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 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- 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.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- 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 trusses, 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.

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.

- 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 late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- Late Surcharges – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

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."

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.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-tracking, 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.

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 your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- Liability – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- Measure of Damage – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
  a. Measure of damages in all situations (including b. & c. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
  b. The lesser of $0.50 per pound per package, $100 per package, or $1500 per occurrence.
  c. Damages will be limited to a declared value, if you fill in a Declared Value Amount, check the box requesting Excess Declared Value, and pay the appropriate charges for Excess Declared Value. (Maximum allowed declared value $100,000)
- Cost – Excess declared value available from GES for $1.00 per $100 of excess valuation. ($50.00 minimum charge per request)
- Not Insurance – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss of damage to your goods if the damage or loss was not caused by GES negligence.
GES® Logistics turns an exhibiting necessity into an added show value with GES® Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES® Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**
  
  Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES’ continued commitment to our customers.

- **Your Shipping Partner**
  
  GES® Logistics gives you reliable service and great rates on air and ground shipping. You can also save 10% on round-trip shipping with GES® Roundtrip Plus. Count on GES as your shipping partner.

- **Smooth Integration**
  
  Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

For more info call 888.454.4437 or visit us online at www.ges.com/logistics
Transportation Plus & Material Handling Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

American Library Association Annual Conference
Ernest N Morial Convention Center • June 24 - 27, 2006

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 7:00am - 11:30am; Closed Holidays.

ADVANCE SHIPMENTS TO GES WAREHOUSE (100 POUND MINIMUM PER SHIPMENT)

GES will receive uncrated carpet and pad at the warehouse. Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 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.

Standard Kit Rates Are: Complete the Calculation of Material Handling Charges on the bottom of this form if not using Transportation Plus.

<table>
<thead>
<tr>
<th>Crated Materials</th>
<th>Uncrated Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/ST $ 71.15 cwt</td>
<td>$ 71.15 min</td>
</tr>
<tr>
<td>ST/OT $ 89.00 cwt</td>
<td>$ 89.00 min</td>
</tr>
<tr>
<td>OT/OT $ 106.75 cwt</td>
<td>$ 106.75 min</td>
</tr>
</tbody>
</table>

Ship with GES Logistics to receive your Transportation Plus Savings. Rates Are:

To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8B) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

Standard Kit Rates Are: Complete the Calculation of Material Handling Charges on the bottom of this form if not using Transportation Plus.

<table>
<thead>
<tr>
<th>Crated Materials</th>
<th>Uncrated Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/ST $ 59.70 cwt</td>
<td>$ 59.70 min</td>
</tr>
<tr>
<td>ST/OT $ 74.75 cwt</td>
<td>$ 74.75 min</td>
</tr>
<tr>
<td>OT/OT $ 89.50 cwt</td>
<td>$ 89.50 min</td>
</tr>
</tbody>
</table>

Ship with GES Logistics to receive your Transportation Plus Savings. Rates Are:

To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8B) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

SHIPMENTS TO EXHIBIT SITE (100 POUND MINIMUM PER SHIPMENT)

Rates include: 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.

Standard Kit Rates Are: Complete the Calculation of Material Handling Charges on the bottom of this form if not using Transportation Plus.

<table>
<thead>
<tr>
<th>Crated Materials</th>
<th>Uncrated Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/ST $ 64.04 cwt</td>
<td>$ 64.04 min</td>
</tr>
<tr>
<td>ST/OT $ 80.10 cwt</td>
<td>$ 80.10 min</td>
</tr>
<tr>
<td>OT/OT $ 96.08 cwt</td>
<td>$ 96.08 min</td>
</tr>
</tbody>
</table>

Smaller 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. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

**Note 1:** Declared value $___________. Excess declared value available from GES, up to $100,000.00. Excess declared value is not available for items listed on form G-7. Liability is limited to $0.50 Per pound per package, $100.00 per package, or $1,500.00 per occurrence, whichever is less, unless a higher value is declared.

**Note 2:** Declared value $___________. Excess declared value available from GES, up to $100,000.00. Excess declared value is not available for items listed on form G-7. Check here, if requesting excess declared value ($1.00 per $100.00 of excess valuation will be assessed, $50.00 minimum charge).

**EXCESS DECLARED VALUE OPTION:**

1. Total Estimated Charges
2. 30% Late Arrival Surcharge
3. 2% Service Tax
4. Excess Declared Value
5. Payment Enclosed

**SAVED TIME WITH GES ONLINE AT: www.ges.com**
## GES Logistics Material Handling & Shipping Form

**Company Name**

**Email Address**

**Booth Number**

### PICK UP INFORMATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Shipping / Receiving Hours (4 Hour Window Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pick Up Contact</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Special Instructions (Additional Charges May Apply)</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**METHOD OF SHIPMENT**

- **Ground:**
  - [ ] LTL
  - [ ] Truck Load
  - Rates (price per shipment)
  - Shipment(s) 0-100 lbs*
  - Shipment(s) 101 lbs and up*

- **Air:**
  - [ ] Next Day
  - [ ] 2nd Day
  - [ ] Deferred
  - *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.

- [ ] Special Instructions (Additional charges may apply)

### WEIGHT & DIMENSIONS (FINAL RATE SUBJECT TO CORRECT WEIGHT & DIMENSIONS)

**List Each Piece**

<table>
<thead>
<tr>
<th>H/M</th>
<th>Dimensions in Inches</th>
<th>Est. Weight</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>L x</th>
<th>W x</th>
<th>H</th>
<th>L x</th>
<th>W x</th>
<th>H</th>
<th>L x</th>
<th>W x</th>
<th>H</th>
<th>L x</th>
<th>W x</th>
<th>H</th>
</tr>
</thead>
</table>

**List Each Piece**

<table>
<thead>
<tr>
<th>H/M</th>
<th>Dimensions in Inches</th>
<th>Est. Weight</th>
</tr>
</thead>
</table>

**Our shipment will be sent to [ ] Exhibit Site / [ ] Warehouse on date:**

**Total pieces:**

**Total Weight (100 lbs minimum per shipment):**

+ 100 = x Rate:

= $______

**Small package cartons will be sent to [ ] Exhibit Site / [ ] Warehouse on date:**

**Total cartons:**

= $______

---

**ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:**

**Advance Date:** June 15, 2006, Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% ($30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.

**Direct Date:** June 22, 2006, First day for shipments to arrive at the exhibit site.

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

---

**Hazardous Materials Contact Number**

(____)____-____

**Authorized Signature – Please Sign:**

**EXCESS DECLARED VALUE OPTION:**

**Note 1:** STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.

**Note 2:** Liability is limited to $0.50 Per pound per package, $100.00 per package, or $1,500.00 per occurrence, whichever is less, unless a higher value is declared.

**Note 3:** Declared value $___________$.

Excess declared value available from GES, up to $100,000.00. Excess declared value is not available for items listed on form G-7.

**Check here, if requesting excess declared value ($1.00 per $100.00 of excess valuation will be assessed, $50.00 minimum charge).**

---

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

**1. Total Estimated Charges**

$______

**2. 30% Late Arrival Surcharge**

$______

**3. Excess Declared Value**

$______

**4. Payment Enclosed**

$______

**Authorized Name:**

[ ]

**DATE:**

---

**SAVE TIME WITH GES ONLINE AT:**

[www.gescom](http://www.ges.com)
Please complete this form and return it to GES before the above Deadlin 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 Deadlin Date, this pre-printing service will not be provided.

**SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>FROM:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY</td>
<td>EMAIL ADDRESS</td>
<td>BOOTH NUMBER</td>
</tr>
<tr>
<td>ADDRESS STREET</td>
<td>CITY</td>
<td>STATE ZIP COUNTRY</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td>PURCHASE ORDER NUMBER</td>
</tr>
</tbody>
</table>

**SHIPPING DESTINATION 1:** Number of Labels Needed:

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>EMAIL ADDRESS</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS STREET</td>
<td>CITY</td>
<td>STATE ZIP COUNTRY</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td>PURCHASE ORDER NUMBER</td>
</tr>
</tbody>
</table>

**SHIPPING DESTINATION 2:** Number of Labels Needed:

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>EMAIL ADDRESS</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS STREET</td>
<td>CITY</td>
<td>STATE ZIP COUNTRY</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td>PURCHASE ORDER NUMBER</td>
</tr>
</tbody>
</table>

**METHOD OF SHIPMENT**

- [ ] GES Logistics:
  - [ ] Ground
  - [ ] Air
  - [ ] Next Day Delivery
  - [ ] 2nd Day Delivery
  - [ ] Deferred Delivery
  - [ ] Van Line – [ ] Full Pad [ ] Partial Pad [ ] Crated
  - [ ] Specialized Service:

**EXCESS DECLARED VALUE OPTION:**

Note 1: Liability is limited to $0.50 Per pound per package, $100.00 per package, or $1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value $___________. Excess declared value available from GES, up to $100,000.00. Excess declared value is not available for items listed on form G-7.

- [ ] Check here, if requesting excess declared value ($1.00 per $100.00 of excess valuation will be assessed, $50.00 minimum charge).

**Other:**

- [ ] Common Carrier
  - [ ] Air
  - [ ] Van Line
    - [ ] Next Day
    - [ ] Full Pad
    - [ ] 2nd Day
    - [ ] Partial Pad
    - [ ] Deferred
    - [ ] Crated

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.
**GES has established a Truck Marshaling Location**

- **ALL DELIVERING CARRIERS** must check in at the appropriate GES Marshaling Yard prior to show-site delivery.
- All shipments must be accompanied by a certified weight ticket.
- All carriers will be assigned an unloading number according to driver check-in time.
- A service charge of $30.00 per shipment* will be added to your invoice.
- **ALL PRIVATELY OWNED VEHICLES (POV)** Must check in at the GES Marshaling Yard. POV's will promptly be dispatched to the appropriate offload point. You must have at least two (2) people in the vehicle - one to stay with product and one to remove vehicle from dock immediately. Maximum unloading time is 15 minutes.
- **MARSHALING YARD HOURS:** 6:00AM - 5:00PM during move-in/move-out period.
- It is **VERY IMPORTANT** that you inform your carrier of these locations.

*Note: This does not include applicable taxes.

**APPROACH FROM THE EAST**

When approaching the city on I-10, proceed to the business district. After passing the Orleans Street exit, get into the left lane and continue towards the Mississippi River Bridge. Do not go onto the Bridge. Take the Tchoupitoulas-South Peters Street exit (the last exit before the bridge) and proceed straight ahead to South Peters Street. Turn left on South Peters Street for 1/2 block and drive into the Marshaling Yard to be weighed and checked in.

**APPROACH FROM THE WEST**

When approaching the city on I-10, take exit 230 and proceed to the business district. Continue on I-10 towards the Mississippi River Bridge. Do not get on the bridge. Take the Tchoupitoulas-South Peters Street exit (the last exit before the bridge) and proceed straight ahead to South Peters Street. Turn left on South Peters Street for 1/2 block and drive into the Marshaling Yard to be weighed and checked in.

**APPROACH FROM THE CONVENTION CENTER**

Take Convention Center Boulevard to Calliope Street and take a right turn. Note that there are 2 Calliope Streets. Take the first one. Go two blocks to Tchoupitoulas Street and take a left, go one block and turn left on the other Calliope Street. Go one block down and turn left on South Peters Street and the Marshaling Yard will be on the left. Drive into the Marshaling Yard to be weighed and checked in.
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See Hanging Sign / Truss Information (H-1) form for a Hanging Sign shipping label.

**RUSH!**

**EXHIBITION FREIGHT**

FROM:

**DIRECT SHIPMENT**

TO:

EXHIBITING COMPANY
American Library Association Annual Conference
NAME OF EXHIBITION
BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Ernest N Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

SHIPMENT WILL BE ACCEPTED BEGINNING:
June 22, 2006.

Carrier ____________________________
Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

EXHIBITING COMPANY
American Library Association Annual Conference
NAME OF EXHIBITION
BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Ernest N Morial Convention Center
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C/O GES EXPOSITION SERVICES
Ernest N Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

SHIPMENT WILL BE ACCEPTED BEGINNING:
June 22, 2006.

Carrier ____________________________
Number _____ of _____ pieces
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 — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, 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 $25.00 fee for returned NSF checks.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services 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.

If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

Bank wire transfer information:

GES Exposition Services
c/o Bank of America, Illinois
231 La Salle Street
Chicago, Illinois USA 60693
Account # 7186-1-01819 ABA#071000039
Telephone # (312) 828-8285

To properly credit your account, send the following information to the GES address listed on the order forms:
- exhibiting company name, show name, and booth number
- date and amount of 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.

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 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.
Safety First!

American Library Association
Annual Conference
Ernest N Morial Convention Center • June 24 - 27, 2006

Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at showsite

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is ongoing. Wearing of appropriate attire includes footwear with hard soles and protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.
Show Site Work Rules

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Annual Conference
Ernest N Morial Convention Center • June 24 - 27, 2006

Union Information
To assist you in planning your participation in your New Orleans area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Display Installation and Dismantling Labor order forms are enclosed for your convenience. However, if you plan to set your own exhibit, we ask that you read the following:

Full-time employees of exhibiting companies may set their own exhibits. **These employees must be prepared to produce some type of company identification when engaged in these activities.** We request that all exhibiting company employees have a photo ID displayed while on the showsite floor.

Freight Handling Jurisdiction
GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the Exhibit Hall. **The use of dollies, flat trucks, and other mechanical equipment is not permitted by exhibitors.**

**Access to the loading docks will be controlled by GES in order to provide for a safe and efficient move-in and move-out.** GES will not be responsible, however, for any material we do not handle.

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. GES requests that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for service rendered) to our employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a GES supervisor. Employees of GES are paid at an excellent wage scale and thus, tipping is strongly discouraged as not being an accepted policy of GES. This applies to all GES employees.

Always Honest Hotline
GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.
I. Definitions:
GES: GES Exposition Services, Inc., dba GES and/or GES Logistics, and/or Trade Show Electrical (aka TSE), and/or Trade Show Rigging (aka TSR) and their employees;
Agents: GES agents, sub-contractors, carriers, and the agents of each;
Customer: Exhibitor or other party requesting Services from GES;
Carrier: Motor carrier, air carrier, or any other carrier or freight forwarder;
Shipper: Party who tenders Goods to Carrier for transportation;
Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services;
Cold Storage: Holding of Goods in a climate controlled area.
II. Scope:
The 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 labor provided to a Customer to install or dismantle a booth or exhibit which is performed by GES or its Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each such party is an “Agent” and shall be bound by all provisions herein, including but not limited to time limits and limitations of liability.
By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.
III. Customer Obligations:
Payment: 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 its behalf at the discretion of GES, unless otherwise directed by GES on its behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
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 extra fees or surcharges, or as applicable depending upon jurisdiction, the County or City in which the event is taking place.
IV. Mutual Obligations:
Intended Use: Customer to GES: Except to the extent of GES’s own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against all claims, lawsuits, demands, judgments, losses, costs and expenses, including reasonable attorney’s fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.
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 subcontractor or other user of its space or any agents engaged in business on its behalf of Customer or present at Customers’ representation.
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 all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney’s fees and court costs, relating to or arising from injury to or death of persons or property other than Goods. GES assumes no liability for bodily injury resulting from Customer’s presence in areas which have been marked as “off limits to exhibitions” and during hours and days when it is public or in the facility, prior to the start of and after the conclusion of their space lease with show management.
V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, OR INTANGIBLE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSSES OF PROFITS OR INCOME.
VI. GES Liability for Loss or Damage to Goods
Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused directly by the negligence of GES.
Condition of Goods: GES shall not be liable for loss of damage, 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 should be wrapped in such a manner as 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 of the Show Floor.
Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the receipt of a count or condition.
Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, acts or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, labor disputes, acts of terrorism or war.
Cold Storage: Goods requiring cold storage are stored at Customer’s own risk. GES assumes no liability for loss or damage for Cold Storage.
Accessories: GES assumes no liability for loss or damage to Goods while in Accessory Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of the goods.
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. GES’s liability is limited to the lesser of the replacement cost of Goods and GES’s gross liability is limited to the lesser of the replacement cost of Goods and GES’s gross liability is limited to the lesser of 1) the depreciated value of the Goods, 2) repair cost, or 3) the liability of limitation. The limitation of liability shall be $50 (fifty cents) per pound per article. GES reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged for damage, costs, or claims that result from Customer’s supervision or failure to supervise assigned labor.
Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer’s sole responsibility to affix the appropriate label(s) to the goods and/or crates placed in storage. GES’s liability is limited to the lesser of the replacement cost of Goods and GES’s gross liability is limited to the lesser of 1) the depreciated value of the Goods, 2) repair cost, or 3) the liability of limitation. The limitation of liability shall be $50 (fifty cents) per pound per article. 100.00 (one hundred five dollars) per occurrence.
Excess Declared Value: If Customer wishes a higher limitation of liability than stated above, for loss or damage to goods or property, Customer may be charged an excess declared value on top of the stated above limitation of liability, so by declaring a value in the space provided on the GES services order form(s) and also on the Material Handling Order Form (MHO) or as otherwise agreed in writing, GES will become limited to the lesser of 1) the depreciated value of the Goods, 2) repair cost, or 3) the liability of limitation. The limitation of liability shall be $150 (fifteen dollars) per occurrence.
Loss or damage to property that occurs during the show, the Customer may do so by declaring a lower limitation of liability than the excess declared value. The excess declared value shall be limited to the amount of the excess declared value.
Claims for loss or damage to Goods must be received in writing by GES within sixty (60) days after the close of the show. Claims for damage in transit should be made directly with the Customer’s carrier as shown on the Material Handling Order Form (MHO) or as otherwise agreed in writing. Claims for damage in transit should be made directly with the Customer’s carrier as shown on the Material Handling Order Form (MHO) or as otherwise agreed in writing.
VII. Liability Limitations:
Measure of damage: GES’s liability for Customer’s Goods: GES’s liability for Customer’s Goods shall then be increased by the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed the Gross Appraised Value of the Goods. GES’s liability for Customer’s Goods shall be limited to the amount of the excess declared value.
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 transit or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. It is not the responsibility of GES to determine, verify, or otherwise guarantee insurance. If the Goods are not insured, and the Goods are lost or damaged, Customer will bear sole responsibility.
Insurance: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers’ chosen carrier. All Material Handling Orders and/or Boxes of Goods covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the order or condition will be documented where discrepancies exist.
VIII. Limitations of Liability:
Indemnification: 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, and any other party with an interest in the Goods.

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GES Terms & Conditions of Contract

G-7