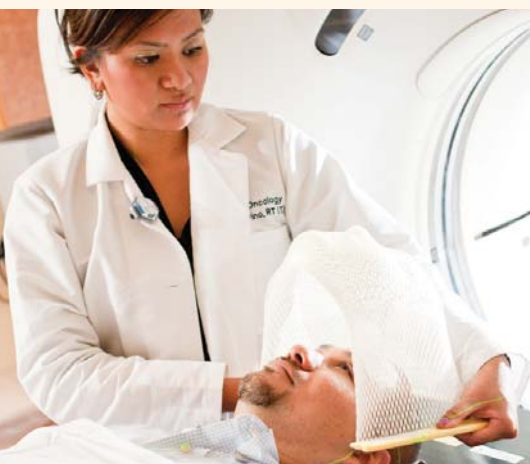


MULTIDISCIPLINARY HEAD & NECK CANCER SYMPOSIUM

JW Marriott Camelback Inn Resort and Spa
Scottsdale, Arizona | February 20-22, 2014

Exhibitor Service Manual



www.headandnecksymposium.org

Co-sponsors:



TABLE OF CONTENTS

Affiliate Events	3
Airport Information.....	3
Ground Transportation	3
Exhibit Hall Schedule.....	3
Exhibit Hall Location.....	3
Exhibitor Appointed Contractor (EAC).....	4-5
Exhibitor Resource Center	5
Exhibitor Registration	5-6
Exhibitor Rules, Regulations and Policies	6
Hotel Reservations	6
Important Deadlines	6
Items Included in Space Charge.....	7
Key Contacts.....	7
Post Show Attendee List	7
Shipping Information - Inbound.....	8
Shipping Information - Outbound.....	8-9
Shipping Labels	10-11

FORMS

Exhibitor Personnel Registration Form	12
Supporter Registration Form	13-14
GES Electrical Order Form	15-17
GES Transportation Plus	18
GES Logistics – Domestic Shipping.....	19
GES Logistics – International Shipping.....	20
GES Material Handling Information and Order Form	21-24
GES Installation and Dismantling Order Form	25-26
GES Payment and Credit Card Authorization Form	27
GES 3 rd Party Billing Request Form	28
PSAV Exhibit Order Form (AV Equipment/Internet).....	29

AFFILIATE EVENTS

Organizations wishing to hold group functions in conjunction with the 2014 Multidisciplinary Head & Neck Cancer Symposium must first obtain approval by contacting [Brittany Hott](#) at 703-839-7390.

AIRPORT INFORMATION

The JW Marriott Camelback Inn Resort and Spa is located approximately 9 miles from the Phoenix Sky Harbor International Airport (PHX) and 12 miles from the Scottsdale Municipal Airport (SCF).

GROUND TRANSPORTATION

Taxi

Estimated one-way taxi fare is \$40 from Phoenix Sky Harbor International Airport (PHX)

Estimated one-way taxi fare is \$45 from Scottsdale Municipal Airport (SCF)

Parking

The JW Marriott Camelback Inn Resort and Spa offers complimentary on-site and valet parking to registered guests. ASTRO does not validate parking.

EXHIBIT HALL SCHEDULE

Move In	Wednesday, February 19 10:00 a.m. to 5:00 p.m.	All exhibits must be set by 5:00 p.m. on Wednesday, February 19.* After this time the Symposium cosponsors reserve the right to use any empty space that will compliment the appearance of the exhibits.
Exhibit Hours	Thursday, February 20 7:00 a.m. to 6:30 p.m. Friday, February 21 7:00 a.m. to 4:15 p.m.	
Move Out	Friday, February 21 4:15 p.m. to 9:00 p.m.	Exhibits may not be dismantled prior to 4:15 p.m. on Friday, February 21. All exhibits must remain intact and staffed until that time. ASTRO's General Service Contractor will dismantle any exhibits that are not taken down by the end of the published move out time. Exhibits will be responsible for any charges related to tear down.
*If you are not able to install your exhibit during the move in hours noted above, you are required to request a variance. Please contact Shirley Harris at 703-679-3953 or shirley.harris@jspargo.com to request a variance.		

EXHIBIT HALL LOCATION

Exhibit Hall Location: Arizona Ballroom H-N on the lobby level of the hotel

EXHIBITOR APPOINTED CONTRACTORS (EAC'S)

An exhibitor who would like to utilize a non-official contractor must submit the request to use an Exhibitor Appointed Contractor through the online [Exhibitor Resource Center](#). Exhibitor Appointed Contractors (EAC's) utilized during the program shall procure and maintain the proper requested insurance coverage and supply ASTRO with a properly completed current certificate of insurance. Exhibitor shall indemnify and defend American Society for Radiation Oncology ("ASTRO"), and/or other employees and/or designated representatives ("designated representatives" to include but are not limited to agents, members, Official Contractors, Officers, and/or Board of Directors), and the JW Marriott Camelback Inn Resort and Spa for any claim where Exhibitor's EAC failed to procure, maintain and/or provide proof of the requested insurance coverage.

Certificate of Insurance

Each EAC shall provide ASTRO with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as additional insured's and/or covered locations:

- **American Society for Radiation Oncology ("ASTRO") and/or their employees and/or designated representatives**
- **J. Spargo & Associates, Inc.**
- **Global Experience Specialists, Inc. (GES)**
- **JW Marriott Camelback Inn Resort and Spa**
- **Exhibitor(s) represented (all Exhibitors represented by the contractor must be named as additional insured)**
- **2014 Multidisciplinary Head & Neck Cancer Symposium (February 20-22, 2014)**

The insurance form must list as the Certificate Holder:

American Society for Radiation Oncology
8280 Willow Oaks Corporate Drive, Suite 500
Fairfax, VA 22031

Minimum Coverage Requirements for Primary and Excess/Umbrella Commercial General Liability

Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products – COMP/OP AGG \$2,000,000; Personal and Adv Injury \$1,000,000; General Aggregate \$2,000,000

Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for Contractual Liability and Products Liability

The following entities shall be named as additional insureds for all ongoing operations:

- **American Society for Radiation Oncology ("ASTRO") and/or their employees and/or designated representatives**
- **J. Spargo & Associates, Inc.**
- **Global Experience Specialists, Inc. (GES)**
- **JW Marriott Camelback Inn Resort and Spa**
- **Exhibitor(s) represented (all Exhibitors represented by the contractor must be named as additional insured)**
- **2014 Multidisciplinary Head & Neck cancer Symposium (February 20-22, 2014)**

Insurer shall waive any right of subrogation against American Society for Radiation Oncology ("ASTRO"), their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to ASTRO.

Workers' Compensation Insurance

Each EAC shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of EAC's employees engaged in the performance of any work for Exhibitor.

Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

- Each Accident \$1,000,000
- Disease – Each Employee \$1,000,000
- Disease – Policy Limit \$1,000,000

Automobile Liability

Automobile liability must be covered whether EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

- Combined Single Limit \$1,000,000

EXHIBITOR RESOURCE CENTER

The [Exhibitor Resource Center](#) allows you access to the following items:

- Exhibitor Directory Information – **Due on January 3, 2014**
- Notification of Intent to use an EAC/Non-Official Contractor – **Due on February 4, 2014**
- On-site Contact Information – **Due on February 4, 2014**

Your company's password to access the [Exhibitor Resource Center](#) was emailed to you with your confirmation letter. If you have trouble accessing the site or are not able to locate your password, please contact

Shirley Harris, CEM, Exhibit Operations Manager at shirley.harris@jspargo.com or 703-679-3953.

EXHIBITOR /SUPPORTER REGISTRATION

Exhibitor Registration

To register your exhibit personnel, please complete the registration form that can be found on page 12. Each exhibitor receives two (2) complimentary exhibitor registrations with each tabletop booth. Exhibitor registration provides access to the exhibits area. Exhibitors may attend sessions on a space available basis. Please note that you are not eligible to receive continuing medical education (CME) credit. In order to receive CME, you must be a paid full conference registrant. **The deadline to register exhibit personnel is January 22, 2014.**

Supporter Registration

Companies supporting the program receive complimentary full conference registrations based on their level of support. To take advantage of these complimentary registrations, please complete the registration form that can be found on pages 13-14. Full conference registration provides access to the exhibits area and sessions. This registration type does provide continuing medical education credits. **The deadline to utilize your supporter registrations is January 22, 2014.**

Please refer to the following chart for the number of complimentary badges that your company receives:

Supporter Level	Full Conference Registrations
Platinum	8
Gold	4
Silver	2
Bronze	1

Exhibitor Badge: Provides access to the exhibit area and sessions on a space available basis. This registration type **does not** provide continuing medical education credit. In order to receive CME, you **must** be a paid full-conference registrant.

Full-Conference Badge: Provides access to the exhibits area and sessions. This registration type **does** provide continuing medical education credits.

Registration Hours

Registration will be located in the Arizona Ballroom's West Foyer. Registration will open as follows:

Wednesday, February 19, 2014	4:00 p.m. – 6:00 p.m.
Thursday, February 20, 2014	7:00 a.m. – 5:00 p.m.
Friday, February 21, 2014	7:00 a.m. – 5:15 p.m.
Saturday, February 22, 2014	7:00 a.m. – 12:00 p.m.

EXHIBITOR RULES, REGULATIONS AND POLICIES

The [Exhibitor Rules, Regulations and Policies](#), hereinafter referred to as “Rules,” can be found on our website. The Rules have been established by ASTRO to protect the integrity of the technical exhibits and ensure compliance with laws, codes, ordinances and contracts with the exhibition facility. It is the responsibility of the official exhibitor representative as indicated on the Application and Contract for Exhibit Space to ensure that all booth personnel and contractors working on behalf of the exhibitor adhere to the Rules and conduct themselves in a professional manner.

HOTEL RESERVATIONS

Hotel Information

JW Marriott Camelback Inn Resort and Spa
5402 E. Lincoln Drive
Scottsdale, AZ 85253

How to Make a Hotel Reservation

Make your reservations online through our [Housing Center](#) or contact them directly at 1-800-541-6058. Be sure to state that you are a 2014 Multidisciplinary Head & Neck Cancer Symposium exhibitor when making your hotel reservation by phone.

Hotel Room Rate

Single/Double \$289 per night (excluding taxes)

A block of rooms have been set aside for Multidisciplinary Head & Neck Cancer Symposium attendees at a discounted rate until **January 29, 2014**. We strongly encourage you to make your reservations early. Reservations made after January 29, 2014, will be processed on a space available basis and may be subject to higher rates.

IMPORTANT DEADLINES

- **Friday, January 3** Exhibitor Listing Deadline
- **Wednesday, January 22** Exhibitor Personnel and Supporter Registration Deadline
- **Wednesday, January 29** GES Exhibitor Services Discount Deadline
- **Wednesday, February 12** PSAV Audio Visual/Internet Discount Deadline
- **Wednesday, February 19** Exhibitor setup from 10:00 a.m.– 5:00 p.m. Booths must be set by 5:00 p.m.
- **Thursday, February 20** Exhibit Hall is open at 7:00 a.m.
- **Friday, February 21** Dismantle begins at 4:15 p.m. Dismantle must be completed by 9:00 p.m.

ITEMS INCLUDED IN SPACE CHARGE

- One (1) 6' draped table
- Two (2) chairs
- Carpet—*please note you should not ship carpet to JW Marriott Camelback Inn Resort & Spa. No carpet is required for your table top exhibit.*
- Company identification sign - 4" x 12"
- Two (2) complimentary exhibitor personnel registrations
- General lighting and heating/air conditioning

Exhibitors are responsible for all material handling charges.

KEY CONTACTS

AUDIO VISUAL/TELEPHONE/INTERNET PSAV Justin Anderson (480) -596-7046 janderson@psav.com	HOUSING INFORMATION Stacey Gill Burroughs (800) 541-6058 headandneckhousing@jspargo.com
ELECTRICAL Global Experience Specialists, Inc. (GES) (702) 515-5970 www.ges.com/chat	MEETING INFORMATION Brittany Hott (703) 839-7390 brittanyh@astro.org
EXHIBIT OPERATIONS Shirley D. Harris, CEM (703) 679-3953 shirley.harris@jspargo.com	REGISTRATION Timothy Sheetz (800) 541-6058 headandneckreg@jspargo.com
EXHIBIT SALES Companies A-L Craig Baker (703) 631-6200 craig.baker@jspargo.com	SHIPPING Global Experience Specialists, Inc. (GES) (702) 515-5970 www.ges.com/chat
EXHIBIT SALES Companies M-Z Michele LaFrance (703) 631-6200 michele.lafrance@jspargo.com	SUPPORT OPPORTUNITIES Kathy Peters (703) 839-7342 kathyp@astro.org

POSTSHOW ATTENDEE LIST

The final attendee list will be made available within thirty days of the conclusion of the meeting. Please complete the Post-show Exhibitor Survey to receive the final attendee list.

SHIPPING INFORMATION - INBOUND

GES will receive your shipment(s) either at the advance warehouse or directly at the Symposium site. You may ship via the carrier of your choice. The official Symposium carrier is GES Transportation Plus. Please ship prepaid as collect shipments will not be accepted.

Shipping to the Advance Warehouse

- Shipments for the 2014 Multidisciplinary Head & Neck Cancer Symposium will be received at the Advance Warehouse from Thursday, January 16, 2014 through Friday, February 14, 2014.
- Shipments received at the Advance Warehouse after Friday, February 14, 2014 will be assessed a surcharge.
- All shipments must be consigned c/o GES to allow GES to accept them for handling. Please address all shipments as follows:

c/o GES*
 Head & Neck Cancer Symposium
 (Name of Exhibiting Company & Table Number)
 1740 South 40th Avenue
 Phoenix, AZ 85009
 USA

- Shipping labels are provided on pages 10-11.
- Exhibitors are responsible for all material handling charges.
- Benefits of shipping to the Advance Warehouse
 - Storage of materials for up to 30 days prior to the start of move in.
 - Delivery of shipments to your booth by the published set-up time.
 - Confirmed receipt of your shipment at the Advance Warehouse prior to leaving for the Symposium.

Shipping to the Symposium Site

- Shipments may arrive at the JW Marriott Camelback Inn Resort & Spa beginning on **Wednesday, February 19, 2014 between 10:00 a.m. and 5:00 p.m..** Shipments arriving at the JW Marriott Camelback Inn Resort & Spa prior to February 19, 2014 may be refused delivery and returned to sender.
- All shipments must be consigned c/o GES to allow GES to accept them for handling. Please address all shipments as follows:

c/o GES
 Head & Neck Cancer Symposium
 (Name of Exhibiting Company & Table Number)
 JW Marriott Resort – Scottsdale/Camelback Inn
 5402 East Lincoln Drive
 Scottsdale, AZ 85253
 USA

SHIPPING INFORMATION - OUTBOUND

- All exhibit materials must be cleared from the exhibit area by **9:00 p.m. on Friday, February 21, 2014.**
- Exhibitors are responsible for making arrangements with their individual freight carriers. No arrangements need to be made in advance if you plan on shipping with GES Transportation Plus (Official Symposium Carrier.)
- A GES representative will be stopping by your table on Friday, February 21st to provide you with:
 - An invoice for material handling (if applicable)
 - Outbound Shipping Form (required if you are not shipping with GES Transportation Plus.) This form is returned to the GES Customer Service Representative your Material Handling Agreement (MHA) and

shipping labels will be prepared for you.

- Pack and label all of your materials. Return your GES MHA to the GES Customer Service Representative onsite.
- The UPS Store at the JW Marriott Camelback Inn will be open on Friday, February 21 until 8:00 p.m. to assist with any outbound UPS shipments.

If you are shipping outbound through the UPS Store, exhibitors will be responsible for taking their materials to the UPS Store for handling. Please note, the UPS Store may charge additional fees to handle your outbound materials.

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Multidisciplinary Head and Neck Cancer Symposium

NAME OF EXHIBITION

0170600253

BOOTH NUMBER

C/O GES

1740 South 40th Avenue
Phoenix, AZ 85009 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
Thursday, Jan 16, 2014 - Friday, Feb 14, 2014

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 - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 19.20 fee will be charged per shipment.

Carrier

Number

of

pieces



A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Multidisciplinary Head and Neck Cancer Symposium

NAME OF EXHIBITION

0170600253

BOOTH NUMBER

C/O GES

1740 South 40th Avenue
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Carrier

Number

of

pieces



D

RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Multidisciplinary Head and Neck Cancer Symposium

NAME OF EXHIBITION

0170600253

BOOTH NUMBER

C/O GES

**JW Marriott Resort - Scottsdale / Camelback Inn
5402 East Lincoln Drive
Scottsdale, AZ 85253 USA**

SHIPMENT SHOULD ARRIVE ONLY ON:

Wednesday, Feb 19, 2014 10:00 AM - 5:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 19.20 fee will be charged per shipment.

Carrier

Number

of pieces



D

RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Multidisciplinary Head and Neck Cancer Symposium

NAME OF EXHIBITION

0170600253

BOOTH NUMBER

C/O GES

**JW Marriott Resort - Scottsdale / Camelback Inn
5402 East Lincoln Drive
Scottsdale, AZ 85253 USA**

SHIPMENT SHOULD ARRIVE ONLY ON:

Wednesday, Feb 19, 2014 10:00 AM - 5:00 PM

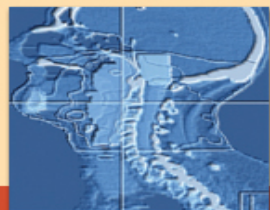
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 19.20 fee will be charged per shipment.

Carrier

Number

of pieces





MULTIDISCIPLINARY HEAD & NECK CANCER SYMPOSIUM

February 20–22, 2014 | JW Marriott Camelback Inn Resort and Spa | Scottsdale, Arizona

ADVANCE REGISTRATION DEADLINE: JANUARY 22, 2014

BADGE CONTACT

Name _____ Company _____

Phone _____ Fax _____ Email _____

REGISTRATION

Each company with an exhibit booth receives two (2) complimentary exhibitor booth personnel registrations. These registrations are to be used by individuals who will be involved in the set-up/dismantle of your booth or manning your exhibit during the meeting. Additional exhibitor registrations may be purchased. Please note that booth staff may attend sessions on a space available basis only.

Please indicate the individuals from your company who you would like to register for the 2014 Multidisciplinary Head and Neck Symposium.

EXHIBIT BOOTH PERSONNEL REGISTRANT 1

Name _____ Professional Suffix (i.e., MD, Ph.D, etc.) _____ Email _____

Phone _____ Fax _____

EXHIBIT BOOTH PERSONNEL REGISTRANT 2

Name _____ Professional Suffix (i.e., MD, Ph.D, etc.) _____ Email _____

Phone _____ Fax _____

ADDITIONAL EXHIBITOR REGISTRATIONS

Additional Exhibitor Booth Personnel registrations may be purchased. Please refer to the list below for registration rates:

Advance Registration (On or before January 22, 2014):

\$150 per Exhibitor Booth Personnel registration

On-site Registration (After January 22, 2014):

\$250 per Exhibitor Booth Personnel registration

HOW TO REGISTER

Fax: 703-574-8332

Mail: ASTRO
P.O. Box 418076
Boston, MA 02241-8076

CANCELLATION POLICY

- Refunds will be given only if written notification is received on or before **January 22, 2014**. NO REFUNDS will be given after this date. Telephone cancellations will not be accepted.
- All refunds are subject to a \$100 processing fee.
- Registration fees are nontransferable to another individual or meeting.
- Cancellation of a registration with the Virtual Meeting package on or before **January 22, 2014**, includes cancellation of the Virtual Meeting package.
- Approved registration refunds will be processed 30 days after the conclusion of the meeting.

QUESTIONS?

Phone: 1-800-541-6058 or 703-449-6418
E-mail: headandneckreg@jspargo.com

AMOUNT DUE

_____ X _____ = _____
Number of Additional Exhibitor Cost Each Total Due
Booth Personnel Registrations

PAYMENT

☐ Check, payable to ASTRO (U.S. dollars drawn on U.S. bank)

Credit Card:

- ☐ American Express ☐ Discover
☐ MasterCard ☐ Visa

I agree to the registration cancellation policy and authorize my credit card to be charged for registration fees to attend the 2014 Multidisciplinary Head and Neck Symposium. Show Management reserves the right to charge the correct amount if different from the total listed.

Card Number _____ Expiration Date _____

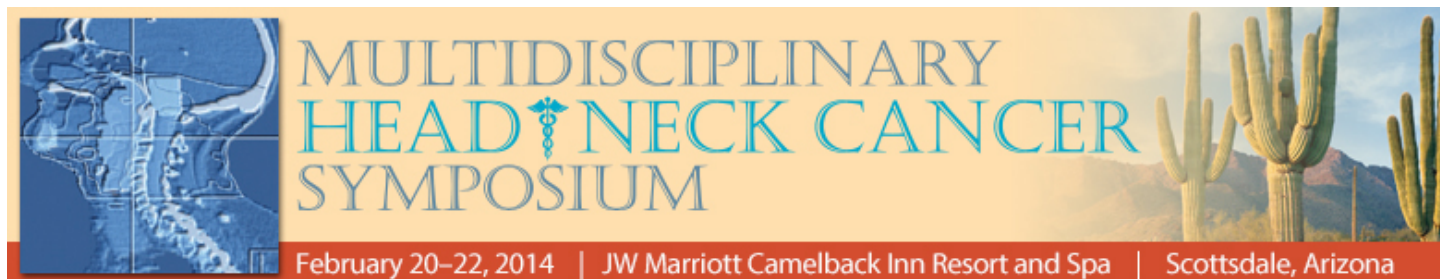
Cardholder Name _____

Signature _____

Billing Address - Street _____

City _____ State _____

Country _____ ZIP Code _____



ADVANCE REGISTRATION DEADLINE: JANUARY 22, 2014

BADGE CONTACT

Name _____ Company _____

Phone _____ Fax _____ Email _____

REGISTRATION

Full-conference registration includes access to the sessions, Exhibit Hall and food and beverage events. Please refer to the chart to the right for the number of complimentary registrations your company is entitled to receive based on your Supporter level.

Please indicate the individuals that you would like to register for the Symposium:

Complimentary Registration	
Supporter Level	No. of Complimentary Registrations
Platinum	8
Gold	4
Silver	2
Bronze	1

REGISTRANT 1

Name _____ Professional Suffix (i.e., MD, PhD, etc.) _____ Email _____

Company _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____ Country _____

☐ Virtual Meeting (\$75.00)

REGISTRANT 2

Name _____ Professional Suffix (i.e., MD, PhD, etc.) _____ Email _____

Company _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____ Country _____

☐ Virtual Meeting (\$75.00)

REGISTRANT 3

Name _____ Professional Suffix (i.e. M.D., Ph.D., etc.) _____ E-mail _____

Company _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____ Country _____

☐ Virtual Meeting (\$75.00)

REGISTRANT 4

Name _____ Professional Suffix (i.e., MD, PhD, etc.) _____ Email _____

Company _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____ Country _____

☐ Virtual Meeting (\$75.00)

REGISTRANT 5

Name _____ Professional Suffix (i.e., MD, PhD, etc.) _____ Email _____

Company _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____ Country _____

☐ Virtual Meeting (\$75.00)



MULTIDISCIPLINARY HEAD & NECK CANCER SYMPOSIUM

February 20–22, 2014 | JW Marriott Camelback Inn Resort and Spa | Scottsdale, Arizona

REGISTRANT 6

Name _____ Professional Suffix (i.e., MD, PhD, etc.) _____ Email _____

Company _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____ Country _____

☐ Virtual Meeting (\$75.00)

REGISTRANT 7

Name _____ Professional Suffix (i.e., MD, PhD, etc.) _____ Email _____

Company _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____ Country _____

☐ Virtual Meeting (\$75.00)

REGISTRANT 8

Name _____ Professional Suffix (i.e., MD, PhD, etc.) _____ Email _____

Company _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____ Country _____

☐ Virtual Meeting (\$75.00)

HOW TO REGISTER

Fax: 703-574-8332

Mail: ASTRO
P.O. Box 418076
Boston, MA 02241-8076

CANCELLATION POLICY

- Refunds will be given only if written notification is received on or before January 22, 2014. NO REFUNDS will be given after this date. Telephone cancellations will not be accepted.
- All refunds are subject to a \$100 processing fee.
- Registration fees are nontransferable to another individual or meeting.
- Cancellation of a registration with the Virtual Meeting package on or before January 22, 2014, includes cancellation of the Virtual Meeting package.
- Approved registration refunds will be processed 30 days after the conclusion of the meeting.

QUESTIONS?

Phone: 1-800-541-6058 or 703-449-6418

E-mail: headandneckreg@jspargo.com

AMOUNT DUE

_____ X 75.00 = _____
Number of Additional Exhibitor Cost Each Total Due
Booth Personnel Registrations

PAYMENT

☐ Check, payable to ASTRO (U.S. dollars drawn on U.S. bank)

Credit Card:

- ☐ American Express ☐ Discover
☐ MasterCard ☐ Visa

I agree to the registration cancellation policy and authorize my credit card to be charged for registration fees to attend the 2014 Multidisciplinary Head and Neck Symposium. Show Management reserves the right to charge the correct amount if different from the total listed.

Card Number _____ Expiration Date _____

Cardholder Name _____

Signature _____

Billing Address - Street _____

City _____ State _____

Country _____ ZIP Code _____

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

Multidisciplinary Head and Neck Cancer Symposium

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

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-GES 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: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1Ø or 3Ø: 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.

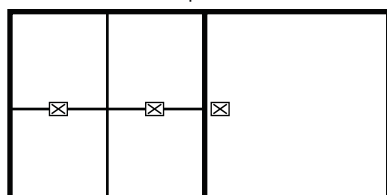
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- 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. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES'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.

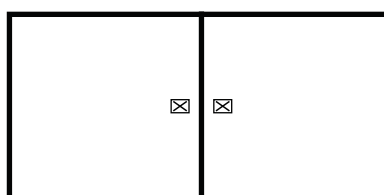
If you have any questions, please call us at 800.475.2098

Where will my outlet be located?

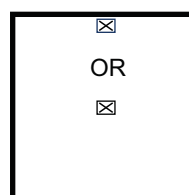
There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



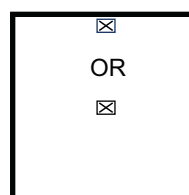
In-Line Booths



Peninsula Booths



Back-to-Back Peninsula Booths



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







In-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.

How much power do I need?

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

 V120 PH1  120 Volt Single Phase
 Hz60  60 Cycle
 W1000  1000 Watts

 V230  230 volts
 A30  30 Amps
 PH3  3 Phase

Need Assistance?

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Electrical Rental Order Form

E-2

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

Global Experience Specialists, Inc. (GES) • 7000 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.Mu
Multidisciplinary Head and Neck Cancer Symposium

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

Discount Deadline Date:

January 29, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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By signing and delivering this form to GES, customer agrees to all terms and conditions printed on this form. To receive the discount rate on outlets and labor, we must receive your complete 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 and Equipment Outlets			
700001	5 Amp/500 Watts, 1/4 HP 120V	\$ 96.25	\$ 144.00
700002	10 Amp/1000 Watts, 1/4 HP 120V	\$ 163.75	\$ 245.25
700003	15 Amp/1500 Watts, 1/4 HP 120V	\$ 211.75	\$ 317.25
700004	20 Amp/2000 Watts, 1/4 HP 120V	\$ 259.75	\$ 389.50
1P 208v Motor and Equipment Outlets			
700012	10 Amp, 1/2 HP 208V / 1Phase	\$288.50	\$432.50
700014	20 Amp, 1 HP 208V / 1Phase	\$404.00	\$605.75
700015	30 Amp, 2 HP 208V / 1Phase	\$519.25	\$778.75
700016	60 Amp, 5 HP 208V / 1Phase	\$692.25	\$1,038.25
700017	100 Amp, 10 HP 208V / 1Phase	\$894.00	\$1,341.00
700018	200 Amp, 25 HP 208V / 1Phase	\$1,442.00	\$2,163.00
3P 208v Motor and Equipment Outlets			
700022	10 Amp, 1 HP 208V / 3Phase	\$386.50	\$580.00
700024	20 Amp, 3 HP 208V / 3Phase	\$541.00	\$812.00
700025	30 Amp, 5 HP 208V / 3Phase	\$695.75	\$1,040.00
700026	60 Amp, 10 HP 208V / 3Phase	\$927.75	\$1,390.00
700027	100 Amp, 20 HP 208V / 3Phase	\$1,198.25	\$1,800.00
700028	200 Amp, 50 HP 208V / 3Phase	\$1,932.50	\$2,900.00
3P 480v Motor and Equipment Outlets			
700044	20 Amp, 7.5 HP 480V / 3Phase	\$534.25	\$958.75
700045	30 Amp, 10 HP 480V / 3Phase	\$821.50	\$1,232.50
700046	60 Amp, 20 HP 480V / 3Phase	\$1,095.75	\$1,643.25
700047	100 Amp, 50 HP 480V / 3Phase	\$1,415.25	\$2,122.00
700048	200 Amp, 100 HP 480V / 3Phase	\$2,282.00	\$3,422.75

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

700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	\$ 4.46	\$ 6.70
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Lights
Price includes outlet and labor for light only.

700361	Floodlight, 1000 Watt Overhead	\$ 384.54	\$576.81
700350	Floodlight, 120 Watt*	\$ 96.25	\$144.00
700352	Floodlight, 120 Watt Double*	\$ 163.75	\$245.25
700370	Floodlight, 250 Watt Krypton*	\$ 125.00	\$187.50

**On Stanchion, In-line Booths Only.*
****May require labor and/or lift at additional charge. Not available at some locations.**
Accessories

703010	Banding, per sq ft	\$ 2.03	\$ 3.05
703077	Shrink Wrap - Roll 18"	\$ 75.25	\$ 113.00
703080	Shrink Wrap, per ft	\$ 0.87	\$ 1.31
703099	Tape, Clear, Roll	\$ 11.55	\$ 17.35

- 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 price.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' 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 GES electrician. GES 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 GES electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off 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 of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus to be energized.
- GES JURISDICTION** (Additional labor and/or material is required) — All under-carpet distribution of electrical wiring, all facility overhead distribution, 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 30 amps and/or with a voltage over 150 volts may also require additional 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.

Please Indicate Choices
Place Order Here
***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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Total All items Ordered			\$
B.	Rental Tax: 8.8%		A x 8.8% = B	\$
C.	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign: X

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

Need Assistance?

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Electrical Labor Order Form

E-3

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

Global Experience Specialists, Inc. (GES) • 7000 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.
Multidisciplinary Head and Neck Cancer Symposium
Discount Deadline Date:

JW Marriott Resort - Scottsdale / Camelback Inn

January 29, 2014

February 20 - 21, 2014

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.

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 30 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. 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:

Electrician w/Lift		Discount	Regular	Show Site
High Lift, ST	Code: 705300	\$ 324.00	\$ 396.00	\$ 476.00
High Lift, OT	Code: 705300	\$ 422.00	\$ 516.00	\$ 620.00
Worker Per Hour		Discount	Regular	Show Site
Electrical, ST	Code: 705060	\$ 96.50	\$ 121.00	\$ 145.00
Electrical, OT	Code: 705060	\$ 145.00	\$ 181.00	\$ 218.00

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)**

- Power Distribution A 20% (\$25 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.
- GES assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- 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. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' 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					
	AM PM	AM PM					
	AM PM	AM PM					

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: X	AUTHORIZED NAME - PLEASE PRINT	DATE	A.	Total Labor Ordered	\$
			B.	20% (\$25 min) GES Supervision	\$
			C.	Payment Enclosed	\$

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

Need Assistance?

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Order Directly Online:

<https://e.ges.com/017600253/esm>

017600253

Get *GES Transportation Plus* and
Save 10%
On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.



GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 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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Multidisciplinary Head and Neck Cancer Symposium

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

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

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

Method of Shipment					
Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges			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)												
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.												
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	
		L x	W x	H				L x	W x	H		
		L x	W x	H				L x	W x	H		
		L x	W x	H				L x	W x	H		
		L x	W x	H				L x	W x	H		
		L x	W x	H				L x	W x	H		
		L x	W x	H				L x	W x	H		
		L x	W x	H				L x	W x	H		
Total Pieces:					Total Weight:					Hazardous Materials Contact Number () _____ - _____		
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.					I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: X					AUTHORIZED NAME - PLEASE PRINT		DATE
										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.		

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

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

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GES Logistics - International Shipping Quote Form

R-20

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

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

Multidisciplinary Head and Neck Cancer Symposium

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER	
Pick Up Information					
PICKUP DATE:		SHIPPING / RECEIVING HOURS:			
STREET ADDRESS:		CITY:	PROVINCE:	POSTAL CODE:	COUNTRY:
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):					MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment					
Type of Customs Entry:		<input type="checkbox"/> Permanent (Sold/Giveaways)		Value of Permanent Goods (US\$):	\$
		<input type="checkbox"/> Temporary (To Return)		Value of Temporary Goods (US\$):	\$
Mode of Transport:		<input type="checkbox"/> Ocean FCL	<input type="checkbox"/> Ocean LCL	<input type="checkbox"/> AirFreight	<input type="checkbox"/> Truck
Type of Equipment for FCL:		<input type="checkbox"/> 40' Container	<input type="checkbox"/> 20' Container	<input type="checkbox"/> High Cube	<input type="checkbox"/> Other:
Commodity:					
Desired Delivery Date or Targeted Move-In Date:					

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

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

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

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

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

Authorized Signature - Please Sign: **X**

Total Gross Weight (7)	Total Value (8)
kilos	\$
AUTHORIZED NAME - PLEASE PRINT	DATE

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

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

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

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

Need Assistance?

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Order Directly Online:3

<https://e.ges.com/017600253/esm>

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Multidisciplinary Head and Neck Cancer Symposium

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 34 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Estimating Material Handling Charges, *continued*

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

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

Storing Empty Containers

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

Outgoing Shipments

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

Measure of Damage

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

Insurance

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

Work Zone

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

Need Assistance?

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Transportation Plus and Material Handling Form

R-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

Multidisciplinary Head and Neck Cancer Symposium

Form Deadline Date:

January 29, 2014

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

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

Crated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 93.00 cwt
ST/OT	\$ 121.00 cwt
OT/OT	\$ 149.00 cwt

Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 120.90 cwt
ST/OT	\$ 157.30 cwt
OT/OT	\$ 193.70 cwt

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

Crated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 83.00 cwt
ST/OT	\$ 108.00 cwt
OT/OT	\$ 133.00 cwt

Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 107.90 cwt
ST/OT	\$ 140.40 cwt
OT/OT	\$ 172.90 cwt

Uncrated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 132.80 cwt
ST/OT	\$ 172.80 cwt
OT/OT	\$ 212.80 cwt

How To Know What Rates To Use Based On Show Move-In/Move-Out:

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 19.20 fee will be charged per shipment.

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

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

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

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

Arrival Dates and Surcharges for Shipments: Storage rates apply to shipments received before the published timeline. A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the published timeline.

Advance Dates:

Thurs, Jan 16, 2014: Advance shipments may begin arriving at warehouse.

Fri, Feb 14, 2014: Last day for shipments to arrive at warehouse.

Direct Dates:

Wed, Feb 19, 2014: Direct shipments may begin arriving at exhibit site after 10:00 AM.

Wed, Feb 19, 2014: Last day for shipments to arrive at exhibit site by 5:00 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	\$ 49.00	1	\$
Small Package, Each Additional Carton	\$ 24.50		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= 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**

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

Need Assistance?

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017600253

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading

Constricted Space Loading



Stacked Shipments

Uncrated Shipment



Multiple Shipments



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

R-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

Multidisciplinary Head and Neck Cancer Symposium

Form Deadline Date:

January 29, 2014

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

If this form is not received by GES by January 29, 2014, this pre-printing service will not be provided.

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

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
5402 East Lincoln Drive	Scottsdale	AZ	85253	USA
PHONE:	FAX:	BOOTH NUMBER:		

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

SHIPPING DESTINATION 1:

Number of Labels Needed:

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

SHIPPING DESTINATION 2:

Number of Labels Needed:

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

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicercenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

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

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

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Order Directly Online:

<https://e.ges.com/017600253/esm>

017600253



Installation and Dismantling Order Form

L-1

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

Global Experience Specialists, Inc. (GES) • 7000 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.
ASTRO - Head and Neck Symposium

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

Discount Deadline Date:

January 29, 2014

 Go to below link to view images and information:
<http://ges.com/ecom/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. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

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

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 93.00	\$ 116.00	\$ 140.00
Install & Dismantle, OT Code: 705000	\$ 140.00	\$ 175.00	\$ 210.00
Install & Dismantle, DT Code: 705000	\$ 186.00	\$ 233.00	\$ 279.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: Monday through Friday from 7:00 AM to 8:00 AM and 4:30 PM to 11:59 PM. All day Saturday & Sunday.

All other times Monday through Friday. All day Holidays.

Double Time: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**
Please complete "Key Information" form (L-2)

GES will supervise labor to:

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

A 25% (\$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
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ 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 GES Payment Policy and GES Terms & Conditions of Contract.			A.	Total Labor Ordered			\$
Authorized Signature - Please Sign:			B.	25% (\$50.00 min) GES Supervision			\$
<input checked="" type="checkbox"/> X			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?

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29



Order Directly Online:

<https://e.ges.com/017600253/esm>

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Key Information\Supervised Labor Checklist

L-2

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

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ASTRO - Head and Neck Symposium

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

Form Deadline Date:

January 29, 2014

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Number of Crates _____ Shipped By _____ Date _____

Number of Fiber Cases _____ Color _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

Did You Order ---

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No With the Exhibit <input type="checkbox"/> _____ _____ _____
--	--	---

Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear-down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
---	---

Outbound Freight Information

Outbound Freight Charges _____

☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)

☐ Bill To _____

☐ GES Storage _____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Consigned To _____

Address _____

City/State/Zip _____

Second Consignee _____

Address _____

City/State/Zip _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____

Telephone _____ Cell Phone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization ☐ Yes ☐ No

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

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

Authorized Signature - Please Sign: **X**

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

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30



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<https://e.ges.com/017600253/esm>

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Payment and Credit Card Charge Authorization

G-2

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

Multidisciplinary Head and Neck Cancer Symposium

Form Deadline Date:

January 29, 2014

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES 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 reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/ assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank wire transfer payment information:

Beneficiary: Global Experience Specialists

c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 888-715-1000 ext 50118

Account #: 7188-1-01819
ABA Routing #: 0260-0959-3
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

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

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

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

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

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

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
EXP. DATE	EXP. DATE	EXP. DATE
PROVIDE EXPIRATION DATE	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	*Signature Required Below

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

Calculation of Orders

TOTAL

Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Electrical	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Global Experience Specialists 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:
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Please note payment return addresses at top of form.

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

PLEASE SIGN X
AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

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

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Order Directly Online:

<https://e.ges.com/017600253/esm>

017600253



3rd Party Billing Request

G-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

Multidisciplinary Head and Neck Cancer Symposium

Form Deadline Date:

January 29, 2014

JW Marriott Resort - Scottsdale / Camelback Inn

February 20 - 21, 2014

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm** Credit Card Authorization.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party** Credit Card Authorization.

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 the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

STEP 1: Exhibiting Firm - Complete Below Information	STEP 2: Exhibiting Firm Credit Card Charge Authorization
<p>EXHIBITING FIRM</p> <p>STREET ADDRESS</p> <p>CITY STATE ZIP</p> <p>PHONE FAX</p> <p><i>The items checked below are to be invoiced to the Exhibiting Firm:</i></p> <p> <input type="checkbox"/> Electrical Outlets <input type="checkbox"/> Electrical Labor <input type="checkbox"/> I & D Labor <input type="checkbox"/> In-Booth Forklift Labor <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Rental Carpet <input type="checkbox"/> Rental Furniture <input type="checkbox"/> Transportation Charges <input type="checkbox"/> Other (Please Specify) _____ </p> <p>I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.</p> <p>PLEASE SIGN X _____ AUTHORIZED SIGNATURE</p> <p>_____ AUTHORIZED NAME - PLEASE PRINT</p> <p>_____ DATE</p>	<p>CARDHOLDER'S NAME PLEASE PRINT</p> <p>CARDHOLDER'S BILLING ADDRESS CITY</p> <p>STATE ZIP COUNTRY</p> <p>Account Number</p> <p>____ - ____ - ____ - ____</p> <p>EXPIRATION DATE <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express</p> <p>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.</p> <p>PLEASE SIGN X _____ CARDHOLDER'S SIGNATURE</p> <p>_____ CARDHOLDER NAME - PLEASE PRINT</p> <p>_____ DATE</p>



- ☐ Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site.
(EAC Notification Form and insurance requirements must be completed for admission)

STEP 3: Third Party - Complete Below Information	STEP 4: Third Party Credit Card Charge Authorization
<p>THIRD PARTY</p> <p>STREET ADDRESS</p> <p>CITY STATE ZIP</p> <p>PHONE FAX</p> <p><i>The items checked below are to be invoiced to the Third Party:</i></p> <p> <input type="checkbox"/> Electrical Outlets <input type="checkbox"/> Electrical Labor <input type="checkbox"/> I & D Labor <input type="checkbox"/> In-Booth Forklift Labor <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Rental Carpet <input type="checkbox"/> Rental Furniture <input type="checkbox"/> Transportation Charges <input type="checkbox"/> All Services <input type="checkbox"/> Other (Please Specify) _____ </p> <p>I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4).</p> <p>PLEASE SIGN X _____ AUTHORIZED SIGNATURE</p> <p>_____ AUTHORIZED NAME - PLEASE PRINT</p> <p>_____ DATE</p>	<p>CARDHOLDER'S NAME PLEASE PRINT</p> <p>CARDHOLDER'S BILLING ADDRESS CITY</p> <p>STATE ZIP COUNTRY</p> <p>Account Number</p> <p>____ - ____ - ____ - ____</p> <p>EXPIRATION DATE <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express</p> <p>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.</p> <p>PLEASE SIGN X _____ CARDHOLDER'S SIGNATURE</p> <p>_____ CARDHOLDER NAME - PLEASE PRINT</p> <p>_____ DATE</p>

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MULTIDISCIPLINARY HEAD & NECK CANCER SYMPOSIUM

February 20-22, 2014 | JW Marriott Camelback Inn Resort and Spa | Scottsdale, Arizona

AUDIOVISUAL EXHIBIT ORDER FORM
JW Marriott Camelback Inn Resort & Spa
 5402 East Lincoln Drive
 Paradise Valley, AZ 85253
PLEASE PRINT LEGIBLY

Please return completed order forms via FAX or SCAN to: **Justin Anderson - janderson@psav.com - fax: 480.596.7046**

COMPANY NAME:		CONVENTION NAME:	
SETUP DATE & TIME:	REMOVAL DATE & TIME:	BOOTH/ SUITE/ ROOM:	
BILLING ADDRESS:	CITY:	STATE & POSTAL CODE:	
CONTACT NAME:	PHONE:	FAX:	
EMAIL ADDRESS:	ON-SITE CONTACT:		

AUDIO VISUAL PACKAGES:	DAILY RATE:	QTY:	DAYS OF USE:	TOTAL:
PROJECTION PACKAGE: TRIPOD SCREEN, CART, CABLING, AND PROJECTOR	\$695.00			
PROJECTION SUPPORT PACKAGE: TRIPOD SCREEN, CART, AND CABLING	\$200.00			
32" LCD & MOBILE STAND PACKAGE:	\$375.00			
42" PLASMA & MOBILE STAND PACKAGE:	\$525.00			
AUDIO VISUAL EQUIPMENT:				
LAPTOP COMPUTER:	\$225.00			
DESKTOP COMPUTER WORKSTATION: PLEASE CALL FOR QUOTE	\$175.00			
DVD PLAYER: INCLUDES CABLES	\$85.00			
WIRELESS PRESENTER/ LASER POINTER:	\$50.00			
20" FLAT PANEL COMPUTER MONITOR: INCLUDES CABLES	\$150.00			
POWER STRIP:	\$10.00			
INTERNET ACCESS:				
WIRELESS INTERNET ACCESS:	\$100.00			
WIRED INTERNET ACCESS:	\$200.00			
				SUBTOTAL:

*The rental rates listed include setup labor and removal. The resorts standard 24% service charge and sales tax will be added to your order. You will receive a confirmation email with an order listing the itemized equipment reserved for your event.

NAME ON CARD:

AMEX VISA DISC MASTRCARD

CREDIT CARD NUMBER:

EXPIRATION DATE:

SECURITY CODE:

AUTHORIZED SIGNATURE:

DATE:

* I understand that I will be held fully liable for any damage to or loss of the above listed equipment.

Orders and payments must be received one week before delivery/setup to qualify for the listed pricing above. LAST MINUTE REQUESTS ARE SUBJECT TO AVAILABILITY and receive an additional fee. Basic Power is required for any Exhibitor in need of electricity. Proper voltage & amperage requirements remain the exhibitors responsibility. All orders are subject to 8.8% sales tax. Please fax/ scan this form to the above listed fax or email.