

# show information



**Streaming Media 2003**  
**Hilton New York Hotel**  
**May 6-8, 2003**

**RETURN TO:**  
 GES Exposition Services  
 900 Grier Drive, Las Vegas, NV 89119  
 Phone: 800-475-2098 \* FAX: 866-329-1437  
 International Exhibitors Only:  
 Phone: (702) 263-1592 \* FAX: (702) 263-1520

**GES**

## Official General Contractor

GES Exposition Services  
 125 North Street  
 Teterboro, NJ 07608

Phone: (800) 475-2098  
 Fax: (866) 329-1437  
 Email: [servicenter@gesexpo.com](mailto:servicenter@gesexpo.com)

International Calls: (702) 263-1592  
 International Faxes: (702) 263-1520

## Show Information

Backwall Drapes: Blue/White/Blue  
 Sidewall Drapes: Blue  
 Exhibit Hall Carpet Color: Hall is NOT Carpeted  
 Aisle Carpet Color: Red

## Booth Package

Booth Size: 10'x10'  
 One-line ID Sign (7" x 44") Provided Automatically

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

<b>Monday</b>	<b>April 14, 2003</b>	Discount Deadline for orders received with payment, 10 days prior to exhibitor move-in
<b>Monday</b>	<b>April 28, 2003</b>	Last day for Advance Shipments to arrive at Warehouse without surcharges
<b>Monday</b>	<b>May 5, 2003</b>	Direct Shipments may begin arriving at Exhibit Site at <b>7:00 AM</b>
<b>Monday</b>	<b>May 5, 2003</b>	Last day for Direct Shipments to arrive at Exhibit Site by <b>5:00 PM</b>
<b>Monday</b>	<b>May 5, 2003</b>	Exhibitor Installation 10:00 AM
<b>Tuesday</b>	<b>May 6, 2003</b>	Show Opens 10:00 AM - 6:00 PM
<b>Wednesday</b>	<b>May 7, 2003</b>	10:00 AM - 6:00 PM
<b>Thursday</b>	<b>May 8, 2003</b>	10:00 AM - 3:00 PM
<b>Thursday</b>	<b>May 8, 2003</b>	Show Closes 3:00 PM - 10:00 PM

## Shipping Addresses

### **Advance Shipments to Warehouse**

c/o GES Exposition Services  
 125 North Street  
 Teterboro, NJ 07608

### **Direct Shipments to Exhibit Site**

c/o GES Exposition Services  
 Hilton New York Hotel  
 54th Street, Between 6th & 7th Avenue  
 New York, NY 10019

## Servicenter®

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

**show information**



Teterboro, NJ

# payment & credit card charge authorization



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**DEADLINE DATE: April 14, 2003**

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility

COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	street	city	state	zip	country	
PHONE	FAX			PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT			DATE	

X

## 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 and material handling, not covered by your initial payment.

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

**Method of Payment** — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$25.00 fee for returned NSF checks.*

**Third Party Billing** — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

**Tax Exempt** — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. GES must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

**Adjustments and Cancellations** — Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

### Bank wire transfer information:

#### GES Exposition Services

c/o Bank of America, Illinois  
231 La Salle Street  
Chicago, Illinois USA 60693  
Account # 7188-1-01819 ABA#071000039  
Telephone # (312) 828-8285

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

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

If you have any questions regarding our payment policy, please call GES Exhibitor Services at (800) 475-2098 or visit our Servicercenter® at the show.

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

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

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

## Credit Card Charge Authorization

(All Information Must Be Provided)

<b>PROVIDE EXPIRATION DATE</b>	<b>EXPIRATION DATE</b>	<input type="checkbox"/> MasterCard
		<input type="checkbox"/> VISA
		<input type="checkbox"/> Diners Club
	<input type="checkbox"/> Corporate	<input type="checkbox"/> Discover
	<input type="checkbox"/> Personal	<input type="checkbox"/> American Express

Account Number: [ ] - [ ] - [ ] - [ ]

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY
<b>PLEASE SIGN</b>	X	CARDHOLDER'S SIGNATURE

## Calculation of Orders

	TOTAL
Exhibit System Rentals	\$
Furniture & Accessories	\$
Standard Carpet	\$
Custom-Cut Carpet	\$
Labor	\$
Material Handling	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$

### FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$

GES Exposition Services, Inc. Federal ID #59-1008863  
GES is exempt from backup withholding tax.

**To simplify payment,** send on check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit to your credit card.

Charge my credit card in the amount of \$ [ ]

Enclosed is a check in the amount of \$ [ ]

Check No. [ ] Dated [ ]

GES

payment & credit card charge authorization



Teterboro, NJ

# 3rd party billing request

**RETURN TO:**  
 GES Exposition Services  
 900 Grier Drive, Las Vegas, NV 89119  
 Phone: 800-475-2098 \* FAX: 866-329-1437  
 International Exhibitors Only:  
 Phone: (702) 263-1592 \* FAX: (702) 263-1520

**GES**

**Streaming Media 2003  
 Hilton New York Hotel  
 May 6-8, 2003**

**DEADLINE DATE: April 14, 2003**

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility

<small>COMPANY</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
<small>AUTHORIZED CONTACT SIGNATURE</small>	<small>AUTHORIZED CONTACT - PLEASE PRINT</small>	<small>DATE</small>
<b>X</b>		

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

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

**Exhibiting Firm**

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (PRINT) \_\_\_\_\_

**Third Party**

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (PRINT) \_\_\_\_\_

**Credit Card Charge Authorization**  
*(Information Must Be Provided)*

**PROVIDE EXPIRATION DATE** EXPIRATION DATE

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Account Number

**Credit Card Charge Authorization**  
*(Information Must Be Provided)*

**PROVIDE EXPIRATION DATE** EXPIRATION DATE

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Account Number

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

*The items checked below are to be invoiced to the Exhibiting Firm:*

All Services  
 I & D Labor  
 Signs  
 Other (Please Specify) \_\_\_\_\_

Rental Furniture  
 Material Handling In & Out

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

All Services  
 I & D Labor  
 Signs  
 Other (Please Specify) \_\_\_\_\_

Rental Furniture  
 Material Handling In & Out

**PLEASE SIGN** X \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

**PLEASE SIGN** X \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

**3rd party billing request**



Teterboro, NJ

# New York show site work rules



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**GES**

## **Union Information**

To assist you in planning your participation in your New York area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### ***Teamsters, Hilo Operators, Helpers/Checkers***

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver freight to exhibitor's booths. They also provide rigging of machinery, moving services and spotting machinery in booths. Customarily, this service must be ordered as needed at the exhibitor's expense.

### ***Carpenters and Expos***

Carpenters and Expos handle the erection and dismantling of all display and exhibit booths. This includes all display work as well as crating and uncrating of machinery and equipment. Carpenters and Expos handle installation of drape background, table skirting and other items of a decorative nature. Carpenters and Expos install all carpeting and floor coverings, either rental and/or exhibitor owned. Expos deliver furniture and floor covering.

### ***Electrical Union***

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit backwall. Exhibitors and their full time personnel will be able to screw their own light bulbs in any of the fixtures in their booths, with the exception of neon. Exhibitors and their full-time personnel will be able to assemble and install lights in their exhibits, as long as they are products made by their company, and as long as those fixtures will not be energized.

### ***What Can Exhibitors Do Without Union Personnel?***

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths.

This guide should help.

Any exhibitor or his full time employees may set up and take down "pop-up" displays, provided they are no longer than 10 feet, and can be handled by one person using no tools and completing the job within 1/2 hour. Exhibitors are allowed to unpack and repack their own product (if in cartons, not cases or crates). They can carry into their booth merchandise that one person can hand carry in. This does not mean that if an exhibitor has 50 cartons in a truck, he can make 50 trips to his booth. Exhibitors are allowed to do the technical work to their machines, such as balancing, programming, cleaning of machines, etc.

### ***Flameproofing***

Table coverings as well as booth equipment must be made of a non-flammable material. All decorative materials must be fire resistant and in accord with the standards established by the National Board of Fire Underwriters. Certificates attesting to the fact that all materials referred to above have been flameproofed in accordance with Section C-19-161.1 must be notarized and submitted upon request. Flameproofing which is not in accordance with the New York City Administrative Code is a violation and unacceptable.

### ***Tipping***

Our work rules prohibit the SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping is not allowed.

**New York show site work rules**



# limits of liability & responsibility



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G-5  
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*The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of GES in its sole discretion. Upon participation of any GES show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once GES has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to GES or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.*

**1. GES Exposition Services** and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by GES.

**2. Relative to inbound shipments**, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that GES and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

**3. GES and its subcontractors** shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to GES in time to obtain the proper equipment.

**4. GES and its subcontractors** shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, terrorism, acts of war, strife, cancellation of event or show, acts of God, failure of power or utilities, and other events of force majeure. Any and all work performed by GES or its subcontractors up to and including the occurrence of any of the above must be paid in full.

**5. GES and its subcontractors** shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

**6. GES and its subcontractors** are not insurers; i.e., GES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by GES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by GES, or from the negligence of GES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of GES and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

**7. GES and its subcontractors** shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

**8. GES will not be bound** to honor any claim or action brought against GES or its subcontractors more than 60 days after the date of incident.

**9. The Exhibitor agrees**, in connection with the receipt, handling, temporary storage and reloading of its freight, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

**10. GES and its subcontractors** shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

**11. Empty container labels** will be available at the GES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

**12. In order to expedite** removal of freight from the show site, GES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by GES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. GES assumes no liability as a result of rerouting or handling.

**13. Dry and Cold Storage** – Exhibitor stores products at its own risk. GES assumes no liability or responsibility for dry or cold storage.

**14. The Exhibitor agrees**, in the event of a dispute with GES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to GES for freight handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

**Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.**

**It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.**

As a courtesy to you, GES has arranged for an independent company to offer insurance protection. You may purchase this coverage as outlined in the applicable forms. Please see your Exhibitor Kit, contact GES Client Services or contact the GES Risk Management Department.

GES

limits of liability & responsibility



Teterboro, NJ

# protection plus

## exhibitor's property coverage application form

In consideration of a premium as agreed and subject to terms and conditions printed or endorsed hereon.

Business Owners Name or Entity: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How will exhibit be shipped? \_\_\_\_\_

(Transit coverage included if shipped by small package carrier, air freight carrier, common carrier, van lines or GES)

Declared Value: \$ \_\_\_\_\_ (This amount is your written declaration of replacement cost value).

Maximum Limit of Coverage is the declared value shown above.

Brief Description of Property to be insured: \_\_\_\_\_

Requested effective date of coverage: From: \_\_\_\_\_ To: \_\_\_\_\_

*Note: Coverage cannot be effective prior to the first day after receipt by Willis of Arizona, Inc., of this completed and signed application and insurance premium.*

### PREMIUM/INSURED VALUES CALCULATION:

#### OPTION A: UNITED STATES AND CANADA

VALUE OF PROPERTY		ANNUAL RATE		PREMIUM
\$ _____ USD	X	\$0.49(per \$100 of value)	=	\$ _____ USD
				(or \$200 minimum premium)
Policy Administrative Fee _____			+	\$25 Fee
<b>Total Premium (must be submitted with application)</b>				\$ _____ USD
<b>(Example: \$100,000 of value x \$0.49 = \$490 + \$25 fee = \$515)</b>				

OR

#### OPTION B: QUALIFIED WORLDWIDE

VALUE OF PROPERTY		ANNUAL RATE		PREMIUM
\$ _____ USD	X	\$0.78(per \$100 of value)	=	\$ _____ USD
				(or \$300 minimum premium)
Policy Administrative Fee _____			+	\$35 Fee
<b>Total Premium (must be submitted with application)</b>				\$ _____ USD
<b>(Example: \$100,000 of value x \$0.78 = \$780 + \$35 fee = \$815)</b>				

Please calculate the above premium and remit payment along with this signed application form to: **Willis of Arizona, Inc. 11201 N. Tatum Boulevard, Suite 300, Phoenix, AZ 85028 602.787.6000** (Make your check payable to Willis of Arizona, Inc.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

#### **For Office Use Only:**

Date Received: \_\_\_\_\_ Date Certificate Issued: \_\_\_\_\_ By: \_\_\_\_\_

#### **See brochure for coverage summary**

This application is not a contract of insurance. Once this application is received and approved, an insurance policy will be issued and sent to you.

**Underwritten by:** Fireman's Fund Insurance Company

**Administered by:** Willis of Arizona, Inc. • 11201 N. Tatum Boulevard, Suite 300 • Phoenix, AZ 85028 • 602.787.6000

# material handling order form



**RETURN TO:**  
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 Hilton New York Hotel  
 May 6-8, 2003**

**DEADLINE DATE: April 14, 2003**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH RESPONSIBILITY \_\_\_\_\_  
All orders are governed by the GES Payment Policy and Limits of Liability and

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

**ADVANCE SHIPMENTS TO GES WAREHOUSE:** (200 lb. minimum per shipment)

Only material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required will be accepted at our warehouse. As a courtesy to our exhibitors, GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

**Rates include:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days; 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. The rates for this service are:

ST/ST	\$ 117.50 cwt	\$235.00 min
ST/OT	\$176.25 cwt	\$352.50 min
OT/OT	\$235.00 cwt	\$470.00 min

**DIRECT SHIPMENTS TO EXHIBIT SITE:** (200 lb. minimum per shipment)

**Rates include:** unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination.

<b>Crated Materials</b>	ST/ST	\$ 93.75 cwt	\$187.50 min
	ST/OT	\$140.50 cwt	\$281.00 min
	OT/OT	\$187.50 cwt	\$375.00 min
<b>Uncrated Materials</b>	ST/ST	\$174.25 cwt	\$348.50 min
	ST/OT	\$226.50 cwt	\$453.00 min
	OT/OT	\$294.50 cwt	\$589.00 min

**Crated Shipments Requiring Special Handling**

Includes shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading, or stacked shipments).

<b>To Warehouse</b>	ST/ST	\$176.25 cwt	\$352.50 min
	ST/OT	\$264.25 cwt	\$528.50 min
	OT/OT	\$352.50 cwt	\$705.00 min
<b>To Exhibit Site</b>	ST/ST	\$140.50 cwt	\$281.00 min
	ST/OT	\$210.75 cwt	\$421.50 min
	OT/OT	\$281.00 cwt	\$562.00 min

**SMALL PACKAGE**

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments.

First Carton	\$ 42.00
Each Additional Carton	\$ 7.85

**Straight Time:** Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM will be charged at the overtime rate.  
**Overtime:** All other times, Saturdays, Sundays, Holidays.

- Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.
- Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
- Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

**CALCULATION OF MATERIAL HANDLING CHARGES**

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

We will be shipping:	lbs. @	per 100 lbs., 200 lbs. minimum per shipment	\$
We will be shipping approximately _____ number of pieces.			
Our shipment will be sent to <input type="checkbox"/> Exhibit Site <input type="checkbox"/> Warehouse on: _____ via: _____			
1. Total Estimated Charges			\$
2. 25% Late Arrival Surcharge			\$
3. Payment Enclosed			\$

**ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS**

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

- Advance April 28, 2003** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 25% (\$25.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**
- Direct May 5, 2003** First day for shipments to arrive at the exhibit site.

**material handling order form**

Teterboro, NJ



# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**Streaming Media 2003**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
125 North Street  
Teterboro, NJ 07608

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*April 28, 2003.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces **GES**

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**Streaming Media 2003**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
125 North Street  
Teterboro, NJ 07608

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*April 28, 2003.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces **GES**

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING.

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**Streaming Media 2003**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
125 North Street  
Teterboro, NJ 07608

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*April 28, 2003.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces **GES**

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**Streaming Media 2003**

NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
125 North Street  
Teterboro, NJ 07608

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
*April 28, 2003.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces **GES**

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY

**Streaming Media 2003**  
NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Hilton New York Hotel  
54th Street, Between 6th & 7th Avenue  
New York, NY 10019

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*May 5, 2003.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces **GES**

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY

**Streaming Media 2003**  
NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE Exposition Services  
Hilton New York Hotel  
54th Street, Between 6th & 7th Avenue  
New York, NY 10019

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*May 5, 2003.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces **GES**

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING.

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY

**Streaming Media 2003**  
NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Hilton New York Hotel  
54th Street, Between 6th & 7th Avenue  
New York, NY 10019

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*May 5, 2003.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces **GES**

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_  
EXHIBITING COMPANY

**Streaming Media 2003**  
NAME OF EXHIBITION

\_\_\_\_\_  
BOOTH NUMBER

C/O GE EXPOSITION SERVICES  
Hilton New York Hotel  
54th Street, Between 6th & 7th Avenue  
New York, NY 10019

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*May 5, 2003.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces **GES**

# standard carpet order form



**Streaming Media 2003  
Hilton New York Hotel  
May 6-8, 2003**

**RETURN TO:**  
GES Exposition Services  
900 Grier Drive, Las Vegas, NV 89119  
Phone: 800-475-2098 \* FAX: 866-329-1437  
International Exhibitors Only:  
Phone: (702) 263-1592 \* FAX: (702) 263-1520

**DISCOUNT DEADLINE DATE: April 14, 2003**

All orders are governed by the GES Payment Policy and Limits of Liability and

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH RESPONSIBILITY \_\_\_\_\_  
 AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

### PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5304	9'x10' Standard Booth Carpet	\$ 135.25	\$ 202.75	<b>VISQUEEN PLASTIC COVERING FOR PROTECTION</b>			
5305	9'x20' Standard Booth Carpet	\$ 270.75	\$ 406.25	<i>Includes installation and removal.</i>			
5306	9'x30' Standard Booth Carpet	\$ 406.00	\$ 609.00	5312	Plastic Covering Per Square Foot	\$ .57	\$ .85
<i>Custom-cut carpet is required for all booths larger than 30' or for booths configured as island or peninsula.</i>				<b>PADDING (Included with Packages)</b>			
<i>Carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.</i>				<i>GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.</i>			
				5313	Padding Per Square Foot	\$ 1.36	\$ 2.00

### PLACE ORDER HERE

ITEM#	DESCRIPTION	PRICE	TOTAL PRICE
5304	9' x 10' - 16 oz. Standard Booth Carpet	\$	\$
5305	9' x 20' - 16 oz. Standard Booth Carpet	\$	\$
5306	9' x 30' - 16 oz. Standard Booth Carpet	\$	\$
ITEM#	DESCRIPTION	CALCULATE SIZE	TOTAL SQ FT X PRICE / SQ FT = TOTAL PRICE
5312	Visqueen Plastic Covering	Width _____ x Length _____ =	\$ \$
5313	Carpet Padding	Width _____ x Length _____ =	\$ \$
1. Total All Items Ordered			\$
2. 8.25% Sales and/or Use Tax			\$
3. Payment Enclosed			\$

**16 oz. Standard Carpet Color:**  
(If no color is indicated, Gray will be provided)

- Black (BLA)  Blue (BLU)  Burgundy (BUR)  Forest Green (FGR)  Gray (GRA)  
 Stone Blue (SBL)  Purple (PUR)  Red (RED)  Teal (TEA)



**Electrical Under Carpet**  
 Yes  No

**GES**

standard carpet order form



Teterboro, NJ

# custom-cut carpet order form



**Streaming Media 2003  
Hilton New York Hotel  
May 6-8, 2003**

**RETURN TO:**  
GES Exposition Services  
900 Grier Drive, Las Vegas, NV 89119  
Phone: 800-475-2098 \* FAX: 866-329-1437  
International Exhibitors Only:  
Phone: (702) 263-1592 \* FAX: (702) 263-1520

**DISCOUNT DEADLINE DATE: April 14, 2003**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH RESPONSIBILITY \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

Carpet is available in three weights: 16 oz. Custom-cut, 26 oz. Plush, and 50 oz. Ultra Plush. Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet. Please call for a quote. Carpet comes with a 100% client satisfaction guarantee.

- Guaranteed new carpet
- Installation to be completed prior to the delivery of exhibit properties
- A professional installation done to your satisfaction
- A four-mil poly covering to protect carpet during the show move-in

All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom dye orders require to 30 days to process. A minimum of 100 square feet is required for custom-cut orders.

**PRICE LIST**

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5309	16 oz. Custom-cut	price/sq ft \$ 3.50	\$ 5.25				
5310	26 oz. Plush	price/sq ft \$ 4.00	\$ N/A				
5311	50 oz. Ultra Plush	price/sq ft \$ 5.50	\$ N/A				
					<b>PADDING (Included with Packages)</b>		
					GES Offers the finest padding used in the industry, a 5/8" double-netted rebound pad. We guarantee your satisfaction.		
				5313	Padding Per Square Foot	\$ 1.36	\$ 2.00

*Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.*

**PLACE ORDER HERE**

ITEM#	DESCRIPTION	CALCULATE SIZE	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
5309	16 oz. Custom-cut	Width _____ x Length _____ =		\$	\$

**STANDARD COLORS**

**16 oz. Custom-cut Carpet Color:**  
 Black (BLA)  Blue (BLU)  Burgundy (BUR)  Forest Green (FGR)  Gray (GRA)  
 Stone Blue (SBL)  Purple (PUR)  Red (RED)  Teal (TEA)

**Electrical Under Carpet**  
 Yes  No

5310	26 oz. Plush	Width _____ x Length _____ =		\$	\$
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**PLUSH COLORS**

**26 oz. Plush Carpet Color:**  
 Taupe (TAP)  Rose (ROS)  Lava Rock (LRO)  Cement (CMT)  Spice Teal (STE)  Dove (DOV)  
 Snow (SNO)  Soft Ivory (SIV)  Royalty (ROY)  Onyx (ONY)  Silver (SIL)  Bahama (BAH)  
 Cobalt (COB)  Silky Beige (SBE)  Charcoal (CHA)  Boysenberry (BOY)  Navy (NAV)  Ice (ICE)  
 Hunter Green (HGR)  Sun Gold (SNG)  Royal Blue (RBL)  Red (RED)  Violet (VLT)

**Electrical Under Carpet**  
 Yes  No

5311	50 oz. Ultra Plush	Width _____ x Length _____ =		\$	\$
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**ULTRA PLUSH COLORS**

**50 oz. Ultra Plush Carpet Color:**  
 Sterling (STR)  Bisque (BIS)  Graphite (GRP)  Midnight (MID)  Iceberg (ICB)  
 Seascape (SEA)  Black (BLA)  Cabernet (CAB)  Teal (TEA)

**Electrical Under Carpet**  
 Yes  No

5313	Carpet Padding	Width _____ x Length _____ =		\$	\$
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1. Total All Items Ordered	\$
2. 8.25% Sales and/or Use Tax	\$
3. Payment Enclosed	\$

Teterboro, NJ

**GES**

**custom-cut carpet order form**





# specialty furniture order form

Page 1 of 2



**Streaming Media 2003  
Hilton New York Hotel  
May 6-8, 2003**

**RETURN TO:**  
GES Exposition Services  
900 Grier Drive, Las Vegas, NV 89119  
Phone: 800-475-2098 \* FAX: 866-329-1437  
International Exhibitors Only:  
Phone: (702) 263-1592 \* FAX: (702) 263-1520

**DISCOUNT DEADLINE DATE: April 14, 2003**

All orders are governed by the GES Payment Policy and Limits of Liability and

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH RESPONSIBILITY \_\_\_\_\_  
 AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

## PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5412	A1 - Sofa, Black Leather 82x35x31	\$ 508.75	\$ 890.25	5528	I3 - Bookcase, Gray 12x36x72	\$ 244.25	\$ 427.50
5413	A2 - Loveseat, Black Leather 69x35x31	\$ 470.25	\$ 823.00	5529	I4 - Executive Chair, Gray 28x28x42	\$ 296.25	\$ 518.50
5414	A3 - Club Chair, Black Leather 45x35x31	\$ 354.25	\$ 620.00	5530	I5 - Guest Chair, Gray 24x30x35	\$ 289.50	\$ 506.75
5415	A4 - Cocktail Table, Silverado 36" Rd	\$ 193.00	\$ 337.75	5531	I6 - Lateral File, Gray 20x36x29	\$ 366.75	\$ 641.75
5416	A5 - End Table, Silverado 24" Rd	\$ 180.54	\$ 316.00	5532	I7 - Table Lamp, Brushed Steel 28" High	\$ 109.00	\$ 190.75
5417	A6 - Console Table, Silverado 50x18	\$ 205.50	\$ 359.75	5533	J1 - Conference Table, Lt Cherry 42" Rd.	\$ 270.25	\$ 473.00
5418	A7 - Table Lamp, Rosewood 24" High	\$ 109.00	\$ 190.75	5534	J2 - Arm Chair, Lt Cherry w/Fabric 27x25x33	\$ 224.75	\$ 393.25
5419	A8 - Floor Lamp, Rosewood 56" High	\$ 142.00	\$ 248.50	5535	J3 - Conference Table, Cherry 36x72x29	\$ 282.75	\$ 494.00
5420	B1 - Sofa, Light Gray 87x36x34	\$ 398.50	\$ 697.50	5536	J4 - Conference Table, Cherry 44x96x29	\$ 360.00	\$ 630.00
5421	B2 - Loveseat, Light Gray 63x36x34	\$ 360.00	\$ 630.00	5537	J5 - Conference Table, Cherry 46x120x29	\$ 417.75	\$ 731.00
5422	B3 - Chair, Light Gray 39x36x34	\$ 296.25	\$ 518.50	5538	J6 - Arm Chair, Brown/Brandy 27x25x33	\$ 238.50	\$ 417.25
5423	B4 - Cocktail Table, Black w/Glass 50x22	\$ 180.50	\$ 316.00	5539	K1 - Conference Table, Black 42" Rd.	\$ 270.25	\$ 473.00
5424	B5 - End Table, Black w/Glass 26x20	\$ 167.00	\$ 292.25	5540	K2 - Arm/Tilt Chair, Lt Cherry w/Fabric 26x25x34	\$ 212.25	\$ 371.50
5425	B6 - Sofa Table, Blk w/Glass 50x18	\$ 186.25	\$ 326.00	5541	K3 - Conference Table, Blk 42x72x29	\$ 373.50	\$ 653.75
5426	B7 - Table Lamp, Brush Steel 28" High	\$ 109.00	\$ 190.75	5601	K4 - Jr. Executive Chair, Blk Fabric 28x28x36	\$ 250.95	\$ 439.25
5427	B8 - Floor Lamp, Brush Steel 56" High	\$ 142.00	\$ 248.50	5602	L1 - Computer Table, Black 30x48x29	\$ 277.00	\$ 484.75
5428	C1 - Sofa, Black Fabric 87x36x34	\$ 398.50	\$ 697.25	5603	L2 - Steno Chair, Black Fabric 20x21x38	\$ 142.00	\$ 248.50
5429	C2 - Loveseat, Black Fabric 63x36x34	\$ 360.00	\$ 630.00	5604	L3 - Computer Table, Black 30x36x42	\$ 289.50	\$ 506.75
5430	C3 - Chair, Black Fabric 39x36x34	\$ 296.25	\$ 518.50	5605	L4 - Drafting Stool, Black 20x21x49	\$ 212.25	\$ 371.50
5431	C4 - Cocktail Table, 50x22	\$ 180.50	\$ 316.00	5606	L5 - Two Drawer File w/Lock 26x18x29	\$ 142.00	\$ 248.50
5432	C5 - End Table, Chrome w/Glass 26x20	\$ 167.00	\$ 292.25	5607	L6 - Four Drawer File w/Lock 26x18x52	\$ 193.00	\$ 289.50
5433	C6 - Sofa Table, Chrome w/Glass 50x18	\$ 186.25	\$ 326.00	5608	M1 - Parsons Table, Gray 48x24x29	\$ 250.95	\$ 439.25
5434	C7 - Table Lamp, Black Wishbone 27" High	\$ 109.00	\$ 190.75	5609	M2 - Steno Chair, Black Fabric 20x21x38	\$ 142.00	\$ 248.50
5435	C8 - Floor Lamp, Black Wishbone 47" High	\$ 142.00	\$ 248.50	5610	M3 - Walk-up Bar, Black Fabric 51x14x42	\$ 250.95	\$ 439.25
5436	D1 - Conference Table, 36x60x29	\$ 328.25	\$ 574.50	5611	M4 - Drafting Stool, Black 20x21x49	\$ 212.50	\$ 372.00
5437	D2 - Conference Table, 42" Rd.	\$ 193.00	\$ 337.75	5612	M5 - Pedestal, Graphite 12x12x30	\$ 173.75	\$ 260.75
5501	D3 - Breuer Chair, 26x25x34	\$ 109.00	\$ 190.75	5613	M6 - Pedestal, Gray 12x12x30	\$ 173.75	\$ 260.75
5502	E1 - Conference Table, Chrome w/Glass 36x60x29	\$ 295.00	\$ 516.25	5614	M7 - Pedestal, Graphite 12x12x42	\$ 212.50	\$ 372.00
5503	E2 - Conference Table, Chrome w/Glass 42" Rd.	\$ 238.50	\$ 417.50	5615	M8 - Pedestal, Gray 12x12x42	\$ 212.50	\$ 372.00
5504	E3 - Beuer Chair, Gray Fabric 26x25x34	\$ 109.00	\$ 190.75	5616	M9 - Pedestal, Graphite 18x18x32	\$ 250.95	\$ 439.25
5505	F1 - Conference Table, Gray/Blk 42" Rd.	\$ 263.25	\$ 460.75	5617	M10 - Pedestal, Gray 18x18x32	\$ 250.95	\$ 439.25
5506	F2 - Conference Table, Gray/Blk 48" Rd.	\$ 308.75	\$ 540.25	5618	M11 - Pedestal, Graphite 24x24x36	\$ 308.75	\$ 540.25
5507	F3 - Altura/Guest Chair, Blk Fabric 24x30x35	\$ 224.75	\$ 393.25	5619	M12 - Pedestal, Gray 24x24x36	\$ 308.75	\$ 540.25
5508	F4 - Conference Table, Gray/Blk 42x72x29	\$ 347.50	\$ 608.25	5620	M13 - Pedestal, Graphite 24x24x42	\$ 321.25	\$ 562.25
5509	F5 - Conference Table, Gray/Blk 48x96x29	\$ 386.25	\$ 676.00	5621	M14 - Pedestal, Gray 24x24x42	\$ 321.25	\$ 562.25
5510	F6 - Arm/Tilt Chair, Lt Gray Fabric 26x25x34	\$ 219.00	\$ 383.25	5622	M15 - Pedestal, Graphite 30x30x42	\$ 347.50	\$ 608.25
5511	G1 - Executive Desk, 30x60x29	\$ 386.00	\$ 675.50	5623	M16 - Pedestal, Gray 30x30x42	\$ 347.50	\$ 608.25
5512	G2 - Credenza, Light Cherry 24x72x29	\$ 412.00	\$ 721.00	5624	N1 - Conference Table, Lt Cherry 42x72x29	\$ 334.95	\$ 586.25
5513	G3 - Bookcase, Light Cherry 12x36x72	\$ 231.50	\$ 405.25	5625	N2 - Conference Table, Lt Cherry 42" Rd.	\$ 238.50	\$ 417.50
5514	G4 - Executive Chair, Blk Fabric 28x28x42	\$ 277.25	\$ 485.25	5626	N3 - Conference Chair, Lt Cherry 18x23x33	\$ 220.75	\$ 386.25
5515	G5 - Conference/Guest Chair, Blk Fabric 24x30x35	\$ 224.75	\$ 393.25	5627	N4 - Deluxe Barstool, Lt Cherry 18x18x43	\$ 220.75	\$ 386.25
5516	G6 - Lateral File, Light Cherry 20x36x29	\$ 289.50	\$ 506.75	5628	O1 - Barrel Chair, Lt Gray Fabric 82x35x31	\$ 199.75	\$ 349.50
5517	G7 - Table Lamp, Rosewood 24" High	\$ 109.00	\$ 190.75	5629	O2 - Barrel Chair, Black Fabric 69x35x31	\$ 199.75	\$ 349.50
5518	G8 - Floor Lamp, Rosewood 56" High	\$ 142.00	\$ 248.50	5630	O3 - Etagere, Copper 29.5x16x70	\$ 289.50	\$ 506.75
5519	H1 - Jr. Exec. Desk, Mahogany 30x60x29	\$ 566.50	\$ 991.25	5631	O4 - Etagere, Black 29.5x16x70	\$ 289.50	\$ 506.75
5520	H2 - Credenza, Mahogany 20x66x29	\$ 547.25	\$ 957.75	5632	O5 - Etagere, Silver 29.5x16x70	\$ 289.50	\$ 506.75
5521	H3 - Conference Table, Mahogany 42" Rd.	\$ 366.75	\$ 641.75	5633	P1 - Conference Table, Gray/Blk 36" Rd.	\$ 186.25	\$ 326.00
5522	H4 - Executive Chair, Burgundy w/Blue 24x28x41	\$ 398.65	\$ 598.00	5634	P2 - Cafe Chair, Black 18x19x31	\$ 135.00	\$ 236.25
5523	H5 - Bankers Chair, Burgundy w/Blue 25x24x31	\$ 219.00	\$ 383.25	5635	P3 - Conference Table, Blk 36" Rd.	\$ 186.25	\$ 326.00
5524	H6 - Lateral File, Mahogany 22x39x29	\$ 386.00	\$ 675.50	5636	P4 - Arm Chair, Black 19x23x31	\$ 122.75	\$ 214.75
5525	H7 - Lamp, Brass 31" High	\$ 109.00	\$ 190.75	5637	P5 - Bar Table, Graphite/Blk 36" Rd.	\$ 173.75	\$ 304.00
5526	I1 - Jr. Executive Desk, Gray 30x60x29	\$ 412.25	\$ 721.50	5638	P6 - Bar Stool, Black 18x19x42	\$ 199.75	\$ 349.50
5527	I2 - Credenza, Gray 20x66x29	\$ 450.75	\$ 788.75	5639	Q1 - Conference Table, Blk w/Glass Top 42" Rd.	\$ 193.00	\$ 337.75

Continued on Form B-2

**GES**

specialty furniture order form  
Page 1 of 2

Teterboro, NJ





# GEM™ exhibit system order form



**Streaming Media 2003  
Hilton New York Hotel  
May 6-8, 2003**

**RETURN TO:**  
GES Exposition Services  
900 Grier Drive, Las Vegas, NV 89119  
Phone: 800-475-2098 \* FAX: 866-329-1437  
International Exhibitors Only:  
Phone: (702) 263-1592 \* FAX: (702) 263-1520

**DISCOUNT DEADLINE DATE: April 14, 2003**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH RESPONSIBILITY \_\_\_\_\_  
 AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

**PRICE LIST**

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>GEM™ EXHIBIT SYSTEMS</b>				<b>GEM™ ACCESSORIES</b>			
5101	GEM1 10' x 10' Tabletop Display <i>Includes (3) Arm Lights, (2) Shelves, (1) 6-ft Skirted Table, (1) Custom ID Sign</i>	\$ 714.00	\$ 1,071.00	5106	1-Meter Information Counter	\$ 273.00	\$ 409.50
5102	GEM2 10' x 10' <i>Includes (2) Arm Lights, (1) Custom ID Sign</i>	\$ 1,544.50	\$ 2,316.75	5107	2-Meter Information Counter	\$ 399.00	\$ 598.50
5103	GEM3 10' x 10' <i>Includes (3) Arm Lights, (5) Shelves, (1) 1-Meter Counter, (1) Custom ID Sign</i>	\$ 2,048.50	\$ 3,072.75	5108	1-Meter Curved Information Counter	\$ 535.50	\$ 803.25
5104	GEM4 10' x 20' <i>Includes (6) Arm Lights, (5) Shelves, (1) 2-Meter Counter, (1) 40" Round Table, (4) Upholstered Chairs, (2) Custom ID Signs</i>	\$ 4,067.75	\$ 6,101.75	5115	Small Light Box	\$ 320.25	\$ 480.50
5105	GEM5 20' x 20' <i>Includes (10) Arm Lights, (1) Locking Office, (4) Shelves, (1) Curved Counter, (2) 1-Meter Counters, (3) Custom ID Signs</i>	\$ 9,114.00	\$ 13,671.00	5116	Medium Light Box	\$ 404.25	\$ 607.75
GEM™ 2 - 5 Exhibit System Rentals include Standard Booth Carpet.				5117	Large Light Box	\$ 586.00	\$ 879.00
				5113	Wire-Wall Panel, Black or White	\$ 294.00	\$ 441.00
				5109	1-Meter Shelf	\$ 50.50	\$ 75.75
				5110	1-Meter x 8' Slatwall	\$ 204.75	\$ 307.25
				5111	Waterfall Hooks	\$ 19.00	\$ 28.50
				5112	Armlight, Black or White	\$ 68.25	\$ 102.50

**PLACE ORDER HERE**

**GEM™ EXHIBIT SYSTEMS** — Please see "Custom ID Sign" Information below.

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$

*Table Skirt Color (Item # 5101 Tabletop Display ONLY — Gray will be provided if no color is indicated below):*  
 Beige (BGE)  Black (BLA)  Blue (BLU)  Burgundy (BUR)  Forest Green (FGR)  Gold (GOL)  
 Gray (GRA)  Purple (PUR)  Red (RED)  Teal (TEA)  White (WHI)

*16 oz. Standard Carpet Color -- Items 5102 - 5105, GEM 2 - 5 ONLY (Gray will be provided if no color is indicated):*  
 Black (BLA)  Blue (BLU)  Burgundy (BUR)  Forest Green (FGR)  Gray (GRA)  
 Stone Blue (SBL)  Purple (PUR)  Red (RED)  Teal (TEA)

*Choose ONE Panel Type and Color (GEM 1, 2, 3, 4, 5, and Information Counters)*  
 Fabric Panel:  Gray (GRA)  Blue (BLU)  Black (BLA)  
 — OR —  
 Standard Laminate Panels:  Oxford White  Prism Blue  Black  Silver Gray  
 Standard Metal Choice: Silver (SIL)      Optional Metal Choice (Call for Quote/Availability): White, Black, or Red  
 Armlight:  White (WHI)  Black (BLA)      Wirewall Panel:  White (WHI)  Black (BLA)

**GEM™ ACCESSORIES**

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

Delivery, installation, rental, and dismantling are included in package price.

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

1. Total All Items Ordered	\$
2. Sales and/or Use Tax	\$
3. Payment Enclosed	\$

An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Color signs additional.

If Custom ID is not required, please indicate ID copy: Print or type.

- For Additional Custom Graphics, please call (800) 475-2098
- For Custom Exhibits, please call (800) 475-2098



**GES**

**GEM™ exhibit system order form**



**Teterboro, NJ**

# graphics & signage order form



**Streaming Media 2003  
Hilton New York Hotel  
May 6-8, 2003**

**RETURN TO:**  
GES Exposition Services  
900 Grier Drive, Las Vegas, NV 89119  
Phone: 800-475-2098 \* FAX: 866-329-1437  
International Exhibitors Only:  
Phone: (702) 263-1592 \* FAX: (702) 263-1520

**DISCOUNT DEADLINE DATE: April 14, 2003**

All orders are governed by the GES Payment Policy and Limits of Liability and Booth Responsibility

COMPANY	EMAIL ADDRESS	BOOTH RESPONSIBILITY
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	
5905	7" x 11"	\$ 32.75	\$ 49.25	\$
5906	7" x 44"	\$ 37.75	\$ 56.75	\$
5907	11" x 14"	\$ 41.75	\$ 62.75	\$
5908	14" x 22"	\$ 55.25	\$ 82.75	\$
5909	14" x 44"	\$ 65.50	\$ 98.25	\$
5910	22" x 28"	\$ 70.75	\$ 106.25	\$
5911	28" x 44"	\$ 99.75	\$ 149.75	\$
	Additional Words	Cost per Word	\$ 1.40	\$ 2.10
	Easel Back		\$ 7.00	\$ 10.50

**SELECT COLORS**

*Background Color: (Additional \$12.75)*  
 White (WHI)  Black (BLA)  Red (RED)  
 Blue (BLU)  Green (GRN)  Yellow (YEL)

*Copy Color: (Additional \$6.25)*  
 White (WHI)  Black (BLA)  Red (RED)  
 Blue (BLU)  Green (GRN)  Yellow (YEL)

1. Total All Items Ordered	\$
2. 8.25% Sales and/or Use Tax	\$
3. Payment Enclosed	\$

**COMPLETE COPY**

Indicate:  Vertical — OR —  Horizontal.  
 Please print. Attach a layout to this form if necessary.

**CUSTOM SIGNS**

**GES maintains fully-equipped graphics shops that offer:**  
 Graphic Design • Large Format Printing • Desktop Publishing • POP Displays • Backlit Graphics  
 Lamination • Vinyl Graphics • Logo Reproduction • Graphics Presentation • Vinyl Banners

**For custom work and quotation, please call (800) 475-2098.**

**GES**

**graphics & signage order form**



Teterboro, NJ



# key information



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# GES

## Streaming Media 2003 Hilton New York Hotel May 6-8, 2003

**DISCOUNT DEADLINE DATE: April 14, 2003**

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COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

### Inbound Freight Information

Carrier \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_ Pro Number \_\_\_\_\_  
Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
Shipped To: (Check One)  Warehouse  Showsite

### Set-up Information for GES Installation

Set Up Drawings Attached  Rental Carpet Color  
 Set Up Drawings With Exhibit  Own Carpet Color \_\_\_\_\_  
Case/Crate Number \_\_\_\_\_  Padding \_\_\_\_\_  
Number of Workers required for set up \_\_\_\_\_ Approximate time for set up \_\_\_\_\_  
 Forklift Ordered Hrs. \_\_\_\_\_ Time \_\_\_\_\_ Special Equipment Required \_\_\_\_\_

### Did You Order —

Electrical  Yes  No Electrical Under Carpet  Yes  No  
Electrical Drawings  Attached  Sent to the Official Electrical Contractor  With the Exhibit  
Booth Cleaning  Yes  No Other Items \_\_\_\_\_  
Furniture  Yes  No \_\_\_\_\_  
A/V Furniture  Yes  No \_\_\_\_\_  
Telephone  Yes  No \_\_\_\_\_

### Outbound Freight Information

Outbound Freight Charges \_\_\_\_\_ Consigned To \_\_\_\_\_  
 Prepaid  Collect Address \_\_\_\_\_  
 Bill To \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
\_\_\_\_\_ Second Consignee \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_  
 GES Storage City/State/Zip \_\_\_\_\_  
Method  GES Logistics  Common Carrier  AirFreight  Vanline  Other \_\_\_\_\_  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_  
Other Means of Contacting This Person \_\_\_\_\_  
Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
Purchasing Authorization  Yes  No

key information



# official contractors information



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**GES**

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## OFFICIAL SERVICE CONTRACTORS

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

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

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

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

## EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and GES Exposition Services at least 10 days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the exhibitor must provide a certificate of insurance with at least the following limits:
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
  - d. **GES Exposition Services must be named as additional insured.**  
Any exhibitor who does not have a certificate of insurance on file in the GES Exposition Services office 10 days prior to the show will be automatically assessed a \$100 fee which will be charged against their security deposit.
6. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
  - c. Will share with GES Exposition Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
  - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
  - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
  - h. Must coordinate all of its activities with GES Exposition Services.
7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

official contractors information



# hanging sign / truss information



**Streaming Media 2003  
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**GES**

## HANGING SIGNS

**GES is responsible for supervision, assembly, installation, and removal of all hanging signs.**

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

### Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with the order.

## TRUSS & HOISTS

**GES is responsible for supervision, assembly, installation, and removal of all truss.**

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

### Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

**Please complete and return the  
Hanging Sign/Truss Order Form  
by April 14, 2003.**

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

## Shipping Instructions

**All "OK to Proceed" hanging signs should be received in advance at the GES Warehouse by April 28, 2003.**

Please ship all hanging signs in a separate container with the special sign label on this sheet. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Material Handling slick* for more information.

**RUSH!**  
**HANGING SIGN**

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

**Streaming Media 2003**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GEEXPOSITION SERVICES  
125 North Street  
Teterboro, NJ 07608

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:  
April 28, 2003.**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

**GES**

hanging sign / truss information



Teterboro, NJ

# hanging sign / truss order form



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**DISCOUNT DEADLINE DATE: April 14, 2003**

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COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

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

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

**TYPE OF SIGN** (select one sign type per order)

- Banner  
 Systems  
 Structural Signage

**SHAPE OF SIGN**

- Square  Rectangle  Triangle  Circle

**DIMENSIONS & WEIGHT OF SIGN**

Height \_\_\_\_\_ Length \_\_\_\_\_  
 Width \_\_\_\_\_ Weight \_\_\_\_\_ lbs.  
 # \_\_\_\_\_ Structural Pick Points lbs. \_\_\_\_\_ at each pick point

**NUMBER OF FEET FROM FLOOR TO TOP OF SIGN**

\_\_\_\_\_ Feet (Must be in compliance with Show Rules & Regulations)

**IS YOUR SIGN ELECTRICAL**  Yes  No

If yes, order requirements on *Electrical Services Order Form* and note "For Hanging Sign" on order form.

**DOES YOUR SIGN REQUIRE ASSEMBLY**  Yes  No

If yes, GES will assemble your sign prior to hanging. See *Hanging Sign/Truss Information*.

**LOCATION OF SIGN / DIMENSION OF TRUSS**

Use the **Booth Layout** form to represent your booth, indicate from each boundary how you would like your sign/truss placed.

Chain hoists, truss, and lighting available.  
 Please Call (800) 475-2098 for a Quote

GES TO PROCEED AND INSTALL. By: \_\_\_\_/\_\_\_\_/\_\_\_\_

DO NOT PROCEED. Our representative will be on site:

\_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ AM PM

**Exhibitor Contact** Please fill out regardless of supervision status.

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Date of Arrival \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Time \_\_\_\_:\_\_\_\_ AM PM

Hotel (optional) \_\_\_\_\_

Emergency # \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the rigging labor desk and supervise the work to be done for "Do Not Proceed" labor not scheduled for 8:00 AM. Upon completion, the exhibitor's representative will return the crew to the rigging 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 lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and lift will apply.

The minimum charge for labor and equipment is one (1) hour per worker and lift. Equipment and labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. All rates are subject to change if necessitated by increased labor and material costs.

**LIFT AND LABOR RATES AS FOLLOWS:**

		Hanging Sign Crew	Add'l Labor
STRAIGHT TIME	MONDAY - FRIDAY 8:00 AM - 4:30 PM	\$399.50	\$112.75
OVERTIME	ALL OTHER TIMES EXCEPT SUNDAYS AND HOLIDAYS	\$500.00	\$155.25
DOUBLETIME	SUNDAYS AND HOLIDAYS	\$544.25	\$195.75

Please estimate the number of lifts and/or workers and hours per lift and/or worker needed for installation and dismantling below. Invoice will be calculated according to actual hours worked.

SCHEDULE			# OF HOURS	QUANTITY		RATE	TOTAL
DATE(S)	START	END		# OF WORKERS	# OF LIFTS		
	AM / PM	AM / PM				HR	
	AM / PM	AM / PM				HR	
	AM / PM	AM / PM				HR	
	AM / PM	AM / PM				HR	
Total Labor Ordered							
TOTAL PAYMENT ENCLOSED							

(PLEASE ADD 8 1/4% NY SALES TAX TO TOTAL, ON INSTALLATION ONLY)

**hanging sign / truss order form**



