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Show Organizer Information and Forms

NAID® 2012 Annual Conference
EXPO and SPONSOR Registration Form

March 30-April1, 2012
***Disneyland*® Hotel**
Anaheim, California

Please Duplicate As Necessary

Company Name: _____

Contact Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ **State/Prov:** _____ **Postal Code:** _____ **Country:** _____

Telephone: _____ **Fax:** _____

Special Hotel Rates Expire
February 25 2012

Call: (714) 520-5005 and reference "NAID" or visit - mydisneymeetings.com/gdnd12a

Full Registration Fee (Primary or Additional) includes: Conference Sessions and materials, Expo Pass, Refreshment Breaks and Receptions, and Sunday Expo Lunch. No One Day passes sold. The Golf Outing on Friday is an optional event.

Please list names as they should appear on Name Badge:

		Advanced Registration *Jan 1 – Feb 29*	Regular Registration *Closes 03/21/12*
☐	**PRIMARY FULL REGISTRATION**		
	****Exhibitor may have ONE Comped Primary Full OR TWO Comped Booth Staff****		
☐	Complimentary Exhibitor Rate	**$ 0**	**$ 0**
	Booth #: _____		
☐	Complimentary Sponsorship Rate for Sponsorship(s) over $800.00	**$ 0**	**$ 0**
	Sponsorship: _____		
	Name: _____ **Email:** _____		
☐	Member	**$ 797**	**$ 885**
☐	Non-Member	**$ 977**	**$1085**
☐	**ADDITIONAL FULL REGISTRATION(s):** *(Must be employee of same company as Primary Full Registrant)*		
	Name: _____ **Email:** _____		
☐	Member	**$626**	**$ 695**
☐	Non- Member	**$716**	**$ 895**
	Name: _____ **Email:** _____		
☐	Member	**$ 522**	**$ 695**
☐	Non- Member	**$ 597**	**$ 895**
☐	**BOOTH STAFF:** (Only for representatives from same company) *This provides access to events held in the Expo ONLY*		
☐	Complimentary Exhibitor Rate Booth#: _____	**$0**	**$0**
☐	Complimentary Truck Exhibitor Rate **** 1(ONE) Booth Staff per Exhibiting Truck ****	**$0**	**$0**
	Name: _____ **Email:** _____	**$ 250**	**$ 280**
	Name: _____ **Email:** _____	**$ 250**	**$ 280**
☐	**GOLF OUTING PARTICIPANT(s)** *(Optional)* Friday, March 30th from 6:30AM-2:00PM		
	Name: _____	**$ 165**	**$ 175**
	☐ Club Rental Reservation *(Payment made at course)*		

REGISTER ONLINE, MAIL or FAX *by December 31, 2011 for Deep Saver Registration Discount*

CANCELLATIONS must be sent via fax to (602)788-4144 or email to conferences@naidonline.org. Contact NAID for more information on cancellation policy.

PAYMENT INFORMATION:

THERE ARE A TOTAL OF _____ FORMS COVERED BY THIS PAYMENT **Total Payment USD $_____**

☐ **Enclosed is Check No. _____** **Payable & Mailed to:** **NAID, 1951 E Camelback Rd. #350, Phoenix, AZ 85015**

☐ **AMERICAN EXPRESS/VISA/MASTERCARD#:** _____ **EXPIRATION DATE**_____

NAME ON CARD: _____ **SIGNATURE:** _____

This registration form must be received by March 8, 2011 or you will have to register on site. On-site registrations may incur an additional fee of $50
FAX to:(602) 788-4144
Mail to: NAID, 1951 E Camelback Rd, #350, Phoenix, AZ 85015
QUESTIONS? Call (602)570-6531 or e-mail conferences@naidonline.org

GES Information and Order Forms

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

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Official Service Provider

Global Experience Specialists, Inc. (GES)
7050 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

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

Show Information

Booth Size: 8' x 10'
Backwall Drape: Black
Sidewall Drape: Black
1 - 6' Black Skirted Table
2 - Plastic Contour Chairs
1 - Wastebasket
1 - One line ID sign (7"x44") provided automatically

Disneyland Hotel Food & Beverage Contact Information
Disney Resort Destinations
Karen Truesdale, Sr. Catering & Convention Services Manager
714-956-6711
karen.truesdale@disney.com

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

Discount Deadline Date

Thursday, March 8 — GES orders must be received with payment by this date.

Installation

Thursday,	March 29	2:00 PM	-	8:00 PM	
Friday,	March 30	8:00 AM	-	2:00 PM	

Show Hours

Friday,	March 30	2:00 PM	-	8:30 PM	(Truck Expo Open)
		6:30 PM	-	8:30 PM	(Success Hall Open /Reception)
Saturday,	March 31	11:30 AM	-	12:30 PM	Truck Expo & Success Hall (Open)
		12:30 PM	-	2:00 PM	(Closed)
		2:00 PM	-	5:00 PM	(Open)
		5:00 PM	-	6:00 PM	(Closed)
		6:00 PM	-	8:00 PM	(Open/Reception)
Sunday,	April 1	9:30 AM	-	6:30 PM	(Truck Expo Open)
		9:30 AM	-	1:00 PM	(Success Hall Open)

Dismantle

Sunday, April 1 — 1:00 PM - 10:00 PM

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

Carrier Check-in Post-Show

Sunday, April 1 — 6:00 PM — Carriers post-show must be checked-in by this time.

Facility Clear

Sunday, April 1 — 11:59 PM — All exhibitor materials must be removed.

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

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
National Association for Information Destruction
(Your Company Name & Booth Number)
5560 Katella Ave
Cypress, CA 90630
USA

Shipments should arrive on or between:

February 24 - March 26, 2012
Hours for receiving are Monday - Friday, 8:00 AM - 2:00 PM

Direct Shipments to Exhibit Site:

c/o GES
National Association for Information Destruction
(Your Company Name & Booth Number)
Disneyland Hotel
1150 W Magic Way
Anaheim, CA 92802
USA

Shipments should arrive on:

March 29, 2012, 12:00 PM - 5:00 PM
March 30, 2012, 8:00 AM - 2:00 PM

R092611 B011312-0805

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

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 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.

Rental Exhibits
Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. 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?

GES's new online ordering platform is a fast and easy way to order products and services, keep track of important dates and manage your budget. Give it a try!

Step 1: Go to **https://ordering.ges.com/logon** and log in using the same username and password that you used for GES Online. New to online ordering? Click "Register Now" on the right side of the page to create a profile. It takes just a few minutes.

Step 2: Register for your show. Search for your show by typing it into the Search bar. When you find it, click on the circle icon to the left of the show name. It will take you to the show home page. In order to see all product and service information, you need to register for the show. Click on "Manage My Account" and fill out all the information. Then, a pop-up window will appear, asking for your company name and your booth number. Fill in the two fields and you're all set!

Step 3: Browse products and services and add them to your shopping cart.

Step 4: When you are ready to complete the order, click "Proceed with Check Out" and enter in your secure credit card 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!

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National Association for Information Destruction
Disneyland Hotel
March 30 - April 1, 2012

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 8' 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.

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National Association for Information Destruction
Disneyland Hotel
March 30 - April 1, 2012

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.

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Union Information

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

Decorators Union - Local 831

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Service Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Electrical Union

Members of the IBEW claim jurisdiction for hard wiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

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

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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GES Terms and Conditions of Contract

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

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

II. Scope

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

III. Customer Obligations

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

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

IV. Mutual Obligation Indemnification

a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

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

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

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

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

g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

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

b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. Insurance. **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE**. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

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

d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Anaheim Fire Department
Desiree Johannessen
Fire Inspector
201 S. Anaheim Boulevard, Suite 300
Anaheim, California 92805
TEL 714.765.4073
FAX 714.765.4608
tradeshowinspector@anaheim.net

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

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

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits.

Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps located or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or five (5) gallons, whichever is less.
Combustible materials must not be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies. Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

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

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire. "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved. Cube tap adapters are prohibited (Uniform Fire Code 8507), multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.
Electrical work under carpets must be done, or supervised, by the decorator's electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against injury or damage.
All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, show decorator will remove and store at Exhibitors Expense.

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

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

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

Cooking and warming devices. Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.

Decorative candles are not permitted.

Heat producing equipment. Welding, soldering, or any open flame devices are prohibited.

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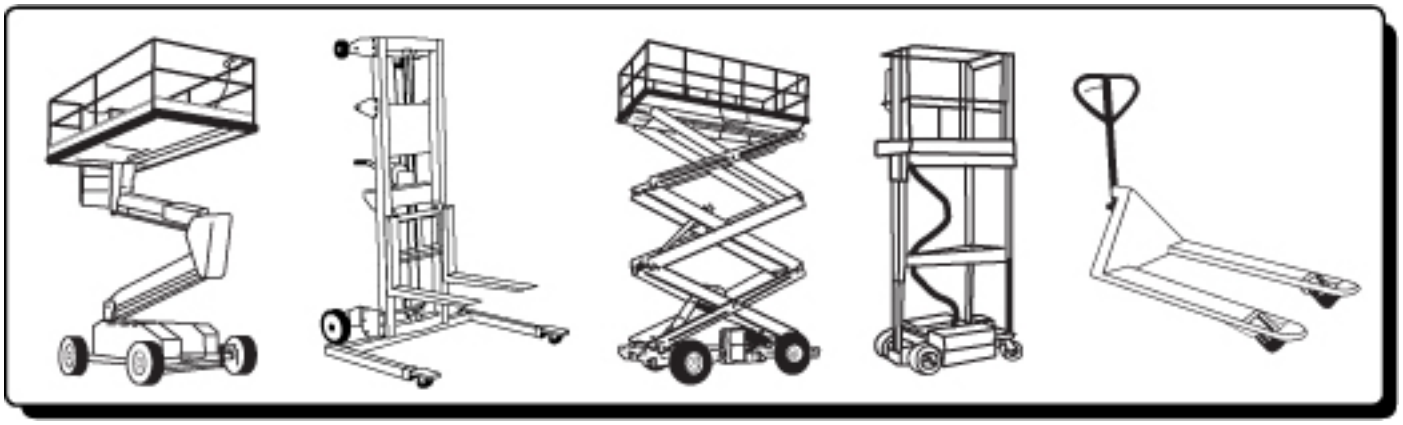
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

National Association for Information Destruction
Disneyland Hotel
March 30 - April 1, 2012

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.

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

National Association for Information Destruction
Disneyland Hotel
March 30 - April 1, 2012

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.

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 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:

a. Supervision may be provided by the Exhibitor.
b. 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 day 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), NAID (Show Management), National Association for Information Destruction (Show) and Disneyland Hotel (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. Entry 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 see that they have and wear at all times necessary identification badges as determined by Show Management.
   e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space 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).
   i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
   j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
7. All information must be received in the Global Experience Specialists, Inc. (GES) office no later than 10 days prior to the show.

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ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY): 01/01/12

1. PRODUCER

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

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

INSUREERS AFFORDING COVERAGE

2. INSURED

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

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

COVERAGES

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

3. 7. 8. 9.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-AI1	01/01/12	01/01/13	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	$1,000,000 $ 50,000 $ 5,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐	SKLS-029499S	01/01/12	01/01/13	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: $ AUTO ONLY: $	$1,000,000 $
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	XL1234567	01/01/12	01/01/13	EACH OCCURENCE AGGREGATE	$1,000,000 $1,000,000 $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/12	01/01/13	X WC STATU-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
D	OTHER Professional Liability	000P98298-AI1	01/01/12	01/01/13	Each Occurrence & Aggregate	$1,000,000 $3,000,000

SAMPLE COPY

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

Global Experience Specialists, Inc. (GES) (Official Service Provider), NAID (Show Management), Disneyland Hotel (Facility), and National Association for Information Destruction (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. Show date(s) are: March 30 - April 1, 2012 at city of Anaheim.

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

6.

Global Experience Specialists, Inc. (GES)
Exhibitor Services
5560 Katella Avenue
Cypress, CA 90630

10.

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

AUTHORIZED REPRESENTATIVE

11.

John Smith, CIC

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" from of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), NAID (Show Management), National Association for Information Destruction (Show) and Disneyland Hotel (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Notice of Intent to Use Exhibitor Appointed Contractor

L-4

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Form Deadline Date:
February 27, 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.

For insurance and safety reasons, the Official Service Provider designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made

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.

060210

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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.

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 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 34 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 last so it can be unloaded first.
- 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.
  b. Freight shipments sent to the show after it has opened.
  c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, 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.

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.

083011

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GES Global Experience Specialists℠

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:

- Priority move in/move out
- 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: www.ges.com/logistics/quote

ges.com

Exhibitions | Events | Experiences℠

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Transportation Plus and Material Handling Form

R-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Form Deadline Date:
March 8, 2012
Go to below link to view images and information:
http://ges.com/ecomm/info/specialhandling.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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 866.329.1437 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

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

Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/OT	$ 134.50 cwt	**$ 121.05 cwt**
OT/OT	$ 165.50 cwt	**$ 148.95 cwt**

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates
ST/OT	$ 174.85 cwt	**$ 157.37 cwt**
OT/OT	$ 215.15 cwt	**$ 193.64 cwt**

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

Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/OT	$ 121.50 cwt	**$ 109.35 cwt**
OT/OT	$ 149.50 cwt	**$ 134.55 cwt**

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates
ST/OT	$ 157.95 cwt	**$ 142.16 cwt**
OT/OT	$ 194.35 cwt	**$ 174.92 cwt**

Uncrated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/OT	$ 194.40 cwt	**$ 174.96 cwt**
OT/OT	$ 239.20 cwt	**$ 215.28 cwt**

How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
Overtime: All other times, Saturdays, Sundays, Holidays.
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, 8:00 AM - 2:00 PM; Closed 12:15 PM - 12:45 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 23.85 fee will be charged per shipment.

Important Information

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 34 days (any materials stored beyond 34 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

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

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

Arrival Dates and Surcharges for Shipments: A **30%** ($50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:
Fri, Feb 24, 2012: Advance shipments may begin arriving at warehouse.
Mon, Mar 26, 2012: Last day for shipments to arrive at warehouse.

Direct Dates:
Thurs, Mar 29, 2012: Direct shipments may begin arriving at exhibit site after 12:00 PM.
Fri, Mar 30, 2012: Last day for shipments to arrive at exhibit site by 2:00 PM.

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.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On 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.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	*PRICE*	*X QUANTITY*	*= TOTAL PRICE*
Small Package, 1st Carton	$ 46.00	1	$
Small Package, Each Additional Carton	$ 23.00		$

MATERIAL HANDLING DESCRIPTION	*PRICE*	*X CWT*	*= TOTAL PRICE*
			$

A.	Total All Items Ordered		$
B.	Petroleum Surcharge Assessment: 3%	A x 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

AUTHORIZED NAME - PLEASE PRINT	DATE

120711

Need Assistance?

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

Order Directly Online:
https://ordering.ges.com/Show/Info/022004895

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022004895

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

R-5

A RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Association for Information Destruction

NAME OF EXHIBITION *022004895*

BOOTH NUMBER

C/O GES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Feb 24, 2012 - Monday, March 26, 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, 8:00 AM - 2:00 PM; Closed 12:15 PM - 12:45 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

A RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Association for Information Destruction

NAME OF EXHIBITION 022004895

BOOTH NUMBER

C/O GES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Feb 24, 2012 - Monday, March 26, 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, 8:00 AM - 2:00 PM; Closed 12:15 PM - 12:45 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.* **R-6**

D RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Association for Information Destruction

NAME OF EXHIBITION *022004895*

BOOTH NUMBER

C/O GES
Disneyland Hotel
1150 W Magic Way
Anaheim, CA 92802
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Thursday, March 29, 2012 after 12:00 PM - Friday, March 30, 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 $ 23.85 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

D RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Association for Information Destruction

NAME OF EXHIBITION 022004895

BOOTH NUMBER

C/O GES
Disneyland Hotel
1150 W Magic Way
Anaheim, CA 92802
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Thursday, March 29, 2012 after 12:00 PM - Friday, March 30, 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 $ 23.85 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Form Deadline Date:
March 8, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

SHIPPING DESTINATION 1: Number of Labels Needed: ☐

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

SHIPPING DESTINATION 2: Number of Labels Needed: ☐

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

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.

060311

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Storage Service Order Form

R-4

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

"Full Service" Advantages After The Show
Keep Your Exhibit Materials in the Anaheim Area —
Avoid Double Loading and Unnecessary Shipping Costs

Global Experience Specialists, Inc. (GES) now has available storage space in the Anaheim area with facilities and services to:

A. Receive and hold your equipment and/or exhibition materials.
B. Provide delivery services for outbound shipping and/or local delivery.
C. Facilitate interstate shipping.
D. Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available, at a cost, through our Creative Services Department to refurbish materials between shows.

Storage Rates Are As Follows:

Storage of freight between the two events (Return to GES Warehouse)	(1000 lb. minimum) ..... $16.50 cwt.
Storage per month	minimum charge of $77.50 per month or..... $7.75 cwt.
Warehouse handling	(1000 lb. minimum) ..... $8.50 cwt.

GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

☐ ***Yes!*** We are interested in storing our exhibition materials in the Anaheim area after this show.
Please contact our representative:_____
Telephone: _____

102611

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GES Logistics - Domestic Shipping Quote Form

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RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

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:
PICK UP CONTACT:	PHONE NUMBER:			FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ 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* _____

*Subject to Applicable Surcharges

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)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*	*LIST EACH PIECE*	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces: Total Weight:

Hazardous Materials Contact Number

( ) _____ - _____

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.

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

Authorized Signature - Please Sign: X

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

AUTHORIZED NAME - PLEASE PRINT	DATE

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.**

062911

Need Assistance?

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

Order Directly Online:
https://ordering.ges.com/Show/Info/022004895

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022004895

GES Global Experience Specialists℠

Get GES Global Transportation Plus and

Save 10%

On Material Handling

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 roundtrip 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 contact us at geslogistic_International@ges.com

ges.com

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GES Logistics - International Shipping Quote Form

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RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Pick Up Information

PICKUP DATE:	SHIPPING / RECEIVING HOURS:			
STREET ADDRESS:	**CITY:**	**PROVINCE:**	**POSTAL CODE:**	**COUNTRY:**
PICK UP CONTACT:	**PHONE NUMBER:**			**FAX NUMBER:**
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				**MARK FOR WEEKEND PICK UP OR DELIVERY:** ☐ Pick Up ☐ 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

Type of Customs Entry:	☐ Permanent (Sold/Giveaways)		Value of Permanent Goods (US$):	$
	☐ Temporary (To Return)		Value of Temporary Goods (US$):	$
Mode of Transport:	☐ Ocean FCL	☐ Ocean LCL	☐ AirFreight	☐ Truck
Type of Equipment for FCL:	☐ 40' Container	☐ 20' Container	☐ High Cube	☐ Other:
Commodity:				
Desired Delivery Date or Targeted Move-In Date:				

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

Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US$) (6)
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

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

Total Gross Weight (7)	Total Value (8)
kilos	$

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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.

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $ .50 (USD) per pound per package, $ 100.00 (USD) per package or $ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

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 or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

103111

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GES Global Experience Specialists — Carpet Order Form

C-1

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

Go to below link to view Images and information:
http://www.ges.com/eComm/info/C1S-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

Standard Pre-Cut Carpet

Custom-cut carpet is required for all booths larger than 300 square feet, or for booths configured as island or peninsula.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5015	13 oz. Standard Carpet 8'x10'	**$ 181.00**	$ 272.00
5018	13 oz. Standard Carpet 8'x20'	**$ 355.00**	$ 533.00
5019	13 oz. Standard Carpet 8'x30'	**$ 546.00**	$ 819.00

Visqueen Plastic Covering for Protection

Includes installation and removal.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
500410	Carpet Plastic Covering, Per Sq.Ft.	**$ 0.97**	$ 1.46

Padding

GES Offers the finest padding used in the industry, a 1/2" double-netted rebond pad. We guarantee your satisfaction.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	**$ 1.91**	$ 2.87

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

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

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.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	**$ 3.43**	$ 5.15
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	**$ 4.79**	$ 7.20
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	**$ 5.85**	$ 8.80

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

Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Please Indicate Choice

13 oz. Carpet Colors (Item #'s 5015, 5018, 5019, 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:

- ☐ Cement
- ☐ 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
- ☐ 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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5015	13 oz. Standard Carpet 8'x10'		1	$
5018	13 oz. Standard Carpet 8'x20'		1	$
5019	13 oz. Standard Carpet 8'x30'		1	$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT	= TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

A.	Total All Items Ordered		$
B.	Petroleum Surcharge Assessment: 3%	A x 3 % = B	$
C.	Subtotal	A + B = C	$
D.	Sales Tax: 7.75% (for Carpet Plastic ONLY)	C x 7.75% = 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

121411

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Carpet Package Order Form

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

COMPANY NAME	EMAIL ADDRESS	Booth Number

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

13 oz. carpet is included with all Standard Exhibit Systems (except exhibit # 600001), and included with all Hardwall Exhibits.
26 oz. Plush and 50 oz. Ultra Plush are available with all exhibit system rentals as upgrades.

Price List

SAVE $$$

All Carpet Packages Include:
10% Off: Padding, Visqueen and 3 Day Cleaning.

Prices include delivery, installation, rental, and removal.

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

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400021	13 oz. Carpet Package, Per Sq.Ft.	**$ 5.94**	$ 8.92
400022	26 oz. Plush Carpet Package, Per Sq.Ft.	**$ 7.16**	$ 10.76
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.	**$ 8.12**	$ 12.20

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 #'s 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 #'s 400022 ONLY).
Dove will be provided if no color is indicated below:

- ☐ Cement
- ☐ Charcoal
- ☐ Cobalt
- ☐ Dove
- ☐ Lava Rock
- ☐ Navy
- ☐ Onyx
- ☐ Red
- ☐ Royal Blue
- ☐ Silky Beige
- ☐ Silver
- ☐ Snow

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

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT	= TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

A.	Total All Items Ordered	$
B.	Petroleum Surcharge Assessment: 3% (A x 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

AUTHORIZED NAME - PLEASE PRINT	DATE

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Furniture and Accessories Order Form

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Discount Deadline Date:
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Go to below link to view images and information:
http://ges.com/ecomm/info/A1-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Chairs		
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	**$ 118.00**	$ 177.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	**$ 104.00**	$ 156.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	**$ 81.00**	$ 122.00
300053	Stool, Contemporary, 17"W 18"D 48"H	**$ 129.00**	$ 194.00
	Tables		
300057	Table, Rectangle, 24"x36"x30" High	**$ 107.00**	$ 161.00
300056	Table, Square, 24"x24"x30" High	**$ 97.75**	$ 147.00
300059	Table, Starbase, 30" Diameter x 40" High	**$ 239.00**	$ 359.00
300058	Table, Starbase, 40" Diameter x 30" High	**$ 239.00**	$ 359.00
	Skirted Tables		
	Skirting for Tables - White Vinyl Top and Pleated Skirt		
3004	Table 4', Skirted 4 Sides, 24" x 30" High	**$ 140.00**	$ 210.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	**$ 155.00**	$ 233.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	**$ 172.00**	$ 258.00
3007	Table, Skirt 4th Side	**$ 56.00**	$ 84.00
	Skirted Counters		
	Skirting for Counters - White Vinyl Top and Pleated Skirt		
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	**$ 155.00**	$ 233.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	**$ 181.00**	$ 272.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	**$ 206.00**	$ 309.00
3017	Counter, Skirt 4th Side	**$ 64.75**	$ 97.25
	Risers		
300193	Riser 4', Double Tier, 48"x8"x16" High	**$ 56.00**	$ 84.00
300191	Riser 4', Single Tier, 48"x8"x8" High	**$ 40.25**	$ 60.50
300194	Riser 6', Double Tier, 72"x8"x16" High	**$ 72.75**	$ 109.00
300192	Riser 6', Single Tier, 72"x8"x8" High	**$ 56.00**	$ 84.00
	Custom Booth Drape		
3001	Drape, 3' High, Per Foot, 4' Minimum	**$ 16.75**	$ 25.25
3002	Drape, 8' High, Per Foot, 4' Minimum	**$ 20.20**	$ 30.25
	Display Furniture		
300073	Display Case 4', Corner View	**$ 580.00**	$ 870.00
300074	Display Case 4', Full View	**$ 563.00**	$ 845.00
300075	Display Case 4', Half View	**$ 563.00**	$ 845.00
300076	Display Case 4', Quarter View	**$ 563.00**	$ 845.00
300078	Display Case 5', Full View	**$ 580.00**	$ 870.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Display Furniture		
300079	Display Case 5', Half View	**$ 580.00**	$ 870.00
300080	Display Case 5', Quarter View	**$ 580.00**	$ 870.00
300082	Display Case 6', Full View	**$ 595.00**	$ 893.00
300083	Display Case 6', Half View	**$ 595.00**	$ 893.00
300084	Display Case 6', Quarter View	**$ 595.00**	$ 893.00
300088	Display Case 7', Vertical	**$ 779.00**	$ 1,170.00
	Accessories		
300124	Aisle Stanchion Chain, Plastic, Per Foot	**$ 4.95**	$ 7.45
300123	Aisle Stanchion, without Chain	**$ 48.25**	$ 72.50
300103	Aluminum Easel	**$ 64.75**	$ 97.25
300111	Bag Stand	**$ 89.50**	$ 134.00
300102	Coat Rack	**$ 89.50**	$ 134.00
300104	Garment Rack	**$ 89.50**	$ 134.00
300106	Literature Rack	**$ 143.00**	$ 215.00
300201	Pegboard, White, 4'x8'	**$ 155.00**	$ 233.00
300107	Refrigerator	**$ 356.00**	$ 534.00
300228	Rope Velvet, per foot	**$ 4.12**	$ 6.20
300131	Security Cage, Large, without Lock	**$ 497.00**	$ 746.00
300132	Security Cage, Small, without Lock	**$ 331.00**	$ 497.00
300120	Sign Holder, Bell Base	**$ 81.00**	$ 122.00
300108	Sign Holder, Chrome, 22"x28"	**$ 81.00**	$ 122.00
300211	Tackboard, 4'x8'	**$ 164.00**	$ 246.00
300112	Ticket Tumbler, Small, Table Top	**$ 140.00**	$ 210.00
300113	Wastebasket	**$ 20.20**	$ 30.25
300118	Waterfall Stand	**$ 89.50**	$ 134.00

Prices include delivery, installation, rental, and removal.

Please Indicate Choice

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3002 ONLY)
Gray will be provided if no color is indicated below:

☐ Beige ☐ Black ☐ Blue
☐ Burgundy ☐ Forest Green ☐ Gray
☐ Purple ☐ Red ☐ White

4th Side Table Skirt (3007 ONLY)

☐ 6' Table ☐ 8' Table

4th Side Counter Skirt (3017 ONLY)

☐ 6' Counter ☐ 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

☐ Horizontal ☐ Vertical

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

Orders received after the discount deadline date are subject to availability and/or substitutions.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
A.	Total All Items Ordered			$
B.	Petroleum Surcharge Assessment: 3%	A x 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

AUTHORIZED NAME - PLEASE PRINT	DATE

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

R062911 B2012-01-13

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Furniture Package Order Form

A-2

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

COMPANY NAME	EMAIL ADDRESS	Booth Number

GES Furniture Packages offer significant savings!

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1	**$ 303.48**	$ 456.53
	Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.		
400012	Furniture Package 2	**$ 658.08**	$ 987.53
	Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.		

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

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
- ☐ Gray
- ☐ Purple
- ☐ Red
- ☐ White

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			$
400012	Furniture Package 2			$
A.	Total All Items Ordered			$
B.	Petroleum Surcharge Assessment: 3%	A x 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

AUTHORIZED NAME - PLEASE PRINT	DATE

122011

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GES Global Experience Specialists

Specialty Furniture Order Form

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March 30 - April 1, 2012

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Go to below link to view images and information:
http://ges.com/ecomm/info/B1-Brochure-CORE.pdf

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Seating - Sofas and Loveseats		
305066	Loveseat, Black Leather, 64"L 36"D 34"H	**$ 647.00**	$ 971.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	**$ 473.00**	$ 710.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33	**$ 777.00**	$ 1,170.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	**$ 1,530.00**	$ 2,300.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	**$ 1,420.00**	$ 2,130.00
305117	Sofa, Astro, 83"L 36"D 29"H	**$ 735.00**	$ 1,100.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	**$ 529.00**	$ 794.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	**$ 780.00**	$ 1,170.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	**$ 662.00**	$ 993.00
305124	Sofa, Memphis, 55"L 31"D 28"H	**$ 699.00**	$ 1,050.00
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	**$ 664.00**	$ 996.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	**$ 644.00**	$ 966.00
	Seating - Club Chairs		
305081	Chair, Astro Light Beige,36"L 36"D 29"H	**$ 497.00**	$ 746.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	**$ 784.00**	$ 1,180.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	**$ 855.00**	$ 1,280.00
305181	Chair, Blue Suede, 39"L 34"D 33"H	**$ 515.00**	$ 773.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	**$ 374.00**	$ 561.00
305180	Chair, Globus, 28"L 26"D 28"H	**$ 362.00**	$ 543.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	**$ 543.00**	$ 815.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	**$ 461.00**	$ 692.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	**$ 449.00**	$ 674.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	**$ 461.00**	$ 692.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	**$ 356.00**	$ 534.00
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	**$ 534.00**	$ 801.00
	Seating - Chairs		
305152	Chair, Altura, Guest, 25"L 20"D 34"H	**$ 297.00**	$ 446.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	**$ 119.00**	$ 179.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	**$ 119.00**	$ 179.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	**$ 148.00**	$ 222.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	**$ 148.00**	$ 222.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	**$ 214.00**	$ 321.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	**$ 313.00**	$ 470.00
305111	Chair, Jetson, 19"L 18"D 31"H	**$ 197.00**	$ 296.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	**$ 328.00**	$ 492.00
305113	Chair, Manhattan, 26"L 22"D 34"H	**$ 239.00**	$ 359.00
305108	Chair, New York, 23"L 32"D 33"H	**$ 200.00**	$ 300.00
305115	Chair, Panton, White, 20"L 34"D 33"H	**$ 215.00**	$ 323.00
305078	Chair, Stage, Beige, 24"L 26"D 36"H	**$ 206.00**	$ 309.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	**$ 206.00**	$ 309.00
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	**$ 206.00**	$ 309.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	**$ 206.00**	$ 309.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	**$ 307.00**	$ 461.00
	Seating - Ottomans		
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	**$ 413.00**	$ 620.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	**$ 413.00**	$ 620.00
305085	Ottoman, Cube, Black, 17"L 17"D 18'H	**$ 108.00**	$ 162.00
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18'H	**$ 108.00**	$ 162.00
305082	Ottoman, Cube, Lemon, 17"L 17"D 18'H	**$ 108.00**	$ 162.00
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18'H	**$ 108.00**	$ 162.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	**$ 105.00**	$ 158.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	**$ 411.00**	$ 617.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	**$ 411.00**	$ 617.00
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	**$ 318.00**	$ 477.00
305095	Ottoman, Oval, White, 52"L 32"D 19"H	**$ 318.00**	$ 477.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	**$ 247.00**	$ 371.00
305090	Ottoman, Square, Black, 40"L 40"D 17"H	**$ 343.00**	$ 515.00
305091	Ottoman, Square, White, 40"L 40"D 17"H	**$ 343.00**	$ 515.00
	Seating - Office and Utility Seating		
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	**$ 361.00**	$ 542.00
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	**$ 345.00**	$ 518.00
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	**$ 162.00**	$ 243.00
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	**$ 410.00**	$ 615.00
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	**$ 370.00**	$ 555.00
305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	**$ 449.00**	$ 674.00
305126	Chair, Task, 25"L 26"D 21"H	**$ 139.00**	$ 209.00
305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	**$ 257.00**	$ 386.00
305043	Stool, Drafting, 25"L 26"D 34"H	**$ 191.00**	$ 287.00
	Seating - Barstools		
305012	Barstool, Banana, Black, 21"L 22"D 30"H	**$ 160.00**	$ 240.00
305013	Barstool, Banana, White, 21"L 22"D 30"H	**$ 160.00**	$ 240.00
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	**$ 201.00**	$ 302.00
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	**$ 211.00**	$ 317.00
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	**$ 258.00**	$ 387.00
305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	**$ 228.00**	$ 342.00
305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	**$ 228.00**	$ 342.00
305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	**$ 228.00**	$ 342.00
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	**$ 292.00**	$ 438.00
305008	Barstool, Oslo, White, 17"L 20"D 30"H	**$ 292.00**	$ 438.00
	Tables - Cafe		
305162	Table, Cafe, Blue/Black, 30" Round 29"H	**$ 224.00**	$ 336.00
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	**$ 298.00**	$ 447.00
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	**$ 224.00**	$ 336.00
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	**$ 261.00**	$ 392.00
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	**$ 298.00**	$ 447.00
305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	**$ 355.00**	$ 533.00
305166	Table, Cafe, Grey/Black, 36" Round 29"H	**$ 261.00**	$ 392.00
305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	**$ 355.00**	$ 533.00
305165	Table, Cafe, Maple/Black, 30" Round 29"H	**$ 224.00**	$ 336.00
305168	Table, Cafe, Maple/Black, 36" Round 29"H	**$ 261.00**	$ 392.00
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	**$ 298.00**	$ 447.00
305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	**$ 355.00**	$ 533.00
305161	Table, Cafe, Red/Black, 30" Round 29"H	**$ 224.00**	$ 336.00
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	**$ 298.00**	$ 447.00
305163	Table, Cafe, Silver/Black, 30" Round 29"H	**$ 289.00**	$ 434.00
305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	**$ 365.00**	$ 548.00
	Tables - Bar		
305131	Table, Bar, Blue/Black, 30" Round 42"H	**$ 233.00**	$ 350.00
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	**$ 306.00**	$ 459.00
305133	Table, Bar, Graphite/Black, 30" Round 42"H	**$ 233.00**	$ 350.00
305136	Table, Bar, Graphite/Black, 36" Round 42"H	**$ 287.00**	$ 431.00
305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	**$ 306.00**	$ 459.00
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	**$ 358.00**	$ 537.00
305135	Table, Bar, Grey/Black, 36" Round 42"H	**$ 287.00**	$ 431.00
305144	Table, Bar, Grey/Chrome, 36" Round 42"H	**$ 358.00**	$ 537.00
305134	Table, Bar, Maple/Black, 30" Round 42"H	**$ 233.00**	$ 350.00
305137	Table, Bar, Maple/Black, 36" Round 42"H	**$ 287.00**	$ 431.00
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	**$ 306.00**	$ 459.00
305146	Table, Bar, Maple/Chrome, 36" Round 42"H	**$ 358.00**	$ 537.00
305130	Table, Bar, Red/Black, 30" Round 42"H	**$ 233.00**	$ 350.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	**$ 306.00**	$ 459.00
305132	Table, Bar, Silver/Black, 30" Round 42"H	**$ 306.00**	$ 459.00
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	**$ 376.00**	$ 564.00
	Tables - Cocktail		
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	**$ 233.00**	$ 350.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	**$ 239.00**	$ 359.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	**$ 320.00**	$ 480.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	**$ 285.00**	$ 428.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	**$ 370.00**	$ 555.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	**$ 330.00**	$ 495.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	**$ 330.00**	$ 495.00
305022	Table, Cocktail, Visions, 48"L 28"D 17"H	**$ 231.00**	$ 347.00

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Specialty Furniture Order Form

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

Go to below link to view images and information:
http://ges.com/ecomm/info/B1-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Tables - End Tables		
305047	Table, End, Geo, Black, 26"L 26"D 20"H	**$ 204.00**	$ 306.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	**$ 213.00**	$ 320.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	**$ 306.00**	$ 459.00
305046	Table, End, Silverado, 24" Round 22"H	**$ 266.00**	$ 399.00
305045	Table, End, Soho, 26"L 26"D 27"H	**$ 320.00**	$ 480.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	**$ 239.00**	$ 359.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	**$ 239.00**	$ 359.00
305051	Table, End, Visions, 22"L 24"D 21"H	**$ 206.00**	$ 309.00
	Tables - Conference		
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	**$ 250.00**	$ 375.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	**$ 423.00**	$ 635.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	**$ 264.00**	$ 396.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	**$ 423.00**	$ 635.00
305027	Table, Conf., Graphite, 42" Round 29"H	**$ 348.00**	$ 522.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	**$ 466.00**	$ 699.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	**$ 582.00**	$ 873.00
305170	Table, Conf., Gray, 42" Round 29"H	**$ 351.00**	$ 527.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	**$ 466.00**	$ 699.00
305172	Table, Conf., Gray, 96"L 36"D 29"H	**$ 582.00**	$ 873.00
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	**$ 664.00**	$ 996.00
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	**$ 366.00**	$ 549.00
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	**$ 439.00**	$ 659.00
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	**$ 542.00**	$ 813.00
305177	Table, Conf., Manhattan, 42" Round 29"H	**$ 326.00**	$ 489.00
	Tables - Martini Bar		
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	**$ 3,130.00**	$ 4,700.00
305003	Table, Bar, Martini, 50"L 50"D 47"H	**$ 1,180.00**	$ 1,770.00
	Product Display		
305002	Bookcase, Graphite, 36"L 13"D 71"H	**$ 337.00**	$ 506.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Product Display		
305001	Bookcase, Mahogany, 36"L 13"D 71"H	**$ 337.00**	$ 506.00
305053	Etagere, Black, 30"L 16"D 70"H	**$ 318.00**	$ 477.00
305052	Etagere, Pewter, 30"L 16"D 70"H	**$ 318.00**	$ 477.00
305098	Pedestal, Graphite, 24"L 24"D 36"H	**$ 360.00**	$ 540.00
305100	Pedestal, Graphite, 24"L 24"D 42"H	**$ 384.00**	$ 576.00
305102	Pedestal, Graphite, 30"L 30"D 42"H	**$ 456.00**	$ 684.00
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	**$ 470.00**	$ 705.00
	Office and Utility Furniture		
305040	Credenza, Graphite, 72"L 24"D 29"H	**$ 467.00**	$ 701.00
305039	Credenza, Mahogany, 72"L 24"D 29"H	**$ 513.00**	$ 770.00
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	**$ 460.00**	$ 690.00
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	**$ 478.00**	$ 717.00
305138	Desk, Writing, Graphite, 48"L 24"D 30"H	**$ 309.00**	$ 464.00
305059	File, Lateral, Graphite, 36"L 20"D 29"H	**$ 376.00**	$ 564.00
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	**$ 408.00**	$ 612.00
305106	Kiosk, Black/Maple, 24"L 21"D 42"H	**$ 478.00**	$ 717.00
305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	**$ 297.00**	$ 446.00
305038	Table, Computer, Graphite, 36"L 30"D 42"H	**$ 315.00**	$ 473.00
305036	Table, Training, Grey, 48"L 24"D 30"H	**$ 307.00**	$ 461.00
	Lamps		
305060	Lamp, Floor, Pewter, 58"H	**$ 156.00**	$ 234.00
305064	Lamp, Lumalight, Orange, 15"L 13"D 90"H	**$ 314.00**	$ 471.00
305065	Lamp, Lumalight, Red, 15"L 13"D 90"H	**$ 314.00**	$ 471.00
305063	Lamp, Lumalight, White, 15"L 13"D 90"H	**$ 314.00**	$ 471.00
305061	Lamp, Parisian, Pewter, 28"H	**$ 153.00**	$ 230.00

Place Order Here

ITEM#	DESCRIPTION	PRICE	X QTY =	TOTAL	X 3% PSP	= GRAND TOTAL
						$
						$
						$
						$
						$
						$
						$
						$
						$
						$
				Payment Enclosed		$

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.

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

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Convenience Package Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404001	Chair Package A *Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.*	**$ 495.20**	$ 743.25
404023	Display Case Package A *Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.*	**$ 1,092.00**	$ 1,640.00
404024	Display Case Package B *Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.*	**$ 1,070.00**	$ 1,606.00
404011	Stool Package A *Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.*	**$ 517.20**	$ 777.25
404002	Chair Package B *Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.*	**$ 411.20**	$ 617.25
404012	Stool Package B *Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.*	**$ 459.20**	$ 690.25
404104	Bar Package *Includes: (2) White Oslo Barstools, (1) Martini Bar.*	**$ 1,764.00**	$ 2,646.00
404101	Barcelona Club Package *Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.*	**$ 1,874.00**	$ 2,819.00
404103	Deluxe Chair Package *Includes: (2) New York Chairs, (1) Cafe Table 36"X29".*	**$ 755.00**	$ 1,133.00
404110	Newport Collection *Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.*	**$ 1,900.00**	$ 2,855.00
404107	Premium Chair Package *Includes: (2) Black Brewer Chairs, (1) Bar Table 36"X29".*	**$ 651.00**	$ 977.00
404105	Premium Pedestal Package *Includes: (2) Black Banana Barstools, (1) Locking Pedestal.*	**$ 790.00**	$ 1,185.00
404106	Premium Stool Package *Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".*	**$ 626.00**	$ 939.00
404109	Rio Collection *Includes: (1) Blue Suede Rio Sofa, (1) Blue Suede Rio Chair, (1) Inspiration Coffee Table.*	**$ 1,499.00**	$ 2,249.00
404108	South Beach Club Collection *Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).*	**$ 1,831.00**	$ 2,747.00

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

Please Indicate Choice

Table Skirt Color (404002, 404012 ONLY).
Gray will be provided if no color is indicated below:

- ☐ Beige ☐ Black ☐ Blue
- ☐ Burgundy ☐ Forest Green ☐ Gray
- ☐ Purple ☐ Red ☐ White

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
A.	Total All Items Ordered			$
B.	Petroleum Surcharge Assessment: 3%		A x 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

AUTHORIZED NAME - PLEASE PRINT	DATE

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Standard Exhibits

With 1 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

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

6ft Table Display

600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:
- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Accessories

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

600110 - Exhibit, Armlight Black

600103 - Exhibit, Counter, 1M Curved

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

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

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

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

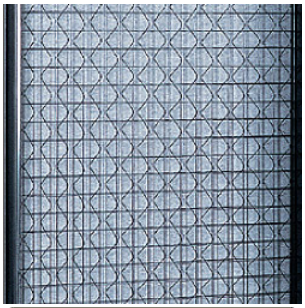
600223 - Exhibit, Light Box, Small 37"x28"

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

Standard Exhibits

Accessories

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



600291 - Exhibit, Panel, Wirewall, 1M

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

Trim and Panel Choices

Panel Type & Color

- Coated: Black
- Coated: Maple
- Coated: Oxford White
- Coated: Prism Blue
- Coated: Silver Gray
- Fabric: Black
- Fabric: Blue
- Fabric: Gray
- Pegboard: White

Trim Color

- Black
- Silver

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

Standard Exhibit System Order Form

D-1

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	6ft Table Display		
600001	Exhibit System GEM #1, 6' Tabletop Display	**$ 1,660.00**	$ 2,490.00
	Accessories		
600410	Exhibit, Ad Board, 1M x 8'	**$ 571.00**	$ 857.00
600110	Exhibit, Armlight Black	**$ 84.75**	$ 127.00
600111	Exhibit, Armlight White	**$ 84.75**	$ 127.00
600103	Exhibit, Counter, 1M Curved	**$ 789.00**	$ 1,180.00
600101	Exhibit, Counter, 1M x 1/2M x 40"H	**$ 398.00**	$ 597.00
600102	Exhibit, Counter, 2M x 1/2M x 40"H	**$ 545.00**	$ 818.00
600221	Exhibit, Light Box, Large 37"x85"	**$ 726.00**	$ 1,090.00
600222	Exhibit, Light Box, Medium 37"x56"	**$ 572.00**	$ 858.00
600223	Exhibit, Light Box, Small 37"x28"	**$ 353.00**	$ 530.00
661931	Exhibit, Panel, Slatwall, 1M x 8'	**$ 501.00**	$ 752.00
600291	Exhibit, Panel, Wirewall, 1M	**$ 487.00**	$ 731.00
600243	Exhibit, Shelf, 1M x 10" Deep	**$ 66.75**	$ 100.00

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

Please Indicate Choices

Table Skirt Color (600001 ONLY).
Gray will be provided if no color is indicated below:

☐ Beige ☐ Blue ☐ Burgundy
☐ Forest Green ☐ Gray ☐ Purple
☐ Red ☐ White ☐ Black

Panel Type and Color (600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).
Fabric: Gray will be provided if no color is indicated below:

☐ Coated: Black ☐ Coated: Maple
☐ Coated: Oxford White ☐ Coated: Prism Blue
☐ Coated: Silver Gray ☐ Fabric: Black
☐ Fabric: Blue ☐ Fabric: Gray
☐ Pegboard: White

Trim Metal Color (600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).
Silver will be provided if no color is indicated below:

☐ Black ☐ Silver

Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

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

For Additional Custom Graphics, please go to http://www.ges.com/graphics/quote/
For Custom Exhibits, please send a request to email gesed@ges.com

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
A.	Total All items Ordered			$
B.	Petroleum Surcharge Assessment: 3%		A x 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

AUTHORIZED NAME - PLEASE PRINT	DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

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

110311

Need Assistance?

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

Order Directly Online:
https://ordering.ges.com/Show/Info/022004895

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022004895

Exhibit System Accessories Order Form

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

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

Go to below link to view images and information:
http://ges.com/ecomm/info/Z1-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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

Price List

Slatwall Accessories

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
661851	Hardwall, Slatwall, Hang Bar, 1M	**$ 72.75**	$ 109.00
661852	Hardwall, Slatwall, Hang Bar, 2M	**$ 162.00**	$ 243.00
600280	Hardwall, Slatwall, Hook 4" Black	**$ 7.55**	$ 11.35
661880	Hardwall, Slatwall, Hook 4" Chrome	**$ 7.55**	$ 11.35
661879	Hardwall, Slatwall, Hook 4" White	**$ 7.55**	$ 11.35
600282	Hardwall, Slatwall, Hook 6" Black	**$ 7.55**	$ 11.35
661883	Hardwall, Slatwall, Hook 6" Chrome	**$ 7.55**	$ 11.35
661882	Hardwall, Slatwall, Hook 6" White	**$ 7.55**	$ 11.35
600284	Hardwall, Slatwall, Hook 8" Black	**$ 8.30**	$ 12.45

Smoothwall Grid Accessories

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
660221	Hardwall, Grid, Hang Bar, 1M	**$ 72.75**	$ 109.00
660222	Hardwall, Grid, Hang Bar, 2M	**$ 162.00**	$ 243.00
661681	Hardwall, Grid, Hook 4" Black	**$ 7.55**	$ 11.35
661684	Hardwall, Grid, Hook 6" Black	**$ 7.55**	$ 11.35
661687	Hardwall, Grid, Hook 8" Black	**$ 7.55**	$ 11.35
661701	Hardwall, Grid, Waterfall, 5-Ball Black	**$ 30.50**	$ 45.75
661703	Hardwall, Grid, Waterfall, 5-Ball Chrome	**$ 30.50**	$ 45.75
661702	Hardwall, Grid, Waterfall, 5-Ball White	**$ 30.50**	$ 45.75
661704	Hardwall, Grid, Waterfall, 7-Ball Black	**$ 30.50**	$ 45.75

Hardwall Accessories

660111	Hardwall, Armlight, Black 300W Halogen	**$ 94.00**	$ 141.00
660112	Hardwall, Armlight, White 300W Halogen	**$ 94.00**	$ 141.00
661848	Hardwall, Shelf, 1M x 10" White	**$ 83.25**	$ 125.00

Please Indicate Choices

13 oz. Standard Carpet Colors (ONLY).
Gray will be provided if no color is indicated below:

☐ Black ☐ Blue ☐ Blue Jay
☐ Burgundy ☐ Emerald Green ☐ Gray
☐ Pepper ☐ Red

Electrical or Utilities Under Carpet?

☐ Yes ☐ No

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
A.	Total All items Ordered			$
B.	Petroleum Surcharge Assessment: 3%		A x 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

AUTHORIZED NAME - PLEASE PRINT	DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/graphics/quote/ for a quote. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

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

For Additional Custom Graphics, please go to http://www.ges.com/graphics/quote/
For Custom Exhibits, please send a request to email exhibitdesign@ges.com

062911

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Digital File Preparation

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

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact GES for details.

Suitable Formats for images or logos

Program	Preferred Format
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos

Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

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.

gif
@ 400%
Vectors
Text @ 100%

ai / eps vector
@ 400%
Vectors
Outlined Text

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.

Low Resolution
(**72dpi**) jpeg 88 Kb

High Resolution
(**300dpi**) jpeg 3.52 Mb

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	USER NAME:	PASSWORD:
Western Region Shows	ftp://csftp.ges.com/West	geswstftp	o8c!x6eq

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

060111

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Graphics and Signage Order Form

I-1

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	**$ 141.00**	$ 212.00
600506	Sign, 11"x14"	**$ 95.50**	$ 143.00
600507	Sign, 14"x22"	**$ 127.00**	$ 191.00
600508	Sign, 14"x44"	**$ 140.00**	$ 210.00
600509	Sign, 20"x60"	**$ 201.00**	$ 302.00
600510	Sign, 22"x28"	**$ 153.00**	$ 230.00
600512	Sign, 28"x44"	**$ 201.00**	$ 302.00
600514	Sign, 40"x60"	**$ 324.00**	$ 486.00
600515	Sign, 48"x96"	**$ 479.00**	$ 719.00
600501	Sign, 7"x11"	**$ 85.75**	$ 129.00
600502	Sign, 7"x44"	**$ 116.00**	$ 174.00
600547	Easel Back	**$ 8.35**	$ 12.50

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/*

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic & delivery)	**$ 170.00**	$ 245.00
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	**$ 220.00**	$ 295.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	**$ 200.00**	$ 250.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	**$ 325.00**	$ 375.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	**$ 300.00**	$ 350.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	**$ 425.00**	$ 475.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	**$ 180.00**	$ 280.00

Please Indicate Choice

Cardboard Base Colors (Item # 600528, 600526, 600529, 600527 ONLY)

☐ Black ☐ White ☐ Gray

☐ Printed Base -Additional Cost $19.57 (Item # 601099)
Please add to total and include graphics in digital file submission.

I have NOT sent my print ready file(s) to GES
Please let us know when you expect to submit your artwork:

☐ I need assistance submitting my file(s), please contact me
☐ I will be submitting my file by (date) _____
☐ I need GES to set my copy
Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES
Check the submission type used below:

☐ I put them on the GES FTP site
☐ I sent them to the gesgraphics@ges.com mailbox
☐ I sent a disc via USPS, FedEx, UPS or other
☐ I sent them directly to a GES employee (insert name below)

_____

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

ftp://csftp.ges.com/West
USER NAME: geswstftp
PASSWORD: o8c!x6eq

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

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
A.	Total All items Ordered			$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	$
C.	Subtotal		A + B = C	$
D.	Sales Tax: 7.75%		C x 7.75 % = 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

SIGN INFO

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

121411

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Installation and Dismantling Order Form

L-1

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

Go to below link to view images and information:
http://ges.com/ecomm/info/IandD.pdf

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.

(Please 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:

Worker per Hour		Discount	Regular	Show Site
Install & Dismantle, ST	Code: 705000	$ 105.50	$ 132.00	$ 158.00
Install & Dismantle, OT	Code: 705000	$ 185.00	$ 231.00	$ 278.00

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

Please Indicate Service

☐ **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 30% ($50.00 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.

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

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X TOTAL # OF WORKERS*	*X LABOR RATE*	*= TOTAL*	*X 3% PSP*	*= GRAND TOTAL*
	AM PM	AM PM						$
	AM PM	AM PM						$

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

A.	Total Labor Ordered	$
B.	30% ($50.00 min) GES Supervision	$
C.	Payment Enclosed	$

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.

120911

Need Assistance?

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Key Information\Supervised Labor Checklist

L-2

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

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Form Deadline Date:
March 8, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

☐ **Setup Drawings/Instructions Attached**
☐ **Setup Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Setup _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color _____
☐ Padding _____
Approximate Time for Setup _____
Special Equipment Required _____
Description _____
Description _____

Did You Order ---

Electrical Outlets ☐ Yes ☐ No
Electrical Labor/Boothwork ☐ Yes ☐ No
Electrical Under Carpet ☐ Yes ☐ No
Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit
Booth Cleaning ☐ Yes ☐ No
Furniture ☐ Yes ☐ No
A/V Equipment ☐ Yes ☐ No
Telephone/Internet ☐ Yes ☐ No
Other Items _____

Tear-down Information for GES Dismantle

☐ **Tear-down Drawings/Instructions Attached**
☐ **Tear-down Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Tear- down _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color _____
☐ Padding _____
Approximate Time for Tear-down _____
Special Equipment Required _____
Description _____
Description _____

Outbound Freight Information

Outbound Freight Charges _____
☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)
☐ Bill To _____
_____
_____
☐ GES Storage _____

Consigned To _____
Address _____
City/State/Zip _____
Second Consignee _____
Address _____
City/State/Zip _____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

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

*This Form must be returned to GES for your orders to be processed.

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

010710

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GES Global Experience Specialists — Cleaning Order Form

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National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Discount Deadline Date:
March 8, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Vacuuming		
	Includes emptying your wastebasket nightly.		
500601	Before Show Open Only (per sq. ft.)	**$ 0.58**	$ 0.87
500600	Duration of Show (per sq. ft. per day)	**$ 0.42**	$ 0.63
500602	Per Day (per sq. ft. per day)	**$ 0.55**	$ 0.83
	Shampooing		
501004	Cleaning, Carpet Shampoo Before Show Open	**$ 0.92**	$ 1.38
	Mopping and Waxing		
501002	Cleaning, Damp Mop & Wax	**$ 0.58**	$ 0.87
	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	**$ 81.25**	$ 122.00
501010	Porter Service, 501-1500 sq.ft., Per Day	**$ 115.00**	$ 172.00
501010	Porter Service, 1501-3000 sq.ft., Per Day	**$ 148.00**	$ 223.00
501010	Porter Service, 3001 sq.ft. & Up, Per Day	**Call for Quote**	

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%.***

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular	Show Site
Porter Service, ST	Code: 705010	$ 52.75	$ 62.75	$ 75.50
Porter Service, OT	Code: 705010	$ 92.50	$ 110.00	$ 132.00

Use for booth wipedown, 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.

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.

Please Indicate Service

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:

_____ _____ _____
_____ _____ _____
_____ _____ _____

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

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	= TOTAL PRICE
500600	Vacuuming Duration			3	$
500602	Vacuuming Per Day				$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
500601	Vacuuming Before Show Only			$
501004	Shampooing Before Show Only			$
501002	Mop/Wax Before Show Only			$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	= TOTAL PRICE
	Porter service			$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						$

A.	Total All Items Ordered		$
B.	Petroleum Surcharge Assessment: 3%	A x 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

AUTHORIZED NAME - PLEASE PRINT	DATE

101211

Need Assistance?

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

Order Directly Online:
https://ordering.ges.com/Show/Info/022004895

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022004895

Payment and Credit Card Charge Authorization

G-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Form Deadline Date:
March 8, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER			CONTACT'S HOTEL (OPTIONAL)

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.
Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).
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 deadline.
Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, 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/assess a fuel or energy surcharge on all services as necessary based upon market conditions.
Bank wire transfer payment information:

Beneficiary: Global Experience Specialists
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 800-657-9533 ext 59248
Account #: 7188-1-01819
ABA Routing #: 0260-0959-3
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

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

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*

- **If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.**
- **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, ***we require your credit card charge authorization to be on file with GES.***
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

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.**

Account Number ☐ *Corporate Card* ☐ *Personal Card*

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE ***EXPIRATION DATE*** ____

☐ MasterCard
☐ VISA
☐ American Express

*Signature Required Below

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

Calculation of Orders

	TOTAL
Material Handling	$
Carpet	$
Furniture & Accessories	$
Specialty Furniture	$
Standard Exhibit Systems	$
Hardwall Exhibit Systems	$
Graphics & Signage	$
Installation & Dismantling 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: ____

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X ____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

121611

Need Assistance?

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

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https://ordering.ges.com/Show/Info/022004895

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022004895

3rd Party Billing Request

G-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Form Deadline Date:
March 8, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both the Exhibiting Firm and Third Party** must complete this form, including **Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

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

Exhibiting Firm

EXHIBITING FIRM

STREET ADDRESS

CITY | STATE | ZIP

PHONE | FAX

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

- ☐ Booth Cleaning
- ☐ Rental Carpet
- ☐ Signs
- ☐ Material Handling In & Out
- ☐ Rental Furniture
- ☐ Exhibit Systems
- ☐ I & D Labor
- ☐ Transportation Charges

☐ Other *(Please Specify)* _____

Third Party

THIRD PARTY

STREET ADDRESS

CITY | STATE | ZIP

PHONE | FAX

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

- ☐ All Services
- ☐ Booth Cleaning
- ☐ Rental Furniture
- ☐ Rental Carpet
- ☐ Exhibit Systems
- ☐ Signs
- ☐ I & D Labor
- ☐ Material Handling In & Out
- ☐ Transportation Charges
- ☐ Other *(Please Specify)* _____

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order <u>will not be processed</u> 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.**

Account Number ☐ *Corporate Card* ☐ *Personal Card*

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE **EXPIRATION DATE** _____

- ☐ MasterCard
- ☐ VISA
- ☐ American Express

CARDHOLDER'S NAME | PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Credit card charge authorization signature required below.

PLEASE SIGN X _____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

_____

AUTHORIZED NAME - PLEASE PRINT | DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order <u>will not be processed</u> 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.**

Account Number ☐ *Corporate Card* ☐ *Personal Card*

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE **EXPIRATION DATE** _____

- ☐ MasterCard
- ☐ VISA
- ☐ American Express

CARDHOLDER'S NAME | PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Credit card charge authorization signature required below.

PLEASE SIGN X _____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

_____

AUTHORIZED NAME - PLEASE PRINT | DATE

060111

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Booth Layout Form

H-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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.

National Association for Information Destruction

Disneyland Hotel
March 30 - April 1, 2012

Form Deadline Date:
March 8, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

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.

- ☐ Show Cases - Form A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Special Colored Drape - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Hardwall Exhibit Systems (if exhibit size is smaller than booth size) - Form Z-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ Installation & Dismantling - Form L-1

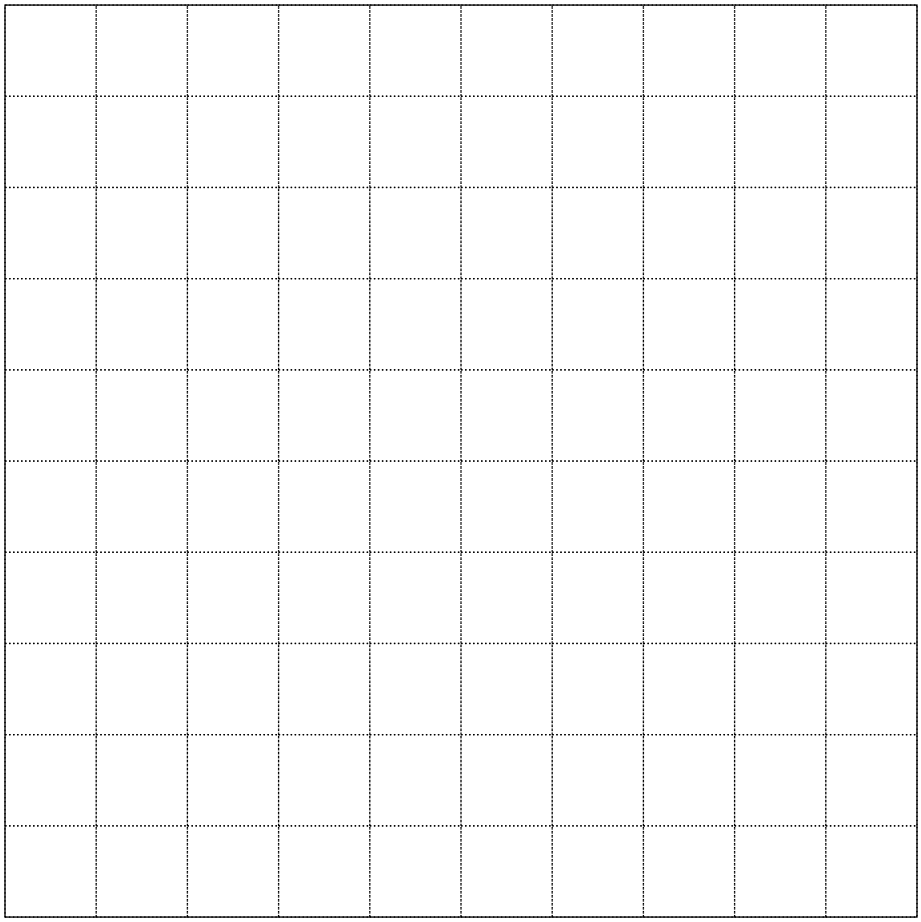
To use this grid:

- 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: _____)

Indicate Adjacent Booth or Aisle Number: _____



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.**

101011

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Additional Service Order Forms

The Hotels of the Disneyland® RESORT

EVENT SERVICE TRADE - SHOW ELECTRICAL ORDER FORM

This is your authority to install the following services - PRICES DO NOT INCLUDE CONNECTING EQUIPMENT

QUANTITY REQUIRED		SPECIFICATIONS	ADVANCE ORDER	FLOOR PRICE	$ TOTAL
	ELECTRICAL OUTLETS	120 V / 208 V (1 Phase / 3 Phase)			
_____	1 Outlet up to 10 amps (1000 Watts)		100.00 ea.	125.00 ea.	_____
_____	1 Outlet up to 20 amps (2000 Watts)		130.00 ea.	175.00 ea.	_____
_____	Over 20 amps, add $20.00 per ea. 10 amp.		_____	_____	_____
_____	Add: 50% for 208 Volt single phase		_____	_____	_____
_____	Add: 100% for 208 Volt three phase		_____	_____	_____
	THEATRICAL LIGHT				
	Supplemental lighting must be set before show opens.				
_____	575 Watt source four par or Ellipsoidals	_____	125.00 ea.	150.00 ea.	_____
	AUDIO EQUIPMENT				
_____	Powered Speaker, with Stand	_____	100.00 ea.	125.00 ea.	_____
_____	Wired Microphone	_____	50.00 ea.	75.00 ea.	_____
_____	Wireless Microphone	_____	160.00 ea.	185.00 ea.	_____
	EXTENSION CORD RENTAL				
_____	Extension Cord	25 ft through 100 ft	25.00 ea.	30.00 ea.	_____
_____	Power Strip		25.00 ea.	30.00 ea.	_____
_____	**Air Service ½" Coupling, 110 PSI (requires labor)**	Up to 8 CFM _____	100.00/day	150.00/day	_____
_____	**WATER & DRAIN (specified location)**	_____	150.00 ea.	175.00 ea.	_____
_____	**T.V. SIGNAL DROP (requires labor)**	_____	150.00 ea.	200.00 ea.	_____
_____	**HANG BANNER/SIGN**	Standard Size 3' x 5' & under	100.00 ea.	125.00 ea.	_____
_____	**HANG OVERSIZED SIGN**	Oversized 4' x 6' & above	125.00 ea.	175.00 ea.	_____
_____	**SCISSOR LIFT RENTAL (requires labor)**	_____	250.00 ea.	300.00 ea.	_____
_____	**LABOR (min. 1 hour)**				
_____	Straight Time 1-8 Hours	Hours: _____	65.00/hour	65.00/hour	_____
_____	Time and a half 9-11 Hours	Hours: _____	97.50/hour	97.50/hour	_____
_____	Double Time 12+ Hours	Hours: _____	130.00/hour	130.00/hour	_____

22% Service Charge on all services. _____

REMIT 100% TOTAL CHARGES $_____

*** NOTE: AN OUTLET IS DEFINED AS A CONNECTION TERMINATING IN A SINGLE ELECTRICAL UNIT, OR PORTION OF A MULTI-UNIT. All outlets supplied to the back of booth. Connections from outlets to equipment shall be charged for time and material. Hook-up must be by Hotel Personnel.**

Payment can be made by check or credit card. If paying by credit card, please provide card number, expiration date, cardholder's name and authorized signature. All orders for electrical services and equipment must be received at least fourteen (14) days before setup date.

FLOOR PRICE WILL APPLY TO ALL ORDERS NOT PAID OR RECEIVED 14 DAYS PRIOR TO SET UP.

NAME OF CONVENTION _____

NAME OF EXHIBITOR _____ **Installation Date:** _____

Address _____ **Phone (___)** _____ **Booth No.:** _____

City _____ **State** _____ **Zip** _____

Name (Print) _____ **Signature** _____

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR PAYMENT BY CREDIT CARD:

Amount to be charged: $_____

○ **American Express** ○ **Carte Blanche** ○ **MasterCard** ○ **Diners Club** ○ **JCB** ○ **Visa**

Credit Card No.: _____ **Expiration Date:** _____

Name on Credit Card (please print): _____ **Signature:** _____

By completing this information, you have authorized the Disneyland® Resort to charge your account for the amount shown above. In order to process the above information, a copy of the front and back of the credit card and the cardholder Driver's License (or another photo identification a verifiable signature) must be provided with this Credit Card Authorization.

IF MAILING, PLEASE RETURN FIRST TWO (2) COPIES TO:
Disneyland® Resort Hotels
Event Services Department
1717 S. Disneyland Drive, Anaheim, California 92802
Retain Exhibitor Copy

ORDERS CAN ALSO BE FAXED TO:
(714) 254-2412
ANY QUESTIONS CALL:
(714) 254-2415

TOTAL CHARGES MUST BE REMITTED WITH ADVANCE ORDER

RATES EFFECTIVE: 9/11

S-1446

WHITE - ENGINEERING COPY **YELLOW - ACCOUNTING COPY** **PINK - EXHIBITOR COPY**

PSAV PRESENTATION SERVICES

Disneyland Resort Hotels

Exhibitor Audio Visual Order Form

Office: (714) 956-6549 Fax: (714) 991-0435

Equipment	Price	Qty.	Total
DATA DISPLAY			
19" Flat Screen Monitor	$200.00		
21" Flat Screen Monitor	$300.00		
32" Flat Screen Monitor	$400.00		
42" Plasma Monitor	$500.00		
50" Plasma Monitor in pop up case	$500.00		
50" Plasma Monitor on stand	$700.00		
Data Proj. 1024X768 3.5k lumens	$650.00		
Plasma stand	$100.00		
VIDEO DISPLAY			
32" Flat TV/ DVD/VHS Pkg.	$350.00		
Standard VHS Player	$75.00		
Standard DVD Player	$75.00		
SCREENS			
Tripod Screen (5', 6', 7')	$60.00		

Equipment	Price	Qty.	Total
AUDIO			
Standing Mic	$50.00		
Wired Lav.	$50.00		
Wireless Lav.	$160.00		
Wireless Hand Held	$160.00		
Powered Speaker w/ Stand	$100.00		
4 Chnl. Mixer	$40.00		
CD Player	$65.00		
Audio only at PPH & GCH			
MISC			
30" Draped Cart	$30.00		
42" Draped Cart	$30.00		
54" Draped Cart	$30.00		
Flip Chart w/ Markers	$60.00		
COMPUTER			
Laptop	$250.00		
Desktop w/ 17" Flat Screen Monitor	$250.00		
	SUB TOTAL:		

METHOD OF PAYMENT ***(Please circle one)***

VISA | M/C | AMEX | Discover | Diner's Club

CREDIT CARD # | EXPIRATION

3-Digit Card Verification #

NAME AS IT APPEARS ON CARD

AUTHORIZED SIGNATURE

1	**EQUIPMENT SUBTOTAL:**	
2	**# OF SHOW DAYS:**	
3	**EQUIPMENT TOTAL:** *(Line 1 x Line 2)*	
4	**21% SERVICE CHARGE** *(Line 3 x .21)*	
5	**SUBTOTAL:**	
6	**O.C Sales Tax 8.75%** *(Line 5 x .0875)*	
7	**GRAND TOTAL:**	

CONFERENCE NAME | CONTACT PERSON | BOOTH #

COMPANY / ORGANIZATION | EMAIL ADDRESS

ADDRESS | CITY | STATE | ZIP CODE | COUNTRY

TELEPHONE | FAX

START DATE | START TIME | END DATE | END TIME

Confirmed by: _____

OFFICE USE ONLY

Please note that equipment prices are per day unless otherwise specified.

Please fax this order form to Presentation Services at (714) 991-0435.

To ensure order accuracy, we will refax your order to you **confirmed**. If you don't receive confirmation, please call us directly.

Smart City Solutions
High Speed Internet Access
Service Contract

Date:

At The Hotels of The Disneyland Resort

2410 N. Glassell Street Orange, CA 92865-2731
714-772-4177 FAX 714-772-1552
DNAGEL@SMARTCITY.COM

EVENT INFORMATION

Event Name:	
Event Hotel:	
Disney Service Manager:	

CLIENT INFORMATION

Client:	
Contact Name:	
Contact Phone:	
Contact Fax:	
Contact E-Mail:	
Contact Address:	

BILLING INFORMATION

Name On Credit Card:			
Credit Card Number:		**Type:**	
Expiration Date:			
Authorized Approval Signature:			

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 contained herein. Please print and sign this document, then fax it to 714-772-1552.

SERVICE INFORMATION

Booth Number:			
Install Date:		**Time:**	
Dismantle Date:		**Time:**	
Note/Special Instructions:			

Please include a detailed floor plan of your booth or meeting room.

Qty	Services	Price	Total
	Shared Ethernet Connection with 1 IP address/device (one day) **	$ 500.00	$
	Shared Ethernet Connection with 1 IP address/device (length of show) **	$ 850.00	$
	Dedicated 1.54 Mb Bandwidth Connection with 1 IP address/device (length of show) **	$ 2,500.00	$
	Dedicated 1.54 Mb Bandwidth Connection with 30 IP address/device (length of show) **	$ 4,000.00	$
	Each Additional 1 Mb Bandwidth (length of show)	$ 1,000.00	$
	Inter-Room Connectivity (per room for length of show)	$ 350.00	$
	Relocation Fee	$ 150.00	$
	Each Additional IP address/device (length of show) **	$ 100.00	$
	Wireless Internet Service for 1 computer @ 512k (one day)	$ 195.00	$
	Wireless Internet Service for 1 computer @ 512k (three days)	$ 525.00	$
	Wireless Internet Service for up to 10 computers @ 512k (length of show)	$ 1,500.00	$
	Wireless Internet Service for up to 20 computers @ 512k (length of show)	$ 2,500.00	$
	Extend T-1 data circuit (dry pair) from demarc to location (length of show)	$ 1,250.00	$
	Private VLAN (length of show)	$ 500.00	$
	Expedite Fee (orders received within 10 business days prior to move-in will incur this fee)	$ 250.00	$

All IP addressable devices sending or receiving data, directly or indirectly, via Smart City data access are required to purchase an Internet Protocol (IP) address. This includes utilizing NAT, DHCP and/or other router protocols.

Qty	Equipment	Price	Total
	8 Port Ethernet Switch Rental (length of show)	$ 125.00	$
	24 Port Ethernet Switch Rental (length of show)	$ 250.00	$
	50 Foot Ethernet Patch Cable Rental (length of show)	$ 50.00	$
	Wireless Access Point Rental (length of show)	$ 350.00	$

Qty	Special Services - Please call for a quote	Price	Total
	Floor Work / Stand-by Labor ST (hours)	$ 75.00	$
	Floor Work / Stand-by / Call-Out Labor OT (hours)	$ 112.50	$
	Point-to-Point Networking		$
	Special Configuration / Engineering / VPN / Web Casting		$

Services Total:	$
Equipment Total:	$
Taxes (Equipment Total x .0875):	$
Grand Total:	$

NETWORK SECURITY DECLARATION

Smart City has a Network Security Policy that requires adherence to several necessary precautions in order to maintain a healthy, viable network for all of our clients. This declaration of compliance with our network security requirements and acknowledgement of our filtering policies must be completed, signed and transmitted to Smart City prior to your network services being activated.

Smart City requires that all devices directly or indirectly accessing Smart City's network have the latest virus scan software, Windows® security updates, system patches and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts Smart City's network may cause service interruptions to yourself and to others, which can lead to disconnection of your equipment from the network, with or without prior notice, at Smart City's 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.

In addition to the above policy, and in the interest of enhanced network security, Smart City has implemented filtering policies on all Internet routers. These filters block all ICMP (Ping, Traceroute, etc.), either destined to or sourced from any Smart City network. Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), we have implemented similar filters on the following TCP and UDP port numbers: UDP – 69, 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444. Understanding that Ping and Traceroute are valuable troubleshooting tools, Smart City's policy allows Internet Control Message Protocol (ICMP) packets to the following two hosts: ns1.smartcity.com and ns2.smartcity.com. If you require inbound or outbound access to any of the filtered ports, please contact your Smart City customer service representative in advance of your event with details of your requirements, so Smart City may consider the potential of a customized alternative.

Your business and the success of your event is important to us. With advanced and timely notification of your needs, we are confident that we can provide network services that perform as expected for you and for all of our clients.

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

Services will be activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements.

Client Name:			
Event Name:			
Event Hotel:			
Location/Room:		Booth:	

Total Number Of Devices:	
Device(s) Operating System(s):	

Are You Renting Computers?:	Yes:		No:	
Rental Company Name:				
Rental Company Phone:				

Date Last Security Updates Performed:	
Type Of Anti-Virus Software Installed (Symantec,McAfee,etc.):	
Date Anti-Virus Last Updated:	

By my signature below, I attest that my equipment, which will be connected to Smart City's network at the above-mentioned event and location from beginning date of: _____ through ending date of: _____ has been properly protected with current anti-virus software, and that the latest patches and security updates have been installed. I also accept responsibility for my equipment's performance, and I understand the conditions placed on service delivery by this document, as well as the potential additional charges that may be incurred should my equipment be found to adversely impact the network's performance.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Please return the completed form via mail or fax to:

Smart City Solutions 2410 N. Glassell Street Orange, CA 92865-2731 (714) 772-4177 FAX (714) 772-155

SMART CITY SOLUTIONS DATA AND INTERNET SERVICES AT THE DISNEYLAND RESORT

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Smart City Solutions "Smart City" and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory, whether or not Smart City or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states; the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their network attachment.

(1) All Exhibitor Contracts are solely between Smart City and the prospective Exhibitor; (2) Smart City is not the employee, agent, or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Exhibitor, under any Exhibitor Contract, including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such services unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by Smart City under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or other occupancy agreement between such Exhibitor and the Facility.

TERMS AND CONDITIONS

(1) The customer will not access or permit access to any adult, pornographic or objectionable websites through Smart City's Internet services (2) Customer acknowledges that Smart City will use its reasonable efforts to stop this access and such efforts may hinder or prevent the Customer's access to legitimate websites. (3) Smart City will terminate the internet services of Customers who provide access to adult or objectionable websites and will not provide a credit or refund for Smart City services (4) Adult or objectionable websites shall be defined to include any website that contains material that would not be suitable for children of any age or any website deemed objectionable by Smart City or The Disneyland Resort.

1. Payment and order must be received no later than 10 business days prior to first day of show move-in to avoid a per circuit expedite charge of $250.00. Orders placed within 24 hours for Dedicated 1.54 Mb Services will be charged $500.00 per circuit.
2. The individual prices listed on this contract do not include Federal, State or Local Taxes. Taxes are included in the contract total.
3. Please provide all information requested on the form for speedy processing of your contract.
4. Conditions for processing service contract / On-time Installation:
    a. Payment for service must accompany contract.
    b. Incomplete contract forms will delay processing
    c. Booth number(s) must be identified on face of form.
    d. Location of circuit in booth must be designated on form or customer-provided diagram 2 days before move-in date.
    e. Customer-provided / ordered circuits must be installed and working 2 days before show move-in.
    f. Orders / changes received within 3 days of show move-in will be worked after other orders are complete.
5. Any problems should be reported to the Smart City Solutions main office at 714-772-4177.
6. The exhibitor will be fully responsible for the protection and safekeeping of rental equipment.
7. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.
8. Any 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 may be billed to the Exhibitor at the prevailing rate.
9. 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.
10. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
11. There will be a $25.00 service charge for all returned checks.
12. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except on request.
13. Use of Network Connection: (A) The network attachment to be provided by Smart City may be used only by the directors, officers and employees of the company, its guests and its agents and consultants while performing service for the company. The services being provided by Smart City will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (B) Users of Smart City services shall not disrupt any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. (C) All devices for which the Smart City Network provides Internet connectivity shall be required to obtain a Smart City assigned IP address. This includes all devices sending or receiving data, directly or indirectly, via Smart City data access, to include NAT, DHCP or other router protocols.
14. 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 backbones beyond any facility we service.
15. Internet Security Disclaimer: Smart City does not provide security, such as, but not limited to firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Exhibitors are to agree to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
16. CANCELLATION - There is a minimum $150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred 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 installed and not used.

COMPLETE AND RETURN TO

Smart City Solutions
2410 N. Glassell Street Orange, CA 92865-2731
715 772-4177 FAX 714-772-1552

DISNEYLAND RESORT HOTELS
TELECOMMUNICATIONS FORM
Billing Information/Credit Card Authorization

PLEASE RETURN BOTH PAGES

Billing Information

Company Name: _____

Contact: _____

Address:_____

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

Phone #: _____ **Fax #:** _____

Please indicate the number of lines and phones you will need for your event. The Disneyland Resort maintains its own staff of technicians from ACS (Affiliated Computer Service, Inc). Local area carriers are not permitted on property without authorization of the Disneyland Resort.

Our switch requires that you dial "9" before dialing out on a DID Line from the hotel.

Equipment	Quantity	Cost per line	Total
Install Line for Meeting Organizer		$125.00	
Install Line for Exhibitor		$160.00	
Telephone Desk Set/Single Line		$50.00	
Meridian Multi Line Desk Set		$100.00	
Poly-Com Conference/Speaker Phone Set		$150.00	
Relocate Line for Meeting Organizer		$100.00	
Relocate Line for Exhibitor		$160.00	
Install/Late Charge (same day)		$ 75.00	
Install Line D/Mark		$150.00	
Install Line for ISDN		$200.00	
Fax Machine Rental		$100.00	
Activate Existing House phone		$ 75.00	
Flat Rate Usage for Credit Card Line		$35.00 per day	
Voice Mail Set-Up for Multi Line Phone		$ 75.00	
Voice Mail Distribution for guest rooms		$ 1.55 per room	

Phone usage on Calls

Local (714), 800/888 Numbers & Credit Card Access are billed at $ 1.00 per call. Long distance/International calls are billed per minute at $ 1.50 access + AT&T charge + 55% Hotel charge. Directory Assistance calls are $1.50.

Estimated amount to be charged: $_____

Name of Event: _____ **Booth #** _____

Installation Date: _____ **Removal Date:** _____

Please mark the appropriate area to indicate at which location your event is being held at.

- **Disneyland Hotel**
- **Disney's Paradise Pier Hotel**
- **Disney's Grand Californian Hotel**

Credit Card Authorization

If you wish to bill your event and all charges to a credit card, please provide the following information below:

The type of card that will be charged:

___ American Express ___ Carte Blanche ___ Disney Credit Card
___ JCB ___ Master Card ___ Visa

Credit Card # _____ Exp. _____

Name on Credit Card: _____
(PLEASE PRINT NAME)

Signature: _____

The Disneyland Resort Hotels requires a 72 hour cancellation notice on all telephone service for a full refund. Without a 72 hour notice of cancellation, a one time fee of $75.00 will be withheld and all other advance payments will be returned.

By completing this information, you have authorized the Disneyland Resort Hotels to charge your account for the amount shown above or agreed upon.

Send/Fax this completed form to:

The Disneyland Resort Hotels
Telecommunications Department
1150 Magic Way
P.O. Box 3441
Anaheim, CA 92803-3441
Phone Number: (714) 956-6464
Fax Number: (714) 956-6737

Convention/Event Billing Department Only

Account #:_____

Extensions Assigned: _____

Date Received Deposit: _____ **Date Refund Given: _____**

Deposit $_____ **Form of Refund:**
Less CXL Fee $_____ **Check # _____**
Refund Due $_____ **CC # _____**

Comments:_____

SHORT TERM
PLANT RENTAL, INC.
448 Terraine Avenue
Long Beach, CA 90814
(562) 494-7777
Fax (562) 498-3800
www.shorttermplantrental.com

NATIONAL ASSOCIATION FOR INFO DESTRUCTION

Disneyland Hotel

March 30, 2012

QUALITY AND SERVICE	Cost Each	Quantity	Total
RENTAL			
3 Foot Green Plant	**45.00**		
4 Foot Green Plant	**55.00**		
5 Foot Green Plant	**65.00**		
6 Foot Green Plant	**75.00**		
8 Foot Green Plant	**100.00**		
Boston Fern Regular	**30.00**		
Boston Fern Large	**40.00**		
Regular 6" Ivy	**30.00**		
Large 8" Ivy	**40.00**		
Regular 6" Pothos	**30.00**		
Large 8" Pothos	**40.00**		
BLOOMING PLANTS			
Chrysanthemums Yellow	**30.00**		
White	**30.00**		
Lavender	**30.00**		
Bromeliads	**40.00**		
Azaleas (seasonal)	**40.00**		
Kalanchoe	**40.00**		
PROFESSIONAL FLORAL SERVICE			
Cut Flower Arrangement 16" high	**75.00**		
Cut Flower Arrangement 24" high	**95.00**		
Long Stem Roses	**95.00**		
Bubble bowl	**30.00**		

TOTAL PLANTS AND FLOWERS ..... _____

ADD 0.07.75SALES TAX ..... _____

TOTAL INCLUDING SALES TAX ..... _____

ACCOUNT #

SHOW ID # 7786-12

SPECIAL SERVICES AVAILABLE ON REQUEST
call us at (562) 494-7777
Floral Arrangements, Hospitality Suites, Luncheons and Banquets

DESIGNER SERVICE
Our designers will be glad to make suggestions for your exhibit at no extra charge.

ALL PRICES INCLUDE:
- **Installation**
- **Servicing**
- **Top Dressing**
- **Decorative Containers**
- **Removal at end of show**

ALL GREEN PLANTS FOR RENTAL ONLY

CHOICE OF CONTAINERS
Please check one
- ☐ **WHITE**
- ☐ **BLACK**

PAYMENT POLICY
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW

RETURN THIS ORDER FORM WITH CHECK TO SHORT TERM PLANT RENTAL, INC
OR FAX WITH CREDIT CARD INFO TO (562) 498-3800 or EMAIL tim@shorttermplantrental.com

Company _____ **Phone** _____
Address _____
City _____ **State** _____ **Zip** _____
Party in Charge _____ **BOOTH #** _____
Authorized Signature _____
Credit Card _____ **Visa** _____ **M/C** _____ **AmEx** **Expiration Date** _____
Card Number _____ **GES**

National Association for Information Destruction

Disneyland Hotel
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