,490.00		9.0	\$
300074	Display Case 4', Full View	1,050.00	1,153.25	1,460.00		9.0	\$
300075	Display Case 4', Half View	1,050.00	1,153.25	1,460.00		9.0	\$
300076	Display Case 4', Quarter View	1,050.00	1,153.25	1,460.00		9.0	\$
300078	Display Case 5', Full View	1,070.00	1,177.00	1,490.00		9.0	\$
300079	Display Case 5', Half View	1,070.00	1,177.00	1,490.00		9.0	\$
300080	Display Case 5', Quarter View	1,070.00	1,177.00	1,490.00		9.0	\$
300082	Display Case 6', Full View	1,100.00	1,208.50	1,530.00		9.0	\$
300083	Display Case 6', Half View	1,100.00	1,208.50	1,530.00		9.0	\$
300084	Display Case 6', Quarter View	1,100.00	1,208.50	1,530.00		9.0	\$
300088	Display Case 7', Vertical	1,450.00	1,587.75	2,010.00		9.0	\$

Accessories

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
300124	Aisle Stanchion Chain, Plastic, Per Foot	9.40	10.30	13.05		9.0	\$
300127	Aisle Stanchion, Tensa	82.75	90.75	115.00		9.0	\$
300123	Aisle Stanchion, without Chain	82.75	90.75	115.00		9.0	\$
300103	Aluminum Easel	121.00	132.75	168.00		9.0	\$
300111	Bag Stand	167.00	183.25	232.00		9.0	\$
300102	Coat Rack	167.00	183.25	232.00		9.0	\$
300104	Garment Rack	202.00	222.00	281.00		9.0	\$
300106	Literature Rack	292.00	320.75	406.00		9.0	\$
300201	Pegboard, White, 4'x8'	337.00	369.75	468.00		9.0	\$

↳ Select alignment: Horizontal _____ Vertical _____

300120	Sign Holder, Bell Base	153.00	167.50	212.00		9.0	\$
300108	Sign Holder, Chrome, 22"x28"	157.00	172.25	218.00		9.0	\$
300211	Tackboard	340.00	373.50	473.00		9.0	\$

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Furniture and Accessories Order Form

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

Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

 Select alignment: Horizontal ____ Vertical ____							
300112	Ticket Tumbler, Small, Table Top	258.00	283.50	359.00		9.0	\$
300113	Wastebasket	36.75	40.50	51.25		9.0	\$
300118	Waterfall Stand	167.00	183.25	232.00		9.0	\$

Electrical Outlets Not Included

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

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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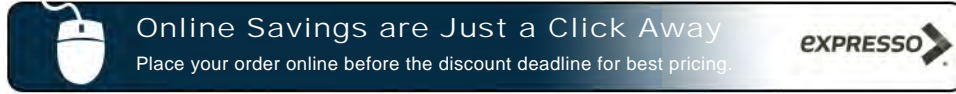
Furniture Package Order Form

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Academy of Management Annual Meeting
Hyatt Regency Chicago
August 10 - 13, 2018

Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Furniture Package



Furniture Package 1

Item Code	Description	Color Code	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4906	Furniture Package 1		553.28	607.05	768.83		9.0	\$
↳ Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.								

Skirt Color Options

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



Furniture Package 2

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total	
		Online (\$)	Discount (\$)					
490012	Furniture Package 2	1,095.08	1,201.73	1,521.23		9.0	\$	
↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.								

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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



Specialty Furniture

Seating - Sofas and Loveseats



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



305312 - Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H



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



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



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



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



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



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



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



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



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



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



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



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



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

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

Seating - Chairs



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



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



305042 - Chair, Berlin, Red/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



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



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



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



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"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

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



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



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



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



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



305300 - Razor Chair, White, 15.38"L 15.5"D 30.5"H



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

Seating - Ottomans



305316 - Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H



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



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

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Specialty Furniture



305251 - Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H



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



305239 - Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H



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



305238 - Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H



305237 - Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H



305249 - Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H



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



305111 - Sally Ottoman/Stool, White 12"L 12"D 17"H

Seating - Office and Utility Seating



305126 - Chair, Altura Task, 25"L 26"D 21"H



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



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



305068 - Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H



305069 - Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H



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



305313 - Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"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

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Specialty Furniture

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



305009 - Barstool, Oslo, Blue, 17"L 20"D 30"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



305259 - Christopher Barstool, 19"L 15"D 41"H



305443 - Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H



305006 - Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H



305007 - Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H



305440 - Zenith Barstool, 19"L 20"D 44"H



305208 - Zoey Barstool, Black, 15"L 16"D 30-34.75"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

Tables - Cafe



305406 - 30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou



305426 - Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"



305084 - Café Table w/ Standard Black Base, 30"RND 29"H



305428 - Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H



305067 - G30 Cafe Table, Powered White Top, 72"L 26"D 30"H



305429 - Madison Cafe Table/Hydraulic Base, 30"RND 29"H



305085 - Round Café Table w/ Hydraulic Base, 30"RND 29"H



305164 - Round Café Table w/ Standard Black Base, Graphite Nebula Top, 30"RND 29"H

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Specialty Furniture



305153 - Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H



305167 - Table, Cafe, Graphite/Black, 36" Round 29"H



305156 - Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H



305159 - Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H



305165 - Table, Cafe, Maple/Black, 30" Round 29"H



305168 - Table, Cafe, Maple/Black, 36" Round 29"H



305157 - Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H



305160 - Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H



305161 - Table, Cafe, Red/Black, 30" Round 29"H



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Chrome Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Chrome Base, 36" Round 29"H

Tables - Bar



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



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



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



305425 - Bar Table/Hydraulic Chrome Base, Steel Blue, 30" RND 45"H



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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

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

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

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

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



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



305254 - Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H



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



305258 - Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H



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



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



305231 - 10' Table, Conf., Granite, 120"L 46"D 29"H



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



305230 - 6' Table, Conf., Granite, 72"L 36"D 29"H



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



305026 - 8' Table, Conf., Granite, 96"L 44"D 29"H



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H

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Specialty Furniture



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



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



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

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Specialty Furniture

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



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

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Specialty Furniture

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
Hyatt Regency Chicago
August 10 - 13, 2018

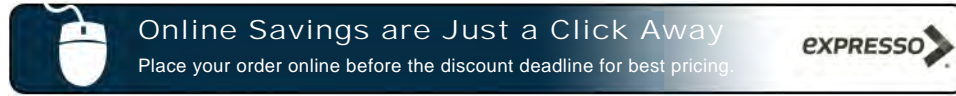
Discount Deadline Date:
July 18, 2018

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/071600731/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305226	Baja Loveseat, 61"L 30.5"D 28"H	994.00	1,090.00	1,380.00		9.0	\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,600.00	2,851.50	3,610.00		9.0	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	950.00	1,042.75	1,320.00		9.0	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	356.00	391.00	495.00		9.0	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	971.00	1,066.25	1,350.00		9.0	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	1,060.00	1,161.25	1,470.00		9.0	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	986.00	1,082.25	1,370.00		9.0	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	914.00	1,003.25	1,270.00		9.0	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	2,290.00	2,511.75	3,180.00		9.0	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	2,140.00	2,353.75	2,980.00		9.0	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	2,460.00	2,701.50	3,420.00		9.0	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	2,460.00	2,701.50	3,420.00		9.0	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	2,440.00	2,677.75	3,390.00		9.0	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	1,170.00	1,287.50	1,630.00		9.0	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,200.00	1,319.00	1,670.00		9.0	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	1,110.00	1,216.50	1,540.00		9.0	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	1,040.00	1,137.50	1,440.00		9.0	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	914.00	1,003.25	1,270.00		9.0	\$

Seating - Club Chairs

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305225	Baja Chair, 36"L 30.5"D 28"H	814.00	892.50	1,130.00		9.0	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	935.00	1,026.75	1,300.00		9.0	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,120.00	1,232.25	1,560.00		9.0	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,120.00	1,232.25	1,560.00		9.0	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	799.00	876.75	1,110.00		9.0	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	719.00	790.00	1,000.00		9.0	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	598.00	656.50	831.00		9.0	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	863.00	947.75	1,200.00		9.0	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	701.00	769.25	974.00		9.0	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,600.00	1,753.50	2,220.00		9.0	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,600.00	1,753.50	2,220.00		9.0	\$

Seating - Chairs

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305152	Chair, Altura, Guest, 25"L 20"D 34"H	444.00	486.50	616.00		9.0	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	182.00	199.75	253.00		9.0	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	182.00	199.75	253.00		9.0	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	218.00	239.25	303.00		9.0	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	218.00	239.25	303.00		9.0	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	139.00	152.50	193.00		9.0	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	255.00	280.50	355.00		9.0	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	606.00	665.00	842.00		9.0	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	606.00	665.00	842.00		9.0	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	218.00	239.25	303.00		9.0	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	539.00	590.75	748.00		9.0	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	218.00	239.25	303.00		9.0	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	673.00	738.50	935.00		9.0	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	277.00	304.00	385.00		9.0	\$
305442	Laguna Chair, 18"L 19"D 34"H	297.00	326.25	413.00		9.0	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	182.00	199.75	253.00		9.0	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	182.00	199.75	253.00		9.0	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	701.00	769.25	974.00		9.0	\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	139.00	152.50	193.00		9.0	\$
305441	Zenith Chair, 19"L 22"D 32"H	297.00	326.25	413.00		9.0	\$

Seating - Ottomans

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	634.00	695.00	880.00		9.0	\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	634.00	695.00	880.00		9.0	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	634.00	695.00	880.00		9.0	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	634.00	695.00	880.00		9.0	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	634.00	695.00	880.00		9.0	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	634.00	695.00	880.00		9.0	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	634.00	695.00	880.00		9.0	\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	634.00	695.00	880.00		9.0	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	727.00	797.75	1,010.00		9.0	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	727.00	797.75	1,010.00		9.0	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	382.00	419.50	531.00		9.0	\$

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Seating - Ottomans

305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	382.00	419.50	531.00		9.0	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	436.00	478.00	605.00		9.0	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	274.00	300.25	380.00		9.0	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	426.00	467.50	592.00		9.0	\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	214.00	234.50	297.00		9.0	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	222.00	244.00	309.00		9.0	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	214.00	234.50	297.00		9.0	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	214.00	234.50	297.00		9.0	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	214.00	234.50	297.00		9.0	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	190.00	208.50	264.00		9.0	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	214.00	234.50	297.00		9.0	\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	190.00	208.50	264.00		9.0	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	214.00	234.50	297.00		9.0	\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	190.00	208.50	264.00		9.0	\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	190.00	208.50	264.00		9.0	\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	190.00	208.50	264.00		9.0	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	214.00	234.50	297.00		9.0	\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	190.00	208.50	264.00		9.0	\$

Seating - Office and Utility Seating

Item Code	Description	On or Before 7/18/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	218.00	239.25	303.00		9.0	\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	546.00	599.50	759.00		9.0	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	546.00	599.50	759.00		9.0	\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	448.00	491.25	622.00		9.0	\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	448.00	491.25	622.00		9.0	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	448.00	491.25	622.00		9.0	\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	444.00	486.50	616.00		9.0	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	491.00	538.75	682.00		9.0	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	491.00	538.75	682.00		9.0	\$

Seating - Barstools

Item Code	Description	On or Before 7/18/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	464.00	508.75	644.00		9.0	\$

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Seating - Barstools							
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	464.00	508.75	644.00		9.0	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	464.00	508.75	644.00		9.0	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	464.00	508.75	644.00		9.0	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	289.00	317.50	402.00		9.0	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	289.00	317.50	402.00		9.0	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	230.00	252.00	319.00		9.0	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	230.00	252.00	319.00		9.0	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	230.00	252.00	319.00		9.0	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	230.00	252.00	319.00		9.0	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	464.00	508.75	644.00		9.0	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	464.00	508.75	644.00		9.0	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	289.00	317.50	402.00		9.0	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	582.00	639.00	809.00		9.0	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	546.00	599.50	759.00		9.0	\$
305259	Christopher Barstool, 19"L 15"D 41"H	464.00	508.75	644.00		9.0	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	354.00	387.75	491.00		9.0	\$
305006	Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H	464.00	508.75	644.00		9.0	\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	297.00	326.25	413.00		9.0	\$
305440	Zenith Barstool, 19"L 20"D 44"H	464.00	508.75	644.00		9.0	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	546.00	599.50	759.00		9.0	\$

Tables - Cafe

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	396.00	434.50	550.00		9.0	\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	448.00	491.25	622.00		9.0	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	396.00	434.50	550.00		9.0	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	479.00	526.00	666.00		9.0	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,710.00	1,880.00	2,380.00		9.0	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	448.00	491.25	622.00		9.0	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	448.00	491.25	622.00		9.0	\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top	372.00	408.25	517.00		9.0	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	448.00	491.25	622.00		9.0	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	420.00	460.50	583.00		9.0	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	448.00	491.25	622.00		9.0	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	531.00	582.25	737.00		9.0	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	372.00	408.25	517.00		9.0	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	420.00	460.50	583.00		9.0	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	448.00	491.25	622.00		9.0	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	531.00	582.25	737.00		9.0	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	372.00	408.25	517.00		9.0	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	396.00	434.50	550.00		9.0	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	448.00	491.25	622.00		9.0	\$

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Tables - Cafe

305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	420.00	460.50	583.00		9.0	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	531.00	582.25	737.00		9.0	\$

Tables - Bar

Item Code	Description	On or Before 7/18/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	448.00	491.25	622.00		9.0	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	448.00	491.25	622.00		9.0	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	396.00	434.50	550.00		9.0	\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	448.00	491.25	622.00		9.0	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	396.00	434.50	550.00		9.0	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	448.00	491.25	622.00		9.0	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	448.00	491.25	622.00		9.0	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	372.00	408.25	517.00		9.0	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	420.00	460.50	583.00		9.0	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	448.00	491.25	622.00		9.0	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	531.00	582.25	737.00		9.0	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	372.00	408.25	517.00		9.0	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	420.00	460.50	583.00		9.0	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	448.00	491.25	622.00		9.0	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	531.00	582.25	737.00		9.0	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	372.00	408.25	517.00		9.0	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	396.00	434.50	550.00		9.0	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	448.00	491.25	622.00		9.0	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	420.00	460.50	583.00		9.0	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	531.00	582.25	737.00		9.0	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,230.00	1,350.75	1,710.00		9.0	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,230.00	1,350.75	1,710.00		9.0	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,230.00	1,350.75	1,710.00		9.0	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,230.00	1,350.75	1,710.00		9.0	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,230.00	1,350.75	1,710.00		9.0	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,710.00	1,880.00	2,380.00		9.0	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,710.00	1,880.00	2,380.00		9.0	\$

Tables - Cocktail

Item Code	Description	On or Before 7/18/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	672.00	737.75	934.00		9.0	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	475.00	521.25	660.00		9.0	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	512.00	562.50	712.00		9.0	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	495.00	543.50	688.00		9.0	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	957.00	1,050.50	1,330.00		9.0	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	957.00	1,050.50	1,330.00		9.0	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	424.00	465.25	589.00		9.0	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	419.00	459.75	582.00		9.0	\$

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Tables - Cocktail

305016	Table, Cocktail, Silverado, 36" Round 17"H	486.00	533.25	675.00		9.0	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	553.00	606.75	768.00		9.0	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	553.00	606.75	768.00		9.0	\$

Tables - End Tables

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305431	Alondra End Table, Glass, 20"L 20"D 20"H	640.00	703.00	890.00		9.0	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	392.00	430.50	545.00		9.0	\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	396.00	434.50	550.00		9.0	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	455.00	500.00	633.00		9.0	\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	348.00	382.25	484.00		9.0	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	636.00	698.25	884.00		9.0	\$
305273	Table, Aura, White Metal, 15" Round 22"H	281.00	308.00	390.00		9.0	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	268.00	294.75	373.00		9.0	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	382.00	419.50	531.00		9.0	\$
305211	Table, End, Oliver, 22" Round 22"H	368.00	404.50	512.00		9.0	\$
305046	Table, End, Silverado, 24" Round 22"H	460.00	504.75	639.00		9.0	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	407.00	447.00	566.00		9.0	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	407.00	447.00	566.00		9.0	\$
305275	Table, Timber, Wood, 16" Round 17"H	329.00	361.75	458.00		9.0	\$

Tables - Conference

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305402	10' Madison Table, 120"L 48"D 29"H	1,400.00	1,540.25	1,950.00		9.0	\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	958.00	1,050.50	1,330.00		9.0	\$
305400	5' Madison Table, 60"L 48"D 29"H	950.00	1,042.75	1,320.00		9.0	\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	713.00	782.00	990.00		9.0	\$
305401	8' Madison Table, 96"L 60"D 29"H	1,170.00	1,279.50	1,620.00		9.0	\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	922.00	1,011.00	1,280.00		9.0	\$
305001	Atomic Table, 36"RND 30"H	475.00	521.25	660.00		9.0	\$
305002	Atomic Table, 42"RND 30"H	475.00	521.25	660.00		9.0	\$
305410	Madison Conference Table, 42"RND 29"H	871.00	955.75	1,210.00		9.0	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	202.00	222.00	281.00		9.0	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	465.00	511.00	647.00		9.0	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	748.00	821.50	1,040.00		9.0	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	494.00	542.75	687.00		9.0	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	748.00	821.50	1,040.00		9.0	\$
305027	Table, Conf., Graphite, 42" Round 29"H	620.00	681.00	862.00		9.0	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	693.00	760.75	963.00		9.0	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	559.00	613.75	777.00		9.0	\$

Tables - Martini Bar

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	5,410.00	5,940.00	7,520.00		9.0	\$

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Tables - Martini Bar							
305003	Table, Bar, Martini, 50"L 50"D 47"H	2,000.00	2,196.00	2,780.00		9.0	\$

Product Display							
Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305415	Madison Bookcase, 36"L 12"D 72"H	683.00	750.50	950.00		9.0	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	935.00	1,026.75	1,300.00		9.0	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	1,110.00	1,216.50	1,540.00		9.0	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	935.00	1,026.75	1,300.00		9.0	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	1,110.00	1,216.50	1,540.00		9.0	\$
305045	Posh Shelving, 36"L 18"D 72"H	594.00	652.00	825.00		9.0	\$

Office and Utility Furniture							
Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	658.00	722.00	914.00		9.0	\$
305416	Madison Credenza, 60"L 20"D 29"H	1,170.00	1,279.50	1,620.00		9.0	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	1,060.00	1,161.25	1,470.00		9.0	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	806.00	885.00	1,120.00		9.0	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	756.00	830.00	1,050.00		9.0	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	237.00	260.00	329.00		9.0	\$

Lamps							
Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	499.00	547.50	693.00		9.0	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	371.00	407.50	516.00		9.0	\$

Electrical Outlets Not Included



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

Reminder

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

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

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

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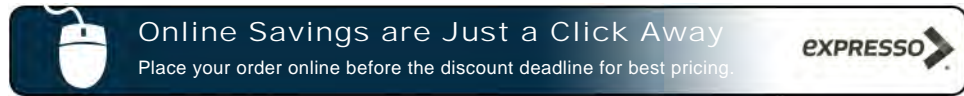
Convenience Package Order Form

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
Hyatt Regency Chicago
August 10 - 13, 2018

Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____




Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders four (4) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/071600731/packages/esm>



Stool Package A



Chair Package A

Standard Furniture Package

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404301	Chair Package A	830.75	911.75	1,154.25		9.0	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404323	Display Case Package A	2,122.00	2,330.75	2,951.00		9.0	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.						
404324	Display Case Package B	1,894.00	2,079.75	2,633.00		9.0	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.						
404311	Stool Package A	1,058.75	1,162.75	1,472.25		9.0	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
			Online (\$)	Discount (\$)				
4046	Chair Package B		726.75	798.00	1,010.25		9.0	\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		1,018.75	1,119.50	1,417.25		9.0	\$
	↳ Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.							

Skirt Color Options

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



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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 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
404504	Bar Package	2,928.00	3,213.50	4,068.00		9.0	\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.						
404506	Premium Stool Package	1,026.00	1,126.25	1,426.00		9.0	\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".						

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

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

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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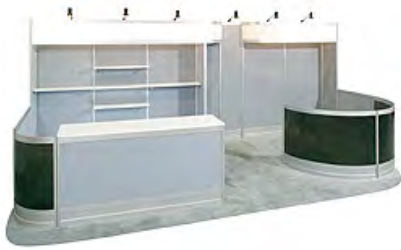


Standard Exhibit Systems

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.

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"



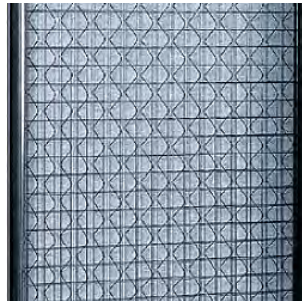
600222 - Exhibit, Light Box, Medium 37"x56"



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)

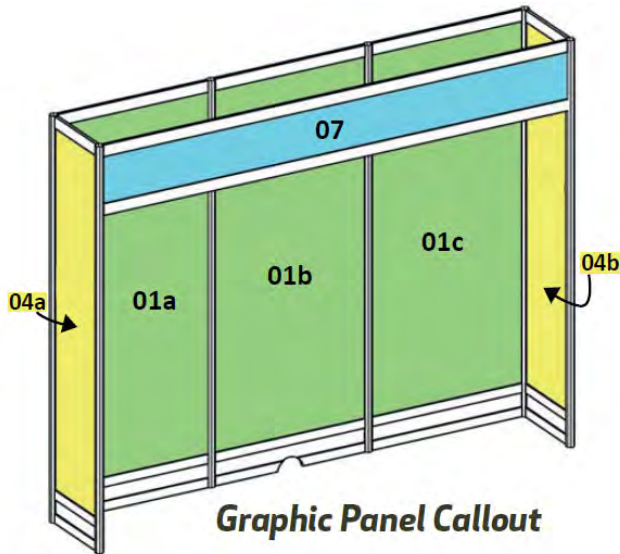


Silver (79)

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 - \$612.00 /Regular Price - \$850.00
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$307.00 /Regular Price - \$427.00
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
 Discount Price - \$261.00 /Regular Price - \$363.00
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by July 18, 2018 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/071600731/exhibit2/esm>

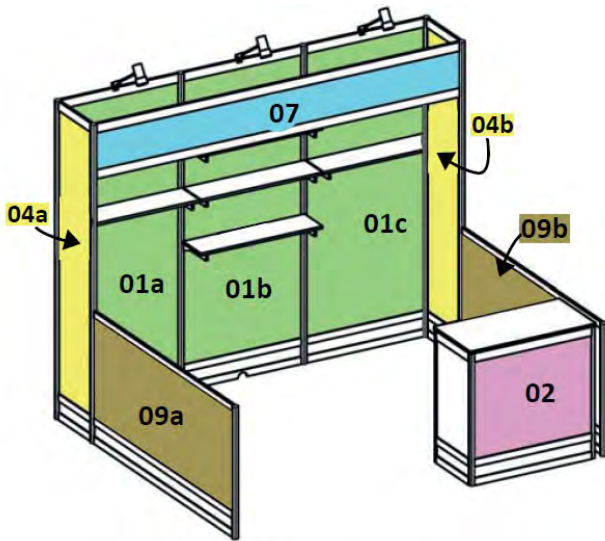


Booth Rendering

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 - \$612.00 /Regular Price - \$850.00
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$307.00 /Regular Price - \$427.00
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
 Discount Price - \$261.00 /Regular Price - \$363.00
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
 Discount Price - \$216.00 /Regular Price - \$300.00
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
 Online Discount - \$436.00 /Regular Price - \$606.00
 Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by July 18, 2018 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/071600731/exhibit3/esm>

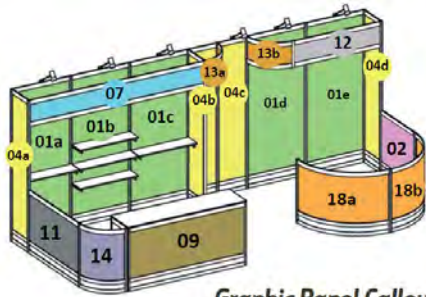


Booth Rendering

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 - \$134.00 /Regular Price - \$186.00
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$67.25 /Regular Price - \$93.50
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$341.00 /Regular Price - \$474.00
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$436.00 /Regular Price - \$606.00
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$167.00 /Regular Price - \$232.00
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$612.00 /Regular Price - \$850.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$307.00 /Regular Price - \$427.00
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$129.00 /Regular Price - \$179.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$216.00 /Regular Price - \$300.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$261.00 /Regular Price - \$363.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

Order Standard Exhibit Graphics online by July 18, 2018 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/071600731/exhibit4/esm>

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.

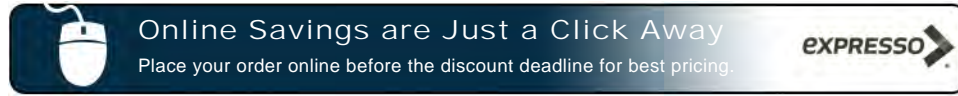
Exhibit Systems Order Form

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
Hyatt Regency Chicago
August 10 - 13, 2018

Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

13 oz. Carpet Color Options

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

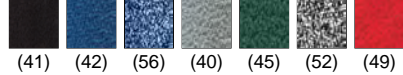


Exhibit Panel Color Options

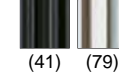
(Gray Fabric Panel will be provided if no color is indicated below)



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 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600002	Exhibit System GEM #2, 10'x10' Inline	3,240.00	3,562.50	4,510.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	6,130.00	6,729.75	8,520.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

10x20 Exhibits

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600004	Exhibit System GEM #4, 10'x20' Inline	13,490.00	14,810.50	18,750.00		9.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

Accessories

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600410	Exhibit, Ad Board, 1M x 8'	1,060.00	1,169.00	1,480.00		9.0	\$
600110	Exhibit, Armlight Black	157.00	172.25	218.00		9.0	\$
600103	Exhibit, Counter, 1M Curved	1,470.00	1,619.25	2,050.00		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	741.00	813.50	1,030.00		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	1,010.00	1,105.75	1,400.00		9.0	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	1,350.00	1,477.00	1,870.00		9.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	1,060.00	1,169.00	1,480.00		9.0	\$
600223	Exhibit, Light Box, Small 37"x28"	658.00	722.00	914.00		9.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	928.00	1,019.00	1,290.00		9.0	\$
600291	Exhibit, Panel, Wirewall, 1M	899.00	987.25	1,250.00		9.0	\$
600243	Exhibit, Shelf, 1M x 10" Deep	124.00	136.75	173.00		9.0	\$
600262	Tackboard, Gem, 4' X 8'	1,060.00	1,169.00	1,480.00		9.0	\$

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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 18, 2018

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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Digital File Preparation

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

Academy of Management Annual Meeting
Hyatt Regency Chicago
August 10 - 13, 2018

Graphic File Solutions

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.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- 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.

Avoiding Additional Costs

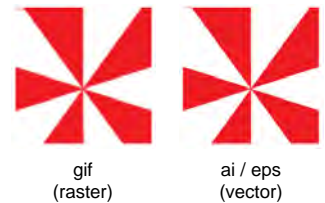
Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

Vector Artwork

For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See visual.

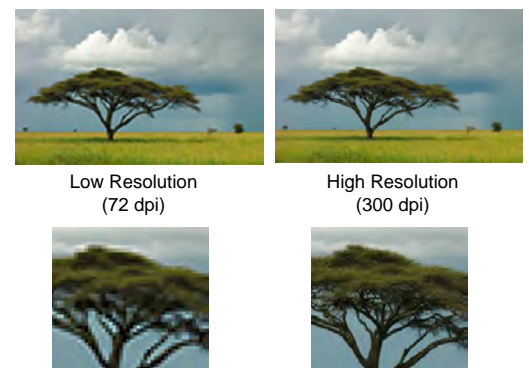


Bitmap/Raster Artwork

TIFF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixilated 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. See visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes; artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Order graphics and **upload artwork files** directly online: <https://e.ges.com/071600731/signs>

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Digital File Preparation

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Hyatt Regency Chicago
August 10 - 13, 2018

Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- 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.
- Always add at least 1" of bleed to your images.
- 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.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop.
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi.

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

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.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpps, .pdfs or raster-based images output to vinyl.

Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

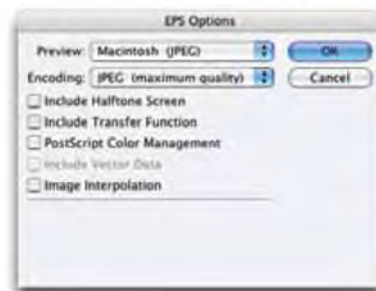
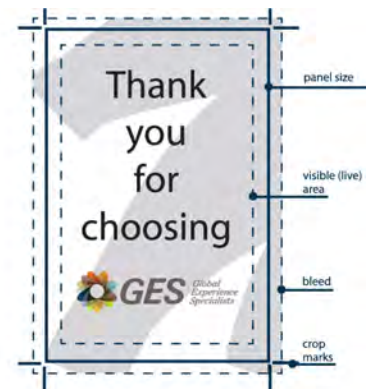


figure a.

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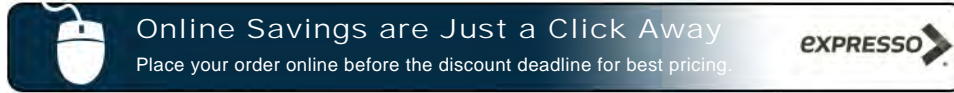
Graphics and Signage Order Form

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

Academy of Management Annual Meeting
Hyatt Regency Chicago
August 10 - 13, 2018

Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Order graphics and **upload artwork files** directly online: <https://e.ges.com/071600731/signs/esm>

Graphics and Signage

Item Code	Description	On or Before 7/18/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	370.00	406.00	514.00		10.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	286.00	313.50	397.00		10.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	302.00	331.75	420.00		10.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	545.00	598.00	757.00		10.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	336.00	369.00	467.00		10.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	712.00	782.00	990.00		10.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	503.00	552.25	699.00		10.25	\$
601099	Printed Cardboard Base for Freestanding Boards	33.00	36.25	45.75		10.25	\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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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 (includes cardboard base, graphic & delivery)

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 (includes cardboard base, graphic & delivery)

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

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

22" x 28" with Sign Holder



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

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

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



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

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

Material Handling/Drayage Information

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

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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.

Freight Carriers

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

Tracking Shipments

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

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

Get an instant quote today at https://e.ges.com/071600731/logistics_Quote

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

Storing Empty Containers

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

Outgoing Shipments

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

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Measure of Damage

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

Insurance

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

Work Zone

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

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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/071600731/logistics_quote

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

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
 Hyatt Regency Chicago
 August 10 - 13, 2018

Discount Deadline Date:
 July 18, 2018

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.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Drivers with outbound shipments must check in at the exhibit site and the exhibitor must turn in the bill of lading by 12:00 PM to guarantee same day loading.

Step 1. Review Freight Material Handling Rates and Information

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

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

	Crated	Special Handling
Rate	\$274.50 cwt	\$356.85 cwt

Advance Shipments to Warehouse Dates:

Mon, Jul 2, 2018: Advance shipments may begin arriving at warehouse.

Wed, Jul 25, 2018: Last day for shipments to arrive at warehouse.

The GES Advance Warehouse will be CLOSED July 4th, 2018 in observance of Independence Day.

No Direct Shipping Notification:



All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments will not be accepted at the Hyatt Regency Chicago. Hyatt Regency Chicago does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Hyatt Regency Chicago will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the Hyatt Regency Chicago for any items sent directly to the Hyatt Regency Chicago.

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 \$53.00. Each additional package will be charged \$26.50.

Step 2. Estimate Order

Small Packages

___ 1 ___ 1st Small Package Shipment x \$53.00 = _____ Total

___ # of additional packages (each) x \$26.50 = _____ Total

Form Continues on Next Page



CWT

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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 _____

Material Handling/Drayage

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

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

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

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To 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 advance shipment timeline. This charge will also apply if shipments are sent to the facility. Monthly storage fee of _____ per CWT will apply before published timeline.

Special Handling/Mixed Shipments:

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

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 warehouse by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM and Holidays.

CWT

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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:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Academy of Management Annual Meeting

Name of Exhibition 071600731

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Monday, July 2, 2018 - Wednesday, July 25, 2018

The GES Advance Warehouse will be CLOSED July 4th, 2018 in observance of Independence Day.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Academy of Management Annual Meeting

Name of Exhibition 071600731

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Monday, July 2, 2018 - Wednesday, July 25, 2018

The GES Advance Warehouse will be CLOSED July 4th, 2018 in observance of Independence Day.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

Request for Pre-Printed Outbound Material Handling Release/Labels

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

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Form Deadline Date:
July 18, 2018



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 18, 2018.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/071600731/prePrint/esm>

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

Company/Consignee	Attention			
151 E Wacker Dr	Chicago	IL	60601	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 Servicerenter®. 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
Hyatt Regency Chicago
August 10 - 13, 2018

Form Deadline Date:
July 18, 2018

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/071600731/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.

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

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

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
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Discount Deadline Date:
July 18, 2018

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



Tips

Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitors that are full-time employees of the exhibiting company may Install and dismantle within a 100 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- **Decorators are responsible for hanging all non-electrical signs, drape, and fabric panels. Responsible for Velcro signs that require tools or more than one person for installation.**
- **Carpenters are responsible for uncrating, installation, and dismantle of exhibits, laying of carpet and tile, re-crating of exhibits, and closing of machinery crates.**
- 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): Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM.
- Double Time (DT): All other times Monday through Saturday. All day Sunday & holidays.

Step 1. Order Labor

Carpenter Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	153.00	191.00	230.00			\$
705000	Install & Dismantle, ST Move Out	153.00	191.00	230.00			\$
705000	Install & Dismantle, OT Move In	230.00	288.00	345.00			\$
705000	Install & Dismantle, OT Move Out	230.00	288.00	345.00			\$
705000	Install & Dismantle, DT Move In	306.00	383.00	459.00			\$
705000	Install & Dismantle, DT Move Out	306.00	383.00	459.00			\$

Decorator Labor

705003	Decorator, ST Move In	143.00	179.00	215.00			\$
705003	Decorator, ST Move Out	143.00	179.00	215.00			\$
705003	Decorator, OT Move In	214.00	268.00	321.00			\$
705003	Decorator, OT Move Out	214.00	268.00	321.00			\$
705003	Decorator, DT Move In	285.00	356.00	428.00			\$
705003	Decorator, DT Move Out	285.00	356.00	428.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600731/labor/esm>

Step 2. Please Indicate Service



Help

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

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 _____

Option 1 (A 25% (\$ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)
Please complete Key Information form:
<https://e.ges.com/071600731/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 25% (\$ 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.



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

Option 2

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

GES is responsible for the following type of booth:

- Pop-Up Two Story Custom
- Other: _____

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

Move In

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

Move Out

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

Important Information

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

Equipment and labor are charged in one (1) 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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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
Hyatt Regency Chicago
August 10 - 13, 2018

Discount Deadline Date:
July 18, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Step 1. Calculate Booth Square Footage

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

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.98	1.36		1	\$
500600	Duration of Show (per sq. ft. per day)	0.70	0.97		4	\$
500602	Per Day (per sq. ft. per day)	0.82	1.14			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.11	1.54		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.58	0.81			\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	181.00	251.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	544.00	756.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	657.00	913.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	770.00	1,070.00			\$

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 _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

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

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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
Hyatt Regency Chicago
August 10 - 13, 2018

Form Deadline Date:
July 10, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

- This form must be completed by 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.



X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print Date

Review and Return Return to Email: ChicagoCOI@ges.com • Fax: 702.914.5022

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

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Agreement and Rules and Regulations between GES and EAC

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

Academy of Management Annual Meeting
Hyatt Regency Chicago
August 10 - 13, 2018

Form Deadline Date:
July 10, 2018

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 Global Experience Specialists, Inc. (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 attached herewith certificates of insurance 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 Global Experience Specialists, Inc. (GES) (Official Service Provider), Academy of Management Annual Meeting (Show Management), Academy of Management Annual Meeting (Show) and Hyatt Regency Chicago (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 Global Experience Specialists, Inc. (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 Global Experience Specialists, Inc. (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
 Hyatt Regency Chicago
 August 10 - 13, 2018

Form Deadline Date:
 July 10, 2018

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 Servicerenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please Sign _____
 Authorized EAC's Signature

_____ Date

Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Operations Department, 6800 Santa Fe Drive, Hodgkins, IL 60525, Email ChicagoCOI@ges.com, Fax 702.914.5022

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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ACORD **1.** **CERTIFICATE OF LIABILITY INSURANCE** **DATE (MM/DD/YY)**
01/01/18

PRODUCER
ABC Insurance Agency **Fax: (212) 555-6100**
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED **2.**
Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: Hartford Insurance Company of Illinois
INSURER B: Aetna Casualty & Surety Company
INSURER C: Travelers Insurance Company
INSURER D: Royal Insurance Company
INSURER E:

COVERAGES
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire) \$ 50,000
					MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$1,000,000
					GENERAL AGGRREGATE \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/18	01/01/19	COMBINED SINGLE LIMIT \$1,000,000
					(Ea accident)
					BODILY INJURY \$
					(Per person)
					BODILY INJURY \$
					(Per accident)
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/18	01/01/19	AUTO ONLY-EA ACCIDENT \$
					OTHER THAN \$
					AUTO ONLY: \$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000
					AGGREGATE \$1,000,000
					\$
					\$
					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/18	01/01/19	X WC STATU- ORY LIMITS OTHER
					E.L. EACH ACCIDENT \$1,000,000
					E.L. DISEASE-EA EMPLOYEE \$1,000,000
					E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
5. Global Experience Specialists, Inc. (GES) (Official Service Provider), Academy of Management Annual Meeting (Show Management), Hyatt Regency Chicago (Facility), and Academy of Management Annual Meeting (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: August 10 - 13, 2018 at city of Chicago.

CERTIFICATE HOLDER **X** **ADDITIONAL INSURED; INSURER LETTER: X** **CANCELLATION**

6. Global Experience Specialists, Inc. (GES)
c/o CertFocus (web portal)
National Service Center
7000 Lindell Road
Las Vegas, NV 89118

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE *John Amato* **10.**

- 1. Producer:** Insurance Agent / Broker who issues certificate.
- 2. Name of Insured:** Must be the legal name of contracting party.
- 3. Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
- 4. Form of Coverage:** Must be "occurrence" form of coverage.
- 5. Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Academy of Management Annual Meeting (Show Management), Academy of Management Annual Meeting (Show) and Hyatt Regency Chicago (Facility) as additional insureds on a primary and non-contributory basis.
- 6. Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)
- 7. Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- 8. Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
- 9. Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
- 10. Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

Submit COI for EACs: <https://beta.certfocus.com/expresso>



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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.

Academy of Management Annual Meeting
Hyatt Regency Chicago
August 10 - 13, 2018

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. There are six major unions which have jurisdiction over trade shows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction. Adherence to these guidelines can save you a substantial amount of money.

Teamsters

Responsible for handling all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and /or dollies.

Riggers

Responsible for handling machinery in and out of the hall. Riggers also handle the uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

Carpenters

Responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, rekrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs.

Decorators

Responsible for hanging all non-electrical signs, drape and cloth installation and tacked fabric panels. Decorators are also responsible for Velcro signs used in a booth that requires tools or more than one person for installation.

Electricians

Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

Plumbers

Responsible for all plumbing work such as compressed air, water, drain or natural gas.

Helpful Hints

Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company:

- w Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- w Install and dismantle displays within a 100 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- w Install graphics and small signs, and logos and graphics that are attached with pre-cut velcro strips.
- w Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10' in length.
- w Perform simple electrical requirements, such as installing light bulbs.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of Global Experience Specialists, Inc. (GES). Please refrain from voicing complaints directly to labor.

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
Hyatt Regency Chicago
August 10 - 13, 2018



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.

Academy of Management Annual Meeting

Hyatt Regency Chicago

August 10 - 13, 2018

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter (1/4) of the tank capacity or five (5) gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

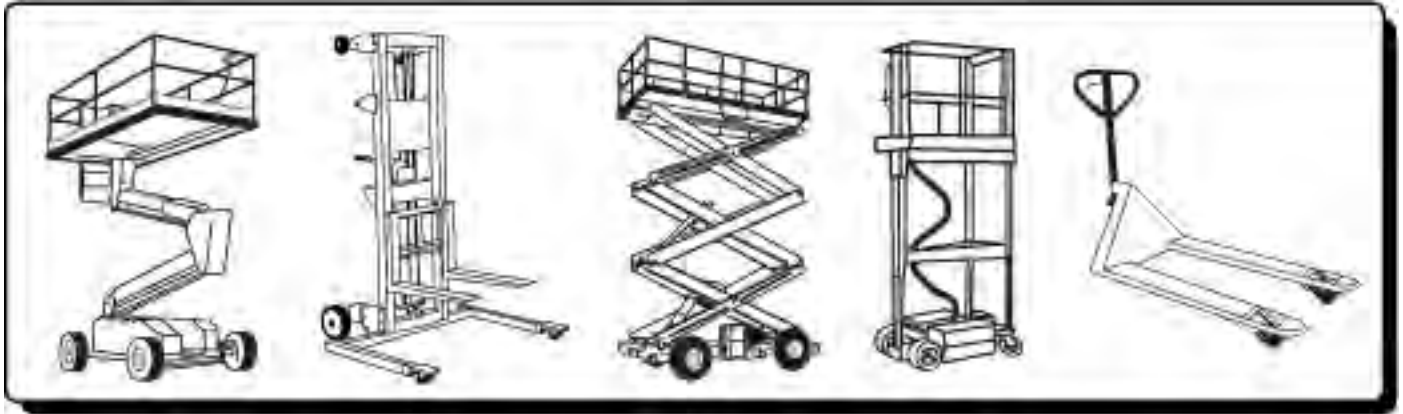
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Operation of All Mechanical Lifts

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
Hyatt Regency Chicago
August 10 - 13, 2018



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.

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: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- 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 on-line, via fax, phone or through a work order on 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 cash in advance for future services. GES retains its right to hold Customer 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 ½% 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 attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

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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 piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- 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 of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- 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 Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- 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 GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer 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 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 authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) 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 or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

Additional Service Order Forms

F R E E M A N

8201 W. 47th Street
McCook, IL 60525-3481
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
JULY 18, 2018

ACADEMY OF MANAGEMENT ANNUAL MEETING August 10 - 13, 2018 / Hyatt Regency Chicago

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE: X

_____ CUSTOMER # _____

PHONE #: _____ EXT.: _____ FAX# : _____

SIGNATURE: _____ PRINT NAME: _____

E-MAIL: _____

E-MAIL FOR INVOICE: _____ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by email. Please provide email address of the person who reconciles your invoices if different from above.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL

COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (465916) on your remittance.

CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AM EXPRESS

MASTERCARD

VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX 75202

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACHE Direct Deposit

ABA # 111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we may properly credit your account.

Account No.: _____ Exp. Date: _____
 Personal Credit Card Company Credit Card

Cardholder Name: (Print) _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

E-MAIL ADDRESS FOR INVOICE NOTIFICATION: _____

ENTER TOTALS HERE

ELECTRICAL/ PLUMBING	TELEPHONE	CLEANING	COMPRESSED AIR/WATER/DRAIN	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax or mail.
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative at (773) 473-7080

FREEMAN method of payment

FREEMAN

8201 West 47th Street
 McCook, IL 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 JULY 18, 2018**

**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

ACADEMY OF MANAGEMENT ANNUAL MEETING August 10 - 13, 2018 / Hyatt Regency Chicago

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Technical Assistance, please contact Doug Castle at 312-239-4678 or e-mail at doug.castle@hyatt.com.

To order Electrical Service contact Freeman at 773-473-7080 or e-mail at FreemanChicagoES@freeman.com
 For fast, easy ordering go to www.freeman.com

ELECTRICAL OUTLETS (Single Phase)					
Part #	Description	QTY	Discount Price	Standard Price	TOTAL
40715	1500 Watts (120 volts) (6 Plug Multi Strip)	_____	225.00	250.00	= \$ _____
40720	2000 Watts (120 volts) (6 Plug Multi Strip)	_____	260.00	310.00	= \$ _____
40915	15 Amps (208 volts) (1 HP)	_____	Quoted on Request		= \$ _____
40930	30 Amps (208 volts) (5 HP)	_____	Quoted on Request		= \$ _____
List AV Equipment:					

ELECTRICAL OUTLETS (Three Phase)					
Part #	Description	QTY	Discount Price	Standard Price	TOTAL
401015	15 Amps (208 volts) (Heavy Duty Service Unit)	_____	Quoted on	Request	= \$ _____
401030	30 Amps (208 volts) (Heavy Duty Service Unit)	_____	Quoted on	Request	= \$ _____
Above 30 Amps or 208 Volts Call for Quote.					
Special Instructions:					

ELECTRICAL EQUIPMENT					
Part #	Description	QTY	Discount Price	Standard Price	TOTAL
403010	Extension Cord	_____	22.20	35.75	= \$ _____
	LED Track Heads	_____	75.00ea.	105.00	= \$ _____
	1/2 hr. Labor Install (Up to 3 track heads)				
	1/2 hr. Labor Dismantel (Up to 3 track heads)				
40305	Power Strip - #40-30-5 (5 HP)	_____	30.20	37.90	= \$ _____

TOTAL COST	
Outlet(s)	\$ _____
Equipment	\$ _____
Tax 9% (Rental)	\$ _____
GRAND TOTAL	\$ _____

PLEASE NOTE

- Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths.** Submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.

Labor Is Required For:

- Floorwork** - Distribution of electrical under carpet and flooring.
- Boothwork** - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- Hook Up** - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- Lighting** -
 - Assembly and installation of all lighting to exhibit structure.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- Cabling** - Coaxial and/or communication cable distribution within booth. (Exhibitor must supply cable).
- Mounting** of single monitors over 6' (to include plasma AV screens, LCD & CRT) and installation of hanging brackets.
- Please also submit the Freeman Method of Payment Form with credit card information.** Floorwork can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

FREEMAN electrical service

F R E E M A N

Attn: Doug Castle, Chief Electrician
c/o Hyatt Regency Chicago
151 East Wacker Drive, Chicago, IL 60601
Phone: 312-616-6881 Fax: 312-239-4682

ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40' x 40' or used to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

- 1. Location of the main power drop.** (Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight.) Please provide specific dimensions.
- 2. Location and load to all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where your power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: _____ Dates: _____

Company Name: _____ Booth #: _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = _____ FOOT/FEET or _____ INCHES

ELECTRICAL SERVICES Conditions and Regulations

1. **Deadline Date:** Your order must be received not later than 22 days before opening day to insure installation in time for the opening of the show. A 30% penalty on basic charges will apply on all orders received after the deadline date. Saturdays, Sundays, and Holidays are included in this 22 day period.
2. Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
3. All lighting displays, electrical appliances, motors, and other types of electrical equipment, must be wired to meet the City of Chicago Electrical Code.
4. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
5. All equipment and material must use 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Use of open clip sockets, latex or lamp cord wire duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
8. Under no circumstances shall anyone other than the show electrician make electrical connections.
9. Rates are based on prevailing union contracts and are subject to change without notice.
10. Installing of ball lights, hanging of electrical headers, or any other type of electrical fixtures, special wiring etc. must be done by show electrician on a time and material basis.
11. Electrical power for show lights and displays will be turned on one hour prior to show opening time, and turned off at show closing time daily. If power is required before or after, special arrangements must be made at least 24 hours in advance. Minimum labor charges is 1 hour.
12. The chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
13. All material and equipment furnished by the contractor on this service order shall remain its property and shall be removed by the contractor after the close of the show. All equipment on a rental basis only.
14. Rates quoted for all connections cover the bringing of service (unless otherwise noted) to the booth in the most convenient manner and do not include connecting equipment or special wiring.
15. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, and/or wattage.
16. Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.

Electrical Labor

All work Done after 4:00 p.m. Monday thru Friday, and all day Saturday, Sunday, and holidays is at Double Time Rates. Labor will be charged in one half hour increments.

Full payment of rental charges must accompany your order to qualify for discount rates. All others received at service desk will be charged at standard prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. American Express, VISA, and MasterCard welcome. All prices applicable to 6% transaction tax.

50% Charge for cancellations.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

In addition to the provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

1. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system.
2. All electrical connections to the building electrical system or extension thereto shall be made by the building electrician.
3. If outside electrical contractor is to be used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
4. Extensions to the building electrical system shall be made by three wire flexible cord, Type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
5. No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure, specially approved for the purpose.
6. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
7. All electrical equipment or appliances connected to the building electrical system or extensions thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
8. No electrical equipment shall be attached to or supported from booth dividers.
9. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway, where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
10. All splices and terminations shall be made in an approved metal enclosure.
11. There shall be no exposed live metal parts.
12. All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly which specifically approved. No two wire extension cords are allowed.
13. All exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
14. No electrical equipment or appliances which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing laboratory.
16. No clamp-on fixtures of any type will be allowed.
17. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving same.
18. All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection Section.

Freeman offers rental of extension cords and plug molds which provide safety approved multiple plug-in capacity.

F R E E M A N

8201 West 47th Street
 McCook, IL 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
 DEADLINE DATE
JULY 18, 2018

**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

ACADEMY OF MANAGEMENT ANNUAL MEETING August 10 - 13, 2018 / Hyatt Regency Chicago

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.freeman.com

By signing and delivering this form to Freeman, customer agrees to all terms and conditions printed on this form and on the Electrical Service Order Form.

Electrical Labor Rates:

Straight Time: Monday-Friday 7:00 a.m. - 3:00 p.m.\$150.00
 Over Time: Monday-Friday 3:00 p.m. - 7:00 a.m.;
 Saturday until 3:00 p.m.....\$ 225.00
 Double Time: All Day Sunday and Holidays\$ 300.00
 (3:00 p.m. Saturday - 7:00 a.m. Monday)

PLEASE SUBMIT A FLOOR PLAN OF ALL BOOTHS 20' X 20' OR LARGER INDICATING PLACEMENT OF ELECTRICAL SERVICE.

INSTALLATION

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						Tax	N/A
						Total	

DISMANTLE

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						Tax	N/A
						Total	

THERE WILL BE A ONE TIME LABOR CHARGE TO INSTALL/DISMANTLE ALL AUDIO VISUAL EQUIPMENT
 Freeman requires 100% of amount owed, including applicable tax, to be paid either in advance or at showsite. Payments must be made in U.S funds. Invoices can be paid by company check, Visa, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or third parties is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment. Otherwise, service will be denied. Mail the advance payments with order forms to the address above. Payments should be made payable to Freeman. Show name and booth number should be noted on all advance payments so they will be properly credited. Please indicate method of payment. This section must be completed before your orders can be processed. A credit card authorization is required as a deposit against additional rentals and/or labor. Payment of any balances may also be made by company check, but a credit card authorization must be on file. Any balances outstanding at move-out will be charged to your credit card. Prices subject to change without notice.

**METHOD OF PAYMENT FORM
 MUST BE INCLUDED WITH
 YOUR ORDER**

FREEMAN electrical labor

F R E E M A N

8201 W. 47th Street
 McCook, IL 60525-3481
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE
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 E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

Hot and Cold Water and Drainage are strategically located at five positions in Riverside Center, each capable of serving up to 20 booths. All prices include single hook-up. Please include a sketch or blue print showing service location in booth. All prices subject to a 9% rental tax. 50% charge for cancellations.

ALL ORDERS SUBJECT TO GENERAL INFORMATION AS SET FORTH ON REVERSE SIDE

Freeman requires 100% of amount owed, including applicable tax, be paid in advance. Invoices can be paid by company check, VISA, MasterCard, American Express, Diners Club or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. **Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders - accompanied by full payment must be received by (JULY 18, 2018).** Mail the advance payments with order forms to the above address. Payments should be payable to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. Please indicate method of payment. **The Method of Payment and the Order Form must be completed before your orders can be processed. A credit card authorization is a deposit against additional charges incurred and/or labor.** Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your credit card. Prices subject to change without notice.

Installation Labor Rates per hour
 Monday thru Friday
 8:00 a.m. to 4:30 p.m.\$ 77.20
 After 4:30 p.m. Weekdays,
 and all day Weekends\$ 154.35

Please indicate services desired:

AIR One time charge

90 psi delivered in 3/8" ID hose
 Indicate pipe end of equipment

- Discount Price/Standard Price
 Air at \$275.65 / \$441.00 each \$ _____
please provide your own regulator
 CFM

WATER One time charge

80 psi delivered hose will have
 3/4" garden hose connection
 Indicate pipe end of equipment

- Discount Price/Standard Price
 Hot at \$275.65 / \$441.00 each \$ _____
 Cold at \$275.65 / \$441.00 each \$ _____

DRAIN One time charge

Water hose 1-1/2" ID

- Discount Price/Standard Price
 Drain at \$275.65 / \$441.00 each \$ _____

SUBTOTAL:

AIR/WATER/DRAIN \$ _____

CABLE HOOK-UP

- Discount Price/Standard Price
 Hook-up at \$200.00 / \$250.00 each \$ _____

Special Instructions:

Add 9% rental tax

FREEMAN compressed air - water - drain

The plumbing service rates listed on the reverse side of this form cover only the plumbing service where specified and in the most convenient manner plus the removal of those lines at the close of the exposition. If location of outlet is not specified, valves will be placed at the rear of the booth. Changes, special service or equipment will be charged at the prevailing rates for labor and material. Because of responsibility Facility Service Center must make all connections to and from the service lines brought to the booth.

Service rates are effective only when orders are received and exhibit material placed so that work can be completed on straight time. Orders for plumbing services should be sent in as promptly as possible since orders received within three (3) days prior to the opening of the exposition will be subject to 50% increase in the published rates. To avoid delay in installation, all equipment should be properly tagged and labeled with full information as to kind of service, size of line, etc. ready to connection.

Freeman nor Facility Service Center will not be responsible for moisture or water in the air lines. Exhibitor should supply their own filter or other equipment to handle moisture or water. FSC must have (15) days notice if they are to supply special regulators, strainers, traps, etc. Pressure for service listed may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have pressure regulator valve installed.

All material and equipment furnished for the service and connection to equipment is on a rental basis and is to remain the property of FSC; such material and equipment will be removed by FSC after close of the exposition.

Changes to order after installation and connections and disconnects to equipment form service valve will be additionally charged at labor and material rates quoted herein.

A completed METHOD OF PAYMENT form must accompany this order.

For technical questions please contact:

Doug Castle, Chief Electrician

Hyatt Regency Chicago

151 East Wacker Drive

Chicago, IL 60601

(312) 616-6881

F R E E M A N

8201 W. 47th Street
 McCook, IL 60525-3481
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DISCOUNT PRICE
 DEADLINE DATE
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ACADEMY OF MANAGEMENT ANNUAL MEETING August 10 - 13, 2018 / Hyatt Regency Chicago

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 E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

Standard telephone service consists of one (1) house line through the hotel's NEAX 2400 System.

- **Payment in full for installation must accompany orders.**
- **Exhibiting firm is responsible for all local and long distance telephone charges.**
 - **A credit card is required to process order.**
- **An invoice listing individual bills will be available upon conclusion of show.**

Freeman requires 100% of amount owed, including applicable tax, to be paid in advance or at showsite. Payment must be made in U.S. funds. Invoices can be paid by company check, VISA, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders and full payment must be received by **JULY 18, 2018**. Mail the advance payments with order forms to the above address. Payments for line and equipment should be made to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. The Freeman credit card authorization is a deposit against additional charges incurred and/or labor. Payment of any balances may also be made by company check while at the show, but a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your credit card. 50% charge for cancellations. Prices subject to change without notice.

Local Access, Internet Access & 800 Calls will be billed at:

- **Per call access fee: \$1.25 per call**
- **\$.27 per minute plus AT&T charges for long distance calls**
- **\$.12 / minute for all calls over 20 minutes in length**

PLEASE PROVIDE COMPLETE INFORMATION BELOW:

Service Information:

Installation Date _____ Day _____ Time _____ Removal Date _____ Day _____ Time _____

Type of Service:

Telephone Line _____ Computer _____ Fax _____ Location in Booth (Specify or attach drawing) _____

Indicate Service Required:

Quantity	Discount	Standard	Total
_____ Telephone Line Installation Charge	\$132.30 per line	\$198.45	_____
_____ Telephone	\$ 55.15	\$ 82.70	_____
_____ Daily Phone Service per line per day	\$ 82.70 per day		_____

Subtotal _____ **+ Tax (15.75%)** _____ **=TOTAL COST** _____

NOTE: Freeman requires a METHOD OF PAYMENT on file for above services and cannot be invoiced at a later date.

A CREDIT CARD MUST BE ON FILE WITH THE HYATT REGENCY FOR PHONE SERVICE TO BE PROVIDED.

Final Telephone call charges will be billed to this card by the Hyatt and cannot be invoiced at a later date.

**THE FREEMAN METHOD OF PAYMENT FORM
 MUST BE INCLUDED WITH YOUR ORDER**

FREEMAN telephone service

F R E E M A N

8201 W. 47th Street
 McCook, IL 60525-3481
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
 DEADLINE DATE
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**INCLUDE THE FREEMAN METHOD OF
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ACADEMY OF MANAGEMENT ANNUAL MEETING August 10 - 13, 2018 / Hyatt Regency Chicago

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum
- **Our exclusive cleaning contract with show management for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.**
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Discount	Show Site Price	Total Price
_____	610100	Booth Vacuuming-One Time60	.75	_____
_____	610200	Booth Vacuuming-2 Days	1.00	1.45	_____
_____	610300	Booth Vacuuming-3 Days	1.35	2.10	_____
_____	610300	Booth Vacuuming-4 Days (Duration of Show).....	1.65	2.60	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Discount	Show Site Price	Total Price
_____	630100	Shampoo Carpet-One Time90	1.25	_____
_____	630200	Shampoo Carpet-2 Days.....	1.80	2.50	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Discount	Show Site Price	Total Price
_____	620500	Porter Service (1-500 sqft).....	63.55	88.95	_____
_____	6201500	Porter Service (501-1500 sqft).....	83.40	116.75	_____
_____	6202500	Porter Service (1501-2500 sqft).....	105.25	147.35	_____
_____	6203500	Porter Service (Over 2500 sq. ft.)	Call For Quote	_____	_____
_____	6201000	Full Time Porter Service per hour	37.60	52.65	_____

- Includes emptying of wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

TOTAL COST		
_____	+	_____ = \$ _____
Subtotal	N/A %Tax	Total Cost

WE'RE PROUD TO SERVE AS YOUR OFFICIAL TECHNOLOGY PROVIDER

Exhibiting Company:			Booth #:		
Onsite Contact:			Onsite Cell:		
Delivery Date:	Time Frame:	Pickup Date:	Time Frame:		
Ordered By:		Email Address:	Phone #:		
Credit Card:		Expiration Date:	Security Code:		
Billing Address:		City:	State:	Zip:	

ORDER TODAY!

 For Fast and Easy Ordering, [Order Online](#), or Submit this Completed Form to exhibitorsales@smartsourcerentals.com

Audio Visual Equipment				Computer Technology																
	Show Price	Qty	Total		Show Price	Qty	Total													
Large LED Displays	90" LED Display with Speakers*	\$1,895		\$0	PCs/Laptops	HP Touch Smart 23" Quad Core i7 (Desktop)	\$235		\$0											
	80" LED Display with Speakers*	\$1,389		\$0		Dell 7040 SFF i7 (Desktop)	\$165		\$0											
	65" LED Display with Speakers*	\$995		\$0		Dell E6520 i7 (Desktop)	\$145		\$0											
	55" LED Display with Speakers*	\$675		\$0		HP Probook 650 (Laptop)	\$190		\$0											
	46" LED Display with Speakers*	\$545		\$0		27" Thunderbolt Display	\$215		\$0											
	40" LED Display with Speakers*	\$425		\$0		21.5" iMAC i5 QC 16/1TB	\$250		\$0											
	32" LED Display with Speakers*	\$285		\$0		27" iMAC i5 QC 8/1TB	\$295		\$0											
Touch Screens	65" LED Touch Screen*	\$1,890		\$0	Apple Products	21.5" iMAC i7 QC 16/1TB	\$325		\$0											
	55" LED Touch Screen*	\$1,195		\$0		27" iMAC i7 QC 16/1TB	\$425		\$0											
	48" LED Touch Screen*	\$1,090		\$0		Mac Mini i5 (4GB, 500GB)	\$120		\$0											
	42" LED Touch Screen*	\$795		\$0		15.4" MacBook Pro i7 QuadCore (8GB, 750GB)	\$225		\$0											
	40" LED Touch Screen*	\$920		\$0		iPad 5 Air WiFi 16GB	\$105		\$0											
	32" LED Touch Screen*	\$580		\$0		iPad Pro 128GB	\$205		\$0											
Monitors	27" LCD Widescreen Display*	\$170		\$0		Kiosks & Charging Stations														
	24" LCD Widescreen Display*	\$90		\$0			Show Price	Qty	Total											
	20" LCD Display (4:3)*	\$35		\$0		Lilibat Floor iPad Stand (stand only)	\$210		\$0											
	19" LCD Display (4:3)*	\$25		\$0		21.5" Podium Kiosk	\$685		\$0											
Video Walls	LED Tiles	Call For Pricing			Products	Hightop Table Charging Station	\$795		\$0											
	NEC 46" LCD Video Wall Panel*	\$1,100		\$0		Lockable Charging Station	\$995		\$0											
	NEC 55" LCD Video Wall Panel*	\$1,450		\$0		Classic Charging Station (Includes Branding)	\$1,295		\$0											
	2X2 46" LCD Video Wall**	\$4,125		\$0		Branding	Branding options are available for all Kiosks and Charging Stations. Call for more details. Prices vary per unit.													
	3X3 46" LCD Video Wall**	\$9,100		\$0	Copiers & Printers															
	2X2 55" LCD Video Wall**	\$6,525		\$0		Show Price	Qty	Total												
3X3 55" LCD Video Wall**	\$14,500		\$0	Office Tools	HP Black & White Laser Printer	\$210		\$0												
Projection	5000 Lumen Projector	\$625			\$0	HP Color Laser Printer	\$320		\$0											
	8' x 8' Tripod Projection Screen	\$195			\$0	HP Black & White Copier	\$695		\$0											
	7.5' x 10' FastFold Screen w/Dress Kit	\$595			\$0	HP Color Copier	\$695		\$0											
Sound	Meyer Self-Powered Mini Speaker	\$175		\$0	For assistance with your order, and for questions about other technology solutions, please contact Debra Rogers at (877) 876-4111, or via email at drogers@smartsourcerentals.com															
	JBL Pro 10" Powered Speaker Includes Stand	\$155		\$0	<table border="0"> <tr> <td>Equipment Subtotal</td> <td>\$0</td> </tr> <tr> <td>Delivery, Set-up, and Pick-up 28% or Minimum Charge of \$175</td> <td>\$175</td> </tr> <tr> <td>Damage & Loss Waiver 10.5%</td> <td>\$0.00</td> </tr> <tr> <td>To decline waiver, type No in the orange box.</td> <td></td> </tr> <tr> <td>Sales Tax of 9.0%</td> <td>\$0.00</td> </tr> <tr> <td>Grand Total</td> <td>\$175.00</td> </tr> </table>				Equipment Subtotal	\$0	Delivery, Set-up, and Pick-up 28% or Minimum Charge of \$175	\$175	Damage & Loss Waiver 10.5%	\$0.00	To decline waiver, type No in the orange box.		Sales Tax of 9.0%	\$0.00	Grand Total	\$175.00
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Sales Tax of 9.0%	\$0.00																			
Grand Total	\$175.00																			
Booth Sound System (2) MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$710		\$0	OTHER ITEMS AVAILABLE UPON REQUEST																
Wireless Mic Kit (1) Lav, (1) HH, (1) Receiver	\$300		\$0																	
Display Stands & Accessories	Wall Bracket For SmartSource Displays between 19" and 24"	\$25		\$0																
	72" Single Post Floor Stand For SmartSource Displays from 19" and 24"	\$85		\$0																
	72" Dual Post Floor Stand For SmartSource Displays of 32" and larger	\$85		\$0																
	Spandex Wrap for Dual Post Stand	\$35		\$0																
	Accessory Shelf for Dual Post Stand	\$30		\$0																
Mifi Hotspot Device Activation Fee Included	\$150		\$0																	

*Includes Wall Mount or Table Top Stand, **Includes Floor Stand or Wall Mount

Customer is responsible for the coordination of required union labor and drayage, along with any associated fees.

Show Name: Academy of Management	Show Dates: August 10-13, 2018	Show Code: AOMA0818
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 For specific details regarding your rental order, please refer to our [Terms & Conditions](#).

RENTAL AGREEMENT TERMS AND CONDITIONS

1. TERM: The rental shall commence on the day we deliver the property to you and shall continue until the property is returned, complete and in good working order, to our location.

2. TITLE: You acknowledge that the property rented by you belongs to us and that you cannot sell, pledge, mortgage, or otherwise dispose of the property unless you exercise your Purchase Option and we have been paid in full for all payments due to us. To protect our rights to the property, you give us full authority to file any financing statement that we may deem appropriate.

3. LOCATION: Except for notebooks and display projectors, the property shall be kept at the Equipment Location you have provided us and may not be moved or relocated without our prior written permission.

4. USAGE: You may use our property, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our property and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our product is governed by Microsoft's End User License Agreement attached hereto.

5. MAINTENANCE, MALFUNCTIONS, AND DAMAGES: During the term of the rental, we are responsible for the maintenance of our property resulting from normal usage. If the property malfunctions or is damaged in any way, you must notify us immediately and we will, at our discretion, repair or replace the defective property in a timely manner. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.

6. INSURANCE: Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as "additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver. For loss coverage, a filed police report must be produced for coverage to apply.

7. CREDIT APPROVAL: We are not obliged to deliver the property unless and until your credit is approved by us.

8. NO WARRANTIES: OTHER THAN PROVIDING YOU WITH OUR PROPERTY IN GOOD WORKING ORDER, NEITHER WE NOR ANY ASSIGNEE OF OURS MAKE ANY OTHER WARRANTIES WHATSOEVER. YOU ACKNOWLEDGE THAT BOTH THE PROPERTY AND THE MANUFACTURER OF SAID PROPERTY ARE ACCEPTABLE TO YOU. YOU FURTHER ACKNOWLEDGE THAT WE HAVE NOT MADE AND DO NOT MAKE ANY WARRANTY OR REPRESENTATION, EITHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE MERCHANTABILITY AND FITNESS OF THE PROPERTY FOR ANY PARTICULAR PURPOSE.

YOU ACKNOWLEDGE THAT NO DEFECT OR UNFITNESS OF THE PROPERTY SHALL RELIEVE YOU OF YOUR OBLIGATION TO MAKE THE RENTAL PAYMENTS OR ANY OTHER OBLIGATIONS YOU MAY HAVE TO US UNDER THE TERMS OF THIS AGREEMENT. We shall not be liable to you for any loss, damage, or expense of any kind or nature that may result from the rental of our property unless it is a result of our negligence, in which case our total liability shall be limited to the rental charges for that piece of property.

9. PAYMENT: All payments, including applicable taxes and/or shipping and delivery charges, are due at the beginning of the initial rental term and on the first day of each subsequent rental period. All other payments are due when billed.

10. LATE CHARGES: If any payments have not been made within 30 days of the due date, we may impose a late charge equal to the lesser of 1-1/2% per month or the maximum rate permitted by law. We may also consider you to be in default.

11. RENEWALS AND RATE CHANGES: The rental will automatically be renewed for successive rental periods following the initial rental term. However, we reserve the right to adjust our rate provided we have given you written notice of such changes at least ten business days in advance.

12. TERMINATION: Prior to the conclusion of the initial rental term or any subsequent extensions, you may terminate the rental by our receiving at least five business days advance notice in writing or by telephone.

13. CANCELLATION, EARLY TERMINATION, AND LATE RETURN CHARGES: Unless we receive written notice of cancellation at least ten business days prior to the commencement of the initial rental term, you are responsible for a cancellation fee, representing damages and costs incurred in our reserving the property for you, equal to the greater of 25% of the initial rental term charge or \$150. For multi-month terms, if the rental is terminated prior to the conclusion of the initial rental term, you will be responsible for any additional charges in accordance with our rates for such a shorter term. Beyond the initial rental term or any extensions thereof, the rental charges will be prorated accordingly. If, however, the pickup of the property has been rescheduled for our convenience, you will not be responsible for any additional rental charges resulting from such rescheduling.

14. DEPOSIT: Following the return and our inspection, within five business days, of our property, provided our property is complete and in good working order and all outstanding charges have been paid, we will return your security deposit (without interest) within ten business days.

15. MISCELLANEOUS LAST: Lease Administrative Service Transaction Fee. For orders delivered in California, Lessor charges an 8% Administrative Fee.

16. PURCHASE OPTION: At the conclusion of the initial rental term or any subsequent extensions, you may purchase our property for its fair market value provided all rental payments have been made and we have received at least ten business days advance notice in writing or by telephone.

17. DEFAULT: We may terminate the rental if:

- a) you fail to honor your obligations under this agreement; or
- b) you file for creditor protection under Federal or State laws; or
- c) you discontinue your regular operations for five or more business days.

Under any of these circumstances, you will remain liable for the return of our property, complete and in good working order, all outstanding payments, and any payments due for the balance of the initial rental term or its extension. Furthermore, you will be responsible for collection and/or attorney fees and expenses equal to the greater of 20% of the amounts due us or \$1,000.

18. GENERAL PROVISIONS:

- a) This contract is the entire agreement between you and us and cannot be changed except in writing and signed by both of us.
- b) The laws of the State of New York shall govern this Agreement between you and us.
- c) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address.
- d) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement.
- e) Paragraph headings are for convenience only.

19. LABOR POLICIES: Labor charges are estimates only and actual time will be presented within 48 hours after the conclusion of the event. Labor rates are based on a ten hour day and rounded to the nearest half hour. After ten consecutive hours, not including meals, labor rates are billed at time plus a half. Labor required between the hours of 10PM and 6AM is billed at double time. All Technical labor calls are a four hour minimum. For venues where union work rules apply, different rates and work rules may be used.

20. SALES TAX:

- a) For orders delivered in California, Pursuant to California Regulations 1660(b)(1)(E), Lessor pays Los Angeles County sales tax at the time of acquisition in lieu of charging sales tax to Lessee.

Exhibit Rental Contract

Exhibit Rentals and Exhibit Networking Guide

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Please complete forms and submit via fax to Encore Event Technologies at 312-239-4664. You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact hrcehibits@Encore-us.com.

Master Account #: _____ Authorized Signer's Name: _____

Credit Card #: _____ CCID: _____ Type: _____ Exp: _____

Billing Address: _____ Billing Zip Code: _____

Customer Signature Print Name (as it appears on credit card) _____ Date: _____

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All company checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to up to 50% of rental plus any handling charges, service charge, and labor fees.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of Chicago are subject to city tax of 9%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged Freeman Electrical Services. Please contact Freeman Electrical Services at 773-473-7080.
7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order on show site. Absolutely no credits will be issued after show closing.
9. Encore Event Technologies must supply all Switches and Hubs for the high-speed internet service.

I understand the above condition:

Authorized Signature: _____ Print Name: _____ Date: _____



Electrical and Networking Request Form

Exhibit Rentals and Exhibit Networking Guide

NOTE: ALL SECTIONS MUST BE COMPLETED

Client/Exhibitor Information

Group/Organization: _____ Event: _____
 On-Site Contact _____ Requested by _____
 On-Site Cell # _____ Phone # _____
 Fax # _____ Fax # _____
 E-mail Address _____ E-mail Address _____
 Address _____ City _____ State _____ Zip _____

Service Request

BOOTH NAME/NUMBER: _____ BOOTH LOCATION: _____

DATES:					
Start Time:					
End Time:					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Hyatt/Encore network unless other arrangements have been discussed and agreed upon with Encore Event Technologies.

Cost Worksheet

	SHOW RATE	QUANTITY	TOTAL
Wired Internet Access	\$500.00/show \$100.00 additional device/day		
Wireless Internet access can be purchased on-site via the Hyatt Conference Web Portal by using a credit card or charging to a guest room. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. For all advanced networking services such as: high density wireless solutions, Static IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth, please contact us at hrcexhibits@Encore-us.com . <i>Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 24% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.</i>			

SUBTOTAL: _____
 Service Charge=24% of Subtotal: _____
 City tax=9% of Service: _____
 Calculated by Encore
GRAND TOTAL: _____



F.A.Q. Riverside Exhibition Hall

Exhibit Rentals and Exhibit Networking Guide

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be directed in e-mail form to the following address: hrcexhibits@Encore-us.com. Please include your show dates, name of your company, and your contact information.

Q. What are the deadlines and/or cut-off dates?

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered on-site orders and are SUBJECT TO EQUIPMENT AVAILABILITY & A 25% ADDITIONAL On-site EXPEDITE FEE. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive on-site by using the web portal. You can use a credit card to book or place your charge to your room.

Q. When will my credit card be charged?

A. All credit cards will be charged for the entire amount of the order 24 hours in advance of the set-up of the show. All credit card orders must include the entire number, the expiration date, the billing address, billing zip code and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show and escalated rush fees.

Q. How do I get a receipt?

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to hrcexhibits@Encore-us.com. Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt, include your company name in the request.

Q. Can I pay with a company check?

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks should be made payable to Encore Event Technologies at the address listed below. When paying by check please include a copy of your order as generated by Encore, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

Q. Are wire transfers an acceptable form of payment?

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact hrcexhibits@Encore-us.com for written instructions.

Q. Where is my equipment?

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from Encore to Local Union. A union electrician will be responsible for the delivery and set-up of the equipment ordered. Encore does not control this schedule.

Q. Can I bring my own networking equipment?

A. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. Advanced networking services for custom requirements are available for purchase. These may include high density wireless solutions, routable Static Public IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth. Please contact us at hrcexhibits@Encore-us.com for more information.

Q. Who do I contact if I have problems with equipment during the show?

A. For Encore equipment, wired and wireless internet connections, login information and passwords; contact Encore directly at 312-239-4660. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

Q. Does Encore require a diagram of my booth?

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

Q. How will I know my order was received?

A. Once your completed forms have been faxed to Encore, Encore will process them and will send you a final order within 48 hours of receipt. IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF ILLINOIS OR THE CITY OF CHICAGO, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Business Center Credit Card Authorization

CREDIT CARD AUTHORIZATION

Please complete this form if you require any of the services below. You may also elect to cover any shipping & receiving charges you expect to incur for this event.

Please make your selections below and fax COMPLETED FORM AND PHOTO COPY OF FRONT & BACK OF CREDIT CARD TO: Michael Selwanes, Business Services Manager, Hyatt Regency Chicago, fax 312-239-4414.

I authorize the Hyatt Regency Chicago to charge my credit card for
 (Check Appropriate):

Office Equipment Rental Shipping & Receiving Production Fulfillment
*(Please refer to Conference Shipping
 & Receiving Procedures for applicable
 Handling Fees)*

Date of Function (Exhibit): _____

Name of Group: _____

Type of Card (Check one):

American Express Visa Mastercard Diners Club Disc.

The Hotel May Place Applicable Charges on My Credit Card for the Estimated Amount 14 Days Prior to the Function.

Card Holder Name: _____

Card Holder Address: _____

Card Number: _____ Expiration Date: _____ Code CCID: _____

Total Estimated Charges: \$ _____ Phone Number: _____

Signature: _____ Date: _____

Please Provide A Copy of the Front And Back Of Credit Card.

Commerce Concierge, a Division of Hospitality Partners, LLC

Business Center Information Guide

Internet

\$7.00 for 15 minutes
 \$3.50 for under 6 minutes

Copies

Black & White Copies	20¢ per copy
Double-Sided Copies	35¢ per copy
Color Copies	\$1.75 per page
Black & White Transparency Copy	\$2.00 per page
Color Transparency Copy	\$3.00 per page
Black & White Oversized Copy	50¢ per copy
Specialty Paper Copy	\$1.50 per copy
Color Paper	10¢ per copy additional
3 Hole Paper	3¢ per copy additional
Resume Paper	25¢ per copy additional
Resume Envelopes	20¢ per envelope
Cardstock	25¢ per copy additional
8.5"x11" or 8.5"x14" (white)	\$12.00 per ream
8.5"x11" or 8.5"x14" (color)	\$18.00 per ream
8.5"x11" white card stock	\$22.00 per ream
11"x17" oversized	\$25.00 per ream

Printing

Black & White Printing (8.5"x11")	75¢ per page
Color Printing (8.5"x11")	\$1.75 each page

Fax

Local/Long Distance	\$3.00 for first page, \$2.00 for each additional
International	\$8.00 for first page, \$3.00 for each additional
Receiving	\$1.00 per page
Scanning	\$3.00 per page or object

There is a 8% tax on all services

There is a 14.5% tax on all faxes

Specialty Services

Spiral Binding
 Laminating
 Transparencies
 Color Transparencies

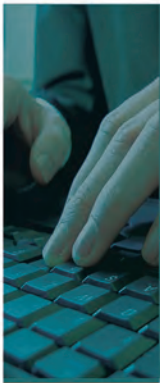
Finishing

Reduction/Enlargement
 Hand Staple/Unstaple
 Hand Folding/Hand Insertions
 Cut & Paste Clip Art
 Paper cutting/Punching

Miscellaneous Services

Word Processing
 Signs (large)
 Notary Public

Commerce Concierge, a Division of Hospitality Partners, LLC



Conference Shipping/Receiving/ Package Handling



Below are some guidelines for shipping packages to and from the Hyatt Regency Chicago. The labeling on your packages should include:

**YOUR NAME (or person claiming packages)
ORGANIZATION NAME and DATES OF FUNCTION
HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
CHICAGO, IL 60601**

Please do not put hotel contact name on package

Arrange to have your packages arrive to the hotel at least 2-3 days prior to your event to allow for necessary processing time. Your packages will be held in the Package Room until pickup or delivery. Contact the Package Room to arrange the delivery of your materials. For deliveries to guest rooms or meeting space, please allow 45-60 minute delivery time. Pallets of materials may require higher delivery times. You must be present to accept the delivery. Packages will not be left in an unattended space and will be returned to the Package Room until arrangements are made for repeat delivery.

The Hyatt Regency Chicago's current handling fee structure, for all incoming and outgoing packages, based upon the weight of the package are as follows:

Receiving & Shipping Packages - Handling fees

- Letter.....\$5.00
- Packages up to 5 lbs..... \$7.00
- Packages between 6 - 20 lbs..... \$13.00
- Packages between 21 - 50 lbs..... \$24.00
- Packages 51 lbs & over..... \$60.00
- Skids/Pallets..... \$240.00
- Shipping International Packages (add)..... \$12.00
- Drop off packages (any size).....\$13.00

The fees are subject to change without notice.

Exhibitors shipping packages participating in your event will need to provide credit card information prior to obtaining their packages.

Following your event, the Package Room can provide pickup service from your guest room or meeting space with a 45 minute pickup time. The handling fees listed above will apply for pickup per box.

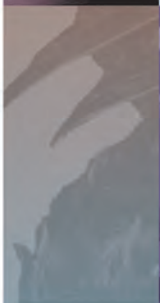
The normal business hours of the Package Room are:

Monday through Friday - 6:00am - 7:00pm

Saturday & Sunday - 7:00am - 6:00pm

Special accommodations can be made for service beyond the normal business hours at \$50.00 per hour per person with advance notice.

Commerce Concierge, a Division of Hospitality Partners, LLC



Business Center & Package Services

Imagine...

A facility dedicated to executing all of your business presentation and meeting needs.

The convenience and peace-of-mind gained from having this facility strategically located at your meeting site.

Technology minded hospitality professionals that respond effectively and efficiently to your changing requirements.

The advantages of having access to technology products and services while you're away from your office.

Imagine it all...then experience the reality.

- Presentation Media
- Copy and Print
- Name Badges
- Table Tents
- Shipping
- Graphic Design
- Office Equipment Rental
- Secretarial
- Internet Access
- Project Management and Preparation
- Computer Workstations
- Digital Media
- Peripherals
- Attendee hand out material production

*Inviting, comfortable and loaded with the technology you expect while traveling...
That's Commerce Concierge Business Services.*

Commerce Concierge, a Division of Hospitality Partners, LLC

UNIQUE. CREATIVE. TECHNICALLY INNOVATIVE. www.avt.com 312.239.4410 FAX OR EMAIL TO: Commerce Concierge Business Services

151 E. Wacker Dr., Chicago, IL 60601

Ph: 312-239-4411 Fax: 312-239-4414

hrcbc@avt.com

NORTHERN GREENHOUSES

1800 W. LAKE ST. - CHICAGO, IL 60612
PHONE (312) 666-9177 FAX (312) 666-8978
EMAIL: Northerngreenhouses@hotmail.com
PREPAYMENT REQUIRED

Name of Show _____

Location _____ Show Dates _____

Exhibitor: _____ Booth # _____ Order Date: _____

Address: _____

City, State, Zip: _____

Company Representative: _____ Telephone: _____

E-Mail Address: _____

Credit Card (circle): VISA MC AMEX DISCOVER CVV Code: _____ Exp. Date: _____

Credit Card # _____ Signature _____

- Foliage plants and architectural containers on rental basis
 - Blooming plants and fresh cut flowers are purchased
- Price includes: Installation, service throughout show, removal, and rental of architectural containers

CONTAINERS: (Please specify) [] WHITE [] BLACK [] BASKET (If you do not specify, BLACK will be provided)

QUANTITY (Please specify quantity, height, and variety of plants)

	Price Ea.	Ext. Price
_____ 3 Ft. Plants _____	\$ 41.00	_____
_____ 4 Ft. Plants _____	\$ 51.00	_____
_____ 5 Ft. Plants _____	\$ 61.00	_____
_____ 6-7 Ft. Plants _____	\$ 71.00	_____
_____ 8 - 9 Ft. Plants _____	\$ 120.00	_____
_____ POTTED FERNS: _____ SMALL (\$28 each) _____ LARGE (\$33 each) _____		_____
_____ Custom: _____	\$ _____ each	_____

** Taller plants and custom decor available - please inquire for pricing **

SUBTOTAL 1: _____

8% Rental Tax (apply to subtotal 1): _____

_____ POTTED MUMS (YELLOW, WHITE, LAVENDER, BRONZE subject to availability) \$ 30.00 _____

_____ POTTED AZALEA (RED, PINK & WHITE) OR BROMELIADS \$ 40.00 _____

_____ Floral Arrangements: _____ \$ 50 & up _____

SUBTOTAL 2: _____

9.25% Sales Tax (apply to subtotal 2) _____

GRAND TOTAL (Add Subtotals + Taxes) _____

Any discrepancies with order must be addressed on first day of show. No refunds issued after show open.

WE'RE PROUD TO SERVE AS YOUR OFFICIAL LEAD RETRIEVAL PROVIDER

Exhibiting Company:		Booth #:	
Onsite Contact:		Onsite Cell:	
Delivery Date:	Delivery Time Window:	We are unable to schedule deliveries within two hours of showfloor opening.	
Ordered By:	Email Address:	Phone #:	
Credit Card:	Expiration Date:	Security Code:	
Billing Address:	City:	State:	Zip:
Todays Date: (Required Field)		Email Lead Data To:	

Email confirmation, rental agreement and credit card receipt will be sent by email within (1) business day of submitting this form. If order is not confirmed within this time period, please call (800) 955-5171.

ORDER NOW & SAVE!
Discount Ends: 7/25/2018
Orders Accepted Until: 8/1/2018

 For Fast and Easy Ordering, [Order Online](#), or Submit this Completed Form to leads@smartsourcerentals.com

Lead Management Packages	Advance Discount Pricing	Standard Show Price	Qty	Total
Best Value	Order By 7/25/2018	7/26/2018 to 8/1/2018		
Handheld Scanner Pack Includes Cellular Scanner, Instant Email, Custom Qualifiers, and Bluetooth Printer	\$495	Not Available		\$0
Mobile App Bundle Includes iPad, 1 Mobile App License/Activation, iPad Hand Strap, Instant Email, and Custom Qualifiers	\$370	\$410		\$0

Mobile Lead App Solutions	Advance Discount Pricing	Standard Show Price	Qty	Total
Use Your Own Device	Order By 7/25/2018	7/26/2018 to 8/1/2018		
Mobile App (1st License/Activation) Runs on iOS 9 or later, Android 4.4s or later with rear-facing auto-focus camera of 5MP or better, iPhone 4s or later, iPad Minis, iPad 3s or later, and iPods with rear-facing cameras.	\$250	\$295		\$0
Mobile App (Additional Licenses) 1st activation is required.	\$150	\$150		\$0

Additional Handheld Options & Services	Advance Discount Pricing	Standard Show Price	Qty	Total
A La Carte	Order By 7/25/2018	7/26/2018 to 8/1/2018		
Handheld Scanner Bluetooth, Battery-operated Cellular Scanner	\$349	\$395		\$0
Handheld Scanner & Bluetooth Printer Includes Cellular Scanner, Bluetooth Printer and 2 Rolls of Paper	\$399	\$470		\$0
Handheld Scanner & Instant Email Includes Cellular Scanner and Instant Email	\$444	\$540		\$0
Handheld Scanner & Custom Qualifiers Includes Cellular Scanner and Custom Qualifiers	\$444	\$540		\$0
In-Booth Delivery & Training A booth representative must be present at the date/time of delivery. Forfeited deliveries will not be refunded and must be picked up from the onsite service desk.	\$95	\$100	0	\$0

To reserve Delivery & Training, please complete the Delivery information at the top of this form.

Developer's Kit	
Developer's Kit Badge information is available 7 days prior to show.	Call For Pricing

 Equipment Subtotal \$0.00

 Damage & Loss Waiver 10.5% \$0.00

To decline waiver (on applicable items), type No in the orange box.

 Sales Tax of 9.0% \$0.00
Grand Total \$0.00

For assistance with your order, and for questions about other technology solutions, please contact **Debra Rogers** at (877) 876-4111, or via email at drogers@smartsourcerentals.com

 Show Name: **Academy of Management**

 Show Dates: **August 10-14, 2018**

 Show Code: **AOMA0818**

Data is at the Discretion of Show Management. For specific details regarding your rental order, please refer to our [Terms & Conditions](#).

LEAD RETRIEVAL SERVICES TERMS AND CONDITIONS

All material and handling and union labor costs associated with the delivery, installation, and removal of equipment are the customer's responsibility and will be billed directly to the customer. Please ask your sales representative for weights and cost estimations.

Unless In-Booth Delivery & Training has been ordered, all scanning devices ordered from SmartSource[®] should be picked up at the Lead Retrieval Service Desk prior to the start of the show.

SmartSource[®] is not liable for loss of data or programs contained on or controlled by a machine, loss of profits or savings, whether actual or anticipated, or any other form of direct or consequential loss whatsoever.

Refunds will not be made for unclaimed equipment. Equipment must be returned to the Service Desk within one hour after the close of the show to avoid additional charges. Should SmartSource[®] onsite staff need to retrieve any SmartSource-owned scanning device, you may be charged an additional service fee of \$100.00.

All equipment is offered on a rental basis only, is the sole responsibility of the exhibitor during the rental period, and must be returned to SmartSource[®] at the end of the rental period. Exhibiting company is responsible for the full replacement value of lead retrieval equipment if lost, stolen, or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date may be subject to a \$75.00 service fee.

All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. SmartSource[®] will not charge any credit card held as security deposit without prior authorization; however, SmartSource[®] reserves the right to charge fees associated with lost, stolen, or damaged units as a last chance effort to recover damages. Full payment and an Authorized Signature must accompany this order to secure the rental equipment.

SmartSource[®] will allow ample time (at least ninety days) for exhibitor to arrange payment for lost, stolen, or damaged units, before this step is taken.

SmartSource[®] is not responsible for the type or amount of data provided to exhibitors by show management. Attendee data released to exhibitors is at the discretion of show management.

SmartSource[®] shall not be liable for any special, incidental, or consequential damages arising from the loss of data, for any reason, or arising from or related to the use of this equipment. SmartSource's sole liability for damage for any cause whatsoever shall be limited to the total fee paid for the rental of the equipment.

If the damage and loss waiver has been declined (where applicable), you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as "additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Unless you have accepted our Damage Waiver Coverage, you will be responsible for costs resulting from damage to our property including service and repair charges. For loss coverage, a filed police report must be produced for coverage to apply. Damage Waiver Coverage does not extend to misuse or intentional abuse.

All rentals include 24x7 service and support.

SmartSource[®] requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery, and Tax.

All orders are subject to SmartSource[®] standard [Terms and Conditions \(Corporate\)](#). If there is a conflict, this shall apply. Prices are subject to change without notice.

RENTAL AGREEMENT TERMS AND CONDITIONS

1. TERM: The rental shall commence on the day we deliver the property to you and shall continue until the property is returned, complete and in good working order, to our location.

2. TITLE: You acknowledge that the property rented by you belongs to us and that you cannot sell, pledge, mortgage, or otherwise dispose of the property unless you exercise your Purchase Option and we have been paid in full for all payments due to us. To protect our rights to the property, you give us full authority to file any financing statement that we may deem appropriate.

3. LOCATION: Except for notebooks and display projectors, the property shall be kept at the Equipment Location you have provided us and may not be moved or relocated without our prior written permission.

4. USAGE: You may use our property, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our property and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our product is governed by Microsoft's End User License Agreement attached hereto.

5. MAINTENANCE, MALFUNCTIONS, AND DAMAGES: During the term of the rental, we are responsible for the maintenance of our property resulting from normal usage. If the property malfunctions or is damaged in any way, you must notify us immediately and we will, at our discretion, repair or replace the defective property in a timely manner. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.

6. INSURANCE: Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as "additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver. For loss coverage, a filed police report must be produced for coverage to apply.

7. CREDIT APPROVAL: We are not obliged to deliver the property unless and until your credit is approved by us.

8. NO WARRANTIES: OTHER THAN PROVIDING YOU WITH OUR PROPERTY IN GOOD WORKING ORDER, NEITHER WE NOR ANY ASSIGNEE OF OURS MAKE ANY OTHER WARRANTIES WHATSOEVER. YOU ACKNOWLEDGE THAT BOTH THE PROPERTY AND THE MANUFACTURER OF SAID PROPERTY ARE ACCEPTABLE TO YOU. YOU FURTHER ACKNOWLEDGE THAT WE HAVE NOT MADE AND DO NOT MAKE ANY WARRANTY OR REPRESENTATION, EITHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE MERCHANTABILITY AND FITNESS OF THE PROPERTY FOR ANY PARTICULAR PURPOSE.

YOU ACKNOWLEDGE THAT NO DEFECT OR UNFITNESS OF THE PROPERTY SHALL RELIEVE YOU OF YOUR OBLIGATION TO MAKE THE RENTAL PAYMENTS OR ANY OTHER OBLIGATIONS YOU MAY HAVE TO US UNDER THE TERMS OF THIS AGREEMENT. We shall not be liable to you for any loss, damage, or expense of any kind or nature that may result from the rental of our property unless it is a result of our negligence, in which case our total liability shall be limited to the rental charges for that piece of property.

9. PAYMENT: All payments, including applicable taxes and/or shipping and delivery charges, are due at the beginning of the initial rental term and on the first day of each subsequent rental period. All other payments are due when billed.

10. LATE CHARGES: If any payments have not been made within 30 days of the due date, we may impose a late charge equal to the lesser of 1-1/2% per month or the maximum rate permitted by law. We may also consider you to be in default.

11. RENEWALS AND RATE CHANGES: The rental will automatically be renewed for successive rental periods following the initial rental term. However, we reserve the right to adjust our rate provided we have given you written notice of such changes at least ten business days in advance.

12. TERMINATION: Prior to the conclusion of the initial rental term or any subsequent extensions, you may terminate the rental by our receiving at least five business days advance notice in writing or by telephone.

13. CANCELLATION, EARLY TERMINATION, AND LATE RETURN CHARGES: Unless we receive written notice of cancellation at least ten business days prior to the commencement of the initial rental term, you are responsible for a cancellation fee, representing damages and costs incurred in our reserving the property for you, equal to the greater of 25% of the initial rental term charge or \$150. For multi-month terms, if the rental is terminated prior to the conclusion of the initial rental term, you will be responsible for any additional charges in accordance with our rates for such a shorter term. Beyond the initial rental term or any extensions thereof, the rental charges will be prorated accordingly. If, however, the pickup of the property has been rescheduled for our convenience, you will not be responsible for any additional rental charges resulting from such rescheduling.

14. DEPOSIT: Following the return and our inspection, within five business days, of our property, provided our property is complete and in good working order and all outstanding charges have been paid, we will return your security deposit (without interest) within ten business days.

15. MISCELLANEOUS LAST: Lease Administrative Service Transaction Fee. For orders delivered in California, Lessor charges an 8% Administrative Fee.

16. PURCHASE OPTION: At the conclusion of the initial rental term or any subsequent extensions, you may purchase our property for its fair market value provided all rental payments have been made and we have received at least ten business days advance notice in writing or by telephone.

17. DEFAULT: We may terminate the rental if:

- a) you fail to honor your obligations under this agreement; or
- b) you file for creditor protection under Federal or State laws; or
- c) you discontinue your regular operations for five or more business days.

Under any of these circumstances, you will remain liable for the return of our property, complete and in good working order, all outstanding payments, and any payments due for the balance of the initial rental term or its extension. Furthermore, you will be responsible for collection and/or attorney fees and expenses equal to the greater of 20% of the amounts due us or \$1,000.

18. GENERAL PROVISIONS:

- a) This contract is the entire agreement between you and us and cannot be changed except in writing and signed by both of us.
- b) The laws of the State of New York shall govern this Agreement between you and us.
- c) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address.
- d) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement.
- e) Paragraph headings are for convenience only.

19. LABOR POLICIES: Labor charges are estimates only and actual time will be presented within 48 hours after the conclusion of the event. Labor rates are based on a ten hour day and rounded to the nearest half hour. After ten consecutive hours, not including meals, labor rates are billed at time plus a half. Labor required between the hours of 10PM and 6AM is billed at double time. All Technical labor calls are a four hour minimum. For venues where union work rules apply, different rates and work rules may be used.

20. SALES TAX:

- a) For orders delivered in California, Pursuant to California Regulations 1660(b)(1)(E), Lessor pays Los Angeles County sales tax at the time of acquisition in lieu of charging sales tax to Lessee.

AOM - EXHIBIT BOOTH ORDER FORM

IMPORTANT INFORMATION: The Hyatt Regency Chicago does not allow food and/or beverages to be brought into the hotel. **All pricing is subject to a 24% service charge and applicable sales tax.** To place an order for your exhibit booth, please complete one form for each food function using the selections below as a guide. Each day's event must have its own form with the appropriate contact information filled in. Your Event Sales Manager will follow-up with a contract based on this order and include an estimate of charges & payment options. **Your order will not be processed until the contract is signed & returned, and appropriate payment arrangements have been made.** All requests must be received at least 2 weeks prior to your event start date. Final guarantees will be due by 11am CST, (3) business days in advance of the event. Any cancellation or reduction after that time will be charged in full for the original order.

RETURN TO: Molly Sonricker

EMAIL: molly.sonricker@hyatt.com
(Phone) 312.239.4549

Date of Event: _____ **# of Guest:** _____ **Start/End Time of Event:** _____ **Booth Number:** _____

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

QTY SNACKS / BREAK ITEMS

BREAKFAST

- _____ Whole Fresh Fruit @ \$38.00/dozen
- _____ Seasonal Breakfast Bakeries @ \$64.00/dozen
- _____ Bagels w/Cream Cheese @ \$68.00/dozen
- _____ Cinnamon Rolls with Bacon Crumble and Cream Cheese filling @ \$70.00/dozen
- _____ Scones, Lemon-Poppyseed, Mixed Berry, and Apricot with Lemon and Raspberry @ \$64/dozen
- _____ Individual Non-Fat Chobani Yogurts @ \$5.00/each

SAVORY SNACKS

- _____ Traditional Individual Bags of Dry Snacks @ \$50.00/ dozen
- _____ Gourmet Individual Bags of Dry Snacks @ \$60.00/ dozen
- _____ Assorted Organic Energy Bars @ \$62.00/dozen
- _____ Pizza Stuffed Pretzels @ \$68.00/dozen
- _____ Hot Chicago Street Pretzels @ \$60.00/dozen

DESSERT

- _____ Assorted Candy @ \$48.00/dozen
- _____ Bags of Marich Chocolates, assorted types @ \$72.00/dozen
- _____ Assorted Biscotti @ \$48.00/dozen
- _____ Freshly Baked Cookies @ \$68.00/dozen
- _____ Chocolate Brownies @ \$68.00/dozen
- _____ Assorted Miniature Cupcakes @ \$52.00/dozen

QTY PRESENTATION STATIONS (25 Person/Piece Minimum)

- _____ Seasonal Crudit  Display @ \$18.00 /guest
- _____ Cheese Block @ \$20.00 /guest
- _____ Sliced Fresh Fruit @ \$15.00/guest
- _____ Antipasto & Roasted Vegetables @ \$20.00/guest

QTY SPECIALTY STATIONS (50 Person Minimum)

- _____ Pre-Made Pasta Station @ \$22.00/guest
- _____ Shellfish Bar @ \$9.00/piece (100 piece min)
- _____ Sliders: Waygu Beef, Pulled Chicken, Salmon Burger @ \$25.00/guest

QTY COLD/HOT HORS D'OEUVRES

\$7.00 each (25 Piece Minimum per Item)

VEGETARIAN

- _____ Tiny Tomato Caprese Skewer
- _____ Thai Spring Purse, Shoyu Sauce
- _____ Portobello Mushroom Puff
- _____ Corn, Zucchini & Cheese Quesadilla

SEAFOOD

- _____ Shrimp BLT
- _____ Bay Scallop Ceviche, Jalapeno Lime Citrus and Cilantro
- _____ Lump Crab Cakes with Lobster Mayo
- _____ Coconut Shrimp, Apricot Dipping Sauce

CHICKEN

- _____ Buffalo Chicken Spring Roll with Blue Cheese Dipping
- _____ Chicken Potsticker with Ginger Soy Sauce
- _____ Chicken Brochette with Red Chili Chimichurri
- _____ Mini Tartelettes with Ambrosia Chicken Salad and Grapes

MEAT

- _____ Muffaletta Bite
- _____ Cuban Spring Roll with a Spicy Mustard Dipping Sauce
- _____ Bacon Wrapped Blue Cheese Meatball
- _____ Beef Souvlaki with Tzatziki Sauce

QTY CARVING STATIONS (25 Person Minimum)

- _____ Herb Roasted Turkey Breast @ \$20.00/guest
- _____ Oven Roasted Tenderloin @ \$27.00/guest
- _____ Smoked Barbeque Brisket @ \$22.00/guest
- _____ Smoked Virginia Ham @ \$18.00/guest
- _____ Whole Roasted Salt Crusted Halibut @ \$24.00/guest
- _____ Chinese Pork Loin @ \$18.00/guest

* Carver Fee @ \$175.00/each plus tax (up to 3 hours)

**Includes (2) Sides and Sauce

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(Phone) 312.239.4549

Date of Event: _____ **# of Guest:** _____ **Start/End Time of Event:** _____ **Booth Number:** _____

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

QTY COFFEE BREAK SOLUTIONS

- _____ Regular, Decaf and/or Herbal Tea @ \$145.00/gallon
- _____ Individual Bottled Soft Drinks @ \$6.50 each
- _____ Still & Sparkling Waters @ \$6.25 each
- _____ Bottled Juices @ \$6.50 each
- _____ Specialty Beverages (Choose 3- G2 Thirst Quencher, Tazo Iced Teas Lemonade, Starbucks Frappuccino, Red Bull) @ \$8.25 each

OTHER REQUESTS

QTY BEER

- _____ Domestic Beer @ \$204.00/Case
- _____ Imported / Premium Beer @ \$228.00/Case
- _____ Local / Craft Beers @ \$234.00/Case

QTY WINE & SPIRITS

- _____ Canvas by Michael Mondavi, Pinot Grigio @ \$49.00/bottle
- _____ Canvas by Michael Mondavi, Chardonnay @ \$49.00/bottle
- _____ Canvas by Michael Mondavi, Merlot @ \$49.00/bottle
- _____ Canvas by Michael Mondavi, Pinot Noir @ \$49.00/bottle
- _____ Canvas by Michael Mondavi, Cabernet Sauvignon @ \$49.00/bottle
- _____ Canvas by Michael Mondavi, Brut, Blanc Da Blancs @ \$49.00/bottle

*** Additional Wine List Available Upon Request**

HOSTED BAR

* Bartender Fee @ \$175.00/each plus tax (up to 3 hours)
 - \$60 each additional hour



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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.

Academy of Management Annual Meeting
Hyatt Regency Chicago
August 10 - 13, 2018

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