



Exhibitor Services Manual Table of Contents

Home Improvement & Green Living Expo

Anaheim Convention Center • January 4 - 6, 2008

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Show Information

Home Improvement & Green Living Expo

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Official Service Contractor

GES Exposition Services 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/contact	International Calls: 702.515.5970 International Faxes: 702.263.1520
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Show Information

Backwall Drape: Black
 Sidewall Drape: Black
 Exhibit Hall is Not Carpeted

Booth Package

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

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

Thursday, December 13	Discount Deadline for orders received with payment
Tuesday, December 4	Advance Shipments may begin arriving at Warehouse
Monday, December 31	Last day for Advance Shipments to arrive at Warehouse without surcharges
Wednesday, January 2	Direct Shipments may begin arriving at Exhibit Site after 2:00pm
Thursday, January 3	Last day for Direct Shipments to arrive at Exhibit Site by 7:00pm
Wednesday, January 2	Installation 2:00pm - 7:00pm
Thursday, January 3	8:00am - 8:00pm
Friday, January 4	Show Hours 1:00pm - 8:00pm
Saturday, January 5	10:00am - 7:00pm
Sunday, January 6	10:00am - 5:00pm
Sunday, January 6	Dismantle 5:00pm - 8:00pm
Monday, January 7	8:00am - 12 Noon
Monday, January 7	Carriers must be checked in by 9:00am
Monday, January 7	All exhibitor materials must be removed by 12 Noon

Shipping Addresses

Advance Shipments to Warehouse	c/o GES Exposition Services 5560 Katella Ave. Cypress, CA 90630	Shipments should arrive on or before: December 31, 2007
Direct Shipments to Exhibit Site	c/o GES Exposition Services Anaheim Convention Center 1850 S. West St. Anaheim, CA 92802	Shipments will be accepted beginning: January 2, 2008

GES Servicenter®

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, Cleaning, and Material Handling.



Trade Show Tips

Home Improvement & Green Living Expo

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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 (EAC), you should have a basic working knowledge of the Exhibitor Service 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, 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 9' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National ServicenterSM. 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 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

Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.



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

What is a General Services Contractor?

GES® has been selected as the official services contractor 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, and grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

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 contractor 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 888.454.4437 to have your "shipping made easy."

How Can I Order My Show Services?

1. GES National ServicerSM

The GES National ServicerSM provides consistency and continuity of customer service for all GES 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 E. Lindell Road

Las Vegas NV, 89118

Phone: 800.475.2098

Fax: 866.FAX.1GES (866.329.1437)

International Phone: 702.515.5970 / Fax: 702.263.1520

2. GES Servicer[®]

Once you are at the show, the GES Servicer[®] is on site 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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ATTENTION: PETROLEUM SURCHARGE INFORMATION

In order to offset the effects of increasing fuel costs being felt by every citizen and industry in North America, GES[®] Exposition Services has enacted a Petroleum Surcharge Program.

The Petroleum Surcharge will result in a 2% increase on all services published in the exhibitor service 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.

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueens, propane fuel and diesel fuel.

GES thanks you for your continued support and patience during this critical time.



Payment & Credit Card Charge Authorization

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact 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 Manual.

Home Improvement & Green Living Expo Anaheim Convention Center • January 4 - 6, 2008

FORM DEADLINE DATE:
December 13, 2007

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #			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 — 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. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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

Bank wire transfer payment information:

Beneficiary: GES Exposition Services c/o Bank of America 1655 Grant Street Concord, CA 94520 USA Telephone # 800.227.3337	Account #: 7188-1-01819 ABA Routing #: 0260-0959-3 SWIFT Address: BOFAUS3N CHIPS Address: 0959
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If requested, following is the physical address for routing identifiers:
100 West 33rd Street, New York, NY 10001 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 ServicenterSM 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.

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

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

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, and 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	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
EXP. DATE	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
	<input type="checkbox"/> VISA	<input type="checkbox"/> Diners Club
	<input type="checkbox"/> Discover	

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

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

TOTAL

Furniture & Accessories	\$
Carpet	\$
Cleaning	\$
Labor	\$
Material Handling	\$
GES Electrical	\$
Other GES Services (Specify)	\$
1. Total of All Above Items	\$
2. Add Petroleum Surcharge Assessment @ 2%	\$
3. FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to GES Exposition, Inc. 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 No. <input type="text"/>	Dated <input type="text"/>

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.



3rd Party Billing Request

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact 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 Manual.

Home Improvement & Green Living Expo Anaheim Convention Center • January 4 - 6, 2008

FORM DEADLINE DATE:
December 13, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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 Firms** 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:

- | | |
|---|---|
| <input type="checkbox"/> I & D Labor | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Rental Furniture |
| <input type="checkbox"/> Transportation Charges | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Material Handling In & Out | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Other (Please Specify) _____ | |

Third Party			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

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

- | | |
|---|---|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> I & D Labor | <input type="checkbox"/> Rental Furniture |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Transportation Charges | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Material Handling In & Out | |
| <input type="checkbox"/> Other (Please Specify) _____ | |

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

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

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

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm 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, and 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 MasterCard American Express

VISA Diners Club

Discover

_____-_____-

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

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

Third Party 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, and 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 MasterCard American Express

VISA Diners Club

Discover

_____-_____-

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

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE



Home Improvement & Green Living Expo

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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 show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

Exhibitor loss prevention guidelines at show site

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that 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.
- GES forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. are prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a GES representative at the Exhibitor Service Desk can provide it to you.
- 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. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- 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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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

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 (1) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one (1) 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 hardwiring 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.

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 ARE SUBJECT TO
CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE
TO ANY PARTIES

I. Definitions:

GES: GES Exposition Services, Inc., d/b/a 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.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ 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.

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: 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: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised 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.

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 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 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 in cash in advance for future services. 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 1/2% per month until paid.

IV. Mutual Obligations

Indemnification:

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 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, 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 or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

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 assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present 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 SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS 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 by the direct negligence or willful misconduct of GES.

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 should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off 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 guarantee of piece count or condition.

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.

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

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.

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.

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. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, 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.

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 labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be limited to the limitations of liability set forth in this document.

Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth: 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 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.

Measure of damage: GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

Excess Declared Value: If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by GES.** Maximum liability for damages resulting from GES' negligence shall then be increased to 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 \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

No 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, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

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 or delivery of Goods, whichever is later.

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 below.

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 sixty (60) 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 the Customer's 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.

Filing of suit: Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of forum. This Agreement 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.

VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "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's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$60) of the actual cash value per article. 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, if any 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 Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.



Home Improvement & Green Living Expo

Anaheim Convention Center • January 4 - 6, 2008

Subject: Trade Show Exhibitor Guidelines

References: California Fire Code, 2001 Edition, Sections 2501.9, 2501.10, 2501.14, 2501.16; California Building Code, 2001 Edition, Section 1004.3.2.2

Booth Requirements

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be one-quarter inch (1/4") thick or greater.

Covered ceiling structures or enclosed rooms, including tents or canopies shall have one smoke detector placed on the ceiling for every 900 square feet.

Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least nine inches (9") from rear booth boundary line. Gas appliances must be A.G.A. approved.

General Conditions

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles.

Storage

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a one (1) day supply of combustible storage is allowed beneath tables. No storage of any kind will be allowed behind curtains or walls of booths in any facility.

Decorative Material

All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies, awnings, curtains, straw, hay, and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate or a sample of the decorative material must be provided to the Anaheim Fire Department to verify

that the approved treatment has been applied or the materials must be removed prior to show opening.

All flammable or combustible aerosol containers, used for display purposes, must be empty. (See permit section for use of aerosols).

Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at one-quarter (1/4) tank or five (5) gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape.

Cooking Appliances

Operation of any cooking appliances, i.e. ovens, stoves, barbecues, hot plates, deep fryers, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. A fire permit is required for the use of propane or butane for cooking purposes. Quantities will be limited. These requirements do not apply to microwave ovens, coffee pots or popcorn wagons.

Heat-Producing Equipment

Operation of any welding equipment, soldering device, etc. require protection around equipment so the public cannot be injured during demonstration. Approved welding screens will be required for welding equipment. (See permit section for use of compressed gases).

Machinery

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. (This does not apply to normal electrical appliances such as lamps, computers, radios, etc.).

Candles

Use of any decorative candles must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible



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materials. The candle flame shall be protected by a non-combustible container.

Helium

Helium cylinders shall be secured in an upright position.

Fire Places

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace. Natural gas connections shall be conducted by a licensed plumbing contractor through the Anaheim Convention Center.

Class III or Greater Lasers

Lasers must be self contained inside equipment and shall not scan the audience. Lasers used for any other purpose require Fire Department approval.

Permit Requirements

Note: A Show Permit form shall be submitted for approval a minimum of (fourteen) 14 days prior to show opening.

The following items will require a show permit.

Flammable or Combustible Aerosols/Liquids

Describe the use and amounts needed on a Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department.

Hazardous Materials/Compressed Gas

Describe the use and amounts needed on a Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department. Hazardous materials are defined in the 2001 California Fire Code.

Two-Story Booths

A diagram of the booth shall be submitted. The second story of a two-story booth equipped with one staircase will require an occupant load sign and be limited to an occupant load of nine (9) persons. Booths with more than one staircase shall provide the square footage of the second floor and the width of each staircase.

Open Flame

The Trade Show Inspector must be contacted prior to completing a Show Permit form if open flame is being used for theatrical purposes or demonstrations.

Propane

Propane that is used in very small quantities (17 ounces or less) for cooking purposes may be approved based on certain conditions.

For further information regarding these requirements contact: Fire Prevention Bureau at (714) 765-4040, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday or send email to tradeshowinspector@anaheim.net.



Material Handling Information

Home Improvement & Green Living Expo Anaheim Convention Center • January 4 - 6, 2008

[Click Here to View Shipping Brochure](#)

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.
- **Shipment Surcharges** – A surcharge will apply if shipments 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.

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, 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.

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 or damage to your goods if the damage or loss was not caused by GES negligence.

050806



GES

Material Handling Order Form

R-2i

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact 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 Manual.

Home Improvement & Green Living Expo Anaheim Convention Center • January 4 - 6, 2008

FORM DEADLINE DATE:
December 13, 2007

Click Here to View Special Handling Brochure

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 12:00pm - 12:30pm & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.00 fee will be charged per shipment.

Advance Shipments to GES Warehouse (200 pound minimum per shipment)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.
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. The rates for this service are:

Crated Materials	Materials Requiring Special Handling
\$ 47.00 cwt \$ 94.00 min	\$ 55.00 cwt \$ 110.00 min

SMALL PACKAGE: 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 in to the small package category may be subject to special handling charges.	First Carton.....\$ 30.00
	Each Additional Carton.....\$ 15.00

Above rates reflect charges for shipments handled within published or targeted move-in and move-out dates and times.	EXCESS DECLARED VALUE OPTION:
	<p>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.</p> <p>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.</p> <p><input type="checkbox"/> Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).</p>

CALCULATION OF MATERIAL HANDLING CHARGES

Our shipment will be sent to Warehouse on date:	via:	Total pieces:	
Total Weight (200 lb minimum per shipment):	+ 100 =	x Rate:	= \$
Small package cartons will be sent to Warehouse on date:	via:	Total cartons:	= \$

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

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 Signature:	X	
	AUTHORIZED NAME - PLEASE PRINT	DATE

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Advance	December 4, 2007	Advance Shipments may begin arriving at warehouse.
	December 31, 2007	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.

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

A RUSH!
EXHIBITION FREIGHT

A RUSH!
EXHIBITION FREIGHT

FROM:

FROM:

ADVANCE SHIPMENT

ADVANCE SHIPMENT

TO:

TO:

EXHIBITING COMPANY

EXHIBITING COMPANY

Home Improvement & Green Living Expo

Home Improvement & Green Living Expo

NAME OF EXHIBITION

NAME OF EXHIBITION

BOOTH NUMBER

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
5560 KATELLA AVE.
CYPRESS, CA 90630**

**C/O GES EXPOSITION SERVICES
5560 KATELLA AVE.
CYPRESS, CA 90630**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
December 4, 2007 and December 31, 2007.**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
December 4, 2007 and December 31, 2007.**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 12:00pm - 12:30pm & Holidays.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 12:00pm - 12:30pm & Holidays.

Carrier _____ of _____ pieces

Carrier _____ 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:

EXHIBITING COMPANY

Home Improvement & Green Living Expo

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
ANAHEIM CONVENTION CENTER
1850 S. WEST ST.
ANAHEIM, CA 92802

SHIPMENT SHOULD ARRIVE ONLY ON:
January 3, 2008.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____ of _____ pieces
Number _____ of _____ pieces



D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Home Improvement & Green Living Expo

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
ANAHEIM CONVENTION CENTER
1850 S. WEST ST.
ANAHEIM, CA 92802

SHIPMENT SHOULD ARRIVE ONLY ON:
January 3, 2008.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____ of _____ pieces
Number _____ of _____ pieces





Carpet Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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

Home Improvement & Green Living Expo

Anaheim Convention Center • January 4 - 6, 2008

DISCOUNT DEADLINE DATE:

December 13, 2007

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
STANDARD CARPET			
<i>Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.</i>			
5304	9'x10' 16 oz. Standard Booth Carpet	\$ 90.00	\$ 135.00
5305	9'x20' 16 oz. Standard Booth Carpet	\$ 125.00	\$ 187.50
5306	9'x30' 16 oz. Standard Booth Carpet	\$ 165.00	\$ 247.50

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.

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.

Please Indicate Choice Place Order Here

- **16 oz. Standard Booth Carpet Color** (Item #'s 5304-5306 ONLY). Gray will be provided if no color is indicated below:
- Black Emerald Green Red
 Blue Gray Stone Blue
 Burgundy Purple
- **Electrical Under Carpet?**
- Yes No

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5304	9'x10' 16oz. Standard Carpet		1	\$
5305	9'x20' 16oz. Standard Carpet		1	\$
5306	9'x30' 16oz. Standard Carpet		1	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered		\$
		2. Payment Enclosed		\$
Authorized Signature – Please Sign:		X		
AUTHORIZED NAME - PLEASE PRINT			DATE	



GES.

Furniture & Accessories Order Form

A-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
 GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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

[Click Here to View Furniture & Accessories Brochure](#)

Home Improvement & Green Living Expo
 Anaheim Convention Center • January 4 - 6, 2008

DISCOUNT DEADLINE DATE:
December 13, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CHAIRS				ACCESSORIES			
5401	Plastic Contour Chair, 32x18x18.5	\$ 13.00	\$ 18.00		Crossbar	\$ 18.00	\$ 23.00
5402	Contemporary Chair, 31x23x18	\$ 23.00	\$ 33.00		Upright & Base	\$ 13.00	\$ 18.00
5403	Contemporary Arm Chair, 31x23x18	\$ 28.00	\$ 38.00	0501	8'h Back Drape, 4' minimum Price/Ft.	\$ 6.00	\$ 8.00
5404	Contemporary Stool, 48x17x18	\$ 33.00	\$ 43.00	5801	Pegboard, White (1/4" Hole)	\$ 88.00	\$ 108.00
UNSKIRTED TABLES				5732	Aluminum Easel	\$ 28.00	\$ 38.00
	Unskirted 4' Table, 24x30	\$ 28.00	\$ 38.00	5817	Wastebasket	\$ 11.00	\$ 15.00
	Unskirted 6' Table, 24x30	\$ 38.00	\$ 48.00				
	Unskirted 8' Table, 24x30	\$ 48.00	\$ 58.00				
SKIRTED TABLES							
Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides							
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 53.00	\$ 68.00				
5805	Skirted 6' Table, 24x30	\$ 63.00	\$ 78.00				
5806	Skirted 8' Table, 24x30	\$ 73.00	\$ 88.00				
5807	4th Side Skirted, Optional	\$ 23.00	\$ 28.00				
UNSKIRTED COUNTERS							
	Unskirted 4' Counter, 24x42	\$ 43.00	\$ 53.00				
	Unskirted 6' Counter, 24x42	\$ 53.00	\$ 63.00				
	Unskirted 8' Counter, 24x42	\$ 63.00	\$ 73.00				
SKIRTED COUNTERS							
Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides							
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 68.00	\$ 83.00				
5809	Skirted 6' Counter, 24x42	\$ 78.00	\$ 93.00				
5810	Skirted 8' Counter, 24x42	\$ 88.00	\$ 103.00				
5811	4th Side Skirted, Optional	\$ 33.00	\$ 38.00				

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

Please Indicate Choice **Place Order Here**

- **Table/Counter Skirt Color** (Item #'s 0501, 5804-5811 ONLY).
 Gray will be provided if no color is indicated below:
 Beige Forest Green Purple
 Black Gold Red
 Blue Gray Teal
 Burgundy Mauve White
- **Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY).
 6' Table 8' Table
- **Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY).
 6' Table 8' Table
- **Tackboard/Pegboard Physical Alignment** (Item 5801 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.

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered		\$
Authorized Signature – Please Sign:		2. Payment Enclosed		\$
X		AUTHORIZED NAME - PLEASE PRINT		
		DATE		



Booth Package Order Form

A-1a

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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

Home Improvement & Green Living Expo

Anaheim Convention Center • January 4 - 6, 2008

DISCOUNT DEADLINE DATE:

December 13, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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GES Booth Packages offer significant savings!

Price List

DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Furniture Package 1 <i>Includes: (1) 9' x 10' Booth Carpet, (1) 8' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i>	\$ 148.00	\$ 198.00	Furniture Package 3 <i>Includes: (1) 9' x 20' Booth Carpet, (1) 8' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i>	\$ 223.00	\$ 273.00
Furniture Package 2 <i>Includes: (1) 9' x 10', (1) 8' Skirted Counter, (2) Padded Contour Stools, (1) Wastebasket</i>	\$ 168.00	\$ 218.00	Furniture Package 4 <i>Includes: (1) 9' x 20' Booth Carpet, (1) 8' Skirted Counter, (2) Padded Contour Stools, (1) Wastebasket</i>	\$ 243.00	\$ 293.00

Prices include delivery, installation, rental, and removal.

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 Choice

Place Order Here

- **Table Skirt Color** (Item # 5410 ONLY). Gray will be provided if no color is indicated below:
 Black Gray White
- **16 oz. Standard Carpet Color** (Item #'s 5304-5309 ONLY). Gray will be provided if no color is indicated below:
 Black Gray

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
	Furniture Package 1			\$
	Furniture Package 2			\$
	Furniture Package 3			\$
	Furniture Package 4			\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered		\$
		2. Payment Enclosed		\$
Authorized Signature – Please Sign:		X		
		AUTHORIZED NAME - PLEASE PRINT		DATE



Cleaning Order Form

J-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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Home Improvement & Green Living Expo Anaheim Convention Center • January 4 - 6, 2008

**DISCOUNT DEADLINE DATE:
December 13, 2007**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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.

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
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VACUUMING

Includes emptying your wastebasket nightly.

9071 Vacuuming Per Day.....price per square foot per day \$ **0.40** \$ 0.60

SHAMPOOING

9073 Shampooing Before Show Open Only price/sq ft \$ **0.61** \$ 0.91

PORTER SERVICE LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular
Straight Time	\$ 25.00	\$ 29.00
Overtime	\$ 37.00	\$ 41.00

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4-hour Daily Minimum).

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays, Sundays & 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 applies to orders placed at show site.

Please Indicate Service	Place Order Here
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➤ **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 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.

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE
9071	Vacuuming Per Day				\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
9073	Shampooing Before Show Only			\$

ITEM #	DESCRIPTION	PRICE	X NO.OF DAYS	= TOTAL PRICE
	Periodic Porter Service			\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. Payment Enclosed	\$

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
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Electrical Rental Information

Home Improvement & Green Living Expo

Anaheim Convention Center • January 4 - 6, 2008

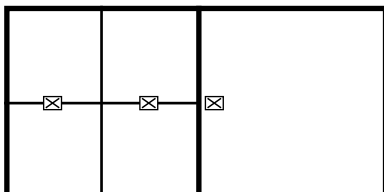
ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
 - 15 amp 120 volt: *Standard U-ground cord cap*
 - 20 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead 26T10 or Hubbell 3521*
 - 60 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead Trade Show Plug Y560P*
 - 100 amp 208 volt 1Ø or 3Ø: *Litton Veam Trade Show Plug CIR01GRH*
- Avoid code violations. Check the electrical code requirements on this information sheet.
- Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- Place your order before the discount rate deadline date and save on your electrical order!
- Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

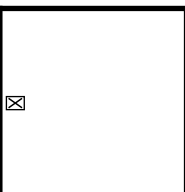
If you have any questions, please call us at 800.475.2098

Where will my outlet be located?

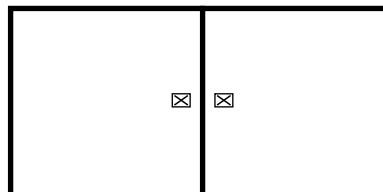
There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:



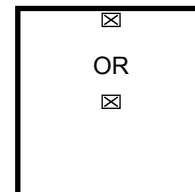
Line Booths



Peninsula Booths



Back-to-Back Peninsula Booths



Island Booths

One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

⊖ V120 PH1 ⊕
Hz60
⊖ W1000 ⊕

120 Volt Single Phase
60 Cycle
1000 Watts

⊖ V230 ⊕
A30
⊖ PH3 ⊕

230 volts
30 Amps
3 Phase



Electrical Rental Order 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 Manual.

Home Improvement & Green Living Expo

Anaheim Convention Center • January 4 - 6, 2008

DISCOUNT DEADLINE DATE:
December 13, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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By signing and delivering this form to Trade Show Electrical, customer agrees to all terms and conditions printed on this form. To receive the discount rate, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

Price List

Important Information

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
120V MOTOR & EQUIPMENT OUTLETS			
6001	5 Amp / 500 Watts	\$ 64.50	\$ 97.00
6002	10 Amp / 1000 Watts	\$ 110.00	\$ 164.50
6003	15 Amp / 1500 Watts	\$ 142.00	\$ 213.00
6004	20 Amp / 2000 Watts	\$ 174.50	\$ 261.75
6005	30 Amp	Call for quote	
1Ø 208V MOTOR & EQUIPMENT OUTLETS			
6006	10 Amp	\$ 193.50	\$ 290.50
6007	20 Amp	\$ 271.00	\$ 406.50
6008	30 Amp	\$ 348.50	\$ 522.50
6009	60 Amp	\$ 464.50	\$ 697.00
6010	100 Amp	\$ 600.00	\$ 900.00
6012	200 Amp	\$ 967.50	\$ 1451.25
3Ø 208V MOTOR & EQUIPMENT OUTLETS			
6013	10 Amp	\$ 259.50	\$ 389.00
6014	20 Amp	\$ 363.50	\$ 545.25
6015	30 Amp	\$ 467.00	\$ 700.50
6016	60 Amp	\$ 622.50	\$ 933.75
6017	100 Amp	\$ 804.00	\$ 1206.00
6019	200 Amp	\$ 1296.50	\$ 1945.00
3Ø 480V MOTOR & EQUIPMENT OUTLETS			
6021	20 Amp	\$ 436.00	\$ 653.50
6022	30 Amp	\$ 560.50	\$ 840.50
6023	60 Amp	\$ 747.00	\$ 1120.50
6024	100 Amp	\$ 965.00	\$ 1447.00
6025	200 Amp	\$ 1556.00	\$ 2334.00
LIGHTS			
<i>Price includes outlet and labor for light only.</i>			
6026	150 Watt ¹	\$ 64.50	\$ 97.00
6027	Double 150 Watt ¹	\$ 110.00	\$ 164.50
6028	250 Krypton ¹	\$ 84.00	\$ 126.00
6029	Overhead Quartz ²	\$ 258.00	\$ 387.00

- ***Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate rate.**
- Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- **OUTLET LOCATION & DISTRIBUTION** — All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
- **TSE JURISDICTION** (Requires labor and/or material) — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- **All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
- **ELECTRICAL LABOR** (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the Overtime Rate. A 25% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present, with a \$50.00 minimum. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one (1) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

¹On Stanchion, In-line Booths Only.

²May require labor and/or lift at additional charge not available at some locations.

Please include Booth Layout form (H-3) for placement of outlets.
Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Indicate Choice

☑ Do you need dedicated and 24 hour power?
 Yes No

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			1. Total All Items Ordered	\$
			2. Payment Enclosed	\$
Authorized Signature – Please Sign: X				
			AUTHORIZED NAME - PLEASE PRINT	DATE



Electrical Labor Order 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 Manual.

Home Improvement & Green Living Expo Anaheim Convention Center • January 4 - 6, 2008

DISCOUNT DEADLINE DATE:
December 13, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
 TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 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 and equipment is one (1) hour per electrician and equipment. Labor thereafter is charged in half (½) hour increments per electrician and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Electrician Hour	Discount	Regular
Straight Time	\$ 84.00	\$ 105.00
Overtime	\$ 168.00	\$ 210.00

Electrician w/Lift Per Hour	Discount	Regular
Straight Time	\$ 126.00	\$ 157.50
Overtime	\$ 252.00	\$ 315.00

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays, Sundays & 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 applies to orders placed at show site.

Please Indicate Service	Place Order Here
--------------------------------	-------------------------

- TSE SUPERVISED (OK TO PROCEED)**
Please complete "Booth Layout" form (H-3)
 TSE will supervise labor to:
- Distribute power under carpet.
- A 25% (\$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

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						1. Total Labor Ordered	\$
						2. 20% (\$50.00) GES Supervision	\$
						3. Payment Enclosed	\$
Authorized Signature: X							
						<small>AUTHORIZED NAME - PLEASE PRINT</small>	<small>DATE</small>

Please estimate the number of electricians and hours per electrician 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.

Home Improvement & Green Living Expo

Anaheim Convention Center
January 4 - 6, 2008

PLUMBING ORDER FORM
COPY FOR YOUR RECORDS

Full payment is required to process order. Return with 100% remittance to:

Trade Show Electrical • 7050 Lindell Road • Las Vegas, NV 89118 USA • Phone 800-475-2098 • Fax 866-329-1437

COMPANY		BOOTH NUMBER	
ADDRESS	street	city	state zip country
PHONE	FAX		PURCHASE ORDER NUMBER
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT	
X		DATE	
<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> VISA	<input type="checkbox"/> DISCOVER
<input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> AMERICAN EXPRESS	
ACCOUNT NUMBER		EXPIRATION DATE:	
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PLEASE PRINT	
X			

ADVANCE RATE DEADLINE DATE

December 13, 2008

By signing and delivering this form to Trade Show Electrical, customer agrees to all terms and conditions printed on this form.

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
ONE TIME FILL & DRAIN – Water				
	0 - 99 Gallons	\$ 110.00	\$ 165.00	
	100 - 199 Gallons	\$ 220.00	\$ 330.00	
	200 - 399 Gallons	\$ 387.50	\$ 581.00	
	400 - 750 Gallons	\$ 607.50	\$ 911.00	
	Over 750 Gallons	Call for Quote		
	Top-Off	\$ 47.00	\$ 70.50	

Over 1 fill per booth will be charged on an hourly basis

NATURAL GAS

	Gas Outlet	\$ 497.50	\$ 746.00	
	Gas Outlet, Supplemental	\$ 152.00	\$ 227.50	
	Connections	\$ 89.00	\$ 133.00	

Labor Rates:

Straight Time: Monday through Friday, 8:00AM-4:30PM – \$67.00/hr.

Overtime: All other times, Saturday, Sunday, Holidays – \$134.00/hr.

Plumbing Rates for "Fill & Drain" are based on straight time only.

Any request for filling or draining of water on overtime will be charged overtime labor.

QUESTIONS REGARDING SERVICE SHOULD BE DIRECTED TO: TELEPHONE: (800) 475-2098

FAX: (866) 329-1437 / TRADE SHOW ELECTRICAL 7050 LINDELL ROAD., LAS VEGAS, NV 89118.

Orders for electricity or electrical labor to connect and operate any plumbing apparatus are not included.

All electrical requirements must be ordered on the Electrical Rental Order Form.

REQUEST FOR PLUMBING:

Date: _____ Time: _____

METHOD OF PAYMENT

Check Enclosed: No. _____ Credit Card: Provide Information Above.

For your convenience, we will use your Credit Card Authorization to charge any additional amounts incurred as a result of showsite orders placed by you or your representative and/or labor and material charges.