### 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.

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**American Society for Engineering Education Annual Conference**  
**Henry B. Gonzalez Convention Center, Hall C**  
**June 10 - 12, 2012**

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#### Show Organizer Information and Forms

3

#### ASEE Exhibitor Manual

4

#### GES Information and Order Forms

24

**General Information**

25

- G-1: Show Information
- G-11: General Information
- G-10: Trade Show Tips
- G-6: Show Site Work Rules
- G-7: GES Terms & Conditions of Contract
- G-8: Fire Regulation Information
- G-9: Operation of All Mechanical Lifts
- G-4: Petroleum Surcharge Information
- L-3: Official Service Provider Information
- SAMPLE COPY: Certificate of Liability Insurance
- L-4: Notice of Intent to Use Exhibitor Appointed Contractor

**Material Handling**

38

- R-1: Material Handling Information
- GES Transportation Plus
- R-2: Material Handling Order Form
- R-5: Advance Shipping Labels
- R-6: Direct Shipping Labels
- R-7: Freight Service Questionnaire
- R-H: Advanced Warehouse Receiving Hours
- R-3: Pre-Printed Outbound Material Handling Request
- R-8: GES Logistics - Domestic Shipping Quote Form
- GES Global Transportation Plus
- R-20: GES Logistics - International Shipping Quote Form
- R-12: Skid Accessible Storage Order Form
- R-14: Cartload Service Order Form
- R-15: Vehicle Placement Order Form

**Decorating Services**

52

- C-1: Carpet Order Form
- C-2: Carpet Package Order Form
- A-1: Furniture & Accessories Order Form
- A-2: Furniture Package Order Form
- B-1: Specialty Furniture Order Form
- B-2: Specialty Furniture Order Form
- I-2: Digital File Preparation
Exhibitor Services Manual Table of Contents

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American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

<table>
<thead>
<tr>
<th>I-1: Graphics &amp; Signage Order Form</th>
<th>59</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Services</td>
<td>60</td>
</tr>
<tr>
<td>L-1: Installation &amp; Dismantling Order Form</td>
<td>60</td>
</tr>
<tr>
<td>L-2: Key Information/Supervised Labor Checklist</td>
<td>61</td>
</tr>
<tr>
<td>T-1: In-Booth Forklift &amp; Labor Order Form</td>
<td>62</td>
</tr>
<tr>
<td>H-1: Hanging Sign / Truss Labor Information</td>
<td>63</td>
</tr>
<tr>
<td>H-2: Hanging Sign / Truss Labor Order Form</td>
<td>64</td>
</tr>
<tr>
<td>H-1a: Hanging Sign Shipping Labels</td>
<td>65</td>
</tr>
<tr>
<td>J-1: Cleaning Order Form</td>
<td>66</td>
</tr>
<tr>
<td>Required Forms</td>
<td>67</td>
</tr>
<tr>
<td>G-2: Payment &amp; Credit Card Charge Authorization</td>
<td>67</td>
</tr>
<tr>
<td>G-3: 3rd Party Billing Request</td>
<td>68</td>
</tr>
<tr>
<td>H-3: Booth Layout Form</td>
<td>69</td>
</tr>
</tbody>
</table>

Additional Service Order Forms

| Electrical                          | 71 |
| Air / Water                         | 73 |
| Internet                            | 74 |
| Plant & Floral                      | 78 |
| Lead Retrieval                      | 79 |
| Audio Visual                        | 84 |

Index                                      | 85 |
Show Organizer Information and Forms
Dear Exhibitor,

We are excited that your organization will be exhibiting at the 2012 ASEE Conference and Exposition. In this manual you will find the information you will need to prepare for the more than 3,700 registered attendees.

We urge you to read through the following materials. This manual is more than just an “exhibitor kit,” it will provide you with information and guidance in planning your exhibit, making hotel reservations, provide you with ways to market your company, and also help you stay within budget. Please be sure that the contact person responsible for your exhibit on-site is familiar with the contract rules and regulations found in this manual.

To obtain discounted ASEE hotel room rates, you must make your reservations through http://www.asee.org/conferences-and-events/conferences/annual-conference/2012/registration/housing. Please refer to the forms under the Housing, Registration and General Information section. This information can also be found at our website: www.asee.org

If you require assistance, please contact Page Halle, Marketing Assistant, at p.halle@asee.org or 202-331-3547.

ASEE is here to work with you to make your participation in the 2012 ASEE Annual Conference and Exposition a tremendous success!

Sincerely,

Scott Williamson
Director of Marketing & Sponsorships
<table>
<thead>
<tr>
<th>Date</th>
<th>Task/Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2, 2012</td>
<td>Exhibitor service kit available to all exhibitors online</td>
</tr>
<tr>
<td>May 8, 2012</td>
<td>Advance Shipments may begin arriving at the warehouse</td>
</tr>
<tr>
<td>May 21, 2012</td>
<td>Discount Deadline for orders received with payment</td>
</tr>
<tr>
<td>June 6, 2012</td>
<td>Last day for Advance Shipments to arrive at warehouse without surcharges.</td>
</tr>
<tr>
<td>June 9, 2012</td>
<td>Direct Shipments may begin arriving at Exhibit Site after 8:00am</td>
</tr>
<tr>
<td>June 10, 2012</td>
<td>Last day Direct Shipments to arrive at Exhibit Site by 2:00pm</td>
</tr>
<tr>
<td>June 9-10, 2012</td>
<td><strong>Booth installation</strong></td>
</tr>
<tr>
<td>June 10-12, 2012</td>
<td>Exhibit Hall open</td>
</tr>
<tr>
<td>June 12, 2012</td>
<td>Booth Dismantling 2:00pm – 9:00pm</td>
</tr>
<tr>
<td>June 13, 2012</td>
<td>Booth Dismantling 8:00am – 1:00pm</td>
</tr>
<tr>
<td>June 13, 2012</td>
<td>Carriers must be checked in by 12:00pm</td>
</tr>
<tr>
<td></td>
<td>(Carrier check in begins at 6:30pm on June 12).</td>
</tr>
<tr>
<td>June 13, 2012</td>
<td>All exhibitor material must be removed by 1:00pm</td>
</tr>
</tbody>
</table>
CONFERENCE AT A GLANCE

SATURDAY, JUNE 9, 2012
8:00 a.m. - 4:30 p.m.  9th Annual ASEE Workshop on K-12 Engineering Education

SUNDAY, JUNE 10, 2012
7:00 a.m. - 6:00 p.m.  Registration
8:45 a.m. - 3:45 pm  Workshops & Business Meetings
3:00 p.m. - 4:00 p.m.  Greet the Stars (First Timers Orientation)
4:00 p.m. - 5:30 p.m.  NEW! Division Mixer
6:00 p.m. - 7:30 p.m.  NEW! Focus on Exhibits Welcome Reception

MONDAY, JUNE 11, 2012
7:00 a.m. - 8:30 a.m.  Technical Sessions/Business Meetings
7:00 a.m. - 5:00 p.m.  Registration
8:45 a.m. - 10:15 a.m.  Main Plenary I
10:30 a.m. - Noon  Focus on Exhibits Brunch
10:30 a.m. - Noon  NSF Poster Session
10:30 a.m. - 5:00 p.m.  Exhibit Hall open
12:30 p.m. - 2:00 p.m.  Technical Sessions/Business Meetings
2:15 p.m. - 3:45 p.m.  Technical Sessions/Business Meetings
3:45 p.m. - 4:15 p.m.  NEW! Focus on Exhibits Ice Cream Social
4:30 p.m. - 6:00 p.m.  Technical Sessions/Business Meetings
7:00 p.m.  Division Social Events

TUESDAY, JUNE 12, 2012
7:00 a.m. - 8:30 a.m.  Technical Sessions/Business Meetings
8:00 a.m. - 5:00 p.m.  Registration
8:45 a.m. - 10:15 a.m.  Technical Sessions/Business Meetings
8:45 a.m. - 2:00 p.m.  Exhibit Hall Open
10:30 a.m. - Noon  NEW! Main Plenary II
12:30 p.m. - 2:00 p.m.  NEW! Focus on Exhibits Lunch
12:30 p.m. - 2:00 p.m.  Division Poster Session (in Exhibit Hall)
2:15 p.m. - 3:45 p.m.  Technical Sessions/Business Meetings
4:00 p.m. - 5:30 p.m.  Technical Sessions/Business Meetings
7:00 p.m.  Division Social Event

WEDNESDAY, JUNE 13, 2012
7:00 a.m. - 8:30 a.m.  Technical Sessions/ Business Meetings
8:00 a.m. - Noon  Registration
10:30 a.m. - Noon  Distinguished Lecture Series
12:30 p.m. - 2:00 p.m.  Technical Sessions/Business Meetings
2:15 p.m. - 3:45 p.m.  Technical Sessions/Business Meetings
4:00 p.m. - 5:30 p.m.  Technical Sessions/Business Meetings
7:00 p.m.  2012 ASEE Awards Reception and Banquet
7:00 p.m. - 10:00 p.m.  2012 ASEE Annual Awards Banquet
**OVERVIEW**

**What is the ASEE Exposition?**
The Exposition is held in conjunction with ASEE’s Annual Conference. The Exposition gives companies the opportunity to display their products and services to the largest gathering of engineering educators in the country. ASEE has reserved more than 19,000 square feet of exhibit space in San Antonio.

The Exhibit Hall is the central meeting place for ASEE Conference attendees and the location of poster sessions, Focus on Exhibits events, special drawings and contests and the National Design Competition.

**Where is the exhibit hall located?**
The exhibit hall is located at the Henry B. Gonzalez Convention Center, Exhibit Hall C.

**What is the Attire for the exhibit hall?**
Business or business casual attire is appropriate at the 2012 ASEE Annual Conference and Exposition.

**Exhibit Space amenities:**
- Booths are 10’ x 10’, or multiples thereof
- Booths include 8’ drape in back and 3’ drape on sides
- Signage with company name and location is complimentary
- Furniture and accessories, electrical requirements, booth carpet, and booth cleaning are the responsibility of the exhibitor.

Additional exhibitor benefits include:
- One (1) full conference registration and four (4) “Exhibits only” registrations per 10’ x 10’ space contracted
- Ten (10) complimentary Client Passes
- Use of either the pre or post-conference attendee registration list

**Exposition Installation**
Saturday, June 9: 8:00 a.m. - 5:00 p.m.
Sunday, June 10: 8:00 a.m. - 4:00 p.m.

**Exposition Hours**
Sunday, June 10: 6:00 p.m. - 7:30 p.m.
Monday, June 11: 10:30 a.m. - 5:00 p.m.
Tuesday, June 12: 8:45 a.m. - 2:00 p.m.

**Exposition Dismantle/Move-Out**
Tuesday, June 12: 2:00 p.m. - 9:00 p.m.
Wednesday, June 13: 8:00 a.m. - 1:00 p.m.
# Hotel Map

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Hotel Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grand Hyatt (Headquarter Hotel)</td>
<td>600 E. Market Street, San Antonio, TX 78205</td>
<td>GRH</td>
</tr>
<tr>
<td>2. Drury Inn &amp; Suites Riverwalk</td>
<td>201 N. St. Mary's Street, San Antonio, TX 78205</td>
<td>DIS</td>
</tr>
<tr>
<td>3. Drury Plaza Riverwalk Life</td>
<td>105 S. St. Mary's Street, San Antonio, TX 78205</td>
<td>DPR</td>
</tr>
<tr>
<td>4. Hilton Palacio del Rio</td>
<td>200 S. Alamo, San Antonio, TX 78205</td>
<td>HPR</td>
</tr>
<tr>
<td>5. Marriott Riverwalk</td>
<td>711 E. Riverwalk, San Antonio, TX 78205</td>
<td>SAM</td>
</tr>
<tr>
<td>6. Red Roof Inn Downtown</td>
<td>1011 E. Houston Street, San Antonio, TX 78205</td>
<td>RRI</td>
</tr>
<tr>
<td>7. Menger Hotel</td>
<td>204 Alamo Plaza, San Antonio, TX, 78205</td>
<td>MEN</td>
</tr>
</tbody>
</table>
Hotel Reservations and Information

To make a hotel reservation or for more housing information, please visit http://www.asee.org/conferences-and-events/conferences/annual-conference/2012/registration/housing.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
<th>Quad</th>
<th>Distance From Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grand Hyatt San Antonio (HQ)</td>
<td>$229</td>
<td>$254</td>
<td>$279</td>
<td>$304</td>
<td>1 Block</td>
</tr>
<tr>
<td>2. Hilton Palacio del Rio</td>
<td>$224</td>
<td>$244</td>
<td>$264</td>
<td>$284</td>
<td>1 Block</td>
</tr>
<tr>
<td>3. Marriott Riverwalk</td>
<td>$227</td>
<td>$244</td>
<td>$264</td>
<td>$284</td>
<td>1.5 Blocks</td>
</tr>
<tr>
<td>4. Drury Plaza Hotel Riverwalk</td>
<td>$175</td>
<td>$175</td>
<td>$175</td>
<td>$175</td>
<td>2 Blocks</td>
</tr>
<tr>
<td>5. Red Roof Inn – Designated Student Hotel</td>
<td>$83.99</td>
<td>$88.99</td>
<td>$93.99</td>
<td>$98.99</td>
<td>6 Blocks</td>
</tr>
<tr>
<td>6. Drury Inn &amp; Suites Riverwalk</td>
<td>$175</td>
<td>$175</td>
<td>$175</td>
<td>$175</td>
<td>4 Blocks</td>
</tr>
<tr>
<td>7. Menger Hotel</td>
<td>$159</td>
<td>$159</td>
<td>$159</td>
<td>$159</td>
<td>6 Blocks</td>
</tr>
</tbody>
</table>

Important Housing Information

ASEE will be using a housing agency from the city of San Antonio.

Official ASEE Annual Conference Headquarters Hotel:

Grand Hyatt San Antonio
600 E. Market Street, San Antonio, TX, 78205
Phone: (210) 224-1234; Fax: 1-210-271-8019

The Grand Hyatt is located adjacent to the San Antonio Convention Center.

Hilton Palacio del Rio
200 S. Alamo Street, San Antonio, TX, 78205
Phone: (210) 222-1400; Fax: 1-210-270-0761

San Antonio Marriott Riverwalk
889 E. Market Street, San Antonio, TX, 78205
Phone: (210) 224-4555; Fax: 1-210-224-2754

Drury Plaza Hotel Riverwalk - San Antonio, Texas
105 S. St Mary’s Street, San Antonio, TX, 78205
Phone: (210) 270-7799; Fax: 1-800-431-1351

Red Roof Inn San Antonio Downtown - Riverwalk
1011 E. Houston Street, San Antonio, TX, 78205
Phone: (210) 229-9973

Menger Hotel – San Antonio, Texas
204 Alamo Plaza, San Antonio, TX, 78205
Phone: (210) 223-4361; Fax: 210-223-1328

Please note: Because of the close proximity of the conference hotels, shuttle service will not be provided.
## Hotel Reservation Form

### 2012 ASEE Annual Conference and Exposition
San Antonio Texas • June 10-13, 2012

TO SECURE YOUR HOTEL CHOICE AND RECEIVE IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION ONLINE AT: www.asee.org

### WAYS TO RESERVE YOUR HOTEL ROOM
- Online: www.asee.org
- Fax: 210-207-6702
- Phone: 210-207-6734
- Mail: ASEE Housing Bureau, 203 S. St. Mary's St., Ste. 200, San Antonio, TX 78205

Select Hotels: Rooms are assigned first come/first served. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity and availability. Use code only, not numbers. See Hotel Listing for rates and codes.

**1st Choice:** ______  **2nd Choice:** ______  **3rd Choice:** ______

* Please note: Grand Hyatt, Hilton Palacio del Rio and Marriott Riverwalk are designated non-smoking hotels*

Reservation will not be processed, if form is incomplete. Keep a copy of this form for your records. Do not mail after faxing. Acknowledgements are e-mailed if a valid e-mail address is provided below. Photocopy this form if you need more than one room.

### ARRIVAL DATE: _______________  DEPARTURE DATE: _______________

**List ALL OCCUPANTS:**

1. ______________________  2.  _______________________  3.  _______________________  4.  _______________________

**Room Request?:** One Bed: ______ Two Beds: ______ ADA Accessible: ______

**SPECIAL REQUEST:** ________________________________________________________________________________________

(Room type & special requests based on availability at check in.)

**ATTENDEE INFORMATION:** (REQUIRED)

**FIRST NAME**

**MI**

**LAST NAME**

**EMAIL ADDRESS**

**AFFILIATION / INSTITUTION**

**STREET ADDRESS OR P.O. BOX NUMBER**

**CITY**

**STATE**

**COUNTRY**

**ZIP CODE**

*DAYTIME PHONE NUMBER*

**FAX NUMBER** (*If international, please indicate country & city code)*

ROOM GUARANTEE: All rooms must be guaranteed with either a credit card (valid through June, 2012) or check. Reservations will not be accepted without guarantee. If you choose to mail a check deposit, make it payable to ASEE Housing in the amount of $200 and mail along with your housing form to the address provided above. Check deposits must be received by May 4, 2012.

**Type of card:** Visa ______ MasterCard ______ American Express ______ Discover ______

**Card Number:** ___________________________________________________________________  **Exp. Date:** _______________

**CHANGES / CANCELLATIONS:** Any reservation guaranteed with a credit card & cancelled in its' entirety after April 17, 2012 midnight EST will be charged the ASEE Housing Bureau $50.00 cancellation-processing fee. Continue to use the ASEE Housing Bureau for all changes/cancellations through May 24, 2012. Beginning May 25, 2012, please contact your hotel directly. Your hotel may charge a fee for departure changes at check in.

**NOTE:** One night room & tax may be charged by the hotel to your credit card prior to arrival anytime after May 17, 2012. Your full deposit will be forfeited if you do not cancel your reservation 72 hours prior to arrival date.

Please contact the ASEE Housing Bureau should you have any additional questions: 210-207-6734.
**Rules to Exhibit**

1. **AGENT/PRINCIPAL**
The American Society for Engineering Education (ASEE) acts for the Exhibitor and representative(s) in the capacity of agent or principal. ASEE assumes no liability for acts or omissions or commission in connection with this agency. The Exhibitor and his representative(s) hereby release and hold harmless from any act or omission, including but not limited to attorney's fees and liabilities for loss or damage ensuing from any cause whatsoever. All parties involved with the exhibit, including specifically, but not limited to, the exhibit hall, the owner, the leasing association, the sponsor and the individual Exhibitor, respectively agree to pay all and claims arising out of their own negligence of that of their respective employees or grants.

2. **REJECTION OF EXHIBITS**
ASEE determines eligibility of any company or product for exhibit. ASEE may forbid installation or require removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the spirit and mission of ASEE. Unethical theft and other penalties will be levied on the part of the Exhibitor or his representative(s) both will subject the Exhibitor or his representative(s) to dismissal from exhibit areas, in which event it is agreed that no refund will be made by the Exhibitor or his representative(s). Exhibitors and their representative(s) who fail to observe these conditions of contract or who, in the opinion of ASEE, conduct themselves unethically may be dismissed without refund for redress.

3. **EXHIBIT DAMAGE/LOSS/THEFT**
ASEE will endeavor to assist in the protection of Exhibitor by providing 24-hour guard service. However, due to the nature of exhibits, it is impractical and impossible to insure the Exhibitor’s equipment against loss, theft, damage, and breakage. Neither the Gonzalez Convention Center, or any facility, nor any of its employees nor representative(s), nor any representative of ASEE, nor any subcontractor will be responsible for any injury, loss, or damage to the Exhibitor, the Exhibitor’s employees or property, however caused. The Exhibitor must assume responsibility for damage to the Gonzalez Convention Center, or facility property and indemnify and hold harmless the Gonzalez Convention Center, as value of such insurance, which might ensue from any cause whatsoever, including accidents or injuries to Exhibitor, its guests or employees. The Exhibitor is also responsible for any accident, injury, or property damage to any person viewing his exhibit where such accident, injury, or property damage results by the negligence of the Exhibitor, his agent or employees.

4. **LIABILITY/INSURANCE**
Each party involved with the exhibit, including specifically, but not limited to, fire and extended coverage of policies. Exhibitor is urged to place “extraterrestrial” and other coverage of policies. ASEE shall not be held liable for any acts or omissions or commission in connection with this agency.

5. **SPACE ASSIGNMENTS**
Space assigned to Exhibitor may be transferred by ASEE Show Management to affect balance against contract or who, in the opinion of ASEE, conduct themselves unethically may be dismissed without refund for redress.

6. **HEIGHT AND SPACE RESTRICTIONS**
All in-line exhibits, back walls and decorations will be limited in height and not extending from more than 3 feet from the back wall except actual equipment that in normal operation exceeds this height. Permission to exhibit such equipment heights must be obtained from ASEE Show Management. Island and peninsula solid booth walls may not exceed 10 feet in height and not obstruct the sightlines of the surrounding booths. Exhibits should not project beyond the space allotted. They should not obstruct the view or interfere with traffic to other exhibits. The wings of an exhibit should not project more than 3 feet from the back wall.

7. **SOCIETY OF JUDGES**
ASEE may, at its sole discretion, withhold or withdraw permission to distribute souvenirs, advertising, or other material to be given away at any price is prohibited. The Exhibitor agrees that selling goods or services in the exhibit hall will result in closing of the exhibit by ASEE. No Exhibitor shall be made by the Exhibitor or his representative(s) in this event. No soliciting for business shall be permitted in aisles or other Exhibitor’s booths. Samples, catalogues, pamphlets, publications, or promotional materials may only be distributed by Exhibitor strictly within the confines of its own premises. No Exhibitor will be permitted to give away any premium items, or to conduct any prize drawings for awards for signing of names and addressers, or other extreme promotions without first obtaining written permission from ASEE Show Management.

Advertising, an exhibitor in connection with the exhibit, shall be permitted to exhibit and then only in the space assigned. Solicitation of advertising by magazines or publishers from other Exhibitors on the floor of the exhibit hall is prohibited. Interviews should not take place inside the booths in order to maintain the rights and privileges of Exhibitor.

8. **SUITES/HOSPITALITY ACTIVITIES**
In the interest of maintaining the conference and exposition, all hospitality suites/functions will not be allowed during the official conference programming or exhibit hours. No hospitality functions are permitted for ASEE for all conference attendees. If registration is required, it cannot start until after the event concludes. Exhibitors will not be permitted to offer any places of entertainment, calls, meetings, or otherwise encourage absence of attendees from the conference or exhibit hall. All requests for hospitality activities must be submitted in writing to ASEE. Hotel contracts will inform ASEE Sales & Marketing Manager of the rentals of suites that coincide with official conference programming.

9. **BOOTH MATERIALS/FIRE REGULATIONS**
All Exhibit and booth materials must comply with Federal and City Fire laws, Insurance Underwriter and Gonzalez Convention Center, or facility property and indemnify and hold harmless the Gonzalez Convention Center, as value of such insurance, which might ensue from any cause whatsoever, including accidents or injuries to Exhibitor, its guests or employees. The Exhibitor is also responsible for any accident, injury, or property damage to any person viewing his exhibit where such accident, injury, or property damage results by the negligence of the Exhibitor, his agent or employees.

10. **AUDIO AND VIDEO**
Motion picture projectors and apparatus must conform to the fire regulations of the facility. Only safety film may be used. Sound film may be exhibited only in an enclosed room or soundproof booths. Silent films should be arranged so that aisles are not blocked. Projected motion picture or film materials to include helium, gas, etc., must be approved by ASEE Show Management.

11. **BOOTH STAFFING**
In the interest of business, and for security, Exhibitor shall keep staff in their booth(s) during all exhibit hours. Each exhibiting company is entitled to four (4) exhibit staff badges per booth and one (1) full conference registration badge per 10 foot x 10 foot booth. An exhibit staff badge is for personnel responsible for working in your booth during show hours, and it will not provide access to any other event. A full conference badge will allow the key contact to attend the Exhibit, play in any of the sessions he or she chooses. Badges must be worn at all times for admission to the exhibit hall.

12. **MARKETING/DISMANTLING/REMOVING BOOTHS**
The exhibit hall will be available to Exhibitors on Saturday, June 9, 2012 from 8:00 am to 5:00pm and Sunday, June 10, 2012 from 9:00am to 5:00pm. All exhibits must be operational and in their best interest, and for security, Exhibitor shall staff their booth(s) during all exhibit hours. Each exhibiting company is entitled to four (4) exhibit staff badges per booth and one (1) full conference registration badge per 10 foot x 10 foot booth. An exhibit staff badge is for personnel responsible for working in your booth during show hours, and it will not provide access to any other event. A full conference badge will allow the key contact to attend the Exhibit, play in any of the sessions he or she chooses. Badges must be worn at all times for admission to the exhibit hall.

13. **PARTY CONTRACTORS**
Any independent contractor requests, including installation and dismantle companies, must be made in advance to the ASEE Conferences Director. Electrical service must be coordinated by the exhibitor’s representative who must be directly responsible. No Site Safety for ASEE Show Management prior to approval of such contractors at least 45 days before conference.

14. **PAYMENT PROCEDURES/CANCELLATION POLICY**
Space will not be assigned without full payment. Contracts must be received by ASEE Show Management for early bird rate. Contracts received after February 15, 2012 will be subject to standard exhibit booth prices.

If final payment is not received by May 1, 2012, space can be made available for resale within notification and Exhibitor will be not relieved of the obligation to pay for such space at the full rental price, and ASEE shall have the right to use such space as it deems appropriate to eliminate blank space in the exhibit hall. No Exhibit may be dismantled before the specified time, nor may any part of the Exhibit or equipment be removed from the space it has been set up, without permission of ASEE Show Management.

Before any Exhibit may be removed from the building, Exhibitor must make arrangements satisfactory to ASEE and the facility for payment of any charges incurred by the Exhibitor in connection with the exhibit.

15. **ADDITIONAL RIGHTS**
Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject solely to the discretion of ASEE.
Please complete the following if you are planning to use an exhibitor-appointed independent service contractor for any installation or dismantling of your exhibit at the 2012 ASEE Annual Conference and Exposition.

**Name of the exhibitor-appointed contractor:** ________________________________

Contact: ________________________________________________________________

Company: ________________________________________________________________

Address: ________________________________________________________________

City/State/Zip: ________________________________

Phone: ________________________________

Fax: ________________________________

E-mail: ________________________________

Is this company an advertising or service company who will further subcontract the work to an independent exhibitor-appointed service contract?  Yes  No  (circle one)

The information below should be completed by the personnel coordinating the exhibitor-appointed contractor service:

Exhibiting Company Name: ________________________________

Contact Name: ________________________________ Booth #________________

Email: ________________________________

Signature: ________________________________ Date: ________________________________

**IMPORTANT:** THIS FORM MUST BE RETURNED TO SERVE AS AUTHORIZATION FROM THE EXHIBITOR, LISTING THE NAMES OF THE SUPERVISOR TO BE IN ATTENDANCE, SHOWING THAT THE COMPANY ASSUMES ALL RESPONSIBILITY FOR ACTS OF ITS CONTRACTORS. EXHIBITORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE, AS DESCRIBED ON THE PREVIOUS PAGE.

Return to:

**PAGE HALLE**
Marketing Assistant
1818 N Street NW, Suite 600
Washington, D.C. 20036
202-331-3547 (Ph)
202-265-8504 (Fax)
p.halle@asee.org
Sponsorship Opportunities

Sponsorship of the ASEE annual conference provides your company with a cost-effective, value-added opportunity to:

• Create brand awareness and increase brand loyalty among a targeted audience of engineering educators
• Introduce a new product/service offer to a captive group of decision makers
• Drive sales by reinforcing your brand messaging and effectively leveraging your exhibit space
• Differentiate yourself from your competition and benefit from the shared imagery of an ASEE sponsorship - highlighting your commitment to furthering excellence in engineering and engineering technology education

Sponsorship Levels/Fees:

• Visionary $50,000
• Innovator $25,000
• Pioneer $10,000
• Mentor $5,000
• Educator $2,500

Note: All sponsorship packages can be customized to meet your specific marketing objectives. All sponsorship agreements will be executed on a first-come, first-served basis.

MAKE AN INTEGRATED, STRATEGIC INVESTMENT IN ENGINEERING EDUCATION — BECOME AN ASEE SPONSOR TODAY!

Contact SCOTT WILLIAMSON, Director of Marketing & Sponsorships, at 202-331-3549 or s.williamson@asee.org.
VISIONARY  $50,000

Benefits:
• Six (6) full page, 4C ads in PRISM magazine
• One (1) full page, 4C, cover position ad in annual conference final program
• Sixteen (16) complimentary full registrations (non-transferable)
• Two (2) time slots for product demonstration and/or technical session
• Complimentary exhibit booth space (up to 20’ x 30’)
• Twelve (12) 4C banners displayed in high traffic areas at the Henry B. Gonzalez Convention Center
• Complimentary 1 year ASEE corporate membership
• Prominent recognition in the advance program (February 2012 double issue of PRISM)
• Prominent recognition in the annual conference final program
• Company name and logo (linked to company website) in Sponsors section of the ASEE Annual Conference website.
• Use of electronic mailing list of both pre- and post-conference registered attendees.
• Prominent recognition on thank you signage located in high traffic areas of the Gonzalez Convention Center.

PLUS, exclusive sponsorship rights to your choice of one of these premier events:

ASEE Division Mixer
New this year! Create tremendous brand awareness and visibility while fostering brand loyalty by sponsoring this exciting new networking event. Integrate your brand messaging into this experiential sponsorship opportunity that will serve as a great kickoff to the 2012 ASEE Annual Conference. Your exclusive sponsorship includes:

• Verbal recognition and a brief speaking opportunity for a company representative to welcome attendees.
• Highly visible branded signage throughout the venue, to include:
  • One (1) 20’ x 4’ welcome banner w/ sponsor logo
  • Three (3) 4’ x 6’ foamcore signs or banners w/ sponsor provided graphics/ads
  • Table tent cards w/ sponsor logo
• Opportunity to distribute promotional material and develop onsite interactive attractions.
• Use of opt in electronic mailing list for pre- and post-event marketing.

Main Plenary and Plenary 2
The ASEE Main Plenary is traditionally the most highly attended session at the conference. Put your company name and logo in front of over 2,000 attendees at this keynote address. The Plenary 2 session will feature the Best Paper Presentations & Meet the Board Town Hall, sure to attract a large audience. Sponsorship benefits include a 30 or 60 second ad or video to be shown immediately prior to these sessions, marcom handout opportunity, verbal recognition and branded signage throughout the ballroom.
INNOVATOR  $25,000

Benefits:

- Three (3) full page, 4C ads in PRISM
- One (1) time slot for product demonstration or technical session
- Eight (8) complimentary full registrations
- Complimentary exhibit booth space (up to 20’ x 20’)
- Six (6) 4C banners displayed in high traffic areas of the Henry B. Gonzalez Convention Center
- One (1) B/W 2 page spread ad OR one (1) full page, 4C cover position ad in annual conference final program (based on availability)
- Complimentary 1 year ASEE corporate membership
- Recognition in the advance program (February 2012 double issue of PRISM)
- Recognition in the annual conference final program
- Company name and logo (linked to company web site) in Sponsors section of the ASEE Annual Conference web site.
- Use of electronic mailing list of both pre- or post-conference registered attendees
- Recognition on thank you signage located in high traffic areas of the Henry B. Gonzalez Convention Center

PLUS, non-exclusive sponsorship rights to your choice of one of the following:

EDC/CMC Dinner
Sponsor this exclusive, invitation-only gathering of deans, ASEE Board members, government officials and executives from some of the world’s leading technology companies - a valuable networking opportunity to exchange ideas and discuss current trends in engineering education and the high tech sector. Associate your brand with engineering’s best and brightest at this annual gathering of members of ASEE’s Engineering Deans Council and Corporate Member Council. Sponsors will receive verbal recognition, exposure on signage throughout the ballroom and will have the opportunity for a company executive to make brief (1-2 minutes max) welcome remarks to the dinner attendees.

ASEE Diversity Booth
A wonderful opportunity to showcase your company’s commitment to fostering diversity in engineering education. The ASEE Diversity Booth is a large, 20’ x 30’ booth centrally located in the exhibit hall which provides six worthy engineering diversity organizations a chance to highlight their programs and services. Your sponsorship will provide these organizations with the opportunity to interact with over 3,700 conference attendees and 125 exhibitors while aligning your brand with an important strategic mission of ASEE. Sponsorship benefits include highly visible branded signage at the booth and special recognition on the conference web site and in the conference final program.

All Day Technical Session Series
Showcase a new product or service offer in an intimate classroom setting. You will have exclusive use of a meeting room at the Gonzalez Convention Center for an entire day of hands-on product demonstrations and/or technical sessions. Take advantage of pre-conference promotional opportunities to highlight your interactive presentations. This is an excellent opportunity to provide hands-on instruction to conference attendees who are leaders in their field and are always looking for new technology to use in the classroom and in their own research. Sponsorship benefits include F&B selections from a standard menu of light snacks and drinks.

Conference Connections Daily E-Newsletter
As a sponsor of this popular service, your company’s name and logo will appear throughout the e-newsletter that will include conference highlights, daily announcements/reminders, digital photos of conference events and sessions, etc. In addition, you may include advertising and promotional messaging. This is a great opportunity to reach ASEE annual conference attendees with customized programming by delivering your message directly to their email account!
**PIONEER**  $10,000

**Benefits:**
- One (1) full page, 4C ad in PRISM
- One (1) full page, B/W ad in Annual Conference program
- Four (4) complimentary full registrations
- Two (2) 4C banners displayed in high traffic areas of the Gonzalez Convention Center
- Complimentary 1 year ASEE corporate membership.
- Recognition in the Advance Program included in the February 2012 issue of PRISM.
- Recognition in the official ASEE Annual Conference Final Program.
- Company name and logo (linked to company web site) in Sponsors section of the ASEE Annual Conference web site.
- Use of electronic mailing list of both pre- and post-conference registered attendees.
- Recognition on thank you signage located in high traffic areas of the Gonzalez Convention Center

PLUS, non-exclusive sponsorship rights to your choice of one of the following:

**ASEE Awards Reception and Banquet**
The 119th Annual ASEE Awards Banquet is the final official event of the 2012 ASEE Annual Conference & Exposition and is your chance to leave a lasting impression. Sponsorship benefits include verbal recognition and your company name and logo on signage throughout the banquet room and in the Awards Banquet Program.

**Focus on Exhibits Welcome Reception**
New this year! The Focus on Exhibits Welcome Reception will be held on Sunday, June 10th from 6:00 pm to 7:30 pm in the exhibit hall. **No sessions or other events are held during this time**, providing an excellent networking and sales opportunity in a dynamic atmosphere. Sponsors will have name and logo recognition on ‘Thank you’ signage throughout the exhibit hall and will have the opportunity to supply guests with a promotional item or handout upon entry to the hall - a perfect way to promote a raffle or giveaway in your booth! Take advantage of multiple opportunities to pre-promote and leverage your sponsorship of this exciting new kickoff event!

**Focus on Exhibits Lunch**
New this year! The Focus on Exhibits Lunch will be held on Tuesday, June 12th from 12:30 pm to 2:00 pm in the exhibit hall. **No sessions or other events are held during this time**, providing an excellent networking and sales opportunity in a dynamic atmosphere. Sponsors will have name and logo recognition on ‘Thank you’ signage throughout the exhibit hall and will have the opportunity to supply guests with a promotional item or handout upon entry to the hall - a perfect way to promote a raffle or giveaway in your booth! Take advantage of multiple opportunities to pre-promote and leverage your sponsorship of this new event!
Focus on Exhibits Brunch
The Focus on Exhibits Brunch will be held on Monday, June 11th from 10:30 am to 12 Noon in the exhibit hall. **No sessions or other events are held during this time,** providing an excellent networking and sales opportunity in a dynamic atmosphere. Sponsors will have name and logo recognition on ‘Thank you’ signage throughout the exhibit hall and will have the opportunity to supply guests with a promotional item or handout upon entry to the hall - a perfect way to promote a raffle or giveaway in your booth! Take advantage of multiple opportunities to pre-promote and leverage your sponsorship of this popular event!

Attendee Tote Bag
All ASEE Annual Conference attendees will receive a tote bag at registration. Take advantage of this opportunity to brand a high value item that will be extensively utilized by many of the 3,700+ attendees.

Focus on Innovation
Be the presenting sponsor of the ‘Focus on Innovation’ magazine that will be distributed to over 14,000 engineering educators as a supplement to the April 2012 issue of PRISM magazine. Exposure elements on this glossy, 4C, high impact marcom piece include your company name and logo on the front cover, plus exclusive space on the back cover for a company message or advertisement. Take advantage of this cost-effective opportunity to reach a wide audience of decision makers by showing your support of the largest, most popular engineering education meeting in the world.

Distinguished Lecturers Series
Associate your brand with this series of discussions led by the thought leaders in engineering education and technology. Sponsors will receive thank you signage with your company name and logo at the main entrance of the ballroom and a mention in the final conference program. These popular talks are an excellent opportunity to increase your brand recognition with ASEE members.
Sponsorship Opportunities: Mentor

**MENTOR $5,000**

**Benefits:**

- Complimentary 1 year ASEE corporate membership.
- One (1) full page, B/W ad in Annual Conference program
- Two (2) complimentary full registrations
- Recognition in the Advance Program included in the February 2012 issue of PRISM.
- Recognition in the official ASEE Annual Conference Final Program.
- Company name and logo (linked to company web site) in Sponsors section of the ASEE Annual Conference web site.
- Use of electronic mailing list of both pre- and post-conference registered attendees.
- Recognition on thank you signage located in high traffic areas of the Gonzalez Convention Center

PLUS, non-exclusive sponsorship rights to your choice of one of the following:

**Name Badge Lanyards**
Take advantage of this opportunity to reinforce your brand in the minds of conference attendees. Your company name and logo will be printed on the name badge lanyard each attendee will receive upon registering.

**Name Badge Holders**
Take advantage of this opportunity to reinforce your brand in the minds of conference attendees. Your company name and logo will be printed on the name badge holder each attendee will receive upon registering.

**Focus on Exhibits Ice Cream Social**
The Focus on Exhibits Ice Cream Social will take place on Monday, June 11th from 3:45 pm to 4:15 pm in the exhibit hall and is one of the most popular events held during the ASEE Annual Conference. **No sessions or other events are held during this time,** providing an excellent networking and sales opportunity in a dynamic atmosphere. Sponsors will have name and logo recognition on ‘Thank you’ signage throughout the exhibition hall and will have the opportunity to supply guests with a promotional item or handout upon entry to the hall - a perfect way to promote a raffle or giveaway in your booth! Take advantage of multiple opportunities to pre-promote and leverage your sponsorship of this popular event.
Product Demonstration or Technical Session
Showcase a new product or service offer in an intimate classroom setting. You can choose to take advantage of the Mobile Classroom in the exhibit hall or one of the meeting rooms in the convention center. Take advantage of pre-conference promotional opportunities to highlight your interactive presentation. This is an excellent opportunity to provide hands-on instruction to ASEE Annual Conference attendees who are leaders in their field and are always looking for new technology to use in the classroom and in their own research. There will be several one hour and 90 minute time slots available. Benefits include F&B selections from a standard menu of light snacks and drinks and plenty of pre-event promotional assistance to include listing in the final program and in the online session locator. Reserve your time slot today!

EDC Business Lunch
This sponsorship opportunity provides your company with prime exposure to the cream of ASEE membership...our deans. Benefits include company name and logo on room signage, verbal recognition and an opportunity to place promotional materials on meeting room chairs.

ASEE Bistro
This unique sponsorship opportunity offers breakthrough differentiation as your company is associated with a valuable and much appreciated service being provided at the ASEE Annual Conference. Sponsorship benefits include the opportunity to provide branded napkins and/or beverage sleeves as well as signage throughout this high traffic area adjacent to the exhibit hall.

Internet Stations
Your company's name and logo will appear on signage adjacent to these widely used computers located just outside the exhibit hall. These internet stations are greatly appreciated by attendees catching up on their email and make an excellent branding opportunity.
Sponsorship Opportunities: Educator

**EDUCATOR**  $2,500

**Benefits:**
- Recognition in the advance program (February 2012 double issue of *PRISM*)
- Recognition in the annual conference final program
- Company logo w/ hotlink in Sponsors section of the annual conference web site
- Use of ‘opt in’ electronic mailing list of both pre- or post-conference registered attendees
- Recognition on thank you signage located in high traffic areas of the Henry B. Gonzalez Convention Center

PLUS, **non-exclusive** sponsorship rights to your choice of one of the following:

**Conference Proceedings on CD-ROM**
The official 2012 ASEE Annual Conference Proceedings are a collection of all the papers presented by conference speakers. These papers are displayed in an interactive CD-ROM format that allows users to conduct searches by topic, name, or title of each presentation. All attendees receive a free copy of the CD-ROM. The conference proceedings are a valuable reference tool that attendees, members, and nonmembers repeatedly utilize. Benefits include branding of the CD-ROM with your company name and logo.

**Conference Pens**
Pens with your company name and logo will be given to each attendee at the registration desk and will also be placed at all ASEE registration counters and the ASEE information booth; a nice branding opportunity that provides each attendee with a much needed item during the conference.

**Attendee Tote Bag Insert**
This is your opportunity to reach ASEE annual conference attendees with customized content by delivering your message directly to their hands! Take advantage of this opportunity to reinforce your brand in the minds of conference attendees. Your company marcom piece will be inserted into the tote bag each attendee will receive upon registering. Leverage your exhibit hall presence by launching a new product or communicating a promotion via this prime direct outreach vehicle. Marcom piece to be inserted must be no larger than 8” x 11” and weigh less than 7 oz.

*Note: All sponsorship packages can be customized to meet your specific marketing objectives. All sponsorship agreements will be executed on a first-come, first-served basis.*

**MAKE AN INTEGRATED, STRATEGIC INVESTMENT IN ENGINEERING EDUCATION — BECOME AN ASEE SPONSOR TODAY!**

Contact **SCOTT WILLIAMSON**, Director of Marketing & Sponsorships, at 202-331-3549 or s.williamson@asee.org.
THANK YOU TO OUR SPONSORS FOR THEIR OUTSTANDING SUPPORT!

VISIONARY:

INNOVATOR:

PIONEER:

MENTOR:

EDUCATOR:

Become an ASEE Annual Conference sponsor today! For more information, please visit www.asee.org or contact Scott Williamson, Director of Marketing and Sponsorships, at 202-331-3549 or s.williamson@asee.org.
ASEE Marketing Opportunities

ASEE is THE professional society for U.S. engineering educators and administrators. ASEE events, publications and web sites are terrific vehicles to reach ASEE members: 14,000 individuals, 470 colleges and universities and 130 corporations. Partnering with ASEE provides your organization with cost-effective, value-added opportunities to:

- PROMOTE YOUR BRAND – Create brand awareness and build brand loyalty among a targeted audience of engineering educators and administrators, including over 300 Deans.

- AUGMENT YOUR RECRUITING EFFORTS – Cultivating relationships with our members is a great way to have a competitive advantage when you’re recruiting their best and brightest engineering graduates.

- DISPLAY CORPORATE LEADERSHIP - Highlight your commitment to furthering excellence in engineering and engineering technology education.

ASEE’s integrated marketing packages provide tremendous value while helping you achieve your brand marketing, sales, outreach and recruiting goals. Opportunities include:

- Premier Corporate Partnership
- Event Sponsorship
- Advertising
- Event Exhibition
- Mailing Lists
- Corporate Membership
- Member Communications
- Research and Recruiting Tools
- Market Segmentation Tools
- K-12 Workshop

For more information on ASEE partner marketing opportunities, please visit http://www.asee.org/marketing/index.cfm or contact SCOTT WILLIAMSON, Director of Sales & Marketing at 202-331-3549 or s.williamson@asee.org
Advising Opportunities

PRISM Magazine
ASEE’s monthly flagship publication is sent to over 13,000 faculty, department heads, and deans. PRISM is the most popular magazine in the United States that covers engineering high education.

The February double issue of PRISM is dedicated to providing ASEE members with information about the annual conference. Each year exhibitors use this special conference issue of PRISM to reach ASEE members prior to the conference.

ASEE Annual Conference Final Program
Leverage your exhibit space and increase your visibility to every ASEE attendee by placing an ad in the conference final program. This directory is used by all attendees as a daily guide and key to planning their schedules. Every activity, session, and event is listed in this informative 200-page program guide. Remember, this guide will be carried by each attendee at the conference and kept to use, as a reference tool, throughout the year.

Available full page positions:
- Back cover, four-color: $5,000 SOLD
- Inside front cover, four-color: $4,000 SOLD
- Inside back cover, four-color: $4,000
- Insert, four-color: $3,000
- Individual page, B&W: $2,000

ASEE Annual Conference Web Site
The ASEE annual conference web site receives over 40,000 page views per week and is one of the most frequently visited sections of www.asee.org, the only web site ranked #1 by all major search engines for “Engineering Education”. Check out these stats:
- #1 Rank on Google when searching for “Engineering”
- Visited by thousands of ASEE members monthly
- Newly upgraded Web site now provides “Run of Site” ad capabilities on all pages
- A Google PageRank of “8”, reserved only for select Web sites

www.asee.org — THE premiere online location to reach engineering educators!

Connections
CONNECTIONS is a subscription-based e-newsletter sent to over 13,000 engineering and engineering technology faculty members and instructors twice a month. CONNECTIONS features exclusive statistics on the current status of engineering education, legislative and executive branch developments that affect engineering and exciting innovations in the engineering classroom.

ASEE Corporate Membership
ASEE corporate members benefit from increased market exposure, numerous networking opportunities, and the most current industry insights. In addition, ASEE corporate members receive a $500 discount per 100 square feet of exhibit space leased at the ASEE Annual Conference! Corporate membership will enable you to appoint one member of your company to sit on the ASEE Corporate Member Council (CMC). The CMC’s mission is to foster, encourage, and cultivate the dialogue between industry and engineering educators. Become an ASEE Corporate Member today!

For more information on ASEE partner marketing opportunities, please visit http://www.asee.org/marketing/index.cfm or contact SCOTT WILLIAMSON, Director of Sales & Marketing at 202-331-3549 or s.williamson@asee.org
GES Information and Order Forms
American Society for Engineering Education Annual Conference

Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

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  Contact us Online: www.ges.com/chat

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

Servicenter Hours

Saturday, June 9, 8:00 AM - 5:00 PM  Sunday, June 10, 8:00 AM - 4:00 PM
Tuesday, June 12, 2:00 PM - 9:00 PM  Wednesday, June 13, 8:00 AM - 1:00 PM

Show Information

- Booth Size: 10' x 10'
- Backwall Drape: Blue
- Sidewall Drape: Blue
- 1 - One line ID sign (7"x44") provided automatically

Discount Deadline Date

Monday, May 21  GES orders must be received with payment by this date.

Installation

Saturday, June 9  8:00 AM - 5:00 PM
Sunday, June 10  8:00 AM - 4:00 PM

Please take notice - this event moves in on overtime, all applicable surcharges will apply

Show Hours

Sunday, June 10  6:00 PM - 7:30 PM
Monday, June 11  10:30 AM - 5:00 PM
Tuesday, June 12  8:45 AM - 2:00 PM

Dismantle

Tuesday, June 12  2:00 PM - 9:00 PM
Wednesday, June 13  8:00 AM - 1:00 PM

Empty Container Return

Tuesday, June 12  2:00 PM  Start time for Empty Container Return.

Carrier Check-in Post-Show

Wednesday, June 13  12:00 PM  Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, June 13  1:00 PM  All exhibitor materials must be removed.
Shipping Addresses  Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling

Consign all domestic shipments c/o GES. Please do not consign international shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.

**Advance Shipments to Warehouse:**

- c/o GES
- American Society for Engineering Education Annual Conference
  - (Your Company Name & Booth Number)
- YRC
- 111 Gembler Road
- San Antonio, TX 78219
- USA

**Shipments should arrive on or between:**

- May 8 - June 6, 2012
- Hours for receiving are Monday - Friday, 9:00 AM - 3:00 PM
- The GES Warehouse will be closed May 28 due to holiday.

**Direct Shipments to Exhibit Site:**

- c/o GES
- American Society for Engineering Education Annual Conference
  - (Your Company Name & Booth Number)
- Henry B. Gonzalez Convention Center, Hall C
- 615 Bowie Street
- Halls C/D
- San Antonio, TX 78205
- USA

**Shipments should arrive on:**

- June 9, 2012, 8:00 AM - 5:00 PM
- June 10, 2012, 8:00 AM - 2:00 PM
General Information

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

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

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. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

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

GES Show Services

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

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

Custom Exhibits
Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

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

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

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

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

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.

How Can I Order My Show Services?

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

Step 1: Go to https://ordering.ges.com

Step 2: Find your show by typing the name of it into the search box and select it.

Step 3: Browse products and services and make your selections. When you add the first item or service into your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click into your shopping cart to complete and submit the required information.

GES National Servicenter®
The GES National Servicenter® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:
• Single point of contact for all GES shows
• Coast to coast time zone coverage
• Personalized exhibitor service for all pre- and post-show orders

7050 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098 / Fax: 866.329.1437
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicenter®
Once you are at the show, the GES Servicenter® is onsite to place any last minute orders and provide show information.

Exhibitor Services
Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Need Assistance?
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2012 Global Experience Specialists, Inc. (GES)
As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

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

**Ordering Trade Show Services.**

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

**Inbound - Move In.**

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

**Showsite.**

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

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

**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.

**Outbound - Move Out.**

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.
Safety is very important for everyone working in the exhibit hall.

Global Experience Specialists, Inc. (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.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. 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.
### Union Information

To assist you in planning your participation in your San Antonio area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have in the State of Texas, we ask that you read the following information. IATSE Local 76 / Teamsters Local 657

### Teamster Labor

Global Experience Specialists, Inc. (GES) will provide members from the Teamsters union as needed, who have jurisdiction for all material handling within the boundaries of the convention facility. They unload all trucks or vehicles, deliver the material to your booth and remove and reload materials at the close of the show.

Exhibitors may hand carry what one person can carry in one trip, provided they do not use any material handling equipment, such as forklifts, flatbeds, dollies, etc. GES Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.

### Installation and Dismantle Labor

Global Experience Specialists, Inc. (GES) will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide, employees of the exhibiting companies are allowed to set their own exhibits without assistance from this union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the enclosed labor form, or on show site at the GES Servicenter.

### Electrical Labor

Electrical labor includes wiring, hookups, interconnections, electrical signs, video taping, camera operations, (including audio and lighting), and television and VCR connections. Assembly, installation and dismantle of anything using electricity as a source of power is the responsibility of union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by Show Management. Please check this kit for information regarding the installation and dismantling of any electrical needs you may have.

### Plumbing

This area is also covered by the respective facility, or an established contractor chosen by Show Management. Responsibilities for all plumbing supplies, to include air, water, waste and venting are covered by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by the Show Management. Please check this kit for information regarding the installation and dismantling of any plumbing needs you may have.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this issue to the attention of the Show Manager or the GES Servicenter staff. Please refrain from voicing complaints directly to the craft personnel.

The personnel in charge of your exhibit should carefully inspect and sign all Work Order forms. If there are any questions about an item on your invoice, please bring the invoice to the appropriate GES Servicenter personnel, and discuss it with the personnel in charge.

### 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.
I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES or GES Logistics, and/or Trade Show Contractors & Services. (See Glossary for other terms used herein.)

Shipper: Party who tenders Goods to Carrier for transportation;

Cold Storage: Holding of Goods in a controlled area;

Accessible Storage: Holding of Goods in an area from which the Goods may be removed by GES personnel through a doorway, door, or air or surface freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation;

Cold Storage: Holding of Goods in a controlled area;

Accessible Storage: Holding of Goods in an area from which the Goods may be removed by GES personnel through a doorway, door, or air or surface freight forwarder.

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 with the removal of Customer Goods if such removal is 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 or responsibility for salvage or other disposal, unless labels are not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to:

- glass, electronic equipment, prototypes, original art, unsecured, Improperly or partially labeled or

Unauthorized 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 conditions to the count or condition will be documented where discrepancies exist.

Hanging Items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from the 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

VI. Measure of Damage

a. Sice Relief: if found liable for any loss, GES’s sole and exclusive maximum liability for loss or damage to Customer’s Goods is limited to $5.00 (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 labor. GES shall not be liable for loss, damage or bodily injury arising out of negligent supervision of the supervision or failure to supervise assigned labor.

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 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 claim.

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The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the San Antonio Fire Code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public:

1. All curtains, drapes or decorations must be non-combustible or flameproof.
2. Any merchandise or material attached to the drapes or table skirts must be non-combustible or flameproofed.
3. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
4. Automotive vehicles and equipment may be displayed if:
   a. There is not more than 2 gallons of fuel or the minimum amount for positioning.
   b. Fuel tanks are locked or sealed.
   c. Battery cables are disconnected.
   d. Ignition keys are moved at display location.
   e. Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
5. The storage of combustible shipping containers must be confined to the areas approved by the fire marshal.
6. The use, display or storage of LPG, flammable liquid for flammable gas must be approved by the fire marshal in writing.
7. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal; where smoking is allowed, non-combustible ashtrays must be provided.
8. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.
9. Combustible waste is to be collected as it accumulates and be stored in non-combustible covered containers which are emptied at least once a day.
10. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
11. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
12. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or noncombustible shielding.
13. The use of any gas fired appliances must be approved by the fire marshal; the use of salamander stoves is prohibited.
14. Sawdust and shaving shall be kept flameproofed.
15. The storage of hay and straw must be approved by the fire marshal.
16. Electrical equipment must be installed, operated and maintained in manner which does not create a hazard to life of property.
17. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.

These are Basic Rules and every exhibit must comply prior to scheduled opening.
ATTENTION ALL EXHIBITORS!

The operation or use of all motorized lifting 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 material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

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.

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.

Thank you for your complete cooperation.
ATTENTION: PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.
Official Service Provider Information

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

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

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

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

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

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

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

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

1. The Exhibitor must notify Show Management in writing and Global Experience Specialists, Inc. (GES) of the intention to use an independent contractor no later than 30 days prior to the first move-in furnishing the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor’s" insurance agent with a minimum of coverage and limits as described below.
   a. Commercial General 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.
   b. Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence.
   c. 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.
   d. Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   e. The Commercial General Liability Policy shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), American Society for Engineering Education Annual Conference (Show Management), American Society for Engineering Education Annual Conference (Show) and Henry B. Gonzalez Convention Center, Hall C (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.

3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must ensure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.

4. 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.

For your safety, be aware of the following:
   a. Do not enter dock areas in search of empty crates. Entrance into these areas is at your sole risk.
   b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
   c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.

5. 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 is to be used in their exhibit space.

6. Exhibitor Appointed Contractor compliances:
   a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
   b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
   c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
   d. Must furnish Show Management and Global Experience Specialists, Inc. (GES) with the names of all on-site employees who will be working on the exposition floor and ensure that they have and wear at all times necessary identification badges as determined by Show Management.
   e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
   g. 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 Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
   h. Must coordinate all of its activities with Global Experience Specialists, Inc. (GES).

7. All information must be received in the Global Experience Specialists, Inc. (GES) office no later than 10 days prior to the show.
| 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**

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement of the policy described herein is subject to all the terms, exclusions and conditions of such policies, limits shown may have been reduced by paid claims.

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**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

Global Experience Specialists, Inc. (GES) (Official Service Provider), American Society for Engineering Education Annual Conference (Show Management), Henry B. Gonzalez Convention Center, Hall C (Facility), and American Society for Engineering Education Annual Conference (Show) are hereby named as additional insureds, 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.

**CERTIFICATE HOLDER:** Global Experience Specialists, Inc. (GES)

**PRODUCER:** ABC Insurance Agency

**INSURED:** Big Boom Company, Inc.

**PRODUCER:**

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

**INSURED:**

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

**INSURER:**

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: 

**POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.

**POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.

**NOTICE OF CANCELLATION:** 30 days notice must be provided.

**AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.
Notice of Intent to Use Exhibitor Appointed Contractor

Return To: Global Experience Specialists, Inc. (GES) • 700 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Contact us Online: www.ges.com/chat  Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

Company Name
Email Address
Booth Number

An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor 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.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply Global Experience Specialists, Inc. (GES) with all necessary information by the deadline date indicated above.

Exhibitor Appointed Contractor

Street Address
City, State, Zip
Phone (area code_____)_______ Fax (area code_____)_____
Contact: ____________________________________________

Description of Proposed Service for Exhibitor: ________________________________________________________________

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations
1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
5. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
7. The Exhibitor Appointed Contractor 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 Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.
11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and Global Experience Specialists, Inc. (GES) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

Tips to Exhibitor Appointed Contractors
1. 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.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," you or your client depending upon your billing arrangements with GES, will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to 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 Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
Material Handling Information

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

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

Material Handling is the unloading of your exhibit materials, 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.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 32 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 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Do not consign international shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded and securely.
- Fill out and attach enclosed Advance Shipping labels.
- Remove all old shipping and empty storage labels.
- For a rate quote please call GES Logistics at 1.888.454.4437.

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. For a rate quote please call GES Logistics at 1.888.454.4437.

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/everything/logistics/tracking/.

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 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.

Estimating Material Handling Charges, continued

- 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 Order Form for details.
- Late Surcharges – May be charged an additional overtime surcharge a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date & time.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, reconfiguring, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth 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.

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 & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Need Assistance?
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2012 Global Experience Specialists, Inc. (GES)
Get GES Transportation Plus and Save 10% on Material Handling

With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

• Online tracking 24/7
• On-site GES support team
• Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.
TRANSPORTATION PLUS AND MATERIAL HANDLING FORM

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

AMERICAN SOCIETY FOR ENGINEERING EDUCATION ANNUAL CONFERENCE
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

Transportation Plus: Ship with GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 663.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

PRICE LIST

<table>
<thead>
<tr>
<th>Crated Materials</th>
<th>Special Handling Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rates</td>
<td>Standard Rates</td>
</tr>
<tr>
<td>Transportation</td>
<td>Transportation Plus Rates</td>
</tr>
<tr>
<td>ST/ST</td>
<td>ST/ST</td>
</tr>
<tr>
<td>$ 86.25 cwt</td>
<td>$ 77.63 cwt</td>
</tr>
<tr>
<td>$ 116.44 cwt</td>
<td>$ 104.80 cwt</td>
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<tr>
<td>ST/OT</td>
<td>ST/OT</td>
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<tr>
<td>$ 113.75 cwt</td>
<td>$ 102.36 cwt</td>
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<tr>
<td>$ 153.56 cwt</td>
<td>$ 138.20 cwt</td>
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<tr>
<td>OT/OT</td>
<td>OT/OT</td>
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<tr>
<td>$ 146.50 cwt</td>
<td>$ 133.65 cwt</td>
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<tr>
<td>$ 200.46 cwt</td>
<td>$ 180.43 cwt</td>
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Direct Crated Materials To Exhibit Site (200 lbs. minimum per shipment)

<table>
<thead>
<tr>
<th>Crated Materials</th>
<th>Special Handling Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rates</td>
<td>Standard Rates</td>
</tr>
<tr>
<td>Transportation</td>
<td>Transportation Plus Rates</td>
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<tr>
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<td>ST/ST</td>
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<tr>
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<td>$ 66.18 cwt</td>
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<tr>
<td>$ 102.26 cwt</td>
<td>$ 92.03 cwt</td>
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<tr>
<td>ST/OT</td>
<td>ST/OT</td>
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</tr>
<tr>
<td>$ 135.00 cwt</td>
<td>$ 121.50 cwt</td>
</tr>
<tr>
<td>OT/OT</td>
<td>OT/OT</td>
</tr>
<tr>
<td>$ 124.50 cwt</td>
<td>$ 112.05 cwt</td>
</tr>
<tr>
<td>$ 168.08 cwt</td>
<td>$ 151.27 cwt</td>
</tr>
</tbody>
</table>

Uncrated Materials

<table>
<thead>
<tr>
<th>Standard Rates</th>
<th>Transportation Plus Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/ST</td>
<td>ST/ST</td>
</tr>
<tr>
<td>$ 121.20 cwt</td>
<td>$ 109.08 cwt</td>
</tr>
<tr>
<td>$ 170.23 cwt</td>
<td>$ 153.00 cwt</td>
</tr>
<tr>
<td>ST/OT</td>
<td>ST/OT</td>
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<td>$ 160.00 cwt</td>
<td>$ 148.00 cwt</td>
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<td>$ 183.00 cwt</td>
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<tr>
<td>OT/OT</td>
<td>OT/OT</td>
</tr>
<tr>
<td>$ 199.20 cwt</td>
<td>$ 179.23 cwt</td>
</tr>
</tbody>
</table>

HOW TO KNOW WHAT RATES TO USE BASED ON SHOW MOVE-IN/MOVE-OUT:

Direct Dates:

Tue, May 8, 2012: Advance shipments may begin arriving at warehouse.
Wed, Jun 6, 2012: Last day for shipments to arrive at warehouse.
The GES Warehouse will be closed May 28 due to holiday.
Direct Dates:

Sat, Jun 9, 2012: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Sun, Jun 10, 2012: Last day for shipments to arrive at exhibit site by 2:00 PM.

ST/ST: If freight will be handled on straight time into the show and out of the show.
ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
OT/OT: If freight will be handled on overtime into the show and out of the show.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a $16.00 fee will be charged per shipment.

PLEASE INDICATE BELOW

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.)

Total CWT = _______ pounds + 100 = _____________ Total CWT

SHIPMENT WILL BE SENT TO:

[ ] Exhibit Site [ ] Warehouse

Date: _____________________________

By Carrier: _____________________________

Total Number of Pieces: _____________________________

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

AUTHORIZED NAME - PLEASE SIGN: X

AUTHORIZED NAME - PLEASE PRINT: _____________________________

DATE: _____________________________

place order here

(please complete R-8 or R-20 for using GES logistics)

<table>
<thead>
<tr>
<th>Small Package Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Total Price</th>
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<tbody>
<tr>
<td>Small Package, 1st Carton</td>
<td>$46.00</td>
<td>1</td>
<td>$46.00</td>
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<tr>
<td>Small Package, Each Additional Carton</td>
<td>$23.00</td>
<td>1</td>
<td>$23.00</td>
</tr>
</tbody>
</table>

MATERIAL HANDLING DESCRIPTION | PRICE | CWT | TOTAL PRICE |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total All Items Ordered</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>B. Petroleum Surcharge Assessment: 3%</td>
<td>A x 3% + B</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>C. Payment Enclosed</td>
<td>A x B + C</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT: _____________________________

DATE: _____________________________

ORDER DIRECTLY ONLINE:
https://ordering.ges.com/Show/Info/042001943

042001943

need assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2012 Global Experience Specialists, Inc. (GES)
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference
NAME OF EXHIBITION 042001943

C/O GES
YRC
111 Gembler Road
San Antonio, TX  78219
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, May 8, 2012 - Wednesday, June 6, 2012

The GES Warehouse will be closed May 28 due to holiday.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Number _______________ of ___________ pieces

Carrier ________________________________

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EXHIBITION FREIGHT

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TO:

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Number _______________ of ___________ pieces

Carrier ________________________________
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

RUSH! EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference

NAME OF EXHIBITION 042001943

C/O GES
Henry B. Gonzalez Convention Center, Hall C
615 Bowie Street
Halls C/D
San Antonio, TX 78205
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
Saturday, June 9, 2012 after 8:00 AM - Sunday, June 10, 2012 by 2:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $16.00 fee will be charged per shipment.

Carrier
Number of pieces

RUSH! EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference

NAME OF EXHIBITION 042001943

C/O GES
Henry B. Gonzalez Convention Center, Hall C
615 Bowie Street
Halls C/D
San Antonio, TX 78205
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
Saturday, June 9, 2012 after 8:00 AM - Sunday, June 10, 2012 by 2:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $16.00 fee will be charged per shipment.

Carrier
Number of pieces
ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:
   _____ Crated
   _____ Uncrated
   _____ Machinery
   _____ Total

2. Indicate total number of trucks in each category that you will use:
   _____ Van Line
   _____ Common Carrier
   _____ Flatbed
   _____ Co. Truck
   _____ Overseas Container

3. List carrier name(s):
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

4. If using a Customs Broker, please print name:
   ______________________________________________________
   Phone Number _______________________________________

5. Print the name of person in charge of your move-in:
   ______________________________________________________
   Phone Number _______________________________________

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

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

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

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

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

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?
   ______________________________________________________
American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

Common Carriers & Air Carriers
Delivery Hours: Monday - Friday 9:00 AM - 3:00 PM (first come, first served).
No Appointment Required for Common Carriers.

Specialized Point to Point Ground Carriers
(i.e., Van Lines, etc.)

1. Must call 24 hours before delivery to make an appointment. This will insure efficient unloading of specialized shipments and greatly reduce waiting times for the carrier.

2. Appointments for unloading will be scheduled between the hours of 8:00 AM - 3:00 PM. The availability of time slots will be determined by GES Receiving Personnel. All carriers must check in by 1:00 PM or Over Time billing rates apply.

3. Driver must have proper, legible bill of lading, stating Show Name, Exhibitor, and Booth Number. GES must have copy of the bill of lading.

4. Drivers must have 2 copies of their bill of lading. GES must also be provided with one copy of their bill of lading.

5. Bill of lading must include piece count.

6. Drivers must have 2 certified scale tickets, a light and heavy ticket for each shipment.

7. If your Point to Point ground carrier fails to schedule a delivery appointment or does not show up at their appointed time, there will be a significant delay in the unloading process and the carrier may be required to return for the next day’s schedule.

Please contact GES Freight Receiving at 210.559.2844 / 9:00 AM - 2:00 PM to make an appointment 24 hours prior to scheduled delivery time.

Make sure you notify your Point to Point ground carrier that an appointment is required 24 hours in advance of delivery.

Thank you for your assistance in helping to maintain the efficiency of our busy warehousing operations and in turn helping us to provide the best possible show experience for our clients.
# Pre-Printed Outbound Material Handling Request

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Contact us Online: www.ges.com/chat | Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

## American Society for Engineering Education Annual Conference

Henry B. Gonzalez Convention Center, Hall C

June 10 - 12, 2012

**Form Deadline Date:**
May 21, 2012

---

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>EMAIL ADDRESS</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
</table>

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

## Shipping Information

**FROM:**

<table>
<thead>
<tr>
<th>COMPANY/CONSIGNEE</th>
<th>ATTENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS:</td>
<td>CITY:</td>
</tr>
<tr>
<td></td>
<td>STATE:</td>
</tr>
<tr>
<td></td>
<td>ZIP:</td>
</tr>
<tr>
<td></td>
<td>COUNTRY:</td>
</tr>
<tr>
<td>PHONE:</td>
<td>FAX:</td>
</tr>
<tr>
<td></td>
<td>BOOTH NUMBER:</td>
</tr>
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</table>

**SHIPPING DESTINATION 1:**

<table>
<thead>
<tr>
<th>COMPANY/CONSIGNEE</th>
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</thead>
<tbody>
<tr>
<td>STREET ADDRESS:</td>
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<tr>
<td>PHONE:</td>
<td>FAX:</td>
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<tr>
<td></td>
<td>BOOTH NUMBER:</td>
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**SHIPPING DESTINATION 2:**

<table>
<thead>
<tr>
<th>COMPANY/CONSIGNEE</th>
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</thead>
<tbody>
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<td>STREET ADDRESS:</td>
<td>CITY:</td>
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<tr>
<td></td>
<td>STATE:</td>
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<td>COUNTRY:</td>
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<tr>
<td>PHONE:</td>
<td>FAX:</td>
</tr>
<tr>
<td></td>
<td>BOOTH NUMBER:</td>
</tr>
</tbody>
</table>

**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.

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

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

*This form must be returned to GES for your order(s) to be processed.*
# GES Logistics - Domestic Shipping Quote Form

## American Society for Engineering Education Annual Conference

Henry B. Gonzalez Convention Center, Hall C  
June 10 - 12, 2012

### Return To:

Contact us Online: www.ges.com/chat  
Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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 ADDRESS

BOOTH NUMBER

SHOWSITE CONTACT

SHOWSITE CONTACT PHONE #

DATE/TIME OF ARRIVAL

CONTACT'S HOTEL (OPTIONAL)

### Pick Up Information

**DATE:**  
**SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):**

**STREET ADDRESS:**  
**CITY:**  
**STATE:**  
**ZIP:**

**COUNTRY:**  
**COUNTRY:**

**PICK UP CONTACT:**  
**PHONE NUMBER:**  
**FAX NUMBER:**

**SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):**

**MARK FOR WEEKEND PICK UP OR DELIVERY:**

### Delivery Information

**DATE:**  
**RECEIVING HOURS:**

**DESTINATION:**  
**EXHIBITOR NAME:**

**SHOW NAME:**  
**BOOTH NUMBER:**

**STREET ADDRESS:**  
**CITY:**  
**STATE:**  
**ZIP:**  
**COUNTRY:**

**SHOW CONTRACTOR:**  
**CONTACT:**  
**PHONE NUMBER:**

### Method of Shipment

- **Ground:**
  - ☐ Less than a Truck Load
  - ☐ Truck Load
  - Rates (Price Per Shipment)
  - Shipments 0-100 lbs.*
  - Shipments 101 lbs. and up*

- **Air:**
  - ☐ Next Day
  - ☐ 2nd Day
  - ☐ Deferred

* Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.

### Special Instructions

(Additional Charges May Apply)

### Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

<table>
<thead>
<tr>
<th>LIST EACH PIECE</th>
<th>H/M</th>
<th>DIMENSIONS IN INCHES</th>
<th>EST. WEIGHT</th>
<th>LIST EACH PIECE</th>
<th>H/M</th>
<th>DIMENSIONS IN INCHES</th>
<th>EST. WEIGHT</th>
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<td>L x W x H</td>
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</table>

**Total Pieces:**

**Total Weight:**

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

### 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.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

### Hazardous Materials Contact Number

( ) - -

**Authorized Signature - Please Sign:**

**AUTHORIZED NAME - PLEASE PRINT**

**DATE**

© 2012 Global Experience Specialists, Inc. (GES)
GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

**GES Global Transportation Plus delivers these unique benefits:**

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.
# GES Logistics - International Shipping Quote Form

**GES Logistics** - International Shipping Quote Form  

**Pick Up Information**

**Pick Up Contact:**  
**Phone Number:**  
**Fax Number:**

**Shipping Instructions (Additional Charges May Apply):**

**Mark for Weekend Pick Up or Delivery:**

**Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.**

## Method of Shipment

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Permanent (Sold/Giveaways)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>[ ] Temporary (To Return)</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mode of Transport:</th>
<th>Value (US$):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean FCL</td>
<td>$</td>
</tr>
<tr>
<td>Ocean LCL</td>
<td>$</td>
</tr>
<tr>
<td>Air Freight</td>
<td>$</td>
</tr>
<tr>
<td>Truck</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Equipment for FCL:</th>
<th>Value (US$):</th>
</tr>
</thead>
<tbody>
<tr>
<td>40' Container</td>
<td>$</td>
</tr>
<tr>
<td>20' Container</td>
<td>$</td>
</tr>
<tr>
<td>High Cube</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
</tr>
</tbody>
</table>

## Commodity:

**Desired Delivery Date or Targeted Move-In Date:**

---

## Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)

<table>
<thead>
<tr>
<th>Detailed Description of Contents (1)</th>
<th>Length (2) cms</th>
<th>Width (3) cms</th>
<th>Height (4) cms</th>
<th>Net Weight (5) kilos</th>
<th>Value (US$) (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Total Gross Weight (7) kilos**

**Total Value (8) $**

---

**Authorized Signature - Please Sign:**

[ ]

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)**

---

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2012 Global Experience Specialists, Inc. (GES)
### Skid Accessible Storage Order Form

**American Society for Engineering Education Annual Conference**  
Henry B. Gonzalez Convention Center, Hall C  
June 10 - 12, 2012

#### Important Information & Rates

A storage area will be available for Exhibitor’s literature and samples not requiring refrigeration. The charge for storage as described will be per skid, one skid minimum. This charge includes one time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72". When ready for delivery of material to or from storage, please notify the GES Servicenter. Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is **NOT SECURED** storage. All items are stored at Exhibitor’s sole risk.

**Notice** – **YOU MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.**

**Labor Rates are as follows:**

<table>
<thead>
<tr>
<th>Forklift with Operator</th>
<th>Discount</th>
<th>Regular</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000#, ST</td>
<td>$142.50</td>
<td>$178.00</td>
<td>$214.00</td>
</tr>
<tr>
<td>5,000#, OT</td>
<td>$200.00</td>
<td>$250.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>5,000#, ST</td>
<td>$257.00</td>
<td>$321.00</td>
<td>$386.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Worker per Hour</th>
<th>Discount</th>
<th>Regular</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage, ST</td>
<td>$75.50</td>
<td>$94.50</td>
<td>$113.00</td>
</tr>
<tr>
<td>Storage, OT</td>
<td>$113.00</td>
<td>$141.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Storage, DT</td>
<td>$151.00</td>
<td>$189.00</td>
<td>$227.00</td>
</tr>
</tbody>
</table>

**Place Order Here**

<table>
<thead>
<tr>
<th>SCHEDULE DATE(S)</th>
<th>SCHEDULE START TIME</th>
<th>SCHEDULE END TIME</th>
<th>TOTAL # OF HOURS</th>
<th>TOTAL # OF FORKLIFTS</th>
<th>LABOR RATE</th>
<th>3% PSP</th>
<th>SUBTOTAL</th>
<th>8.125% TAX</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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

**Please Indicate**

Please describe your product:

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

**Authorized Signature - Please Sign:**

[ ]

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**
Special Freight Services — Small Passenger Vehicles Only!

**Maximum Weight 200 lbs**

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are $53.00 each way.

- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**

- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per booth.

- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

- **Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

- To receive this service, go to either the facility’s main entrance or dock and ask about or watch for the Cartload Service area. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

---

**Place Order Here**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>QUANTITY</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005056</td>
<td>Dock to Booth</td>
<td>$53.00</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>2005056</td>
<td>Booth to Dock</td>
<td>$53.00</td>
<td>1</td>
<td>$</td>
</tr>
</tbody>
</table>

A. Total All Items Ordered $  
B. Petroleum Surcharge Assessment: 3% \( A \times 3\% \times B \) $  
C. Payment Enclosed \( A + B + C \) $  

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X
Vehicle Placement Order Form

Global Experience Specialists, Inc. (GES) charges a round-trip fee of $204.50 per vehicle to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitor's must stay clear during movement of the vehicle.

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

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.

<table>
<thead>
<tr>
<th>Vehicle Description</th>
<th>A) Overall Width</th>
<th>B) Overall Length</th>
<th>C) Wheel Distance</th>
<th>D) Wheel Distance</th>
<th>1) Front Axle Weight</th>
<th>2) Rear Axle Weight</th>
<th>Total Weight</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</tbody>
</table>

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

A. Total All items Ordered $ 
B. Petroleum Surcharge Assessment: 3% \[ A \times 3\% = B \] $ 
C. Payment Enclosed \[ A + B = C \] $ 

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

© 2012 Global Experience Specialists, Inc. (GES)
# Carpet Order Form

**American Society for Engineering Education Annual Conference**  
Henry B. Gonzalez Convention Center, Hall C  
June 10 - 12, 2012

## Price List

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5001</td>
<td>13 oz. Standard Carpet 10’x10’</td>
<td>$174.00</td>
<td>$261.00</td>
</tr>
<tr>
<td>5002</td>
<td>13 oz. Standard Carpet 10’x20’</td>
<td>$351.00</td>
<td>$527.00</td>
</tr>
<tr>
<td>5003</td>
<td>13 oz. Standard Carpet 10’x30’</td>
<td>$526.00</td>
<td>$789.00</td>
</tr>
</tbody>
</table>

### Custom-Cut Carpet

Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5006</td>
<td>26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.</td>
<td>$4.86</td>
<td>$7.30</td>
</tr>
<tr>
<td>5007</td>
<td>50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.</td>
<td>$6.15</td>
<td>$9.25</td>
</tr>
</tbody>
</table>

26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.

## Please Indicate Choice

### 13 oz. Carpet Colors (Item #'s 5001, 5002, 5003, 5000 ONLY)

- Gray will be provided if no color is indicated below:
  - Black
  - Blue
  - Blue Jay
  - Burgundy
  - Emerald Green
  - Gray
  - Pepper
  - Red

### 26 oz. Plush Custom-Cut Carpet Colors (Item #'s 5006 ONLY)

- Dove will be provided if no color is indicated below:
  - Charcoal
  - Cobalt
  - Dove
  - Lava Rock
  - Navy
  - Onyx
  - Red
  - Royal Blue
  - Silky Beige
  - Silver
  - Snow

### 50 oz. Ultra Plush Custom-Cut Carpet Colors (Item #'s 5007 ONLY)

- Iceberg will be provided if no color is indicated below:
  - Bisque
  - Cabernet
  - Graphite
  - Iceberg
  - Midnight
  - Seascap
  - Sterling
  - Teal
  - Black

Do you require electrical or utilities under the carpet?
- Yes
- No

Calculate Total Square Footage:

- Width: _____ x Length: _____ = _____ Square Feet

In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive directly from facility.

## Place Order Here

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>QUANTITY</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5001</td>
<td>13 oz. Standard Carpet 10’x10’</td>
<td>1 $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5002</td>
<td>13 oz. Standard Carpet 10’x20’</td>
<td>1 $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5003</td>
<td>13 oz. Standard Carpet 10’x30’</td>
<td>1 $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>TOTAL SQ FT</th>
<th>X PRICE / SQ FT = TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5001</td>
<td>13 oz. Standard Carpet 10’x10’</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5002</td>
<td>13 oz. Standard Carpet 10’x20’</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5003</td>
<td>13 oz. Standard Carpet 10’x30’</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

## Discount Deadline Date: May 21, 2012

Discount Deadline Date:

- A. Total All Items Ordered
- B. Petroleum Surcharge Assessment: 3%
- C. Subtotal
- D. Rental Tax: 8.125%
- E. Payment Enclosed

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

<table>
<thead>
<tr>
<th>AUTHORIZED NAME - PLEASE PRINT</th>
<th>DATE</th>
</tr>
</thead>
</table>

# Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2012 Global Experience Specialists, Inc. (GES)
Carpet Package Order Form

Return with G-2: Payment & Credit Card Charge Authorization Form To:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10-12, 2012

GES Carpet Packages offer significant savings!
Carpet Packages must be received 14 days prior to move-in to guarantee delivery and color selection.

Price List

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>400021</td>
<td>13 oz. Carpet Package, Per Sq.Ft.</td>
<td>$5.72</td>
<td>$8.58</td>
</tr>
<tr>
<td>400022</td>
<td>26 oz. Plush Carpet Package, Per Sq.Ft.</td>
<td>$7.13</td>
<td>$10.70</td>
</tr>
<tr>
<td>400023</td>
<td>50 oz. Ultra Plush Carpet Package, Per Sq.Ft.</td>
<td>$8.29</td>
<td>$12.46</td>
</tr>
</tbody>
</table>

26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.

A minimum of 100 square feet is required for carpet package orders.

Please Indicate Choice

13 oz. Carpet Colors (Item # 400021 ONLY)
Gray will be provided if no color is indicated below:
- [ ] Black
- [ ] Blue
- [ ] Blue Jay
- [ ] Burgundy
- [ ] Emerald Green
- [ ] Gray
- [ ] Pepper
- [ ] Red

26 oz. Plush Custom-Cut Carpet Colors (Item # 400022 ONLY).
Dove will be provided if no color is indicated below:
- [ ] Charcoal
- [ ] Cobalt
- [ ] Dove
- [ ] Lava Rock
- [ ] Navy
- [ ] Onyx
- [ ] Red
- [ ] Royal Blue
- [ ] Silky Beige
- [ ] Silver
- [ ] Snow

50 oz. Ultra Plush Custom-Cut Carpet Colors (Item # 400023 ONLY).
Iceberg will be provided if no color is indicated below:
- [ ] Bisque
- [ ] Cabernet
- [ ] Graphite
- [ ] Iceberg
- [ ] Midnight
- [ ] Seascape
- [ ] Sterling
- [ ] Teal
- [ ] Black

Do you require electrical or utilities under the carpet?
- [ ] Yes
- [ ] No

Calculate Total Square Footage:
Width: ______ x Length: ______ = ______ Square Feet

Place Order Here

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>TOTAL SQ FT X PRICE / SQ FT = TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

A. Total All Items Ordered
B. Petroleum Surcharge Assessment: 3%
   A x 3% = B
C. Subtotal
   A + B = C
D. Rental Tax: 8.125%
   C x 8.125% = D
E. Payment Enclosed
   C + D = E

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

Authorized Name - Please Print

Date
### Price List

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
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<td>Chair, Contemporary, Side, 19.5&quot;W 18&quot;D 31&quot;H</td>
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<td>Chair, Plastic Contour, 18&quot;W 18.5&quot;D 32&quot;H</td>
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<td>Stool, Contemporary, 17&quot;W 18&quot;D 48&quot;H</td>
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<td>Table, Starbase, 40&quot; Diameter x 30&quot; High</td>
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<td>300104</td>
<td>Display Furniture</td>
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<td>300111</td>
<td>Bag Stand</td>
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<td>$102.00</td>
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<tr>
<td>300102</td>
<td>Coat Rack</td>
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<td>300398</td>
<td>Color Change, Table Skirt</td>
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<td>Garment Rack</td>
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<td>300106</td>
<td>Literature Rack</td>
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<td>Pegboard, White, 4'x8'</td>
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<td>300107</td>
<td>Refrigerator</td>
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<td>300131</td>
<td>Security Cage, Large, without Lock</td>
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<td>300132</td>
<td>Security Cage, Small, without Lock</td>
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<td>Sign Holder, Bell Base</td>
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<td>Sign Holder, Chrome, 22&quot;x28&quot;</td>
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<td>Pegboard, White, 4'x8'</td>
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<td>Ticket Tumbler, Small, Table Top</td>
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<td>300113</td>
<td>Wastebasket</td>
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<td>300118</td>
<td>Waterfall Stand</td>
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### Skirted Tables

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<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
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<tr>
<td>3004</td>
<td>Table 4', Skirted 4 Sides, 24&quot; x 30&quot; High</td>
<td>$110.00</td>
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<td>3008</td>
<td>Table 6', Skirted 3 Sides, 24&quot; x 30&quot; High</td>
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<td>3009</td>
<td>Table 8', Skirted 3 Sides, 24&quot; x 30&quot; High</td>
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<td>3007</td>
<td>Table, Skirt 4th Side</td>
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### Skirted Counters

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<td>3014</td>
<td>Counter 4', Skirted 4 Sides, 24&quot; x 42&quot; High</td>
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<td>3016</td>
<td>Counter 6', Skirted 3 Sides, 24&quot; x 42&quot; High</td>
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<td>Counter 8', Skirted 3 Sides, 24&quot; x 42&quot; High</td>
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<td>3017</td>
<td>Counter, Skirt 4th Side</td>
<td>$40.50</td>
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### Risers

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<tbody>
<tr>
<td>300191</td>
<td>Riser 4', Single Tier, 48&quot;x8&quot;x8&quot; High</td>
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<td>Riser 6', Single Tier, 72&quot;x8&quot;x8&quot; High</td>
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### Custom Booth Drape

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<tr>
<td>3001</td>
<td>Drape, 3', High, Per Foot, 4' Minimum</td>
<td>$12.50</td>
<td>$18.75</td>
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<tr>
<td>3002</td>
<td>Drape, 8', High, Per Foot, 4' Minimum</td>
<td>$15.05</td>
<td>$22.60</td>
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### Display Furniture

<table>
<thead>
<tr>
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<th>REGULAR PRICE</th>
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<tbody>
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<td>300074</td>
<td>Display Case 4', Full View</td>
<td>$426.00</td>
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<tr>
<td>300082</td>
<td>Display Case 6', Full View</td>
<td>$452.00</td>
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<tr>
<td>300083</td>
<td>Display Case 6', Half View</td>
<td>$452.00</td>
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<tr>
<td>300084</td>
<td>Display Case 6', Quarter View</td>
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### Accessories

<table>
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<tr>
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<th>REGULAR PRICE</th>
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<tbody>
<tr>
<td>30124</td>
<td>Aisle Stanchion Chain, Plastic, Per Foot</td>
<td>$3.84</td>
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<td>30123</td>
<td>Aisle Stanchion, without Chain</td>
<td>$36.50</td>
<td>$54.75</td>
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<tr>
<td>300103</td>
<td>Aluminum Easel</td>
<td>$49.25</td>
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### Please Indicate Choice

#### Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3002 ONLY)
- Beige
- Black
- Blue
- Burgundy
- Forest Green
- Gold
- Gray
- Purple
- Red
- Teal
- White

#### 4th Side Table Skirt (3007 ONLY)
- 6' Table
- 8' Table

#### 4th Side Counter Skirt (3017 ONLY)
- 6' Counter
- 8' Counter

#### Tackboard/Perforboard Alignment (300201 and 300211 ONLY)
- Horizontal
- Vertical

### Place Order Here

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>QUANTITY</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
</table>

**A. Total All Items Ordered**

**B. Petroleum Surcharge Assessment: 3%**

**C. Subtotal**

**D. Rental Tax: 8.125%**

**E. Payment Enclosed**

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

### Authorized Signature - Please Sign: X

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**
American Society for Engineering Education Annual Conference  
Henry B. Gonzalez Convention Center, Hall C  
June 10 - 12, 2012

**Discount Deadline Date:**  
May 21, 2012

**GES Furniture Packages offer significant savings!**

<table>
<thead>
<tr>
<th>ITEM#</th>
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<th>DISCOUNT</th>
<th>PRICE</th>
<th>REGULAR</th>
<th>PRICE</th>
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<tbody>
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<td>400011</td>
<td>Furniture Package 1</td>
<td>$230.00</td>
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<tr>
<td></td>
<td>Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24&quot;X30&quot;, (1) Wastebasket.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM#</th>
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<th>DISCOUNT</th>
<th>PRICE</th>
<th>REGULAR</th>
<th>PRICE</th>
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<tr>
<td>400012</td>
<td>Furniture Package 2</td>
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<td>$760.14</td>
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<tr>
<td></td>
<td>Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40&quot;X30&quot;, (1) Wastebasket.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prices include delivery, installation, rental, and removal.

**Please Indicate Choice**

**Table Skirt Color (Item # 400011 ONLY):**
Gray will be provided if no color is indicated below:
- Beige
- Black
- Blue
- Burgundy
- Forest Green
- Gold
- Gray
- Purple
- Red
- Teal
- White

**Place Order Here**

<table>
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<tr>
<th>ITEM#</th>
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<th>TOTAL PRICE</th>
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<tbody>
<tr>
<td>400011</td>
<td>Furniture Package 1</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400012</td>
<td>Furniture Package 2</td>
<td>$</td>
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</table>

A. Total All Items Ordered $  
B. Petroleum Surcharge Assessment: 3% $  
C. Subtotal $  
D. Rental Tax: 8.125% $  
E. Payment Enclosed $  

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: **X**
<table>
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<th>DESCRIPTION</th>
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<td>305068</td>
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<table>
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**American Society for Engineering Education Annual Conference**

**Henry B. Gonzalez Convention Center, Hall C**

**June 10 - 12, 2012**

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**Tables - Conference**

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**Product Display**

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**Lamps**

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**Payment Enclosed**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**Authorized Signature - Please Sign:**

<table>
<thead>
<tr>
<th>Authorized Name - Please Print</th>
<th>Date</th>
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Prices include delivery, installation, rental, and removal. Orders received after the discount deadline date are subject to availability and/or substitutions. Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins. Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.
American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

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### Suitable Formats for images or logos

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<td>Adobe Photoshop CS4</td>
<td>tiff (LZW), jpeg (high quality)</td>
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<td>Adobe InDesign CS4</td>
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<td>Adobe Acrobat</td>
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### Suitable Media for images or logos

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### AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) 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 with the defined herein.

#### Vector Artwork

For the best quality, artwork should be created in vector format (ai or vector eps). Logos taken from websites are generally gifs. Gif files are not acceptable as they will not print clearly. See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo’s 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

**JPEG** - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality**. See Visual.

**PDF** - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.

Make sure images are saved at high resolution (300dpi). See Visual.

#### Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

#### Fonts

Turn all fonts into 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.

### FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

**HOST**

SouthEast Region Shows

ftp://csftp.ges.com/SouthEast

**USER NAME:**
gesseftp

**PASSWORD:**
k7md#2dx

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

---

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## Graphics and Signage Order Form

**American Society for Engineering Education Annual Conference**

Henry B. Gonzalez Convention Center, Hall C  
June 10 - 12, 2012

### Price List

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### We offer complete graphics services from Design to Print!
We can create custom graphics to fit any of your needs, including:
- Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)
- Vinyl or Mesh Banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut / 3D graphics for eye catching effects
- Printing on specialized materials

For a quotation, please visit: [http://www.ges.com/graphics/quote/](http://www.ges.com/graphics/quote/)

### Cardboard Base Colors (Item # 600532, 600526, 600529, 600527 ONLY)

- Black
- White
- Gray

### Place Order Here

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>QUANTITY</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>600533</td>
<td>22&quot;W x 28&quot;H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic &amp; delivery)</td>
<td>$170.00</td>
<td></td>
<td>$170.00</td>
</tr>
<tr>
<td>600534</td>
<td>22&quot;W x 28&quot;H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic &amp; delivery)</td>
<td>$220.00</td>
<td></td>
<td>$220.00</td>
</tr>
<tr>
<td>600526</td>
<td>Freestanding 24&quot;W x 84&quot;H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic &amp; delivery)</td>
<td>$200.00</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>600528</td>
<td>Freestanding 24&quot;W x 84&quot;H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic &amp; delivery)</td>
<td>$325.00</td>
<td></td>
<td>$325.00</td>
</tr>
<tr>
<td>600527</td>
<td>Freestanding 38&quot;W x 84&quot;H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic &amp; delivery)</td>
<td>$300.00</td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>600529</td>
<td>Freestanding 38&quot;W x 84&quot;H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic &amp; delivery)</td>
<td>$425.00</td>
<td></td>
<td>$425.00</td>
</tr>
<tr>
<td>600535</td>
<td>72&quot;W x 36&quot;H Vinyl Banner (horizontal or vertical) w/ Silver Grommets</td>
<td>$180.00</td>
<td></td>
<td>$180.00</td>
</tr>
</tbody>
</table>

### Digital File Submission:
You can upload your file(s) after sending in your order using the information below.

**ftp://csftp.ges.com/SouthEast**

**USER NAME:** gesseftp  
**PASSWORD:** k7md#2dx

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

---

**If you do not have a print file to submit, please write in the text and description for your sign order here:**

---

**Need Assistance?**

**Toll Free:** 800.475.2098  |  **Tel:** 702.515.5970  |  **www.ges.com/chat**

© 2012 Global Experience Specialists, Inc. (GES)

**Authorized Signature - Please Sign:** X
## Installation and Dismantling Order Form

### American Society for Engineering Education Annual Conference

Henry B. Gonzalez Convention Center, Hall C  
June 10 - 12, 2012

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>EMAIL ADDRESS</th>
<th>SHOW SITE CONTACT</th>
<th>SHOW SITE CONTACT PHONE #</th>
<th>DATE/TIME OF ARRIVAL</th>
</tr>
</thead>
</table>

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.**

**TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Exhibitor may unpack and place merchandise.
- Full-time employees of an exhibiting firm may install and dismantle their own company displays. Any outside or additional labor required is to be performed by local union personnel under contract with GES, the official General Service Contractor, or under the guidelines established by the Rules and Regulations in this Service Manual for Exhibitor Appointed Contractors.
- Orders placed at show site will be completed in the order in which they are received.

(If you refer to the Exhibitor Rights listed on form G-6 if you have any questions regarding when union labor is required.)

### Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour “No-Show” charge per worker will apply.

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

### LABOR RATES ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Worker per Hour</th>
<th>Discount</th>
<th>Regular</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install &amp; Dismantle, ST</td>
<td>Code: 705000</td>
<td>$75.50</td>
<td>$94.50</td>
</tr>
<tr>
<td>Install &amp; Dismantle, OT</td>
<td>Code: 705000</td>
<td>$113.00</td>
<td>$141.00</td>
</tr>
<tr>
<td>Install &amp; Dismantle, DT</td>
<td>Code: 705000</td>
<td>$151.00</td>
<td>$189.00</td>
</tr>
</tbody>
</table>

### GES Supervised (OK to Proceed)

Please complete "Key Information" form (L-2)

- 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.

### Place Order Here

<table>
<thead>
<tr>
<th>SCHEDULE DATE(S)</th>
<th>SCHEDULE START TIME</th>
<th>SCHEDULE END TIME</th>
<th>TOTAL # OF HOURS</th>
<th>TOTAL # OF WORKERS</th>
<th>LABOR RATE</th>
<th>= TOTAL</th>
<th>3% PSP</th>
<th>= SUBTOTAL</th>
<th>8.125% TAX</th>
<th>= GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PM</td>
<td>AM PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>AM PM</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

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

### Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise:
- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.

Exhibitors must stay clear during movement of freight.

**GES is responsible for the following type of booth:**

- Pop-Up
- Two Story
- Custom
- Other: 

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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### Inbound Freight Information

<table>
<thead>
<tr>
<th>Method</th>
<th>Carrier (if known)</th>
<th>Contact</th>
<th>Number of Crates</th>
<th>Shipped By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GES Logistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Carrier</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>AirFreight</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Vanline</td>
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<tr>
<td>Other</td>
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<table>
<thead>
<tr>
<th>Carrier (if known)</th>
<th>Phone</th>
<th>Number of Fiber Cases</th>
<th>Color</th>
<th>Pro Number</th>
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</thead>
<tbody>
<tr>
<td>GES Logistics</td>
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</tr>
<tr>
<td>Common Carrier</td>
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<tr>
<td>AirFreight</td>
<td></td>
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</tr>
<tr>
<td>Vanline</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Loose Display</th>
<th>Crated Display</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipped To: (Check One)</th>
<th>Warehouse</th>
<th>Showsite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Setup Information for GES Installation

- **Setup Drawings/Instructions Attached**
- **Case/Crate Number**
- **Number of Workers Required for Setup**
- **Forklift Ordered**
- **Number of Graphics**
- **Number of Lights**
- **Number of Light Boxes**
- **Rentals**
- **Special Equipment Required**
- **Description**

### Tear-down Information for GES Dismantle

- **Tear-down Drawings/Instructions Attached**
- **Case/Crate Number**
- **Number of Workers Required for Tear-down**
- **Forklift Ordered**
- **Number of Graphics**
- **Number of Lights**
- **Number of Light Boxes**
- **Rentals**
- **Special Equipment Required**
- **Description**

### Outbound Freight Information

<table>
<thead>
<tr>
<th>Method</th>
<th>Carrier (if known)</th>
<th>Contact</th>
<th>PrePaid</th>
<th>Collect (for non-GES Logistics Shipments only)</th>
<th>Bill To</th>
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</thead>
<tbody>
<tr>
<td>GES Logistics</td>
<td></td>
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<tr>
<td>Common Carrier</td>
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<tr>
<td>AirFreight</td>
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<tr>
<td>Vanline</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consigned To</th>
<th>Address</th>
<th>City/State/Zip</th>
<th>Second Consignee</th>
<th>Address</th>
<th>City/State/Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Emergency Contact Information / Showsite Contact

- **Name**
- **Title**
- **Telephone**
- **Cell Phone**
- **Other Means of Contacting This Person**
- **Contact's Hotel**
- **Arrival**
- **Departure**
- **Purchasing Authorization**
- **Yes**
- **No**

---

*I This Form must be returned to GES for your orders to be processed.*
In-Booth Forklift and Labor Order Form

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.

TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

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

LABOR RATES ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Forklift w/Operator Per Hour</th>
<th>Discount</th>
<th>Regular</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000#, ST</td>
<td>$142.50</td>
<td>$178.00</td>
<td>$214.00</td>
</tr>
<tr>
<td>5,000#, OT</td>
<td>$200.00</td>
<td>$250.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>5,000#, DT</td>
<td>$257.00</td>
<td>$321.00</td>
<td>$386.00</td>
</tr>
<tr>
<td>Worker per Hour</td>
<td>Discount</td>
<td>Regular</td>
<td>Show Site</td>
</tr>
<tr>
<td>Freight, ST</td>
<td>$75.50</td>
<td>$94.50</td>
<td>$113.00</td>
</tr>
<tr>
<td>Freight, OT</td>
<td>$113.00</td>
<td>$141.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Freight, DT</td>
<td>$151.00</td>
<td>$189.00</td>
<td>$227.00</td>
</tr>
</tbody>
</table>

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site Labor ordered at showsite will be filled on a first-come/first-serve basis.

Please Indicate Service

- Exhibitor Supervised (Do Not Proceed)
  - Exhibitor will supervise.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

- GES is responsible for the following type(s) of work:
  - Uncrating
  - Leveling
  - Dismantling
  - Reskidding
  - Positioning

Place Order Here

<table>
<thead>
<tr>
<th>SCHEDULE DATE(S)</th>
<th>SCHEDULE START TIME</th>
<th>SCHEDULE END TIME</th>
<th>TOTAL # OF HOURS</th>
<th>TOTAL # OF FORKLIFTS</th>
<th>LABOR RATE = TOTAL X 3% PSP = SUBTOTAL X 8.125% TAX = GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM PM</td>
<td>AM PM</td>
<td></td>
<td></td>
<td></td>
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<td>AM PM</td>
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<td>AM PM</td>
<td>AM PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

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

Need Assistance?
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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American Society for Engineering Education Annual Conference  
Henry B. Gonzalez Convention Center, Hall C  
June 10 - 12, 2012

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

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

Truss & Hoists
GES is responsible for assembly, installation, and removal of all truss.

Remember:
1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

Please complete and return the Hanging Sign / Truss Labor Order Form (H-2) by May 21, 2012.

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

Shipping Instructions
All hanging signs should be received in advance at the GES Warehouse by June 06, 2012.
Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading “Hanging Sign”. Prepay all shipments. Collect shipments will not be accepted.
H-2

Hanging Sign / Truss Labor Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

COMPANY NAME
EMAIL ADDRESS
BOOTH NUMBER

SHOWSITE CONTACT
SHOWSITE CONTACT PHONE #
DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS

- A crew will be assigned consisting of a lift with two riggers for aerial work.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor’s representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour “Not Ready” charge per worker and equipment will apply.

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

LABOR RATES ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Lift w/3 Workers Per Hour</th>
<th>Discount</th>
<th>Regular</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Lift, ST</td>
<td>Code: 705300</td>
<td>$ 517.00</td>
<td>$ 646.00</td>
</tr>
<tr>
<td>High Lift, OT</td>
<td>Code: 705020</td>
<td>$ 646.00</td>
<td>$ 808.00</td>
</tr>
<tr>
<td>High Lift, DT</td>
<td>Code: 705020</td>
<td>$ 776.00</td>
<td>$ 970.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Worker Per Hour</th>
<th>Discount</th>
<th>Regular</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rigging, Hanging Sign, ST</td>
<td>Code: 705020</td>
<td>$ 75.50</td>
<td>$ 94.50</td>
</tr>
<tr>
<td>Rigging, Hanging Sign, OT</td>
<td>Code: 705020</td>
<td>$ 113.00</td>
<td>$ 141.00</td>
</tr>
<tr>
<td>Rigging, Hanging Sign, DT</td>
<td>Code: 705020</td>
<td>$ 151.00</td>
<td>$ 189.00</td>
</tr>
</tbody>
</table>

Please Indicate Service

- GES Supervised (OK to Proceed)
  A 30% (minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (Do Not Proceed)
  Exhibitor will supervise.
  - Indicate workers needed for installation and dismantling.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor’s property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor’s supervision. Exhibitors must stay clear during movement of freight.

Type of Sign

- Banner
- Structural Signage
- Systems
- Square
- Rectangle
- Triangle
- Circle
- Other

Dimensions & Weight of Sign

Width _______ Length _______ Height _______ Weight _______ lbs
# Structural Pick Points: # of Pounds ______ at each point

Place Order Here

<table>
<thead>
<tr>
<th>Schedule Date(s)</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Total # of Hours</th>
<th>Total # of Lift w/ Crew</th>
<th>Labor Rate = TOTAL x 3% PSP = Subtotal x 8.125% Tax = Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PM</td>
<td>AM PM</td>
<td>AM PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: [Signature]

Authorized Name - Please Print: [Name]

DATE: [Date]

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

Need Assistance?
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2012 Global Experience Specialists, Inc. (GES)

Order Directly Online: https://ordering.ges.com/Show/Info/042001943

042001943 64
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

---

**ADVANCE SHIPMENT**

**FROM:**

**TO:**

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference

NAME OF EXHIBITION 042001943

C/O GES
YRC
111 Gembler Road
San Antonio, TX 78219
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, May 8, 2012 - Wednesday, June 6, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier
Number of pieces

---

**ADVANCE SHIPMENT**

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**TO:**

FULL EXHIBITING COMPANY NAME AT SHOW

American Society for Engineering Education Annual Conference

NAME OF EXHIBITION 042001943

C/O GES
YRC
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Carrier
Number of pieces
Return with G-2: Payment & Credit Card Charge Authorization Form to:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

COMPANY NAME
EMAIL ADDRESS
BOOTH NUMBER

Cleaning Order Form

Price List

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>500601</td>
<td>Before Show Open Only (per sq. ft.)</td>
<td>$0.51</td>
<td>$0.77</td>
</tr>
<tr>
<td>500600</td>
<td>Duration of Show (per sq. ft. per day)</td>
<td>$0.38</td>
<td>$0.57</td>
</tr>
<tr>
<td>500602</td>
<td>Per Day (per sq. ft. per day)</td>
<td>$0.48</td>
<td>$0.72</td>
</tr>
</tbody>
</table>

Vacuuming
Includes emptying your wastebasket nightly.

Shampooing
501004 Cleaning, Carpet Shampoo Before Show Open $0.69 $1.04

Mopping and Waxing
501002 Cleaning, Damp Mop & Wax $0.92 $1.38

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

501010 Porter Service, 0-500 sq.ft., Per Day $96.50 $146.00
501010 Porter Service, 501-1500 sq.ft., Per Day $134.00 $187.00
501010 Porter Service, 1501-3000 sq.ft., Per Day $337.00 $505.00
501010 Porter Service, 3001 sq.ft. & Up, Per Day $394.00 $591.00

Labor Rates are as follows:

<table>
<thead>
<tr>
<th>Worker per Hour</th>
<th>Discount</th>
<th>Regular</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter Service, ST</td>
<td>Code: 705010</td>
<td>$37.75</td>
<td>$46.25</td>
</tr>
<tr>
<td>Porter Service, OT</td>
<td>Code: 705010</td>
<td>$56.50</td>
<td>$69.50</td>
</tr>
<tr>
<td>Porter Service, DT</td>
<td>Code: 705010</td>
<td>$75.50</td>
<td>$92.50</td>
</tr>
</tbody>
</table>

Use for booth wipe down, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.

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%.

Show site cleaning orders must be placed a minimum (1) one hour prior to show open, are subject to availability, and will incur a 20% Late Order Charge.

Calculate Total Square Footage
Width _______ x Length _______ = _______ Square Feet

Would you like us to call you and give you a quote for hourly porter service?
☐ Yes  ☐ No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site.

Place Order Here

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>TOTAL SQ FT</th>
<th>X PRICE/SQ FT</th>
<th>X NO. OF DAYS =</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>500600</td>
<td>Vacuuming Duration</td>
<td>3</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>500602</td>
<td>Vacuuming Per Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Porter Service Labor

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TOTAL NO. OF HOURS</th>
<th>X TOTAL NO. OF WORKERS</th>
<th>LABOR RATE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter Service Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Total All Items Ordered
B. Petroleum Surcharge Assessment: 3% \( A \times 3\% = B \)
C. Subtotal \( A + B = C \)
D. Labor Tax: 8.125% \( C \times 8.125\% = D \)
E. Payment Enclosed \( C + D = E \)

Authorized Signature - Please Sign: X

Authorized Name - Please Print

DATE

Order Directly Online:
https://ordering.ges.com/Show/Info/042001943

Discount Deadline Date: May 21, 2012

Need Assistance?
Toll Free: 800.475.2098  |  Tel: 702.515.5970  |  www.ges.com/chat

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Payment and Credit Card Charge Authorization

**American Society for Engineering Education Annual Conference**

**Henry B. Gonzalez Convention Center, Hall C**

**June 10 - 12, 2012**

**COMPANY NAME**

**EMAIL ADDRESS**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP**

**COUNTRY**

**PHONE**

**FAX**

**PURCHASE ORDER NUMBER**

**SHOWSITE CONTACT**

**SHOWSITE CONTACT EMERGENCY PHONE NUMBER**

**CONTACT'S HOTEL (OPTIONAL)**

---

**Payment Policy**

**Discount Prices** — GES requires you to 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 surcharge.

**Method of Payment** — Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a $50.00 fee for returned NSF checks.

**Third Party Billing** — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Global Experience Specialists 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 close of the show. Please refer to the individual forms for labor, etc., for cancellation fees.

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

---

**Bank wire transfer payment information:**

| Beneficiary: Global Experience Specialists | Account #: 7188-101819 |
| c/o Bank of America | Account #: 7188-101819 |
| 901 Main Street, TX1-492-07-14 | ABA Routing #: 0260-0095-3 |
| Dallas, TX 75204-3714 USA | SWIFT Address: BOFAUS3N |
| Telephone # 888-715-1000 ext 50118 | 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 |

To properly credit your account, send the following information to the GES address listed on the order forms:

- 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**

All information must be provided. Your order will not be processed if any information is missing. (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Personal Card</th>
<th>Corporate Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROVIDE EXPIRATION DATE</td>
<td>1% of the total order</td>
<td>0% of the total order</td>
</tr>
</tbody>
</table>

**Calculation of Orders**

| Material Handling | $ |
| Carpet | $ |
| Furniture & Accessories | $ |
| Specialty Furniture | $ |
| Graphics & Signage | $ |
| Installation & Dismantling Labor | $ |
| In-Booth Forklift & Labor | $ |
| Hanging Sign Labor | $ |
| Cleaning | $ |
| Other GES Services (Specify) | $ |
| Other GES Services (Specify) | $ |
| Other GES Services (Specify) | $ |

**FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863**

GES is exempt from backup withholding tax.

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

Charge my credit card in the amount of:

Enclosed is a check in the amount of:

Check Number: 
Dated: 

---

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2012 Global Experience Specialists, Inc. (GES)

---

*This form must be returned to GES for your orders to be processed.*
If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the Exhibiting Firm. A signature is required to authorize these services.
- **Step 2:** Complete and sign the Exhibiting Firm Credit Card Authorization.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the Third Party. A signature is required to authorize these services.
- **Step 4:** Complete and sign the Third Party Credit Card Authorization.

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 firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

### STEP 1: Exhibiting Firm - Complete Below Information

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The items checked below are to be invoiced to the Exhibiting Firm:

- [ ] Booth Cleaning
- [ ] I & D Labor
- [ ] In-Booth Forklift Labor
- [ ] Material Handling In & Out
- [ ] Rental Carpet
- [ ] Rental Furniture
- [ ] Signs
- [ ] Transportation Charges
- [ ] Other (Please Specify)

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**AUTHORIZED SIGNATURE**

**AUTHORIZED NAME - PLEASE PRINT**

**DATE**

Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site.

(Forms L3 and L4 must be completed for admission)

### STEP 3: Third Party - Complete Below Information

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The items checked below are to be invoiced to the Third Party:

- [ ] Booth Cleaning
- [ ] I & D Labor
- [ ] In-Booth Forklift Labor
- [ ] Material Handling In & Out
- [ ] Rental Carpet
- [ ] Rental Furniture
- [ ] Signs
- [ ] Transportation Charges
- [ ] All Services
- [ ] Other (Please Specify)

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4).

**AUTHORIZED SIGNATURE**

**AUTHORIZED NAME - PLEASE PRINT**

**DATE**

### STEP 2: Exhibiting Firm Credit Card Charge Authorization

<table>
<thead>
<tr>
<th>CARDHOLDER'S NAME</th>
<th>PLEASE PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARDHOLDER'S BILLING ADDRESSES</td>
<td>CITY</td>
</tr>
<tr>
<td>STATE</td>
<td>ZIP</td>
</tr>
<tr>
<td>Account Number</td>
<td>-</td>
</tr>
<tr>
<td>EXPIRATION DATE</td>
<td>[ ] MasterCard</td>
</tr>
<tr>
<td>[ ] VISA</td>
<td>[ ] Personal Card</td>
</tr>
<tr>
<td>[ ] American Express</td>
<td></td>
</tr>
</tbody>
</table>

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.

**AUTHORIZED SIGNATURE**

**CARDHOLDER' NAME - PLEASE PRINT**

**DATE**

### STEP 4: Third Party Credit Card Charge Authorization

<table>
<thead>
<tr>
<th>CARDHOLDER'S NAME</th>
<th>PLEASE PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARDHOLDER'S BILLING ADDRESSES</td>
<td>CITY</td>
</tr>
<tr>
<td>STATE</td>
<td>ZIP</td>
</tr>
<tr>
<td>Account Number</td>
<td>-</td>
</tr>
<tr>
<td>EXPIRATION DATE</td>
<td>[ ] MasterCard</td>
</tr>
<tr>
<td>[ ] VISA</td>
<td>[ ] Personal Card</td>
</tr>
<tr>
<td>[ ] American Express</td>
<td></td>
</tr>
</tbody>
</table>

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.

**AUTHORIZED SIGNATURE**

**CARDHOLDER' NAME - PLEASE PRINT**

**DATE**
Booth Layout Form

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

Form Deadline Date: May 21, 2012

COMPANY NAME
EMAIL ADDRESS
BOOTH NUMBER

SHOWSITE CONTACT
SHOWSITE CONTACT PHONE #
DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)

MANDATORY FORM*

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- Hanging Signs/Truss - Form H-2
- Show Cases - Form A-1
- Pegboard / Tackboard - Form A-1
- Special Colored Drape - Form A-1
- Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- Installation & Dismantling - Form L-1

To use this grid:
- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

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

BACK OF BOOTH (indicate adjacent booth or aisle number: _________)

FRONT OF BOOTH (indicate adjacent booth or aisle number: _________)

*This form must be returned to GES for your orders to be processed.
Additional Service Order Forms
**DEADLINE DATE:** MAY 25, 2012

Remit to: Harper Wood Electric Co.
Address: 621 Chestnut • San Antonio, TX 78202
Phone: (210)224-2495 • Fax (210)224-0005
E-mail: hwsa@hwe.com
Job #: 3206102

**Company Name — C/O:**

**Order Date:**

**E-Mail:**

**Booth #:**

**Street Address:**

**City:**

**State:**

**Zip:**

**Ordered By:**

**Please Print Name:**

**Phone#:**

**Fax#:**

---

**ELECTRICAL OUTLETS**

120 volt 60 cycle alternating current

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE PRICE</th>
<th>LATE PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>500 WATT (5 AMP)</td>
<td>$90.00</td>
<td>$135.00</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>1000 WATT (10 AMP)</td>
<td>$151.25</td>
<td>$226.88</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>2000 WATT (20 AMP)</td>
<td>$206.25</td>
<td>$290.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2000 WATT 24 hr/Dedicated</td>
<td>$309.38</td>
<td>$464.07</td>
<td></td>
</tr>
</tbody>
</table>

**MOTOR & EQUIPMENT OUTLETS**

Maximum of one (1) connection per power outlet. 208V

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE PRICE</th>
<th>LATE PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>20 AMP, 208 VOLT, SINGLE PHASE</td>
<td>$281.25</td>
<td>$421.88</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>30 AMP, 208 VOLT, SINGLE PHASE</td>
<td>$331.25</td>
<td>$496.88</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>40 AMP, 208 VOLT, SINGLE PHASE</td>
<td>$381.25</td>
<td>$571.88</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>60 AMP, 208 VOLT, SINGLE PHASE</td>
<td>$481.25</td>
<td>$721.88</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>80 AMP, 208 VOLT, SINGLE PHASE</td>
<td>$581.25</td>
<td>$871.88</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>100 AMP, 208 VOLT, SINGLE PHASE</td>
<td>$681.25</td>
<td>$1,021.88</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>150 AMP, 208 VOLT, SINGLE PHASE</td>
<td>$956.25</td>
<td>$1,434.36</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>200 AMP, 208 VOLT, SINGLE PHASE</td>
<td>$1,206.25</td>
<td>$1,809.38</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>20 AMP, 208 VOLT, 3 PHASE</td>
<td>$356.25</td>
<td>$534.38</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>30 AMP, 208 VOLT, 3 PHASE</td>
<td>$431.25</td>
<td>$646.88</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>40 AMP, 208 VOLT, 3 PHASE</td>
<td>$531.25</td>
<td>$796.88</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>60 AMP, 208 VOLT, 3 PHASE</td>
<td>$706.25</td>
<td>$1,059.36</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>80 AMP, 208 VOLT, 3 PHASE</td>
<td>$881.25</td>
<td>$1,321.88</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>100 AMP, 208 VOLT, 3 PHASE</td>
<td>$1,056.25</td>
<td>$1,584.38</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>150 AMP, 208 VOLT, 3 PHASE</td>
<td>$1,506.25</td>
<td>$2,259.38</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>200 AMP, 208 VOLT, 3 PHASE</td>
<td>$1,956.25</td>
<td>$2,934.38</td>
<td></td>
</tr>
</tbody>
</table>

**FLOOD LIGHT**

Price includes outlet & labor for light. Special lighting requests will require a labor charge (subject to availability).

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE PRICE</th>
<th>LATE PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>100 WATT/1 LIGHT PER STAND</td>
<td>$97.50</td>
<td>$146.25</td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>200 WATT/2 LIGHT PER STAND</td>
<td>$108.75</td>
<td>$163.13</td>
<td></td>
</tr>
</tbody>
</table>

Payment by check or cash must be accompanied by a designated credit card in the event of additional changes.

**TOTAL CHARGES**

---

**BILLING AUTHORIZATION**

If you wish to authorize Harper Wood Electric to charge the amount of your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account, please complete the information requested below.

**Charge to**

[ ] MasterCard  [ ] Visa  [ ] American Express  [ ] Discover  [ ] Check #

**Account #**

**Expiration SEC Code**

---

**SIGNATURE OF CARDHOLDER:**

**Important:** Will your representative be authorized to order additional service & comply with above payment policy? Yes [ ] No [ ]

**NOTICE:**

All wiring & other installations, motors, etc. must be approved. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage except upon ordering same. All outlets will be installed on the floor at the back wall of booth, island booth outlets will be brought to one (1) location at our discretion.

Labor WILL BE CHARGED for ANY WORK DONE FROM THAT POINT INTO THE BOOTH. Connections from outlets to equipment shall be CHARGED LABOR & MATERIAL. We are not responsible for voltage fluctuations or power failure because of temporary conditions. Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage to your equipment. For your protection, install a surge protector on computerized equipment & machinery or an over/under voltage sensor. We are not responsible for damage, loss of items or personal injury caused by the connection to electrical service unless performed by electrical contractor or his employees. **No credits will be issued on outlets or lights installed as ordered even though not used.**

GES 90

See Reverse for Instruction & Conditions
Rev: 10/10/2011
REQUEST FOR ELECTRICAL SERVICE
INSTRUCTIONS AND CONDITIONS

PLEASE REVIEW THE FOLLOWING ITEMS CAREFULLY:

1. RATES **DO NOT** INCLUDE CONNECTING EQUIPMENT, SPECIAL WIRING OR LABOR.
   Rates include bringing power to the rear center of a standard "inline" booth only. Multiple booth outlets will be brought one foot inside booth, nearest our power source. Labor and material will be charged for any work done from that point into the booth. For example:
   - Run cords under carpet
   - Tape down cords inside booth
   - Hook up motors or equipment
   - Installation of ball or track lights or any other electrical illumination
   - Removal of same at show close
   - If the booth configuration is changed after the electrical work is completed, labor will be charged to re-install
   - Change rotation

2. RATES FOR 208 AND 480 VOLT POWER **DO NOT INCLUDE** CONNECTION OR LABOR TO HOOKUP. THESE CHARGES ARE FOR THE POWER ONLY.

3. Wall outlets and post outlets are NOT PART OF BOOTH SPACE. Separate outlets must be ordered for each booth to be connected.

4. All exhibitor's cords must be a minimum of 14/3. All electrical cords MUST be THREE WIRE GROUNDED. All exposed current-carrying metal parts of fixed equipment, which are liable to be energized, SHALL BE GROUNDED.

5. SAFE WIRING IS ESSENTIAL. Harper Wood Electric, Co. is responsible for the temporary electrical distribution systems and the linking of electrical items in an exhibit with power services of the building. IF YOU REQUIRE POWER CORDS RUN UNDER THE CARPET, THIS WORK AND MATERIAL MUST BE PROVIDED BY HARPER WOOD ELECTRIC, CO.

6. All equipment, regardless of source of power, must comply with all national electrical codes, state and local safety codes.

7. Unless otherwise directed, Harper Wood Electric, Co. electricians are authorized to cut floor coverings to permit installation of service.

8. The rates listed include necessary City Permit and Inspection by City authority enforcing national code.

9. LABOR ORDERS MUST BE PLACED AT THE SERVICE DESK FOR ANY ELECTRICAL LABOR REQUIRED. KEEP IN MIND TO ORDER AS EARLY AS POSSIBLE. LABOR ORDERS ARE WORKED ON A "FIRST COME, FIRST SERVE" BASES.

10. MAKE SURE THAT ALL CRATES ARE OUT OF YOUR BOOTH AND ALL OF YOUR EQUIPMENT IS IN PLACE BEFORE REQUESTING ELECTRICAL LABOR. **REMEMBER** IF YOUR BOOTH IS NOT READY WHEN AN ELECTRICIAN ARRIVES, YOU MUST PLACE ANOTHER LABOR ORDER AT THE SERVICE DESK. DELAYS ARE PROBABLE.

11. All electrical connections and disconnects must be made by Harper Wood Electric, Co.

12. All material and equipment furnished remains the property of Harper Wood Electric, Co.

13. We accept AMERICAN EXPRESS, MASTERCARD, VISA, DISCOVER, CHECKS AND CASH.

14. ALL EXHIBIT BOOTHS WILL BE INVENTORYED AND ADDITIONS PRICED AT LATE ORDER PRICE.

15. All completed work subject to full payment. Any changes or cancellations must be done prior to work being performed.

16. Disputes must be handled before end of show. No refunds or changes will be done after show end.
## Plumbing Order Form

### American Society for Engineering Education Annual Conference

**Henry B. Gonzalez Convention Center**
San Antonio, Texas
June 10-12, 2012

**Company Name:**

**Date:**

**Booth #:**

**Street Name:**

**City:**

**State:**

**ZIP:**

**Ordered By:**

**Email:**

**Phone:**

**Fax:**

---

### Remit to:
Harper Wood Electric Co.
621 Chestnut Street
San Antonio, TX 78202

**Phone:** (210) 223-2495  **Fax:** (210) 224-0005

**Email:** hwesa@hwe.com

**DEADLINE DATE:** MAY 25, 2012

**PLUMBING ORDER FORM**

**JOB NO.** 6206102

**Order on line at www.hwe.com**

---

### Compressed Air • Water • Drain Order Form

Connection rates listed below cover bringing service from main line to booth. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise. Floor orders received after deadline date will be charged STANDARD PRICE.

<table>
<thead>
<tr>
<th>Compressed Air: 75-85 lbs. P.S.I.</th>
<th>QTY</th>
<th>ADVANCE PRICE</th>
<th>STANDARD PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Service charge for first water connection</td>
<td></td>
<td>$474.00</td>
<td>$711.00</td>
<td>$</td>
</tr>
<tr>
<td>□ Each additional connection</td>
<td></td>
<td>$192.00</td>
<td>$288.00</td>
<td>$</td>
</tr>
<tr>
<td>Size of connection required:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of connections required:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

### Water

<table>
<thead>
<tr>
<th>Water</th>
<th>QTY</th>
<th>ADVANCE PRICE</th>
<th>STANDARD PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Service charge for connection</td>
<td></td>
<td>$230.00</td>
<td>$345.00</td>
<td>$</td>
</tr>
<tr>
<td>□ Each additional connection</td>
<td></td>
<td>$115.00</td>
<td>$172.50</td>
<td>$</td>
</tr>
<tr>
<td>Size of connection required:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of connections required:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Drainage

<table>
<thead>
<tr>
<th>Drainage</th>
<th>QTY</th>
<th>ADVANCE PRICE</th>
<th>STANDARD PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Service charge for connection</td>
<td></td>
<td>$115.00</td>
<td>$172.50</td>
<td>$</td>
</tr>
<tr>
<td>Size of connection required:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of connections required:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Fill & Drain

<table>
<thead>
<tr>
<th>Fill &amp; Drain</th>
<th>QTY</th>
<th>ADVANCE PRICE</th>
<th>STANDARD PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1 - 15 Gallons</td>
<td></td>
<td>$175.00</td>
<td>$262.50</td>
<td>$</td>
</tr>
<tr>
<td>□ 16 - 69 Gallons</td>
<td></td>
<td>$225.00</td>
<td>$337.50</td>
<td>$</td>
</tr>
<tr>
<td>□ 70 Gallons To 100</td>
<td></td>
<td>$275.00</td>
<td>$412.50</td>
<td>$</td>
</tr>
<tr>
<td>□ Over 100 Gallons -- Call for rates</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Contractor not responsible for impurities or discoloration in water supply.

### Labor

Charges in 1/2 hour increments. Minimum charge 1/2 hour.

**□ Straight Time**
Monday - Friday (8:00 a.m. - 4:30 p.m.) except Holidays $80.00 per hour $ 

**□ Over Time**
Monday - Friday (4:30 p.m. - 8:00 a.m.) Weekends & Holidays $160.00 per hour $ 

All materials and equipment furnished remain the property of the plumbing contractor. It will be the responsibility of the exhibitor to furnish all filters, dryers, and regulators.

Requested installation date & time:

Sketch a layout of your booth in the adjacent grid.

Please attach location of all connections.
Include alignment of booth with aisles and adjoining booths marked.
Include dimensions of each drop.

**Billings Authorization**

Please complete the information below to authorize Harper Wood Electric to charge the amount of your advance order & any additional amounts incurred as a result of on site orders placed by your representative.

**Charge to:**
□ MasterCard  □ Visa  □ American Express  □ Discover  □ Check #  □ Check here if you wish to authorize the same credit info used for the Electrical Order.

**Security Code**

**Important:** Will your representative be authorized to order additional services & comply with the above payment policy?

**Yes** □ **No** □

---

**DEADLINE DATE:** MAY 25, 2012

**Remit to:** Harper Wood Electric Co.
621 Chestnut Street
San Antonio, TX 78202

**Phone:** (210) 223-2495  **Fax:** (210) 224-0005

**Email:** hwesa@hwe.com

**Due:**

**BILLING AUTHORIZATION**

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**Yes** □ **No** □

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**Important:** Will your representative be authorized to order additional services & comply with the above payment policy?

**Yes** □ **No** □

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**Security Code**

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**Yes** □ **No** □

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**Security Code**

**Important:** Will your representative be authorized to order additional services & comply with the above payment policy?

**Yes** □ **No** □
## INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

**Company Name:**

**Billing Name:**

**Billing Address:**

City, State / Country, Zip

**Email:**

**Contact:**

**Telephone Number:**

Fax Number

**Credit Card Number:**

- AMX
- MC
- Visa

**Card Holder Name:**

**Important!** Review “Product Overview / Glossary” literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx. Please call if assistance is needed. Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.

### Description of Service

#### 1. Internet – Networking Services: (10 / 100 Base - T )

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)</td>
<td>SE</td>
<td></td>
<td>$1,100</td>
<td>$1,375</td>
<td></td>
</tr>
<tr>
<td>b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed</td>
<td>IA-SP</td>
<td></td>
<td>$150</td>
<td>$185</td>
<td></td>
</tr>
<tr>
<td>c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)</td>
<td>NE</td>
<td></td>
<td>$900</td>
<td>$1,125</td>
<td></td>
</tr>
<tr>
<td>d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed</td>
<td>IA-SN</td>
<td></td>
<td>$125</td>
<td>$155</td>
<td></td>
</tr>
<tr>
<td>e. NetBasic (Shared up to 512K↑/1.5M↓ (1 Private DHCP IP, 1/Device) - Limited Qty</td>
<td>BE-1.5</td>
<td></td>
<td>$795</td>
<td>$995</td>
<td></td>
</tr>
<tr>
<td>f. NetExpress (Shared up to 256K↑/512K↓ (1 Private DHCP IP, 1/Device)-Limited Qty</td>
<td>BE-512</td>
<td></td>
<td>$595</td>
<td>$745</td>
<td></td>
</tr>
<tr>
<td>g. NetDedicated (Dedicated 1.5 Mbps w/ 5 IP addresses) - No addl IP's available</td>
<td>TS</td>
<td></td>
<td>$3,495</td>
<td>$4,370</td>
<td></td>
</tr>
<tr>
<td>h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)</td>
<td>TS-03</td>
<td></td>
<td>$5,900</td>
<td>$7,375</td>
<td></td>
</tr>
</tbody>
</table>

#### 2. Internet – Networking Services: Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Switch / Hub Rental (8 Port) – 10 / 100 Base-T</td>
<td>SW8</td>
<td></td>
<td>$150</td>
<td>$185</td>
<td></td>
</tr>
<tr>
<td>b. Switch / Hub Rental (24 Port) – 10 / 100 Base-T</td>
<td>SW24</td>
<td></td>
<td>$225</td>
<td>$280</td>
<td></td>
</tr>
<tr>
<td>c. Patch Cable (up to 50') – Cat 5e</td>
<td>PC</td>
<td></td>
<td>$50</td>
<td>$62</td>
<td></td>
</tr>
</tbody>
</table>

#### 3. Voice Services: PBX Service – Dial “9” for an outside line

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Single Line (no Instrument) (unrestricted long distance)</td>
<td>LO</td>
<td></td>
<td>$275</td>
<td>$345</td>
<td></td>
</tr>
<tr>
<td>b. Multi-Line Phone w / 1 main Number &amp; 1 rollover line (unrestricted LD)</td>
<td>ML</td>
<td></td>
<td>$415</td>
<td>$520</td>
<td></td>
</tr>
</tbody>
</table>

#### 4. Voice Services: Dedicated Line (Direct line do not dial "9")

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity</td>
<td>DL</td>
<td></td>
<td>$395</td>
<td>$495</td>
<td></td>
</tr>
</tbody>
</table>

#### 5. Voice Services: Special Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Telephone Instrument (Single Line, Touchtone) upon request</td>
<td>SL / DI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Long Distance Restrictions (Credit Card / Intl Restriction ) upon request</td>
<td>CC / IR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Analog Extended Pots line from Demarc to Booth</td>
<td>DP</td>
<td></td>
<td>$200</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>b. ISDN BRI or DSL Extended circuit from Demarc to Booth</td>
<td>IS / HL</td>
<td></td>
<td>$400</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&amp;C 8)</td>
<td>T2 / T1</td>
<td></td>
<td>$2,000</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>d. DS-3 Extended circuit from Demarc to Booth (See T&amp;C 8)</td>
<td>T3</td>
<td></td>
<td>$9,000</td>
<td>$11,250</td>
<td></td>
</tr>
<tr>
<td>e. Labor / Floor Work - Fee per hour (See T&amp;C 1)</td>
<td>FW</td>
<td></td>
<td>$125</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td>f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&amp;C 1)</td>
<td>VP / MI</td>
<td>(Call 888-446-6911 for quote)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Move - In / On - Site order fee (if ordering service after show move-in has started). (20%) x (Base Price)</td>
<td>MI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue. x (number of lines)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

Unused portions of deposits returned with final billing. ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%

**Total Payment Must Accompany Order.** Credit Card users may fax order to 702-943-6001 (Fax)

**Grand Total**

*** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. ***

FOR SMART CITY USE: Payment Rec'd (Amount): 2012 - 017 -

Terms and Conditions / Payment Options

1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.

2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals.

3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.

4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment or (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20%.

5. Internet / Network – 10 / 100 Mbps, full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.

6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any Internet / Network services. This includes but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.

7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.

8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.

9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility’s 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.

10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of services.

11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the capability.

12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.

13. CANCELLATION – There is a minimum $150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.

14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.

15. The additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.

16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Service Desk. (b) The Customer will be fully responsible for the protection and safeguarding of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.

17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748.

18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).

19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, “0+”, Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.

20. Long Distance (International Calls) and Line Restrictions: (a) Credit Card restriction will only allow Local, “1-800” and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from “976” and “900” dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.

21. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.

22. Prices are based upon current rates and are subject to change without notice.

23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.

24. Smart City accepts payments in US dollars. Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City.

25. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except upon written request.

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Mail or Fax Completed Orders with Payment and Floor Plan To:

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Print Authorized Name
Authorized Signature
Date

FOR SMART CITY USE: Payment Rec’d (Amount):

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.asp?center=017

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***
The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City’s filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer’s usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City’s network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City’s network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer’s equipment from the network(s), with or without prior notice at Smart City’s sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City’s Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer’s business is important to Smart City and with advanced and timely notification of a Customer’s needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City’s Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: ___________________________ Total # of Devices: ___________________________

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: ___________________________

Virus Scan Last Updated - Date: ___________________________ / / __________ Security Updates Last Performed - Date: ___________________________ / / __________

Are You Renting Computers? ☐ Yes ☐ No ___________ Rental Company Name: ___________________________

Rental Company Contact: ___________________________ Contact Number: ___________________________

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City’s network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer’s equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer’s equipment be found to adversely impact Smart City’s network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature ___________________________ Date ___________________________

Printed Name ___________________________ Title ___________________________

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001
# Floor Plan – Communications Cable

**Center:** Henry B Gonzalez CC (017) - Tx  
**Company Name:**  
**Show:**  
**Booth / Room #:**  
**Customer / Ref #:** 2012 - 017 -

**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City’s area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

<table>
<thead>
<tr>
<th>Adjacent Booth or Aisle#</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.</td>
</tr>
<tr>
<td>T</td>
<td>Location of Telephones, Fax lines or other telecommunications equipment “T”.</td>
</tr>
<tr>
<td>I / H / PC / C</td>
<td>Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.</td>
</tr>
<tr>
<td>Orientation</td>
<td>The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.</td>
</tr>
<tr>
<td>Size</td>
<td>Booth dimensions (example 10x10) ________________. Scale = 1 Box is equal to _________ ft.</td>
</tr>
</tbody>
</table>

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001
**FLOWERING & GREEN PLANTS (Rental)**

<table>
<thead>
<tr>
<th>Plant</th>
<th>Color Options</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mum</td>
<td>[ ] Yellow</td>
<td>[ ] White</td>
<td>[ ] Lavender</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20.00</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kalanchoe</td>
<td>[ ] Red</td>
<td>[ ] Pink</td>
<td>[ ] Orange</td>
<td>[ ] Yellow</td>
<td>$20.00</td>
</tr>
<tr>
<td>Azalea</td>
<td>[ ] Red</td>
<td>[ ] Pink</td>
<td>[ ] White</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$35.00</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bromeliad</td>
<td>[ ] Red</td>
<td>[ ] Pink</td>
<td>[ ] Orange</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$35.00</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Fern</td>
<td>[ ] Ivy</td>
<td>Large</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$35.00</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Fern</td>
<td>[ ] Ivy</td>
<td>Small</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20.00</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plant</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 ft. Green Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 ft. Green Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 ft. Green Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 ft. Green Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 ft. Green Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 ft. Green Plant or taller</td>
<td>$15.00 ft.</td>
<td>$16.00 ft.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Container Selection:** [ ] Black [ ] White

**FREE**

**FLORAL SERVICES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12&quot; high Seasonal Vase Arrangement</td>
<td>$50.00</td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18&quot; high Seasonal Vase Arrangement</td>
<td>$70.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18&quot; high Tropical Vase Arrangement</td>
<td>$60.00</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot; high Tropical Vase Arrangement</td>
<td>$80.00</td>
<td>$85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bud Vase / Boutonniere / Corsage</td>
<td>Quoted</td>
<td>Quoted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass Fishbowl for business cards (purchase)</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Color Preference?**

**Designer Service:**

Meet us at our booth for consultation. Date_________ Time_________

**Special Request?**

**Subtotal**

**Add 8.125% Sales Tax**

**Delivery Fee** $5.00

**TOTAL**

**PAYMENT AND CANCELLATION POLICY:** Payment must accompany order to receive discount prices. All orders must be paid-in-full prior to close of show. Adjustments cannot be made after show closes. Rental items cancelled after move-in begins will be refunded at 50% of the original cost. Floral items cannot be refunded after move-in begins.

**RENTAL POLICY:** Rental prices include delivery & pickup, container, and maintenance. Rental items and containers remain the property of Convention Foliage Unlimited. Missing items will be charged to the exhibitor at twice the showsite rate. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographic availability. Consult us for items not listed.

**COMPANY NAME** ____________________________________________________________

**ADDRESS**

(Street) ____________________________________________________________

(City) ____________________________ (State) ____________________________ (Zipcode) ____________________________

**ORDERED BY** ____________________________________________________________

PHONE ____________________________

**FAX** ____________________________

E-MAIL ____________________________

[ ] CHECK ENCLOSED (Payable to CONVENTION FOLIAGE UNLIMITED in US funds drawn on US bank)

[ ] Visa [ ] MC [ ] AmEx [ ] Discover CARD # ____________________________ Exp. Date ____________________________

Print Cardholder Name ____________________________ Signature ____________________________
BRAND NEW SERVICE
For More Information Call-985-809-0600, ext 215

MORE SALES

EXPOPRO MC50™
Be Mobile. Be Green.
- Wireless Handheld Unit
- Large Color Touch Screen display
- Allows personalized note taking
- Extended Life Battery
- Paperless, Green option
- Leads on USB

EXPOPRO PLUS™
- Easy-to-Use Point & Shoot
- Color Touch Screen Display
- Allows personalized note taking
- Highspeed Printer
- Leads on USB and Paper
- Reprint Individual Lead or All
- Unlimited Paper Supply
- Custom Survey Software
- Program Runs Directly from USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop

LEADS IN A FLASH™
Custom to Your Needs.

Additional Products and Services
GreenPlus ELR™ BRAND NEW SERVICE
The green option to reduce your cost and increase your exposure, ATS’s Electronic Literature Rack offers you a paperless approach to distributing marketing materials. Within one week post-show, attendees that visited your booth will receive a customized email with access to your company’s brochures in electronic form allowing them to retain an archive to your literature for when they most need it—when they are ready to buy!

Delivery & Training
ATS technicians deliver pre-ordered equipment prior to and after the event. In addition, our technician will train booth personnel on how to best use the unit.

Custom Qualifiers
ATS creates a list of custom qualifiers that can include exhibitor’s products and/or services and loads it into the unit; can be easily attached to a prospect’s record.

The ATS Standard...
* Leads on 64mb USB drive, yours to keep
* Easily imported into Excel, Outlook, ACT!
* And other major sales tracking programs
* Each lead may contain Name, Company, Title, Address, Phone, Fax, Email, Qualifiers, and personal notes (determined by the association)
* Random Drawing Raffle Feature on all units
* 20 Standard Qualifiers for Easy Follow-up
* Free Technical Support Before, During & After the show
### Lead Retrieval Order Form

**Discount Deadline:** Friday, May 11, 2012

#### 1 Choose Your Unit(s)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Discount</th>
<th>Regular</th>
<th>Quantity</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ExpoPro Plus™</strong></td>
<td>$195.00</td>
<td>$245.00</td>
<td>x _______</td>
<td>= ________</td>
</tr>
<tr>
<td><em>Easy-To-Use Desktop Unit</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Easy-To-Use Point &amp; Shoot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Color Touch screen display</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Allows Personalized Note Taking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- High-speed Printer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Reprint Individual Lead or All</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Leads on USB and Paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Electrical Requirements &lt;1 amp, 110V</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **ExpoPro MC50™**           | $245.00  | $295.00 | x _______ | = ________ |
| *Be Mobile. Be Green.*      |          |         |          |            |
| - Paperless, Green Option   |          |         |          |            |
| - Wireless Handheld Unit    |          |         |          |            |
| - Large Color Touch Screen Display|  |         |          |            |
| - Allows Personalized Note Taking|    |         |          |            |
| - Leads on USB              |          |         |          |            |
| - Extended Life Battery     |          |         |          |            |

| **Leads In A Flash™**       | $300.00  | $400.00 | x _______ | = ________ |
| *Custom to Your Needs*      |          |         |          |            |
| - Windows-based Custom Survey Software|  |         |          |            |
| - Programs Runs Directly From USB |       |         |          |            |
| - Program Up To 10 Questions|          |         |          |            |
| - Instant Editing Capabilities|        |         |          |            |
| - Detailed Lead Reports     |          |         |          |            |
| - Use Your Personal Laptop  |          |         |          |            |

#### 2 Add Optional Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Quantity</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GreenPlus ELR™</strong></td>
<td>$150.00</td>
<td>$150.00</td>
<td>x _______</td>
<td>= ________</td>
</tr>
<tr>
<td><strong>Delivery &amp; Setup</strong></td>
<td>$65.00</td>
<td>$85.00</td>
<td>x _______</td>
<td>= ________</td>
</tr>
<tr>
<td><strong>Custom Qualifiers</strong></td>
<td>$60.00</td>
<td>$80.00</td>
<td>x _______</td>
<td>= ________</td>
</tr>
</tbody>
</table>

#### 3 Add It Up

Total Due (in US Funds) = $_______

All fields are required. Please include a Payment Authorization Form with your order.

#### 4 Fill It Out and Sign

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPANY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>WEB SITE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ADDRESS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CITY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>STATE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ZIP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>COUNTRY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PHONE NO.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FAX NO.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ORDER CONTACT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>EMAIL ADDRESS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ONSITE CONTACT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ONSITE CELL PHONE</strong></td>
<td></td>
</tr>
</tbody>
</table>

Order Online: www.atsleads.com
User Name: ASEE2012
Password: 8512
Fax Credit Card Orders to: 985-809-1888
Mail Check Orders to: American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471

To Call Order In or Ask Questions: 985-809-0600, ext 215

---

PAGE 1
We accept American Express, MasterCard and Visa. Please choose “To Pay By Credit Card” option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

Please make checks payable to American Tradeshow Services. Please choose “To Pay By Check” option and enter your credit card number below for security deposit purposes. Please check the “Security Deposit Use Only” checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose “To Pay By Wire Transfer” and enter your credit card number below for security deposit purposes. Please check the “Security Deposit Use Only” checkbox. Wire Transfers will incur an additional $40.00 for handling and bank fees. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

*A credit card is required on all orders as a security deposit on rental equipment. See Terms and Conditions at the bottom of this page.

Credit Card Details - Required for All Orders*  

☐ Use as Security Deposit Only  

Cardholder Name: _____________________________________________  
Expiration Date: _______ / _______  
Security Code: ____________________________

Cardholder Signature: ______________________________________________________________________

Terms and Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. 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. If ATS staff has to pick up your scanner, you will be charged $100.00. Renter 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 will 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. ATS not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken.

Checks are due in the office ten (10) days prior to show start.
**Discount Deadline:**

**Friday, May 11, 2012**

$60 before deadline  
$80 after deadline  
(Cost per unit)

The following is a list of the standard action codes that are included with your unit rental:

- Add to Mailing List  
- Current Customer  
- Distributor  
- Has Purchasing Authority  
- Have Sales Rep Call  
- Hot Lead!  
- Inquiry Only  
- Interested Buyer  
- OEM  
- Product A  
- Product B  
- Product C  
- Product D  
- Product E  
- Product F  
- Schedule Demonstration  
- Send Literature  
- Send Pricing Info  
- VAR  
- Wants Presentation

To personalize these codes, or use your own codes, please fill in this template.

Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

The Following Characters May Not Be Entered As Part Of An Action Code: Apostrophes (‘), Slashes (/), Backslashes (\), Dots (.), Carrots (^), and Quotes ("")

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth Number</th>
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<tbody>
<tr>
<td></td>
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<td>19</td>
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<td></td>
<td>20</td>
</tr>
</tbody>
</table>

If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.
Your Website is just a Click Away!

ExpoRecall™

We want to Maximize ROI without You Lifting a Finger!
Let ATS Help Keep Your Name in Front of Potential Customers.

- ExpoRecall™ sends attendees a personalized list of companies visited at the show and direct links to your website.
- ExpoRecall™ sends reminder immediately after the show.
- ExpoRecall™ comes standard with your lead retrieval service as a no-charge/value added feature.
- ExpoRecall™ is an email that is sent to the attendees immediately after the show reminding them of the exhibitors that they were scanned by at the Expo. Included in this email will be your company name and a link to your website.

NEW Feature Included with your order!
### Video Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Qty</th>
<th>Pre-Show Rate</th>
<th>On-Site Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player</td>
<td></td>
<td>$100</td>
<td>$120</td>
<td></td>
</tr>
<tr>
<td>Blu-Ray DVD Player</td>
<td></td>
<td>$150</td>
<td>$180</td>
<td></td>
</tr>
<tr>
<td>DIGIBETA Deck</td>
<td></td>
<td>Call</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>DVC Pro Deck</td>
<td></td>
<td>$450</td>
<td>$540</td>
<td></td>
</tr>
<tr>
<td>32&quot; Cart with Skirt</td>
<td></td>
<td>$45</td>
<td>$54</td>
<td></td>
</tr>
<tr>
<td>54&quot; Cart with Skirt</td>
<td></td>
<td>$60</td>
<td>$72</td>
<td></td>
</tr>
<tr>
<td>Safelock Stand</td>
<td></td>
<td>$55</td>
<td>$66</td>
<td></td>
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</tbody>
</table>

Other Equipment Please Call

### Video / Data Display

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Qty</th>
<th>Pre-Show Rate</th>
<th>On-Site Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video / Data LCD Projector (3000 Lumens)</td>
<td></td>
<td>$850</td>
<td>$1,020</td>
<td></td>
</tr>
<tr>
<td>15&quot; LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)</td>
<td></td>
<td>$95</td>
<td>$114</td>
<td></td>
</tr>
<tr>
<td>17&quot; LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)</td>
<td></td>
<td>$175</td>
<td>$210</td>
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</tr>
<tr>
<td>22&quot; LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)</td>
<td></td>
<td>$310</td>
<td>$372</td>
<td></td>
</tr>
<tr>
<td>42&quot; LCD Display Panel (16:9 Ratio) Includes Stand 1080P</td>
<td></td>
<td>$750</td>
<td>$900</td>
<td></td>
</tr>
<tr>
<td>52&quot; LCD Display Panel (16:9 Ratio) Includes Stand 1080P</td>
<td></td>
<td>$950</td>
<td>$1,140</td>
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</tr>
<tr>
<td>60&quot; LCD Display Panel (16:9 Ratio) Includes Stand 1080P</td>
<td></td>
<td>$1,250</td>
<td>$1,500</td>
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</table>

Wall Mount for Flat Panel CALL

### Projection Screens

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<thead>
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<th>Type</th>
<th>Qty</th>
<th>Pre-Show Rate</th>
<th>On-Site Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>8' Tripod Screen with Skirt</td>
<td></td>
<td>$75</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>8' Tripod Screen with Skirt</td>
<td></td>
<td>$95</td>
<td>$114</td>
<td></td>
</tr>
</tbody>
</table>

### Audio Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Qty</th>
<th>Pre-Show Rate</th>
<th>On-Site Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>Wired Microphone (Lavalier - Headset - Handheld)</td>
<td></td>
<td>$60</td>
<td>$72</td>
<td></td>
</tr>
<tr>
<td>Wireless UHF Mic (Lavalier - Headset - Handheld)</td>
<td></td>
<td>$275</td>
<td>$330</td>
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<tr>
<td>Mackie 450 Powered Speaker System (2 Speakers w/ Stands)</td>
<td></td>
<td>$250</td>
<td>$300</td>
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<tr>
<td>Wired Microphone (Lavalier - Headset - Handheld)</td>
<td></td>
<td>$60</td>
<td>$72</td>
<td></td>
</tr>
<tr>
<td>CD Player (Single Track)</td>
<td></td>
<td>$75</td>
<td>$90</td>
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</table>

### Miscellaneous Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Qty</th>
<th>Pre-Show Rate</th>
<th>On-Site Rate</th>
<th>Total</th>
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</thead>
</table>

Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automateds
Please Call for Pricing

### Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Pre-Show Rate</th>
<th>On-Site Rate</th>
<th>Total</th>
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</table>

**PAYMENT IS DUE WHEN ORDER IS PLACED**

### Required Customer Information

- **Address:**
- **City:**
- **State:**
- **Zip Code:**
- **Ordered By:**
- **Telephone:**
- **Fax:**
- **e-Mail:**
- **Preferred Delivery Date:**
- **Delivery Time:**
- **Cell or Pager #:**
- **Signature:**

### Required Delivery Information

- **Exhibit Booth #:**
- **On Site Contact:**
- **Required Delivery Information:**
  1. Representative MUST BE on-site at Delivery.
  2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.
  3. Exhibitor assumes full responsibility for the Equipment rented and shall indemnify TREP to the extent of the full replacement value of any item of Equipment not returned or returned in a damaged or broken condition, due to any cause whatsoever. The acceptance of the return of Equipment is not a waiver by TREP of any claims for damaged or missing Equipment or any monies owed.
  4. Exhibitor shall indemnify and hold TREP harmless from any and all claims or liabilities for loss, damage or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment herein rented, or from the negligence or carelessness of the agents or employees of Exhibitor.
  5. Fee does not include service or technical assistance.
  6. Cancellation must be received 7 days prior to delivery date to avoid charges.

### Terms and Conditions

1. Representative MUST BE on-site at Delivery.
2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.
3. Exhibitor assumes full responsibility for the Equipment rented and shall indemnify TREP to the extent of the full replacement value of any item of Equipment not returned or returned in a damaged or broken condition, due to any cause whatsoever. The acceptance of the return of Equipment is not a waiver by TREP of any claims for damaged or missing Equipment or any monies owed.
4. Exhibitor shall indemnify and hold TREP harmless from any and all claims or liabilities for loss, damage or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment herein rented, or from the negligence or carelessness of the agents or employees of Exhibitor.
5. Fee does not include service or technical assistance.
6. Cancellation must be received 7 days prior to delivery date to avoid charges.

### Audio Visual Service

Three Rivers Entertainment & Production is the Audio Visual Service Provider for ASEE 2012 -San Antonio

### Ordering Process

Email Form To: events@3riversentertainment.com
Fax Form To: 412-224-4408 (please unblock number)
Question about your Order call 412-429-4000

### Payment Processing

Please Mail Checks to:
Three Rivers Entertainment and Production
1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
For billing inquiries please email events@3riversentertainment.com
Index

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

American Society for Engineering Education Annual Conference
Henry B. Gonzalez Convention Center, Hall C
June 10 - 12, 2012

<table>
<thead>
<tr>
<th>3</th>
<th>3rd Party Billing Request, Page 68</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Additional Service Order Forms, Page 70</td>
</tr>
<tr>
<td></td>
<td>Advance Shipping Labels, Page 41</td>
</tr>
<tr>
<td></td>
<td>Advanced Warehouse Receiving Hours, Page 44</td>
</tr>
<tr>
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<td>Air / Water, Page 73</td>
</tr>
<tr>
<td></td>
<td>ASEE Exhibitor Manual, Page 4</td>
</tr>
<tr>
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<td>Audio Visual, Page 84</td>
</tr>
<tr>
<td>B</td>
<td>Booth Layout Form, Page 69</td>
</tr>
<tr>
<td>C</td>
<td>Carpet Order Form, Page 52</td>
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<td>Carpet Package Order Form, Page 53</td>
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<tr>
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<td>Cartload Service Order Form, Page 50</td>
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<tr>
<td></td>
<td>Certificate of Liability Insurance: SAMPLE COPY, Page 36</td>
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<tr>
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<td>Cleaning Order Form, Page 66</td>
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<td>D</td>
<td>Digital File Preparation, Page 58</td>
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<td>Direct Shipping Labels, Page 42</td>
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<tr>
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<td>Domestic Shipping Quote Form: GES Logistics, Page 46</td>
</tr>
<tr>
<td>E</td>
<td>Electrical, Page 71</td>
</tr>
<tr>
<td></td>
<td>Exhibitor Appointed Contractor: Notice of Intent to Use, Page 37</td>
</tr>
</tbody>
</table>

| F | Fire Regulation Information, Page 32 |
|   | Freight Service Questionnaire, Page 43 |
|   | Furniture & Accessories Order Form, Page 54 |
|   | Furniture Package Order Form, Page 55 |

| G | General Information, Page 27 |
|   | GES Global Transportation Plus, Page 47 |
|   | GES Information and Order Forms, Page 24 |
|   | GES Logistics - Domestic Shipping Quote Form, Page 46 |
|   | GES Logistics - International Shipping Quote Form, Page 48 |
|   | GES Terms & Conditions of Contract, Page 31 |
|   | GES Transportation Plus, Page 39 |
|   | Graphics & Signage Order Form, Page 59 |

| H | Hanging Sign / Truss Labor Information, Page 63 |
|   | Hanging Sign / Truss Labor Order Form, Page 64 |
|   | Hanging Sign Shipping Labels, Page 65 |

| I | In-Booth Forklift & Labor Order Form, Page 62 |
|   | Installation & Dismantling Order Form, Page 60 |
|   | International Shipping Quote Form: GES Logistics, Page 48 |
American Society for Engineering Education Annual Conference  
Henry B. Gonzalez Convention Center, Hall C  
June 10 - 12, 2012

<table>
<thead>
<tr>
<th>Index</th>
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<td>All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Services Manual.</td>
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</tbody>
</table>

**Internet, Page 74**

**K**

- Key Information: Supervised Labor Checklist, Page 61

**L**

- Lead Retrieval, Page 79

**M**

- Material Handling Information, Page 38
- Material Handling Order Form, Page 40

**N**

- Notice of Intent to Use Exhibitor Appointed Contractor, Page 37

**O**

- Official Service Provider Information, Page 35
- Operation of All Mechanical Lifts, Page 33

**P**

- Payment & Credit Card Charge Authorization, Page 67
- Petroleum Surcharge Information, Page 34
- Plant & Floral, Page 78
- Pre-Printed Outbound Material Handling Request, Page 45

**S**

- SAMPLE COPY: Certificate of Liability Insurance, Page 36
- Shipping Labels: Advance, Page 41
- Shipping Labels: Direct, Page 42
- Show Information, Page 25

**Show Organizer Information and Forms, Page 3**

- Show Site Work Rules, Page 30
- Skid Accessible Storage Order Form, Page 49
- Specialty Furniture Order Form, Page 56
- Stop. Think. Safety., Page 29
- Supervised Labor Checklist & Key Information, Page 61

**T**

- Terms & Conditions of Contract: GES, Page 31
- Trade Show Tips, Page 28

**V**

- Vehicle Placement Order Form, Page 51

**W**

- Warehouse Receiving Hours: Advanced, Page 44