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PDC/GES INFORMATION & ORDER FORMS



Show Information

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

AFCEA/USNI WEST 2010

San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Official Service Provider

PDC/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/chat	International Calls: 702.515.5970 International Faxes: 702.263.1520
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Show Information

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Booth Size: 10'x10'
 Backwall Drape: Blue & White
 Sidewall Drape: Blue
 Aisle Carpet Color: Blue
 1 - One line ID sign (7"x44") provided automatically

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

Sun, Jan 10, 2010 Discount Deadline Date for PDC/GES orders received with payment

Tue, Dec 29, 2009 Advance Shipments may begin arriving at the Warehouse
Wed, Jan 27, 2010 Last day for Advance Shipments to arrive at the Warehouse without surcharges
Advance Warehouse Hours for receiving are Monday - Friday, 8:00 AM to 2:30 PM

Sun, Jan 31, 2010 Direct Shipments may begin arriving at the Marshaling Yard starting at: **8:00 AM**
Mon, Feb 1, 2010 Last day for Direct Shipments to arrive at the Marshaling Yard ending at: **4:00 PM**

Sun, Jan 31, 2010 **Installation** 8:00 AM - 5:00 PM
Mon, Feb 1, 2010 8:00 AM - 6:00 PM

Tue, Feb 2, 2010 **Show Hours** 9:00 AM - 4:00 PM
Wed, Feb 3, 2010 9:00 AM - 5:30 PM
Thu, Feb 4, 2010 9:00 AM - 2:30 PM

Thu, Feb 4, 2010 **Dismantle** 2:30 PM - 7:00 PM
Fri, Feb 5, 2010 8:00 AM - 12:00 PM

Fri, Feb 5, 2010 Carriers must be checked in by: **8:00 AM**
Fri, Feb 5, 2010 All exhibitor materials must be removed by: **12:00 PM**

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Advance Shipments to Warehouse:	c/o PDC/GES Exposition Services 491 C Street Chula Vista, CA 91910 USA	Shipments should arrive on or between: December 29 - January 27, 2010
Direct Shipments to Exhibit Site:	c/o PDC/GES Exposition Services San Diego Convention Center, HALLS A-C 111 West Harbor Drive San Diego, CA 92101 USA	Shipments should arrive on or between: January 31, 2010 after 8:00 AM to February 1, 2010 by 4:00 PM
Marshaling Yard Site Address:	c/o PDC/GES Exposition Services 2231 West Washington Street San Diego, CA 92101 USA	

PDC/GES Servicer[®]

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

NEED ASSISTANCE?

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



General Information

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

What is an Official Service Provider?

PDC/GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that PDC/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 PDC/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.

PDC/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 PDC/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

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

Custom Exhibits

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

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation & Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, PDC/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

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

Lighting & Rigging

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

Work Zone

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

Exhibitor Services

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

NEED ASSISTANCE?



Trade Show Tips

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

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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, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

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

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9' x 20' carpet for a 10'x10' 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 Servicer[®]. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with PDC/GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite.

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

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

Work Zone.

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

Outbound - Move Out.

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



Stop. Think. Safety.

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Safety is very important for everyone working in the exhibit hall.

PDC/GES Exposition Services values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Use good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a PDC/GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



STOP. THINK. SAFETY.



Show Site Work Rules

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Union Information

To assist you in planning your participation in your San Diego 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 laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

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

Electrical Union

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

Gratuities

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

Work Zone

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

Always Honest Hotline

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

NEED ASSISTANCE?

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



PDC/GES Terms & Conditions of Contract

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

I. Definitions

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

II. Scope

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

III. Customer Obligations

- a. **Payment for services.** Customer shall be liable for all unpaid charges for services performed by PDC/GES or Agents. Customer authorizes PDC/GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. **Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. PDC/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. PDC/GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to PDC/GES, PDC/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 1½% per month until paid.

IV. Mutual Obligation Indemnification

- a. **Customer to PDC/GES:** Customer shall defend, hold harmless and indemnify PDC/GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold PDC/GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through PDC/GES. Customer's obligations under this provision shall not apply to PDC/GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **PDC/GES to Customer:** To the extent of PDC/GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, PDC/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. PDC/GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. PDC/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 PDC/GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- a. **Condition of Goods:** PDC/GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. PDC/GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. **Receipt of Goods:** PDC/GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. **Force Majeure:** PDC/GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. PDC/GES assumes no liability or responsibility for Cold Storage.
- e. **Accessible Storage:** PDC/GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. **Unattended Goods:** PDC/GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

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

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

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

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

VII. Measure of Damage

- a. **Sole Relief:** If found liable for any loss, PDC/GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. **Labor:** PDC/GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of PDC/GES provided union labor. If PDC/GES supervises labor for a fee, PDC/GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide PDC/GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. **Insurance. PDC/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. PDC/GES recommends Customer arrange for all Risk Coverage.
- b. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to PDC/GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by PDC/GES) or delivery of outbound Goods.
- c. **Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by PDC/GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with PDC/GES, Customer will not withhold payment or any amount due PDC/GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay PDC/GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against PDC/GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. PDC/GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

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

081309

NEED ASSISTANCE?

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



Fire Regulations

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

AFCEA/USNI WEST 2010

San Diego Convention Center, HALLS A-C

February 2 - 4, 2010

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6 inches.
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

COMBUSTIBLES

1. 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.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

OBSTRUCTIONS

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are illegal.

COMPRESSED CYLINDERS

1. Compressed cylinders must be attached to a stand if used upright or laid flat on floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M.
2. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

HEAT PRODUCING EQUIPMENT

Welding, soldering or any open flame devices are prohibited.

NEED ASSISTANCE?

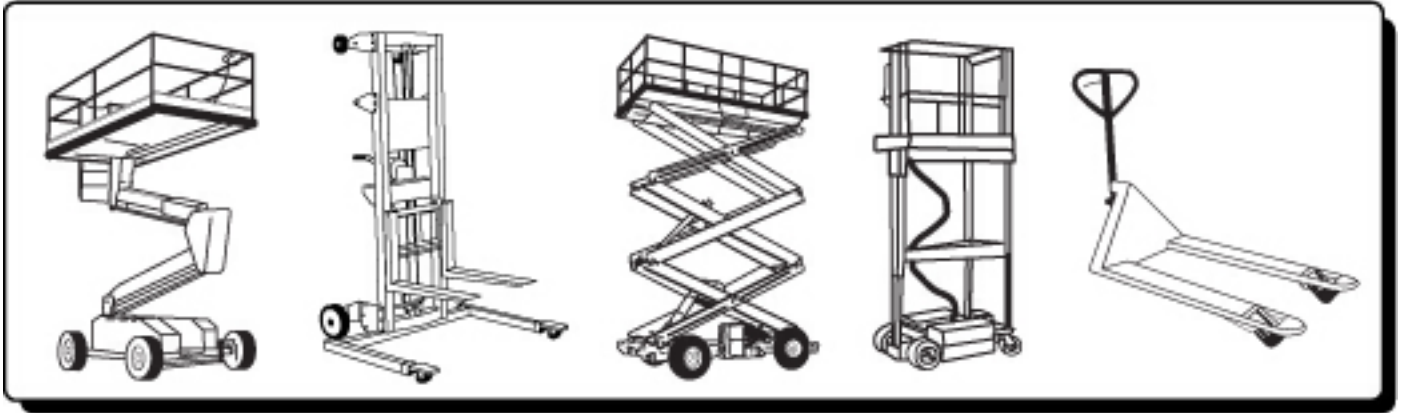
Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Operation of All Mechanical Lifts

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

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

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

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. PDC/GES equipment is for use by PDC/GES employees only. Please **do not** take it for your use.

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

Thank you for your complete cooperation.



Official Service Provider Information

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

AFCEA/USNI WEST 2010
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Official Service Provider

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

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

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

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

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

Exhibitor Appointed Contractors

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

1. The Exhibitor must notify Show Management in writing and PDC/GES Exposition Services of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name PDC/GES Exposition Services, Inc. (Official Service Provider), SPARGO & ASSOCIATES (Show Management), AFCEA/USNI WEST 2010 (Show) and San Diego Convention Center (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with PDC/GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
 - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
 - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
 6. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to PDC/GES at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and PDC/GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to PDC/GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with PDC/GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. PDC/GES must provide labor.
 7. All information must be received in the PDC/GES Exposition Services office no later than 10 days prior to the show.

NEED ASSISTANCE?

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

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/09	
1. PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE		
2. INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/09	01/01/10	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 50,000	
	MED EXP (Any one person)				\$ 5,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/09	01/01/10	COMBINED SINGLE LIMIT	\$2,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
	PROPERTY DAMAGE				\$	
(Per accident)						
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/09	01/01/10	AUTO ONLY-EA ACCIDENT	\$
	OTHER THAN AUTO ONLY:				\$ 1,000,000	
					\$	
					\$	
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/09	01/01/10	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/09	01/01/10	X WC STATU- ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER Professional Liability	000P98298-A11	01/01/09	01/01/10	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS PDC/GES Exposition Services, Inc. (Official Service Provider), SPARGO & ASSOCIATES (Show Management), San Diego Convention Center (Facility), and AFCEA/USNI WEST 2010 (Show) are hereby named as additional insured, except for Workers' Compensation. PDC/GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of PDC/GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by PDC/GES shall be excess and non-contributory. Show date(s) are: February 2 - 4, 2010 at city of San Diego.						
6. CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
PDC/GES Exposition Services Exhibitor Services 491 C Street Chula Vista, CA 91910			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC			

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" from of coverage.
- NAME ADDITIONAL INSUREDS: PDC/GES Exposition Services, Inc. (Official Service Provider), SPARGO & ASSOCIATES (Show Management), AFCEA/USNI WEST 2010 (Show) and San Diego Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER: Must be GES Exposition Services, Inc.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



Notice of Intent to Use Exhibitor Appointed Contractor

L-4

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Form Deadline Date:
January 10, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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

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

Exhibitor Appointed Contractor _____ Street Address _____ City, State, Zip _____ Phone (area code _____) _____ Fax (area code _____) _____ Contact: _____ Description of Proposed Service for Exhibitor: _____ _____
--

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

Rules & Regulations

- All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
- The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
- The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
- The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
- The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/ Exhibitor depending upon the billing arrangement set up with PDC/GES. (Based upon Exhibitor Appointed Contractor not number of booths)
- The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
- Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or PDC/GES Management.

- During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
- The Exhibitor Appointed Contractor shall indemnify and hold Show Management and PDC/GES Exposition Services harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

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

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

No exceptions will be made

Tips to Exhibitor Appointed Contractors

- Order services required from PDC/GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.
- Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
- Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
- Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
- Keep "No Freight Aisles" clear at all times. If PDC/GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," you or your client depending upon your billing arrangements with PDC/GES, will be charged a one hour minimum for forklift rental and labor.
- Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

NEED ASSISTANCE?

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

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Material Handling Information

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

AFCEA/USNI WEST 2010

San Diego Convention Center, HALLS A-C

February 2 - 4, 2010

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 PDC/GES Warehouse

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

How to Ship in Advance to the PDC/GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

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

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

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

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - PDC/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 PDC/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.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.

Estimating Material Handling Charges, *continued*

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

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer**® or from your PDC/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." PDC/GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

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

Measure of Damage

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

Insurance

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

Work Zone

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

NEED ASSISTANCE?

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



Material Handling Order Form

R-2

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Form Deadline Date:
January 10, 2010

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

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

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

Crated Materials

Rate

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

Crated Materials

Rate

Uncrated Materials

Rate

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the PDC/GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 12:00 PM - 12:30 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 15.45 fee will be charged per shipment.

Important Information

Advance Shipments to Warehouse: Price includes: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 33 days (any materials stored beyond 33 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

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

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

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

Arrival Dates and Surcharges for Shipments: A **30% (\$30.00 minimum)** late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Tue, Dec 29, 2009: Advance shipments may begin arriving at warehouse.
Wed, Jan 27, 2010: Last day for shipments to arrive at warehouse.

Direct Dates:

Sun, Jan 31, 2010: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Mon, Feb 1, 2010: Last day for shipments to arrive at exhibit site by 4:00 PM.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

Exhibit Site Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

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

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 40.00	1	\$
Small Package, Each Additional Package	\$ 20.00		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Payment Enclosed				\$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____ 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.

R-5



FROM:



FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

AFCEA/USNI WEST 2010

NAME OF EXHIBITION

BOOTH NUMBER

C/O PDC/GES EXPOSITION SERVICES
491 C Street
Chula Vista, CA 91910
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Dec 29, 2009 - Wednesday, Jan 27, 2010

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

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

AFCEA/USNI WEST 2010

NAME OF EXHIBITION

BOOTH NUMBER

C/O PDC/GES EXPOSITION SERVICES
491 C Street
Chula Vista, CA 91910
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Dec 29, 2009 - Wednesday, Jan 27, 2010

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

Carrier _____
Number _____ of _____ pieces





FROM:



TO:

EXHIBITING COMPANY

AFCEA/USNI WEST 2010

NAME OF EXHIBITION

BOOTH NUMBER

**C/O PDC/GES EXPOSITION SERVICES
San Diego Convention Center, HALLS A-C
111 West Harbor Drive
San Diego, CA 92101
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Sunday, Jan 31, 2010 after 8:00 AM - Monday, Feb 1, 2010 by 4:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 8:00 AM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 15.45 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

EXHIBITING COMPANY

AFCEA/USNI WEST 2010

NAME OF EXHIBITION

BOOTH NUMBER

**C/O PDC/GES EXPOSITION SERVICES
San Diego Convention Center, HALLS A-C
111 West Harbor Drive
San Diego, CA 92101
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Sunday, Jan 31, 2010 after 8:00 AM - Monday, Feb 1, 2010 by 4:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 8:00 AM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 15.45 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces





Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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MANDATORY FORM*

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Form Deadline Date:
January 10, 2010

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

Shipping Information

FROM:

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

SHIPPING DESTINATION 1:

Number of Labels Needed:

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

SHIPPING DESTINATION 2:

Number of Labels Needed:

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

Method of Shipment

Please Select Desired Method of Shipment Below:

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

Measure of Damage:

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

- Other:** _____
- Common Carrier**
- Air**
 - Next Day Delivery
 - 2nd Day Delivery
 - Deferred Delivery
- Van Line**
 - Full Pad
 - Partial Pad
 - 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 PDC/GES Warehouse or forced onto another carrier at Exhibitor's expense.**

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

*This form must be returned to PDC/GES for your order(s) to be processed.

082009

NEED ASSISTANCE?

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



Storage Service Order Form

R-4

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

PDC/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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AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Discount Deadline Date:
January 10, 2010

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

“Full Service” Advantages After The Show Keep Your Exhibit Materials in the San Diego Area — Avoid Double Loading and Unnecessary Shipping Costs

PDC/GES Exposition Services now has available storage space in the San Diego area with facilities and services to:

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

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

Storage Rates Are As Follows:

Storage per month

minimum charge of \$65.00 per month or..... \$6.50 cwt.

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

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

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

NEED ASSISTANCE?

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



Freight Service Questionnaire

R-7

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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MANDATORY FORM*

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Form Deadline Date:
January 10, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- Crated
- Uncrated
- Machinery
- Total

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

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

3 List carrier name(s):

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

Phone Number

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

Phone Number

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

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

 lbs.

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

 lbs.

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

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

DIRECT SHIPMENTS ONLY:

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

NEED ASSISTANCE?



GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: PDC/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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AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
Pick Up Information		
DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):	
ADDRESS:	CITY:	STATE: ZIP: COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):		WEEKEND: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Delivery Information			
DATE:	RECEIVING HOURS		
DESTINATION:	EXHIBITOR NAME:		
SHOW NAME:	BOOTH NUMBER		
ADDRESS STREET	CITY:	STATE: ZIP:	COUNTRY:
SHOW CONTRACTOR:	CONTACT:	PHONE NUMBER:	

Method of Shipment		
Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ <small>*Subject to Applicable Surcharges</small>	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.	Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
<small>Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.</small>											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces:	Total Weight:	Hazardous Materials Contact Number () _____ - _____
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.		<input checked="" type="checkbox"/> I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.
Authorized Signature - Please Sign: I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.		X
<small>AUTHORIZED NAME - PLEASE PRINT</small>		<small>DATE</small>

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



Marshaling Yard & Direct Deliveries Information

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

AFCEA/USNI WEST 2010

San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

IMPORTANT NOTICE

PDC/GES Exposition Services has established a Marshaling Yard to ease congestion in the vicinity of San Diego Convention Center and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 2231 West Washington Street, San Diego, CA 92101

A \$25.75 per shipment fee will be added to your invoice for use of this marshaling service.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at San Diego Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the San Diego Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the PDC/GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.45 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to PDC/GES' policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at 800.475.2098.



Trailer Accessible Storage Order Form

R-11

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

PDC/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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AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Important Information & Rates

Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk.

Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor for deliveries.

Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicenter. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. **Do not use "Empty" labels.**

Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after the close of the show (delivery charges will apply).

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
200513_1Q	Access Storage, 1/4 Trailer	\$ 247.25	\$ 273.00
200513_2Q	Access Storage, 1/2 Trailer	\$ 489.25	\$ 540.75
200513_3Q	Access Storage, 3/4 Trailer	\$ 731.25	\$ 808.50
200513_4Q	Access Storage, Full Trailer	\$ 978.50	\$ 1,081.50

Notice – You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the **GES Servicenter**. **An advance deposit is required to guarantee storage reservations.**

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift with Operator	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 175.00	\$ 219.00	\$ 262.75
5,000#, OT Code: 705200	\$ 231.75	\$ 298.75	\$ 391.50
Worker per Half Hour	Discount	Regular	Show Site
Storage, per Half Hour, ST Code: 705044	\$ 47.50	\$ 59.00	\$ 71.00
Storage, per Half Hour, OT Code: 705044	\$ 82.50	\$ 103.50	\$ 124.00

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

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
	AM PM	AM PM				
	AM PM	AM PM				

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

Labor Payment Enclosed \$

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513_1Q	Access Storage, 1/4 Trailer		1	\$
200513_2Q	Access Storage, 1/2 Trailer		1	\$
200513_3Q	Access Storage, 3/4 Trailer		1	\$
200513_4Q	Access Storage, Full Trailer			\$

Please Indicate

Please describe your product:

A. Trailer Payment Enclosed \$

I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Co

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



Skid Accessible Storage Order Form

R-12

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

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AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Important Information & Rates

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

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift with Operator	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 175.00	\$ 219.00	\$ 262.75
5,000#, OT Code: 705200	\$ 231.75	\$ 298.75	\$ 391.50
Worker per Half Hour	Discount	Regular	Show Site
Storage, per Half Hour, ST Code: 705044	\$ 47.50	\$ 59.00	\$ 71.00
Storage, per Half Hour, OT Code: 705044	\$ 82.50	\$ 103.50	\$ 124.00

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

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	=	TOTAL
		AM PM					
		AM PM					
		AM PM					
		AM PM					

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

Labor Payment Enclosed	\$
------------------------	----

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, Per Pallet/Piece	\$67.00		\$
A.	Payment Enclosed			\$

Please Indicate

Please describe your product:

I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Co

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

NEED ASSISTANCE?

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



Vehicle Placement Order Form

R-15

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

PDC/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 PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AFCEA/USNI WEST 2010

San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Form Deadline Date:
January 10, 2010

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

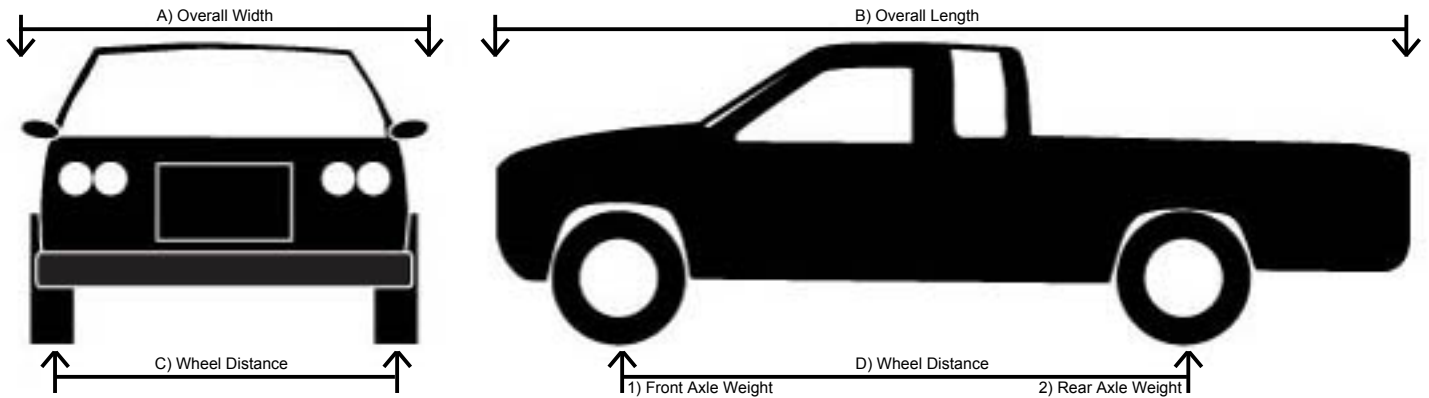
GES Exposition Services charges a round-trip fee of \$185.50 per vehicle to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

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

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

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

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page. A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

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

A. Payment Enclosed \$

I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Co

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

080709

NEED ASSISTANCE?

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



Carpet Order Form

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

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AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

Go to below link to view Images and information:
<http://ges.com/ecomm/info/C1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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>				
5001	13 oz. Standard Carpet 9'x10'	\$ 151.50	\$ 224.50	
5002	13 oz. Standard Carpet 9'x20'	\$ 302.75	\$ 439.75	
5003	13 oz. Standard Carpet 9'x30'	\$ 451.25	\$ 675.75	
VISQUEEN PLASTIC COVERING FOR PROTECTION				
<i>Includes installation and removal.</i>				
500410	Carpet Plastic Covering, Per Sq.Ft.	\$ 0.80	\$ 1.13	
PADDING				
<i>PDC/GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.</i>				
500400	Carpet Padding, 5/8" Thick, Per Sq.Ft.	\$ 1.00	\$ 1.45	
Customization Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.				

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	
CUSTOM-CUT CARPET				
<i>Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.</i>				
5000	13 oz. Standard Carpet Custom-Cut, Per Sq.Ft.	\$ 2.75	\$ 4.12	
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 3.25	\$ 4.89	
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 4.00	\$ 7.00	
<i>Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.</i>				
<i>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.</i>				

Please Indicate Choice **Place Order Here**

13 oz. Standard Carpet Colors
 Item #'s 5001, 5002, 5003, 5000
 Gray will be provided if no color is indicated below.

Black Blue Blue Jay
 Burgundy Emerald Green Gray
 Pepper Red

26 oz. Plush Custom-Cut Carpet Colors
 Item #'s 5006
 Dove will be provided if no color is indicated below.

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

50 oz. Ultra Plush Custom-Cut Carpet Colors
 Item #'s 5007
 Iceberg will be provided if no color is indicated below.

Bisque Black Cabernet
 Graphite Iceberg Midnight
 Seascape Sterling Teal

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

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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5001	13 oz. Standard Carpet 9'x10'		1	\$
5002	13 oz. Standard Carpet 9'x20'		1	\$
5003	13 oz. Standard Carpet 9'x30'		1	\$

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

A.	Total All Items Ordered	\$
B.	Sales Tax: 8.75% (for Carpet Plastic ONLY)	A x 8.75% = B \$
C.	Payment Enclosed	A + B = C \$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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NEED ASSISTANCE?

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

081309



Furniture & Accessories Order Form

A-1

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AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Discount Deadline Date:
January 10, 2010

Go to below link to view images and information:
<http://ges.com/ecom/info/A1-Brochure-CORE.pdf>

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Display Furniture			
300051	Chair, Contemporary Arm, 31"x23"x18"	\$ 100.00	\$ 152.00	300084	Display Case 6', Quarter View	\$ 492.25	\$ 738.25
300052	Chair, Contemporary Side, 31"x23"x18"	\$ 93.00	\$ 139.00	300088	Display Case 7', Vertical	\$ 643.00	\$ 964.50
300050	Chair, Plastic Contour, 32"x18"x18.5"	\$ 62.00	\$ 93.00	Accessories			
300053	Stool, Contemporary, 48"x17"x18"	\$ 108.00	\$ 163.00	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 4.08	\$ 6.15
Tables				300123	Aisle Stanchion, without Chain	\$ 40.00	\$ 60.00
300057	Table, Rectangle, 24"x36"x30" High	\$ 93.00	\$ 139.00	300103	Aluminum Easel	\$ 53.50	\$ 80.25
300056	Table, Square, 24"x24"x30" High	\$ 84.50	\$ 126.75	300111	Bag Stand	\$ 74.25	\$ 111.50
300059	Table, Starbase, 30" Diameter x 40" High	\$ 206.00	\$ 309.00	300102	Coat Rack	\$ 74.25	\$ 111.50
300058	Table, Starbase, 40" Diameter x 30" High	\$ 206.00	\$ 309.00	300104	Garment Rack	\$ 74.25	\$ 111.50
Skirted Tables				300106	Literature Rack	\$ 108.50	\$ 162.75
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 106.00	\$ 159.75	300201	Perfboard, White, 4'x8'	\$ 129.00	\$ 193.75
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 128.00	\$ 191.50	300107	Refrigerator	\$ 293.50	\$ 440.25
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 149.00	\$ 223.50	300015	Rod, 6' to 10' Telescopic	\$ 10.80	\$ 10.80
3007	Table, Skirt 4th Side	\$ 49.50	\$ 74.25	300131	Security Cage, Large, without Lock	\$ 410.00	\$ 615.25
Skirted Counters				300132	Security Cage, Small, without Lock	\$ 273.00	\$ 409.50
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 135.00	\$ 202.00	300120	Sign Holder, Bell Base	\$ 67.25	\$ 101.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 165.00	\$ 245.25	300108	Sign Holder, Chrome, 22"x28"	\$ 67.25	\$ 101.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 185.50	\$ 278.00	300211	Tackboard, 4'x8'	\$ 135.50	\$ 203.25
3017	Counter, Skirt 4th Side	\$ 56.75	\$ 84.50	300112	Ticket Tumbler	\$ 114.75	\$ 172.50
Risers				300113	Wastebasket	\$ 16.65	\$ 25.00
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 46.25	\$ 69.50	300118	Waterfall Stand	\$ 74.25	\$ 111.50
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 33.25	\$ 49.75	<i>Prices include delivery, installation, rental, and removal.</i>			
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 60.25	\$ 90.75				
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 46.25	\$ 69.50				
Custom Booth Drape							
3001	Drape, 3' High, Per Foot	\$ 13.80	\$ 20.70				
3002	Drape, 8' High, Per Foot	\$ 16.65	\$ 25.00				
Display Furniture							
300073	Display Case 4', Corner View	\$ 478.25	\$ 717.50				
300074	Display Case 4', Full View	\$ 464.75	\$ 697.25				
300075	Display Case 4', Half View	\$ 464.75	\$ 697.25				
300076	Display Case 4', Quarter View	\$ 464.75	\$ 697.25				
300078	Display Case 5', Full View	\$ 478.25	\$ 717.50				
300079	Display Case 5', Half View	\$ 478.25	\$ 717.50				
300080	Display Case 5', Quarter View	\$ 478.25	\$ 717.50				
300082	Display Case 6', Full View	\$ 492.25	\$ 738.25				
300083	Display Case 6', Half View	\$ 492.25	\$ 738.25				

Please Indicate Choice

Place Order Here

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3001, 3002 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Mauve | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Red | <input type="checkbox"/> Teal | <input type="checkbox"/> White |

4th Side Table Skirt (3007 ONLY).

- 6' Table 8' Table

4th Side Counter Skirt (3017 ONLY).

- 6' Table 8' Table

Tackboard/Perfboard Alignment (300201 and 300211 ONLY).

- Horizontal Vertical

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

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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

A. Payment Enclosed \$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

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

NEED ASSISTANCE?

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



Specialty Furniture Order Form

B-1

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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas & Loveseats				Seating - Office & Utility Seating			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 605.25	\$ 908.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 137.50	\$ 206.25
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 419.50	\$ 629.00	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 347.00	\$ 520.75
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 663.25	\$ 995.25	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 315.75	\$ 473.75
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,312.50	\$ 1,968.75	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 381.25	\$ 572.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,210.00	\$ 1,814.75	305126	Chair, Task, 25"L 26"D 21"H	\$ 125.00	\$ 187.25
305117	Sofa, Astro, 83"L 36"D 29"H	\$ 615.50	\$ 923.25	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 236.75	\$ 355.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 470.50	\$ 705.75	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 181.75	\$ 273.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 661.25	\$ 992.00	Seating - Barstools			
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 551.75	\$ 827.75	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 136.00	\$ 204.00
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 586.25	\$ 879.50	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 136.00	\$ 204.00
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	\$ 566.50	\$ 849.75	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 175.25	\$ 263.25
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 550.00	\$ 825.00	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"	\$ 179.50	\$ 269.25
Seating - Club Chairs				305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 225.00	\$ 337.25
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 415.50	\$ 623.25	305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 195.00	\$ 292.50
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 669.75	\$ 1,004.75	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 195.00	\$ 292.50
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 669.75	\$ 1,004.75	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 195.00	\$ 292.50
305181	Chair, Blue Suede, 39"L 34"D 33"H	\$ 439.25	\$ 658.75	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 248.75	\$ 373.50
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 318.75	\$ 478.00	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 248.75	\$ 373.50
305180	Chair, Globus, 28"L 26"D 28"H	\$ 299.25	\$ 449.00	Tables - Cafe			
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 460.25	\$ 690.00	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 191.00	\$ 286.50
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 384.00	\$ 576.00	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 255.00	\$ 382.50
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 376.00	\$ 564.00	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 191.00	\$ 286.50
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 393.00	\$ 589.50	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 223.25	\$ 335.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 323.50	\$ 485.25	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 255.00	\$ 382.50
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 455.75	\$ 683.75	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 302.75	\$ 454.50
Seating - Chairs				305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 223.25	\$ 335.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 254.50	\$ 381.50	305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 302.75	\$ 454.50
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 100.50	\$ 150.75	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 191.00	\$ 286.50
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 100.50	\$ 150.75	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 223.25	\$ 335.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 127.25	\$ 191.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 255.00	\$ 382.50
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 127.25	\$ 191.00	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 302.75	\$ 454.50
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 180.00	\$ 270.00	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 191.00	\$ 286.50
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 266.50	\$ 400.00	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 255.00	\$ 382.50
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 168.50	\$ 252.75	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 247.50	\$ 371.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 280.50	\$ 420.75	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 310.50	\$ 466.00
305113	Chair, Manhattan, 26"L 22"D 34"H	\$ 203.75	\$ 306.00	Tables - Bar			
305108	Chair, New York, 23"L 32"D 33"H	\$ 173.25	\$ 260.00	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 199.00	\$ 298.75
305115	Chair, Panton, White, 20"L 34"D 33"H	\$ 183.50	\$ 275.50	305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 259.75	\$ 389.50
305078	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 175.75	\$ 264.00	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 199.00	\$ 298.75
305071	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 175.75	\$ 264.00	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 245.00	\$ 367.25
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 175.75	\$ 264.00	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 259.75	\$ 389.50
305075	Chair, Stage, Red, 24"L 26"D 36"H	\$ 175.75	\$ 264.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 306.25	\$ 459.50
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 261.00	\$ 392.00	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 245.00	\$ 367.25
Seating - Ottomans				305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 306.25	\$ 459.50
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 352.00	\$ 528.00	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 199.00	\$ 298.75
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 352.00	\$ 528.00	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 245.00	\$ 367.25
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 92.25	\$ 138.25	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 259.75	\$ 389.50
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18"H	\$ 92.25	\$ 138.25	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 306.25	\$ 459.50
305082	Ottoman, Cube, Lemon, 17"L 17"D 18"H	\$ 92.25	\$ 138.25	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 199.00	\$ 298.75
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18"H	\$ 92.25	\$ 138.25	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 259.75	\$ 389.50
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 92.25	\$ 138.25	305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 259.75	\$ 389.50
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 350.50	\$ 526.00	305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 321.25	\$ 482.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 350.50	\$ 526.00	Tables - Cocktail			
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 266.75	\$ 400.25	305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 203.25	\$ 305.25
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 266.75	\$ 400.25	305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 208.75	\$ 313.50
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 210.00	\$ 315.50	305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 273.75	\$ 410.50
305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 293.50	\$ 440.25	305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 240.75	\$ 361.25
305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 293.50	\$ 440.25	305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 315.75	\$ 473.75
Seating - Office & Utility Seating				305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 275.00	\$ 412.50
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 308.50	\$ 462.75	305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 275.00	\$ 412.50
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 294.50	\$ 441.75	305022	Table, Cocktail, Visions, 48"L 28"D 17"H	\$ 197.00	\$ 295.50

NEED ASSISTANCE?

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



Standard Exhibit System Order Form

D-1

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

PDC/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 PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Discount Deadline Date:
January 10, 2010

Go to below link to view images and information:
<http://ges.com/ecomm/info/D1-Brochure-CORE.pdf>

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

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits				Accessories			
600022	Exhibit Select #2202, 20'x20' Island/Peninsula	\$ 12,389.25	\$ 18,584.00	600103	Exhibit, Counter, 1M Curved	\$ 651.25	\$ 977.00
600023	Exhibit Select #2211, 20'x20' Island/Peninsula	\$ 19,463.50	\$ 29,195.25	600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 329.00	\$ 494.00
600024	Exhibit Select #2216, 20'x20' Island	\$ 19,545.75	\$ 29,319.00	600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 451.00	\$ 676.50
600005	Exhibit System GEM #5, 20'x20' Island	\$ 8,918.00	\$ 13,377.25	600221	Exhibit, Light Box, Large 37"x85"	\$ 599.50	\$ 899.00
10x20 Exhibits				600222	Exhibit, Light Box, Medium 37"x56"	\$ 473.00	\$ 709.50
600017	Exhibit Select #1209, 10'x20' Inline	\$ 8,295.50	\$ 12,443.75	600223	Exhibit, Light Box, Small 37"x28"	\$ 292.00	\$ 437.75
600019	Exhibit Select #1215, 10'x20' Inline	\$ 11,187.75	\$ 16,782.00	661931	Exhibit, Panel, Slatwall, 1M X 8'	\$ 412.75	\$ 619.00
600021	Exhibit Select #1216, 10'x20' Inline	\$ 11,982.00	\$ 17,973.00	600291	Exhibit, Panel, Wirewall, 1M	\$ 403.00	\$ 604.50
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 5,998.00	\$ 8,997.00	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 54.75	\$ 82.50
10x10 Exhibits				Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600011	Exhibit Select #1101, 10'x10' Inline	\$ 5,445.25	\$ 8,168.25				
600012	Exhibit Select #1107, 10'x10' Corner	\$ 5,791.00	\$ 8,686.25				
600013	Exhibit Select #1114, 10'x10' Inline	\$ 4,329.50	\$ 6,494.50				
600014	Exhibit Select #1118, 10'x10' Inline	\$ 4,352.50	\$ 6,529.00				
600015	Exhibit Select #1119, 10'x10' Inline	\$ 4,318.25	\$ 6,477.75				
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,446.00	\$ 2,169.25				
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 2,728.00	\$ 4,092.25				
6ft Table Display							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,364.25	\$ 2,046.25				
Accessories							
600262	Exhibit, Ad Board	\$ 471.75	\$ 707.75				
600110	Exhibit, Armight Black	\$ 69.75	\$ 105.00				

Please Indicate Choices

Place Order Here

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Blue Jay |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Emerald Green | <input type="checkbox"/> Gray |
| <input type="checkbox"/> Pepper | <input type="checkbox"/> Red | |

Table Skirt Color (600001 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Mauve | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Red | <input type="checkbox"/> Teal | <input type="checkbox"/> White |

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600262, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Fabric: Gray will be provided if no color is indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Fabric: Black | <input type="checkbox"/> Fabric: Blue |
| <input type="checkbox"/> Fabric: Gray | <input type="checkbox"/> Laminate: Black |
| <input type="checkbox"/> Laminate: Oxford White | <input type="checkbox"/> Laminate: Prism Blue |
| <input type="checkbox"/> Laminate: Silver Gray | |

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600262, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- | | |
|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Silver |
|--------------------------------|---------------------------------|

Electrical or Utilities Under Carpet?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Payment Enclosed			\$
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Co				
Authorized Signature - Please Sign:				X
AUTHORIZED NAME - PLEASE PRINT			DATE	

CUSTOM ID SIGN

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

STANDARD ID SIGN COPY

Signs will be black text on white background.
If Custom ID is not required, please indicate ID copy. Print or type.

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

NEED ASSISTANCE?

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



Digital File Submission Guide

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

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Sending your graphic and image files to the PDC/GES Creative Services Department

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

Accepted Media

- **CD-ROM** (CD-R or CD-RW)
- **DVD-ROM** (DVD-R only)
- **Email attachment** (limited to maximum size of 2mb)
- **FTP** (mandatory .zip or .sit compression)

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of event*

Name your files appropriately for easy identification. Do not send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

Optimal File Types and Resolution

VECTOR: This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

BITMAP: This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

Acceptable Software

Program	Version	File Extension	Description	Special Considerations
Adobe® Acrobat®	8.0	.pdf	Portable Document File	Convert to .pdf using high-quality or press-quality output settings
Adobe® Illustrator®	CS3 (13.0)	.ai or .eps	Vector Drawing	Avoid embedding bitmap images
Adobe® InDesign®	CS3 (5.0)	.indd	Page Layout	Include appropriate links / fonts / images
Adobe® Photoshop®	CS3 (10.0)	.tif, .psd or .eps	Bitmap Editing	File should be in a CMYK color space
CorelDRAW®	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkXPress®	7.0	.qxd	Page Layout	Include appropriate links / fonts / images

Page / Artwork Dimensions

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

Color Specifications & Proofs

Supplied bitmap files should be in the CMYK color space. All colors in vector and page layout applications should be specified using the Pantone Matching System (PMS). PDC/GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

Typefaces / Fonts

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Still Have Questions?

If you still have questions or concerns about your artwork or method of delivery, please contact us at gesgraphics@ges.com (please indicate what city your event is being held in).

Pantone Matching System is a registered trademark of Pantone

Adobe, Acrobat, InDesign, Photoshop and Illustrator are either registered trademarks or trademarks of Adobe Systems Incorporated

Corel and CorelDRAW are registered trademarks of Corel Corporation or its subsidiaries in Canada and the U.S. and/or other countries

QuarkXPress is a registered trademark of Quark, Inc



Graphics & Signage Order Form

I-1

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

PDC/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 PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 141.75	\$ 212.50
600506	Sign, 11"x14"	\$ 84.50	\$ 126.75
600507	Sign, 14"x22"	\$ 96.50	\$ 145.00
600508	Sign, 14"x44"	\$ 132.00	\$ 198.25
600509	Sign, 20"x60"	\$ 215.00	\$ 322.75
600510	Sign, 22"x28"	\$ 132.00	\$ 198.25
600512	Sign, 28"x44"	\$ 190.50	\$ 285.75
600514	Sign, 40"x60"	\$ 290.75	\$ 436.25
600515	Sign, 48"x96"	\$ 570.00	\$ 855.25
600501	Sign, 7"x11"	\$ 63.25	\$ 95.00
600502	Sign, 7"x44"	\$ 81.75	\$ 122.50
600547	Easel Back	\$ 5.40	\$ 8.15

All standard signs are digitally produced on white foamcore. Standard sign price includes text/copy placement in a color specified herein on a single side.

CUSTOM SIGNS

PDC/GES maintains fully-equipped graphics shops that offer:

- | | |
|------------------------------|------------------------------|
| <i>Graphic Design</i> | <i>Large Format Printing</i> |
| <i>Desktop Publishing</i> | <i>POP Displays</i> |
| <i>Backlit Graphics</i> | <i>Lamination</i> |
| <i>Vinyl Graphics</i> | <i>Logo Reproduction</i> |
| <i>Graphics Presentation</i> | <i>Vinyl Banners</i> |

For custom work quotation, please contact us at:

<http://www.ges.com/graphics/quote/>

File submission requirements and guidelines for custom signage are contained within the page titled "Digital File Submission Guide."

Please Indicate Choice

Background Color (600505-600502 ONLY).

White will be provided if no color is indicated below:

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Green |
| <input type="checkbox"/> Red | <input type="checkbox"/> White | <input type="checkbox"/> Yellow |

Copy Color (600505-600502 ONLY).

Black will be provided if no color is indicated below:

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Green |
| <input type="checkbox"/> Red | <input type="checkbox"/> White | <input type="checkbox"/> Yellow |

Indicate Physical Alignment (600505-600502 ONLY).

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Horizontal | <input type="checkbox"/> Vertical |
|-------------------------------------|-----------------------------------|

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Sales Tax: 8.75%		A x 8.75% = B	\$
C.	Payment Enclosed		A + B = C	\$

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

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

COMPLETE COPY

Please Print. Attach a layout to this form if necessary.



Installation & Dismantling Order Form

L-1

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

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AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

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

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

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

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

Important Information & Rates

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

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

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 95.00	\$ 118.00	\$ 142.00
Install & Dismantle, OT Code: 705000	\$ 165.00	\$ 207.00	\$ 248.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

PDC/GES Supervised (OK to Proceed)

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

PDC/GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all PDC/GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation **and** dismantling
- PDC/GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by PDC/GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

PDC/GES is responsible for the following type of

- Pop-Up Two Story Custom
 Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM PM	AM PM				
	AM PM	AM PM				
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.			A.	Total Labor Ordered		\$
Authorized Signature - Please Sign:			B.	30% (\$50.00) PDC/GES Supervision		\$
<input checked="" type="checkbox"/>	AUTHORIZED NAME - PLEASE PRINT	DATE	C.	Payment Enclosed		\$

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

101609

NEED ASSISTANCE?

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



Key Information\Supervised Labor Checklist

L-2

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

MANDATORY FORM*

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Form Deadline Date:
January 10, 2010

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

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method GES Logistics Common Carrier AirFreight Vanline Other _____

Carrier (if known) _____

Contact _____ Phone _____

Number of Crates _____ Shipped By _____ Date _____

Number of Fiber Cases _____ Color _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) Warehouse Showsite

Set-up Information for PDC/GES Installation

Set-up Drawings/Instructions Attached Rental Carpet Color _____

Set-up Drawings With Exhibit Own Carpet Color _____

Case/Crate Number _____ Padding _____

Number of Workers required for set up _____ Approximate Time for set-up _____

Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

Number of Graphics _____ Layout Provided? Yes No Description _____

Number of Lights _____ Number of Light Boxes _____ Description _____

Did You Order ---

Electrical Yes No Electrical Under Carpet Yes No

Electrical Drawings Attached Sent to the Official Electrical Contractor With the Exhibit

Booth Cleaning Yes No Other Items _____

Furniture Yes No _____

A/V Equipment Yes No _____

Telephone Yes No _____

Tear-down Information for PDC/GES Dismantle

Tear-down Drawings/Instructions Attached Rental Carpet Color _____

Tear-down Drawings With Exhibit Own Carpet Color _____

Case/Crate Number _____ Padding _____

Number of Workers required for set up _____ Approximate Time for tear-down _____

Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

Number of Graphics _____ Layout Provided? Yes No Description _____

Number of Lights _____ Number of Light Boxes _____ Description _____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____

PrePaid Collect (for non-GES Logistics Shipments only) Address _____

Bill To _____ City/State/Zip _____

PDC/GES Storage _____ Second Consignee _____

Method GES Logistics Common Carrier AirFreight Address _____

Carrier (if known) _____ Vanline Other _____

Contact _____ Phone _____ City/State/Zip _____

Exhibitor completed and attached PDC/GES' Outbound Material Handling Form, Yes No

Exhibitor will pack all product, prepare shipping labels and complete PDC/GES' Outbound Material Handling Form, Yes No

Emergency Contact Information / Showsite Contact

Name _____ Title _____

Telephone _____ Cell Phone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization Yes No

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

I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Co

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____	DATE _____
--------------------------------------	------------

NEED ASSISTANCE?

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



In-Booth Forklift & Labor Order Form

T-1

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

PDC/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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AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

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

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

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Important Information & Rates

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by PDC/GES. PDC/GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 175.00	\$ 219.00	\$ 262.75
5,000#, OT Code: 705200	\$ 231.75	\$ 298.75	\$ 391.50
Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 95.00	\$ 118.00	\$ 142.00
Freight, OT Code: 705030	\$ 165.00	\$ 207.00	\$ 248.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

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

PDC/GES is responsible for the following type of booth:

- Uncrating Unskidding Positioning
 Leveling Dismantling Recrating
 Reskidding

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
	AM PM	AM PM				
	AM PM	AM PM				
	AM PM	AM PM				
	AM PM	AM PM				

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

Payment Enclosed \$

Authorized Signature - Please Sign:

X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

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



Hanging Sign / Truss Labor Information

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

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Hanging Signs

PDC/GES is responsible for assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, *please check the appropriate box on the Hanging Sign / Truss Labor Order Form (H-2).*

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All signs, with the exception of banners, must have structural Rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. PDC/GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend PDC/GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**
6. A Facility pick point connection fee of \$ 100.00 per banner will apply. Additionally, a Facility pick point connection fee of \$100.00 per final/ termination point will apply for structural signs over 100 lbs.
*Does not include Lift or Labor.

Truss & Hoists

PDC/GES is responsible for assembly, installation, and removal of all trusses.

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the *Hanging Sign / Truss Labor Order Form (H-2).*

Remember:

1. All trusses must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by PDC/GES.
7. A Facility pick point connection fee of \$100.00 per final / termination point will apply. *Does not include Lift or Labor.

**Please complete and return the
Hanging Sign / Truss Labor Order Form (H-2) by January 10, 2010.**

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

Shipping Instructions

All OK to Proceed hanging signs should be received in advance at the PDC/GES Warehouse by January 27, 2010. Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.



Hanging Sign / Truss Labor Order Form

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

PDC/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 PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

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

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

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

Important Information & Rates

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by PDC/GES. PDC/GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

High Lift w/Operator	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 412.00	\$ 515.00	\$ 618.00
High Lift, OT Code: 705300	\$ 530.50	\$ 663.00	\$ 795.75
Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST Code: 705020	\$ 95.00	\$ 118.00	\$ 142.00
Rigging, Hanging Sign, OT Code: 705020	\$ 165.00	\$ 207.00	\$ 248.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

- GES Supervised (OK to Proceed)**
 A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (Do Not Proceed)**
 Exhibitor will supervise.
- Indicate workers needed for installation and dismantling.
 - PDC/GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by PDC/GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

_____ Structural Pick Points: # of Pounds _____ at each point
Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet
Is Your Sign Electrical? if yes, order power requirements on the Electrical Services Order Form in this manual.

- Yes No

Does Your Sign Require Assembly? If yes, PDC/GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

- Yes No

Include engineer-stamped assembly and hanging instructions with the order. PDC/GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend PDC/GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

- Type of Sign** (Select one sign type per order)
 Banner Structural Signage Systems
- Shape of Sign** (Select one sign type per order)
 Square Rectangle Triangle
 Circle Other _____

Dimensions & Weight of Sign
 Width _____ Length _____ Height _____ Weight _____ lbs

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	=	TOTAL
	AM PM	AM PM					
	AM PM	AM PM					
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.			A.	Total Labor Ordered			\$
Authorized Signature - Please Sign:			B.	30% (50.00) PDC/GES Supervision			\$
<input checked="" type="checkbox"/>	AUTHORIZED NAME - PLEASE PRINT	DATE	C.	Payment Enclosed			\$

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

NEED ASSISTANCE?

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

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.

H-1a



FROM:



FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

AFCEA/USNI WEST 2010

NAME OF EXHIBITION

BOOTH NUMBER

C/O PDC/GES EXPOSITION SERVICES
491 C Street
Chula Vista, CA 91910
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Dec 29, 2009 - Wednesday, Jan 27, 2010

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

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

AFCEA/USNI WEST 2010

NAME OF EXHIBITION

BOOTH NUMBER

C/O PDC/GES EXPOSITION SERVICES
491 C Street
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Carrier _____
Number _____ of _____ pieces





Electric Chain Hoist & Truss Order Form

H-5

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

PDC/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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AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CM Lodestar Chain Hoists			
702131	Hoist, Electric Chain, 1/4 TON	\$ 180.00	\$ 225.00
702132	Hoist, Electric Chain, 1/2 TON	\$ 200.00	\$ 250.00
702133	Hoist, Electric Chain, 1 TON	\$ 240.00	\$ 300.00
702134	Hoist, Electric Chain, 2 TON	\$ 280.00	\$ 350.00
Rotating Motors			
609107	Rotating Motor 100#	\$ 150.00	\$ 187.50
609106	Rotating Motor 250#	\$ 200.00	\$ 250.00
609105	Rotating Motor 500#	\$ 250.00	\$ 312.50
Tomcat Aluminum Truss			
608132	Truss, 12" Box, Silver, Per Foot	\$ 15.00	\$ 20.00
608136	Truss, 12" Corner Block, Silver	\$ 80.00	\$ 110.00
608131	Truss, 12" Box, Black, Per Foot	\$ 16.50	\$ 21.50
608135	Truss, 12" Corner Block, Black	\$ 90.00	\$ 120.00
608134	Truss, 20" Box, Silver, Per Foot	\$ 17.50	\$ 23.50
608137	Truss, 20" Corner Block, Silver	\$ 90.00	\$ 120.00
608133	Truss, 20" Box, Black, Per Foot	\$ 19.00	\$ 24.00
608138	Truss, 20" Corner Block, Black	\$ 100.00	\$ 130.00

Sign and/or truss points exceeding 200 lbs. will require a hoist.

Order your chain hoists and truss through PDC/GES and save transportation and freight charges as well as costly downtime. Hoists include: transportation charges, and drayage fees. When ordering your hoists and/or truss directly from PDC/GES, we will install on straight time prior to your arrival, if possible.

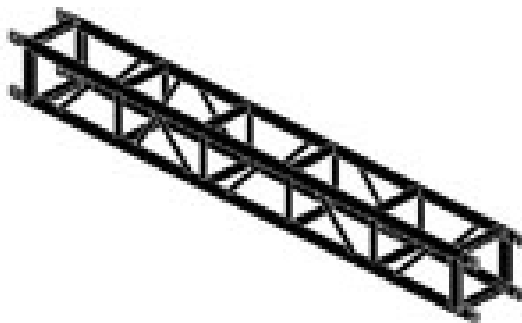
PDC/GES Supplied rigging hardware is chargeable and will be added to invoice

Supplies are limited. Please verify availability by calling 619-498-6300. For multiple Truss/Hoist Rentals call Todd Roberts for quote 619-498-6300.

Delivery drayage and rental is included in price. A 5 amp motor outlet must be ordered for rotators. Use from E-2 to order.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

Place Order Here



ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Payment Enclosed			\$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

NEED ASSISTANCE?

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



Electrical Rental Information

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

AFCEA/USNI WEST 2010

San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

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.
- 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.
- Electrical work performed by non-TSE personnel is strictly forbidden. Inspection fee(s) may apply.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- 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: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1Ø or 3Ø: Aero Plug Y560P or Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1Ø or 3Ø: J-Tech Plug J5100P or Litton-Veam 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.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

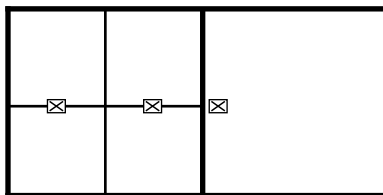
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

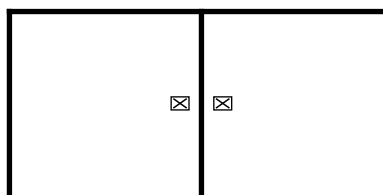
If you have any questions, please call us at 800.475.2098

Where will my outlet be located?

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion 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. Main drop locations must be indicated on the floor plan as MDL:

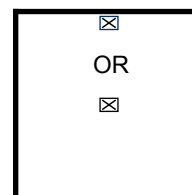


Line Booths



Peninsula Booths

Back-to-Back Peninsula Booths

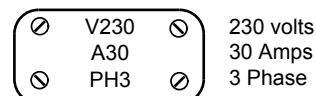
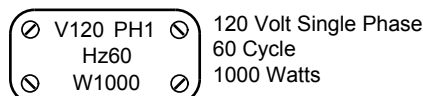


Island/Pavillion Booths

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.



Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Island or Pavilion Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

NEED ASSISTANCE?

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



Electrical Rental Order Form

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

PDC/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 Services Manual.

AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

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			
700001	005 Amp/500 Watts, 1/4 HP 120V	\$ 118.00	\$ 175.00
700002	010 Amp/1000 Watts, 1/4 HP 120V	\$ 200.00	\$ 304.00
700003	015 Amp/1500 Watts, 1/4 HP 120V	\$ 263.00	\$ 393.00
700004	020 Amp/2000 Watts, 1/4 HP 120V	\$ 320.00	\$ 485.00
1P 208v Motor & Equipment Outlets			
700012	010 Amp, 1/2 HP 208V / 1Phase	\$ 360.50	\$ 535.50
700014	020 Amp, 1 HP 208V / 1Phase	\$ 499.50	\$ 752.00
700015	030 Amp, 2 HP 208V / 1Phase	\$ 643.75	\$ 968.25
700016	060 Amp, 5 HP 208V / 1Phase	\$ 958.00	\$ 1,287.50
700017	100 Amp, 10 HP 208V / 1Phase	\$ 1,107.25	\$ 1,661.50
700018	200 Amp, 208V / 1Phase	\$ 1,787.00	\$ 2,678.00
3P 208v Motor & Equipment Outlets			
700022	010 Amp, 1 HP 208V / 3Phase	\$ 482.00	\$ 723.25
700024	020 Amp, 3 HP 208V / 3Phase	\$ 675.75	\$ 1,013.50
700025	030 Amp, 5 HP 208V / 3Phase	\$ 868.00	\$ 1,302.00
700026	060 Amp, 10 HP 208V / 3Phase	\$ 1,157.50	\$ 1,736.25
700027	100 Amp, 20 HP 208V / 3Phase	\$ 1,495.25	\$ 2,243.25
700028	200 Amp, 50 HP 208V / 3Phase	\$ 2,411.00	\$ 3,616.50
3P 480v Motor & Equipment Outlets			
700044	020 Amp, 7.5 HP 480V / 3Phase	\$ 810.25	\$ 1,216.00
700045	030 Amp, 10 HP 480V / 3Phase	\$ 1,042.00	\$ 1,563.25
700046	060 Amp, 20 HP 480V / 3Phase	\$ 1,389.25	\$ 2,084.00
700047	100 Amp, 50 HP 480V / 3Phase	\$ 1,794.00	\$ 2,691.25
700048	200 Amp, 100 HP 480V / 3Phase	\$ 2,893.50	\$ 4,340.25

- ***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. Exhibitor is responsible for providing surge protectors for their Goods. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. 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 bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons 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 change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis. **The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary, to power your booth, it will be charged at a time, material and motorized equipment basis.** See Electrical Labor Form
- **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 booth work labor. Labor is required to inspect and hook-up 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. Sharing power or plugging into facility outlets is strictly prohibited.
- **ELECTRICAL LABOR (See Electrical Labor Order Form)** — Labor rates are subject to labor contract effective at time of show. Starting time can only be guaranteed when labor is requested for the start of the working day at 8:00 AM. The minimum charge per booth is one (1) hour for installation and half (1/2) 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, will be charged at a time, material and motorized equipment basis.

Lights

Price includes outlet and labor for light only.

700361	Floodlight, 1000 Watt Overhead**	\$ 480.00	\$ 720.00
700350	Floodlight, 120 Watt*	\$ 120.25	\$ 180.50
700352	Floodlight, 120 Watt Double*	\$ 204.25	\$ 306.50
700370	Floodlight, 250 Watt Krypton**	\$ 155.75	\$ 233.75

*On Stanchion, In-line Booths Only.

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

Transformers

Used to boost 208V to 230V – Circle outlets requiring boost.

700114	Amp, Buck Boost Per Amp	\$ 4.02	\$ 6.05
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Please Indicate Choices

*Do you need dedicated and 24 hour power?

Yes No

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

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

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Payment Enclosed			\$

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

Authorized Signature - Please Sign: X

TSE is a Tradename only of GES.

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



Electrical Labor Order Form

E-3

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

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 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

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

PLEASE COMPLETE THIS FORM FOR ALL 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 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Equipment with Operator	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 381.00	\$ 467.50	\$ 571.75
High Lift, OT Code: 705300	\$ 479.00	\$ 598.75	\$ 718.50
Worker per Hour	Discount	Regular	Show Site
Electrical, ST Code: 705060	\$ 100.50	\$ 125.75	\$ 150.75
Electrical, OT Code: 705060	\$ 200.75	\$ 251.00	\$ 301.25

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

- TSE Supervised (OK TO PROCEED)**
- Power Distribution A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (DO NOT PROCEED)**
- Exhibitor will supervise.
- You must schedule date & time below as well as # of electricians and estimated hours.
 - TSE assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Is there more than one (1) main drop location?

- Yes No

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF ELECTRICIAN	LABOR RATE	TOTAL
	AM PM	AM PM				
	AM PM	AM PM				
I agree in placing this order that I have accepted PDC/GES payment Policy and PDC/GES Terms & Conditions of Contract.			A.	Total Labor Ordered		\$
Authorized Signature - Please Sign:			B.	30% (\$50.00) PDC/GES Supervision		\$
<input checked="" type="checkbox"/>	AUTHORIZED NAME - PLEASE PRINT	DATE	C.	Payment Enclosed		\$

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



Plumbing Order Form

K-1

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

PDC/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 PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

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
Compressed Air: 90-100 lbs PSI			
701037	1st Air Outlet	\$ 480.00	\$ 720.00
701038	Air Outlet, CFM Required (5 Minimum)	\$ 8.50	\$ 12.80
701039	Air Outlet, Connection	\$ 131.75	\$ 198.00
701040	Air Outlet, Supplemental (within 5' of 1st outlet)	\$ 195.50	\$ 293.25
Gas			
<i>Natural Gas, 1025-1030 BTU/cubic foot at 7' water column pressure (4oz.)</i>			
701067	Compressed Nitrogen Cylinder	\$ 480.00	\$ 720.00
701069	Regulator, Cylinder Gas	\$ 142.25	\$ 213.50
Drain: 1/2" and 3/4"			
701045	1st Drain Outlet	\$ 685.50	\$ 1,028.50
701051	Drain Outlet, Connection	\$ 142.25	\$ 213.50
701052	Drain Outlet, Supplemental (within 5' of 1st outlet)	\$ 279.50	\$ 419.00
Fill & Drain			
<i>Please indicate as required, plus add labor below</i>			
701090	Fill & Drain, 1-199 Gallons, Per Unit	\$ 110.00	\$ 165.25
701092	Fill & Drain, 400+ Gallons, Per Unit	\$ 252.25	\$ 378.50
701091	Fill & Drain, 200-399 Gallons, Per Unit	\$ 219.75	\$ 329.25
Water: 1/2" & 3/4"			
701081	1st Water Outlet	\$ 480.00	\$ 720.00
701087	Water Outlet, Connection	\$ 142.25	\$ 213.50
701088	Water Outlet, Supplemental	\$ 195.50	\$ 293.25
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.			

- **COMPRESSED AIR** — Trade Show Electrical (TSE) is not responsible for moisture, oil, or water in our lines, loss of pressure or excess pressure. TSE Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators. ***Dedicated and 24 Hour service will be at 50% more the listed price.**
 - **WATER** — Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.
 - **LABOR** — Laying of any lines under carpet or other flooring, or spotting from ceiling will be an additional labor charge.
- IMPORTANT CONDITIONS AND REGULATIONS**
- All material and equipment furnished by TSE for this service order shall remain TSE property and shall be removed ONLY by TSE at the close of the show.
 - Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by Exhibitors.
 - All equipment must comply with state and local safety codes.
 - Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
 - Prices based upon current wage rates and are subject to change without notice.
 - Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
 - Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without TSE "Plumbing Personnel". However, all service connections to such equipment must be made by TSE "Plumbing Personnel" only.
 - All equipment using water must have inlet and outlet properly tagged.
 - Unless otherwise directed, TSE "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
 - Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
 - Service outlet size will be determined by the volume required.
 - All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
 - A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
 - TSE must have 30 days notice in order to supply special regulators, strainers, traps, etc.
 - All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
 - All outlets will be installed on the floor at the backwall of the booth.
 - TSE Plumbing will not be responsible for sediment, color or taste of water in water line.
 - All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
 - All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor a labor charge may be added.
 - A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Please Indicate Choices

Place Order Here

Do you need dedicated and 24 hour compressed air?

Yes No

TSE's liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or the depreciated value of Goods, whichever is less.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Payment Enclosed			\$

I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Co

Authorized Signature - Please Sign:

X

TSE is a Tradename only of GES.

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



Plumbing Labor Order Form

K-2

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

PDC/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 PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AFCEA/USNI WEST 2010
 San Diego Convention Center, HALLS A-C
 February 2 - 4, 2010

Discount Deadline Date:
 January 10, 2010

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

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Plumber per Hour	Discount	Regular	Show Site
Plumbing, ST Code: 705011	\$ 100.50	\$ 125.75	\$ 180.75
Plumbing, OT Code: 705011	\$ 200.75	\$ 251.00	\$ 301.25

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

Please Indicate Service

TSE Supervised (OK TO PROCEED)
 Please complete "Booth Layout" form (H-3)

TSE will supervise labor to:

- Distribute power under carpet. A 30% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Exhibitor Supervised (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- TSE assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF PLUMBERS	LABOR RATE	TOTAL
	AM PM	AM PM				
	AM PM	AM PM				
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.			A.	Total Labor Ordered		\$
Authorized Signature - Please Sign:			B.	30% GES Supervision		\$
X	AUTHORIZED NAME - PLEASE PRINT	DATE	C.	Payment Enclosed		\$

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



Payment & Credit Card Charge Authorization

G-2

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

MANDATORY FORM*

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Form Deadline Date:
January 10, 2010

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

Payment Policy

Payment for Services — PDC/GES requires payment in full at the time services are ordered. Further, PDC/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, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. 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 PDC/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 PDC/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, PDC/GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank wire transfer payment information:

Beneficiary: GES Exposition Services c/o Bank of America 901 Main Street TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 800-657-9533, extension 59248	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:
2000 Clayton Road, Concord, CA 94520 USA

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

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

• If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.

• Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.

• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

PLEASE SIGN _____
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 Corporate Card Personal Card

_____ - _____ - _____ - _____

PROVIDE EXPIRATION DATE MasterCard
 VISA
 American Express

CARDHOLDER'S NAME PLEASE PRINT _____

CARDHOLDER'S BILLING ADDRESS CITY _____

STATE ZIP COUNTRY _____

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE DATE

Calculation of Orders	TOTAL
Material Handling	\$
Carpet	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Electrical	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
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 PDC/GES Exposition Services for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ _____

Enclosed is a check in the amount of: \$ _____

Check Number: _____ Dated: _____

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

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

NEED ASSISTANCE?

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

025003650



3rd Party Billing Request

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

AFCEA/USNI WEST 2010
San Diego Convention Center, HALLS A-C
February 2 - 4, 2010

Form Deadline Date:
January 10, 2010

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

You may arrange for a third party to handle your display and be billed for services. PDC/GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both the Exhibiting Firm and Third Party must complete this form, including Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **PDC/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. PDC/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:

- Rental Furniture
- Exhibit Systems
- I & D Labor
- Electrical
- Material Handling In & Out
- Other (Please Specify)
- Rental Carpet
- Signs
- In-Booth Forklift Labor
- Plumbing
- Transportation Charges

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

PLEASE SIGN X

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 PDC/GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

PROVIDE EXPIRATION DATE

EXPIRATION DATE MasterCard VISA American Express

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

PLEASE SIGN X

CARDHOLDER'S SIGNATURE DATE

Third Party

THIRD PARTY

STREET ADDRESS

CITY STATE ZIP

PHONE FAX

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

- All Services
- Rental Carpet
- Signs
- In-Booth Forklift Labor
- Plumbing
- Transportation Charges
- Other (Please Specify)
- Rental Furniture
- Exhibit Systems
- I & D Labor
- Electrical
- Material Handling In & Out

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

PLEASE SIGN X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT 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 PDC/GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

PROVIDE EXPIRATION DATE

EXPIRATION DATE MasterCard VISA American Express

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

PLEASE SIGN X

CARDHOLDER'S SIGNATURE DATE

NEED ASSISTANCE?



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

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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970



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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970