

Show Information

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

IEEE International Frequency Control Symposium
The Roosevelt Hotel, New Orleans
May 10 - 12, 2016

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/053600412/contactus/esm>

Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): 800.475.2098 International Calls: 702.515.5970
7000 Lindell Road FAX (in USA): 866.329.1437 International Faxes: 702.263.1520
Las Vegas, NV 89118-4702

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

Show Information

Booth Size: 8' x 10'
Backwall Drape: Black / White / White / Black
Sidewall Drape: Black
Facility Carpeted: Yes
1 - 6' Black Draped Table
2 - Plastic Contour Chairs
1 - ID Sign

Discount Deadline Date

Tuesday, April 5 GES orders must be received with payment by this date.

Exhibitor Move In

Monday, May 9 1:30 PM - 5:30 PM

Show Hours

Tuesday, May 10 10:00 AM - 12:00 PM
1:00 PM - 5:30 PM
6:00 PM - 8:00 PM
Wednesday, May 11 9:00 AM - 12:00 PM
1:00 PM - 5:00 PM
Thursday, May 12 9:00 AM - 12:00 PM

Exhibitor Move Out

Thursday, May 12 12:00 PM - 3:00 PM

Carrier Check-in Post-Show

Thursday, May 12 2:00 PM Carriers post-show must be checked-in by this time.

Facility Clear

Thursday, May 12 3:00 PM All exhibitor materials must be removed.

053600412
021216

G-1 021116

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. Contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse:

c/o GES
 IEEE International Frequency Control Symposium
 (Your Company Name & Booth Number)
 5730 Powell Street
 New Orleans , LA 70123
 USA

Shipments should arrive on or between:

April 5 - May 4, 2016
 Hours for receiving are Monday - Friday, 8:30 AM - 2:00 PM

Direct Shipments to Show Site:

c/o GES
 IEEE International Frequency Control Symposium
 (Your Company Name & Booth Number)
 The Roosevelt Hotel, New Orleans
 University Plaza
 123 Baronne Drive
 New Orleans, LA 70140
 USA

Shipments should arrive on:

May 9, 2016, 1:30 PM - 5:30 PM

Payment and Credit Card Charge Authorization

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

IEEE International Frequency Control Symposium
The Roosevelt Hotel, New Orleans
May 10 - 12, 2016

Form Deadline Date:
April 5, 2016

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

Payment Information

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

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

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
--	---	--

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

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

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

Cardholder Name - Please Print

Billing Address

City	State	Zip/Postal Code
Account Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> VISA <input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express

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

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check
Payment

Total Credit
Card Payment

MM/DD/YY

Check Dated

\$

\$

Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



Material Handling/Drayage Information

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

IEEE International Frequency Control Symposium
The Roosevelt Hotel, New Orleans
May 10 - 12, 2016

Benefits of Advance Shipping to the GES Warehouse

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

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

www.ges.com/everything/logistics/tracking/.

Get an instant quote today at <http://logisticsquote.ges.com/>



Estimating Material Handling Charges

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

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

Late Surcharges - May be charged an additional overtime surcharge

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

Machinery Labor and Equipment

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

Storing Empty Containers

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

Outgoing Shipments

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

021216 053600412

R-1 021216

Measure of Damage

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

Insurance

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






Work Zone

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



Save 10% on Material Handling with GES Transportation Plus.

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

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



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

Get an instant quote today at https://e.ges.com/053600412/logistics_quote/

Discount does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Material Handling/Drayage Order Form

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

IEEE International Frequency Control Symposium
The Roosevelt Hotel, New Orleans
May 10 - 12, 2016

Discount Deadline Date:
April 5, 2016

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

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

Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$87.50 cwt	\$113.75 cwt
Straight Time In / Overtime Out	\$114.00 cwt	\$148.20 cwt
Overtime In / Overtime Out	\$140.00 cwt	\$182.00 cwt

Advance Shipments to Warehouse Dates:

Tue, Apr 5, 2016: Advance shipments may begin arriving at warehouse.

Wed, May 4, 2016: Last day for shipments to arrive at warehouse.

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$97.00 cwt	\$126.10 cwt	\$155.20 cwt
Straight Time In / Overtime Out	\$126.00 cwt	\$163.80 cwt	\$201.60 cwt
Overtime In / Overtime Out	\$155.00 cwt	\$201.50 cwt	\$248.00 cwt

Direct Shipments to Show site Dates:

Mon, May 9, 2016: Direct shipments may begin arriving at exhibit site after 1:30 PM.

Mon, May 9, 2016: Last day for shipments to arrive at exhibit site by 5:30 PM.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$50.50. Each Additional Package will be charged \$25.25 per shipment or within same shipment.

Step 2. Estimate Order

Small Packages

__1__ 1st Small Package Shipment x \$50.50 = _____ Total + 3% PSP _____

_____ # of Additional packages (each) x \$25.25 = _____ Total + 3% PSP _____

Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____

Email _____

Phone Number _____

Material Handling/Drayage

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

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total
_____ Subtotal + 3% PSP
_____ Grand Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site

☐ Warehouse

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments recieved after the published timeline. Monthly Storage fee of per cwt will apply before published timeline.

Special Handling/Mixed Shipments:

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

Measure of Damage:

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

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM and Holidays.

Save on Material Handling:



Combine shipments for the best pricing when total weight is less than 200 lbs.
For Example:

2 Separate Shipments

\$ 114.00 1st shipment: 75 lbs charged at 200 lbs minimum rate
+ \$ 114.00 2nd shipment: 100 lbs charged at 200 lbs minimum rate
\$ 228.00 Total

1 Combined Shipment

\$ 114.00 1 shipment, 2 pieces: 175 lbs charged at 200 lbs minimum rate
\$ 114.00 Total

SSC

053600412

021216

R-2 010516

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

A

RUSH!

EXHIBITION FREIGHT

FROM:

TO:

Please print this label on a color printer if possible

ADVANCE SHIPMENT

Full Exhibiting Company Name at Show

IEEE International Frequency Control Symposium

Name of Exhibition

0530600412

BOOTH NUMBER

C/O GES

5730 Powell Street
New Orleans , LA 70123 USA

Shipment Should Arrive on or Between:

Tuesday, April 5, 2016 - Wednesday, May 4, 2016

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, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier
Number

of pieces



A

RUSH!

EXHIBITION FREIGHT

FROM:

TO:

Please print this label on a color printer if possible

ADVANCE SHIPMENT

Full Exhibiting Company Name at Show

IEEE International Frequency Control Symposium

Name of Exhibition

0530600412

BOOTH NUMBER

C/O GES

5730 Powell Street
New Orleans , LA 70123 USA

Shipment Should Arrive on or Between:

Tuesday, April 5, 2016 - Wednesday, May 4, 2016

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, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier
Number

of pieces



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

D	RUSH!
EXHIBITION FREIGHT	

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

IEEE International Frequency Control Symposium

Name of Exhibition 0530600412

BOOTH NUMBER

C/O GES

The Roosevelt Hotel, New Orleans
University Plaza
123 Baronne Drive
New Orleans, LA 70140 USA

Shipment Should Arrive Only On:

Monday, May 9, 2016 1:30 PM - 5:30 PM

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

Carrier _____ of _____ pieces
Number _____



D	RUSH!
EXHIBITION FREIGHT	

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

IEEE International Frequency Control Symposium

Name of Exhibition 0530600412

BOOTH NUMBER

C/O GES

The Roosevelt Hotel, New Orleans
University Plaza
123 Baronne Drive
New Orleans, LA 70140 USA

Shipment Should Arrive Only On:

Monday, May 9, 2016 1:30 PM - 5:30 PM

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

Carrier _____ of _____ pieces
Number _____



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Pre-Printed Bill of Lading (BOL) / Outbound Labels Request

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

IEEE International Frequency Control Symposium
The Roosevelt Hotel, New Orleans
May 10 - 12, 2016

Form Deadline Date:
April 5, 2016



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes.
- Save time checking out by completing this form for pre-printed outbound Bill of Lading (BOL) and outbound shipping labels.
- In order to provide this service, please submit this form by April 5, 2016.
- Want an easier way? Fill out this information online and submit:
<http://ordering.ges.com/053600412/prePrint/esm>

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

Company/Consignee	Attention			
University Plaza, 123 Baronne Drive	New Orleans	LA	70140	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

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

Shipping Destination 1:

Number of Labels Needed:

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

Shipping Destination 2:

Number of Labels Needed:

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

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the GES Servicerenter®. 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.

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

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

053600412

021216 1053

R-3 101215

Freight Service Questionnaire

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

IEEE International Frequency Control Symposium
The Roosevelt Hotel, New Orleans
May 10 - 12, 2016

Form Deadline Date:
April 5, 2016

Company Name

Email

Phone Number

Booth Number



Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/053600412/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

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

Phone Number

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

Phone Number

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

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

_____ lbs.

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

_____ lbs.

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

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

Direct Shipments Only

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

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Cleaning and Porter Service Order Form

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

IEEE International Frequency Control Symposium
The Roosevelt Hotel, New Orleans
May 10 - 12, 2016

Discount Deadline Date:
April 5, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Step 1. Calculate Booth Square Footage

10 10 100

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	PSP %	Total
500601	Before Show Open Only (per sq. ft.)	0.79	1.19		1	3.0	\$
500600	Duration of Show (per sq. ft. per day)	0.55	0.83		3	3.0	\$
500602	Per Day (per sq. ft. per day)	0.75	1.13			3.0	\$
						Total + Tax %	11 \$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	PSP %	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.01	1.52		3.0	\$
Total + Tax %					11	\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	PSP %	Total
501002	Cleaning, Damp Mop & Wax	1.33	2.00		3.0	\$
Total + Tax %					11	\$

Porter Service

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	PSP %	Total
501010	Porter Service, 0-500 sq.ft., Per Day	299.00	449.00		3.0	\$
501010	Porter Service, 501-1500 sq.ft., Per Day	430.00	645.00		3.0	\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	519.00	779.00		3.0	\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	606.00	909.00		3.0	\$
Total + Tax %					11	\$

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

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

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

