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

The Los Angeles Auto Show

Los Angeles Convention Center

November 18 - 27, 2011

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PDC/GES INFORMATION & ORDER FORMS



Welcome!

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Dear Exhibitor,

We are pleased that Show Management has selected Paradice/GES Contractors as your Official Service Contractor. Our goal is to help make sure your show participation is a success.

Please review this manual carefully. It contains information and order forms for each of the many services offered by Paradice/GES Contractors. If we are to serve you efficiently, it is most important that you return these forms to us promptly.

To qualify for discount prices, orders must be received on or before the deadline date(s) on the order forms.

We accept VISA, MasterCard, and American Express as well as checks.

Paradice/GES requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labor and material handling services not covered in your advance order.

We realize that exhibiting in a trade show can be complicated. If you need assistance or additional information, please call Paradice/GES Client Service at 562.944.4166. In addition, our Paradice/GES Servicenter staff will be available throughout the show to assist you.

We look forward to serving you!



General Information

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

What is an Official Service Provider?

PDC/GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that PDC/GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by PDC/GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

PDC/GES Show Services

Booth Furniture & Accessories

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from PDC/GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Custom Exhibits

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

Installation & Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, PDC/GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

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

Lighting & Rigging

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

Work Zone

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

Exhibitor Services

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



Show Site Work Rules

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Union Information

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

Decorators Union - Local 831

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Service Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

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

Electrical Union

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

Gratuities

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

Work Zone

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

Always Honest Hotline

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

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com



Payment & Credit Card Charge Authorization

G-2

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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MANDATORY FORM*

The Los Angeles Auto Show
Los Angeles Convention Center
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Form Deadline Date:
October 17, 2011

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

Payment Policy

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

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

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

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

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

Bank wire transfer payment information:

Beneficiary: Global Experience Specialists

c/o Bank of America **Account #:** 7188-1-01819
901 Main Street, TX1-492-07-14 **ABA Routing #:** 0260-0959-3
Dallas, TX 75202-3714 USA **SWIFT Address:** BOFAUS3N
Telephone # 800-657-9533 ext 59248 **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 PDC/GES address listed on the order forms:

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

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

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

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

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

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

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

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

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 Corporate Card Personal Card

_____ - _____ - _____ - _____

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard VISA American Express

*Signature Required Below

CARDHOLDER'S NAME PLEASE PRINT _____

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

Calculation of Orders

	TOTAL
Material Handling	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
Other 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 PDC/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: _____

I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/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?

Tel: 562.944.4166 skip@paradiceexpo.com

022004744



Stop. Think. Safety.

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

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

Safety Guidelines:

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

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

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



STOP. THINK. SAFETY.

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

I. Definitions

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

II. Scope

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

III. Customer Obligations

- a. **Payment for services.** Customer shall be liable for all unpaid charges for services performed by PDC/GES or Agents. Customer authorizes PDC/GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. **Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. PDC/GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. PDC/GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to PDC/GES, PDC/GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1½% per month until paid.

IV. Mutual Obligation Indemnification

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

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. PDC/GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF PDC/GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

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

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

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

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

- k. **Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from PDC/GES supplied both materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). PDC/GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

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

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

VIII. Miscellaneous

- a. **Insurance:** PDC/GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. PDC/GES recommends Customer arrange for all Risk Coverage.

- b. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to PDC/GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by PDC/GES) or delivery of outbound Goods.

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

- d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

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

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NEED ASSISTANCE?
 Tel: 562.944.4166 skip@paradiceexpo.com

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

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Attention Exhibitors

Plastic Contour Chairs,
Padded Contemporary Chairs
and 4', 6', & 8' Table rentals
will be 50% off the list price for Media
engagements.



Fire Regulations

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

The Los Angeles Auto Show

Los Angeles Convention Center

November 18 - 27, 2011

The following are the Los Angeles Fire Department's minimum safety requirements for flat trade commercial and other type shows and shall apply whether the exhibit is open or closed to the public.

Fire Department – Applications for a special permit for the following shall be made fifteen (15) days in advance of the show.

1. Display and operate any heater, barbecue, heat-producing or open-flame device, candles, lamps, lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which is deemed hazardous by the Fire Department.
3. Use or store flammable liquids, compressed gases or dangerous chemicals.
4. Display or use any internal combustion engine.

BOOTHS

The Fire Department may require that any booth more than 8 feet in height and employing materials more than 1/4 inch in thickness is of plywood, or 3/8 inch of fiberboard, used in the horizontal run of the ceiling construction, be constructed under permit from the Department of Building and safety. This does not apply to peripheral or other framework which provides support for drapery, plastic, or other approved lightweight materials used in the ceiling. Effective June 13, 1977, fire sprinkler systems will be required for covered exhibits over 750 square feet. This was changed from the previous requirement of 300 square feet.

FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be rendered flame retardant and labeled in accordance with the provisions of Title 19. Canvas, cloth, cardboard, leaves, or similar combustible materials shall not be used in construction of ceilings for longer than thirty (30) days, and shall be completely flame retardant.

Combustible wood materials 1/4 inch or more in thickness, glass or asbestos cloth may be used without flame retardant treatment.

Oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant, and their use is prohibited.

All flame proofing shall be performed by a person certified by the State Fire Marshal's Office.

No person or firm shall apply a flame-retardant chemical on a job unless the person or firm and the chemical are registered with, and approved by, the State Fire Marshal.

Prior to applying a flame-retardant chemical to any booth or exhibit, the registered Flame Retardant Application Concern shall first notify the manager of the property and show his State Fire Marshal Registration.

After every job of applying a flame retardant chemical by a registered Flame Retardant Application Concern, an approved Certificate of Flame Resistance shall be furnished to the person or concern for what the work was done and shall be displayed in the booth or exhibit until the close of the show.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.

Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Show management shall assume responsibility for adequate janitorial and rubbish pickup service performed daily. Show management shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily.

Your cooperation in furnishing this information to all parties whom may be contemplating a show or exhibit will be appreciated. For additional information, contact the Public Safety Section of the Fire Prevention Bureau, (213) 978-3650.

EXHIBIT CONSTRUCTION

All Exhibits must conform to the following regulations as outlined by the Los Angeles Department of Building and Safety

A. Building Permits are required for:

1. Booths, partitions, and displays under the following conditions:
 - a) Over 12' in height.
 - b) When constructed in a manner, which would restrict or obstruct the proper operation of an existing fire sprinkler system, such as a roof or ceiling.
 - c) When plans and/or calculations by a licensed engineer are necessary to insure structural stability.

B. When Building Permits are required:

1. Two (2) sets of construction plans are required which clearly indicated:
 - a) The job address.
 - b) Location of the proposed exhibit in relationship to the site, adjacent exhibits, and the building (Show Floor Plan).
 - c) Plan view, section view elevations and any other specifications necessary to determine the height, type, size, and use of the structure.
 - d) The materials used in construction, and how it will be construed to conform to the provisions of the Building Code.
2. The Building and Safety Department may require computations prepared by an engineer or architect licensed by the State of California to accompany the plans.

C. To secure a Building Permit:

1. Secure clearance from the Los Angeles Fire Department, Public Assembly Inspector, 9th floor, City Hall East, (213) 485-6048 or 485- 6050.
2. File two (2) sets of plans that bear Fire Department approval stamp with the Department of Building and Safety, Conservation Bureau Plan Check, Room 425, City Hall, 200 North Spring Street, Los Angeles, CA 90012, (213) 485-7811.
3. Plan check hours are 8:00 A.M. to 4:00 P.M. Plans should be filed as early as possible, but at least five (5) days before construction work is to begin. Questions can be directed to: Special Projects Division, Engineering Conservation Bureau (213) 485-7811.

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com



Official Service Provider Information

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

The Los Angeles Auto Show

Los Angeles Convention Center

November 18 - 27, 2011

Official Service Provider

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

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

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

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

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

Exhibitor Appointed Contractors

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

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

For your safety, be aware of the following:

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

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NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com

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1. PRODUCER
ABC Insurance Agency Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

2. INSURED
Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
 INSURER B: **Aetna Casualty & Surety Company**
 INSURER C: **Travelers Insurance Company**
 INSURER D: **Royal Insurance Company**
 INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/11	01/01/12	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 50,000	
	MED EXP (Any one person)				\$ 5,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/11	01/01/12	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	BODILY INJURY (Per person)				\$	
	BODILY INJURY (Per accident)				\$	
	PROPERTY DAMAGE (Per accident)				\$	
	AUTO ONLY-EA ACCIDENT				\$1,000,000	
	OTHER THAN AUTO ONLY:				\$	
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/11	01/01/12	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/11	01/01/12	X WC STATU-ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER Professional Liability	000P98298-A11	01/01/11	01/01/12	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

PDC/Global Experience Specialists (Official Service Provider), ANSA Productions, Inc., DBA LA Auto Show (Show Management), Los Angeles Convention Center (Facility), and The Los Angeles Auto Show (Show) are hereby named as additional insured, except for Workers' Compensation. PDC/Global Experience Specialists and/or the consignor are included as Loss Payee. The insurance provided for the benefit of PDC/Global Experience Specialists, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by PDC/GES shall be excess and non-contributory. Show date(s) are: November 18 - 27, 2011 at city of Los Angeles.

6. CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: CANCELLATION

PDC/Global Experience Specialists
 Exhibitor Services
 5560 Katella Avenue
 Cypress, CA 90630

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE
 John Smith, CIC

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



Notice of Intent to Use Exhibitor Appointed Contractor

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Form Deadline Date:
October 8, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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

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

Exhibitor Appointed Contractor _____

Street Address _____

City, State, Zip _____

Phone (area code _____) _____ Fax (area code _____) _____

Contact: _____

Description of Proposed Service for Exhibitor: _____

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

Rules & Regulations

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

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

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

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

No exceptions will be made

Tips to Exhibitor Appointed Contractors

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

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com



Material Handling Information

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

The Los Angeles Auto Show

Los Angeles Convention Center
November 18 - 27, 2011

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

Benefits of Advance Shipping to the PDC/GES Warehouse

- Storage of materials for up to 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 PDC/GES Warehouse

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

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o PDC/GES.
- Do **not** consign **international** shipments c/o PDC/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 - PDC/GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise PDC/GES will invoice the entire load at the Uncrated rate.

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

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.
- **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 Servicenter®** or from your PDC/GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." PDC/GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

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

Measure of Damage

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

Insurance

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

Work Zone

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

072910

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com



Material Handling Order Form

R-2

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
 Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

Form Deadline Date:
 October 17, 2011

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

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

Advance Shipment to Warehouse (300 lbs. minimum per shipment)

Common Carrier / Specialized Contract Carrier

Rate / 100 lbs.	Min/Shipment
\$ 44.00 cwt	\$ 132.00 cwt

Rate

Special Handling / Uncrated*

Rate / 100 lbs.	Min/Shipment
\$ 57.20 cwt	\$ 171.60 cwt

Rate

Skidded Literature Only

Rate / 100 lbs.	Min/Shipment
\$ 28.00 cwt	\$ 84.00 cwt

Rate

Direct Shipment to Exhibit Site (300 lbs. minimum per shipment)

Common Carrier / Specialized Contract Carrier

Rate / 100 lbs.	Min/Shipment
\$ 34.00 cwt	\$ 102.00 cwt

Rate

Special Handling / Uncrated*

Rate / 100 lbs.	Min/Shipment
\$ 44.20 cwt	\$ 132.60 cwt

Rate

Skidded Literature Only

Rate / 100 lbs.	Min/Shipment
\$ 34.00 cwt	\$ 102.00 cwt

Rate

Please go to R-12: Skid Accessible Storage Order Form to order a storage pallet for your Literature items.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the PDC/GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:15 PM - 12:45 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 15.00 fee will be charged per shipment.

Overtime Surcharges: Based on the freight handling rates above, per occurrence inbound shipments unloaded on Saturday, Sunday or Holidays either by show move in schedule or by exhibitor request will be charged overtime rates.

A 30% late to warehouse surcharge will apply if

- freight is received after the last day for shipments to arrive at the warehouse.

A 30% overtime surcharge for every occurrence will apply if

- inbound drivers check in after 2:00 PM weekdays and shipments are unloaded on overtime,
- inbound shipments unloaded on Saturdays, Sundays, and holidays, or after regular move in.
- warehouse freight must be moved to the exhibit site on overtime by request of shipper or exhibitor.

***Special Handling:** Any truck that requires manpower inside the truck to assist the driver during the unloading process will be charged special handling. any uncrated items received separately or mixed with also will be charged special handling.

Important Information

Advance Shipments to Warehouse: PDC/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 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

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

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

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

Arrival Dates and Surcharges for Shipments: A 30% (\$50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Tue, Oct 4, 2011: Advance shipments may begin arriving at warehouse.

Wed, Nov 2, 2011: Last day for shipments to arrive at warehouse.

Direct Dates:

Mon, Nov 7, 2011: Direct shipments may begin arriving at exhibit site.

Mon, Nov 7, 2011: Last day for shipments to arrive at exhibit site.

Reference Targeted Floorplan for Dates & Times.

Off Target Surcharge: 30% (\$50.00 minimum) will apply to all inbound shipments arriving OFF TARGET. Please refer to Target Schedule.

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.)

_____ 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
Each Small Package	\$ 30.00	\$

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

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

NEED ASSISTANCE?

022004744



Freight Service Questionnaire

R-7

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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

MANDATORY FORM*

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Form Deadline Date:
October 17, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- Crated
- Uncrated
- Machinery
- Total

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

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

3. List carrier name(s):

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

Phone Number

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

Phone Number

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

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

lbs.

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

lbs.

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

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

DIRECT SHIPMENTS ONLY:

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



Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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

MANDATORY FORM*

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Form Deadline Date:
October 17, 2011

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

Shipping Information

FROM:

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

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:

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

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

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

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

060311

NEED ASSISTANCE?
Tel: 562.944.4166 skip@paradiceexpo.com

022004744

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

R-5



FROM:



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

The Los Angeles Auto Show

NAME OF EXHIBITION

022004744

BOOTH NUMBER

C/O PDC/GES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Oct 4, 2011 - Wednesday, Nov 2, 2011

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 - 3:30 PM; Closed 12:15 PM - 12:45 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

The Los Angeles Auto Show

NAME OF EXHIBITION

022004744

BOOTH NUMBER

C/O PDC/GES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Oct 4, 2011 - Wednesday, Nov 2, 2011

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 - 3:30 PM; Closed 12:15 PM - 12:45 PM & Holidays.

Carrier _____
Number _____ of _____ pieces





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

The Los Angeles Auto Show

NAME OF EXHIBITION

022004744

BOOTH NUMBER

C/O PDC/GES

Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015
USA

SHIPMENT SHOULD ARRIVE ONLY ON:

Monday, Nov 7, 2011

Reference Targeted Floorplan for Dates & Times.

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 \$ 15.00 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

The Los Angeles Auto Show

NAME OF EXHIBITION

022004744

BOOTH NUMBER

C/O PDC/GES

Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015
USA

SHIPMENT SHOULD ARRIVE ONLY ON:

Monday, Nov 7, 2011

Reference Targeted Floorplan for Dates & Times.

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 \$ 15.00 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces





GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
 Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER:
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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: Pick Up 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* _____ <small>*Subject to Applicable Surcharges</small>	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.	Special Instructions (Additional Charges May Apply)
---	---	--

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

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 PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

X

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

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.**

NEED ASSISTANCE?
 Tel: 562.944.4166 skip@paradiceexpo.com

022004744



Target Variance Request

R-22

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Form Deadline Date:
October 17, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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To request a change of your Rigging/Freight Target Day/Time, complete this form and return by .

Note: While we will attempt to honor all requests, we cannot grant all requests because of logistical considerations, such as booth location equipment operation in area, dock availability, labor demands, etc. All changes are subject to GES Approval. No changes can be made over the phone.

If you have any questions, please contact Kelly Green 562.370.1564 or Janene Bobenrieth 562.370.1650.

Email completed form to Kelly Green KGreen@ges.com and copy Janene Bobenrieth JBobenrieth@ges.com

Company Name:	Booth #:
Contact Name:	Title:
Phone Number:	Fax #:
Email Address:	
Current Target:	Date Time:
Requested Target:	Date Time:
Reason for Change:	
Date:	

To avoid off target charges, provide GES with your daily truck schedule for delivery. Use Form R-23

Upon unloading, all freight will be set in the booth, NO EXCEPTIONS. Freight cannot be placed in the aisles as it will impede operation. Empty crates will be removed daily, please ensure that they are tagged with empty labels after they are empty since this will ensure better overall service throughout the show.

081511 Csrm



Furniture & Accessories Order Form

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

Discount Deadline Date:
 October 17, 2011

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

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs							
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 86.25	\$ 129.50	300073	Display Case 4', Corner View	\$ 426.50	\$ 639.75
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 77.00	\$ 115.50	300074	Display Case 4', Full View	\$ 414.50	\$ 621.75
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 60.00	\$ 90.00	300075	Display Case 4', Half View	\$ 414.50	\$ 621.75
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 95.25	\$ 143.00	300076	Display Case 4', Quarter View	\$ 414.50	\$ 621.75
Tables							
300057	Table, Rectangle, 24"x36"x30" High	\$ 78.50	\$ 117.75	300078	Display Case 5', Full View	\$ 426.50	\$ 639.75
300056	Table, Square, 24"x24"x30" High	\$ 72.00	\$ 108.00	300079	Display Case 5', Half View	\$ 426.50	\$ 639.75
300059	Table, Starbase, 30" Diameter x 40" High	\$ 176.00	\$ 264.00	300080	Display Case 5', Quarter View	\$ 426.50	\$ 639.75
300058	Table, Starbase, 40" Diameter x 30" High	\$ 176.00	\$ 264.00	300082	Display Case 6', Full View	\$ 438.75	\$ 658.25
Skirted Tables							
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>							
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 102.75	\$ 154.25	300083	Display Case 6', Half View	\$ 438.75	\$ 658.25
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 115.00	\$ 172.50	300084	Display Case 6', Quarter View	\$ 438.75	\$ 658.25
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 127.00	\$ 190.50	300088	Display Case 7', Vertical	\$ 573.50	\$ 860.25
3007	Table, Skirt 4th Side	\$ 41.25	\$ 62.00	Accessories			
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 3.64	\$ 5.46
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 115.00	\$ 172.50	300127	Aisle Stanchion, Tensa	\$ 65.00	\$ 108.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 133.25	\$ 200.00	300123	Aisle Stanchion, without Chain	\$ 35.50	\$ 53.25
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 151.50	\$ 227.25	300103	Aluminum Easel	\$ 47.75	\$ 71.75
3017	Counter, Skirt 4th Side	\$ 47.75	\$ 71.75	300111	Bag Stand	\$ 66.00	\$ 99.00
Risers				300102	Coat Rack	\$ 66.00	\$ 99.00
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 41.25	\$ 62.00	300104	Garment Rack	\$ 66.00	\$ 99.00
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 29.50	\$ 44.25	300106	Literature Rack	\$ 104.75	\$ 157.25
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 53.75	\$ 80.75	300201	Pegboard, White, 4'x8'	\$ 115.00	\$ 172.50
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 41.25	\$ 62.00	300107	Refrigerator	\$ 261.50	\$ 392.25
Custom Booth Drape				300131	Security Cage, Large, without Lock	\$ 365.50	\$ 548.25
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 12.30	\$ 18.45	300132	Security Cage, Small, without Lock	\$ 243.25	\$ 365.00
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 14.85	\$ 22.30	300120	Sign Holder, Bell Base	\$ 60.00	\$ 90.00
3019	Drape, 12' High, Per Foot	\$ 17.00	\$ 25.00	300108	Sign Holder, Chrome, 22"x28"	\$ 60.00	\$ 90.00
3015	Drape, 16' High, Per Foot	\$ 21.00	\$ 31.00	300211	Tackboard, 4'x8'	\$ 120.75	\$ 181.25
308041	Velour Drape, 8' High, Black	\$ 14.85	\$ 22.30	300112	Ticket Tumbler, Small, Table Top	\$ 102.75	\$ 154.25
308241	Velour Drape, 12' High, Black	\$ 29.70	\$ 44.60	300113	Wastebasket	\$ 14.85	\$ 22.30
308441	Velour Drape, 16' High, Black	\$ 44.55	\$ 66.90	300118	Waterfall Stand	\$ 66.00	\$ 99.00
Display Furniture				<i>Prices include delivery, installation, rental, and removal.</i>			

Please Indicate Choice

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3002, 3019, 3015, 308041, 308241, 308441 ONLY)

Gray will be provided if no color is indicated below:

- Beige Black Blue
 Burgundy Forest Green Gray
 Purple Red White

4th Side Table Skirt (3007 ONLY)

- 6' Table 8' Table

4th Side Counter Skirt (3017 ONLY)

- 6' Counter 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

- Horizontal Vertical

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
A.	Payment Enclosed			\$
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign:				<input checked="" type="checkbox"/>
<small>AUTHORIZED NAME - PLEASE PRINT</small>			<small>DATE</small>	

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

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

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com

022004744



Specialty Furniture Order Form

B-1

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Discount Deadline Date:
October 17, 2011

Go to below link to view images and information:
<http://ges.com/ecommm/info/B1-Brochure-CORE.pdf>

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas and Loveseats				Seating - Office and Utility Seating			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 476.00	\$ 714.00	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 301.50	\$ 452.25
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 348.50	\$ 522.75	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 272.25	\$ 408.50
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 571.75	\$ 857.75	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 331.75	\$ 497.75
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,132.25	\$ 1,698.50	305126	Chair, Task, 25"L 26"D 21"H	\$ 101.75	\$ 152.75
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,043.75	\$ 1,565.75	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 189.00	\$ 283.50
305117	Sofa, Astro, 83"L 36"D 29"H	\$ 541.25	\$ 812.00	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 140.50	\$ 210.75
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 389.00	\$ 583.50	Seating - Barstools			
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 573.75	\$ 860.75	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 117.25	\$ 176.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 487.50	\$ 731.25	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 117.25	\$ 176.00
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 514.50	\$ 771.75	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 148.50	\$ 222.75
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	\$ 488.50	\$ 732.75	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"	\$ 155.00	\$ 232.50
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 474.25	\$ 711.50	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 190.25	\$ 285.50
Seating - Club Chairs				305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 168.00	\$ 252.00
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 365.75	\$ 548.75	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 168.00	\$ 252.00
305072	Chair, Barcelona, Black, 30"L 31"D 29"H	\$ 577.50	\$ 866.25	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 168.00	\$ 252.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 629.75	\$ 944.75	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 214.75	\$ 322.25
305181	Chair, Blue Suede, 39"L 34"D 33"H	\$ 379.25	\$ 569.00	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 214.75	\$ 322.25
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 275.00	\$ 412.50	Tables - Cafe			
305180	Chair, Globus, 28"L 26"D 28"H	\$ 266.50	\$ 399.75	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 165.00	\$ 247.50
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 400.00	\$ 600.00	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 220.00	\$ 330.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 339.00	\$ 508.50	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 165.00	\$ 247.50
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 331.75	\$ 497.75	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 192.75	\$ 289.25
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 339.00	\$ 508.50	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 220.00	\$ 330.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 262.00	\$ 393.00	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 261.00	\$ 391.50
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 393.25	\$ 590.00	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 192.75	\$ 289.25
Seating - Chairs				305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 261.00	\$ 391.50
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 219.50	\$ 329.25	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 165.00	\$ 247.50
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 87.25	\$ 131.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 192.75	\$ 289.25
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 87.25	\$ 131.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 220.00	\$ 330.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 109.00	\$ 163.50	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 261.00	\$ 391.50
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 109.00	\$ 163.50	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 165.00	\$ 247.50
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 157.50	\$ 236.25	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 220.00	\$ 330.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 229.75	\$ 344.75	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 213.00	\$ 319.50
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 145.25	\$ 218.00	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 268.25	\$ 402.50
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 242.00	\$ 363.00	Tables - Bar			
305113	Chair, Manhattan, 26"L 22"D 34"H	\$ 175.75	\$ 263.75	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 171.50	\$ 257.25
305108	Chair, New York, 23"L 32"D 33"H	\$ 147.00	\$ 220.50	305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 224.50	\$ 336.75
305115	Chair, Panton, White, 20"L 34"D 33"H	\$ 158.50	\$ 237.75	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 171.50	\$ 257.25
305078	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 151.75	\$ 227.75	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 211.25	\$ 317.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 151.75	\$ 227.75	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 224.50	\$ 336.75
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 151.75	\$ 227.75	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 264.00	\$ 396.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	\$ 151.75	\$ 227.75	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 211.25	\$ 317.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 225.00	\$ 337.50	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 264.00	\$ 396.00
Seating - Ottomans				305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 171.50	\$ 257.25
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 303.75	\$ 455.75	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 211.25	\$ 317.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 303.75	\$ 455.75	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 224.50	\$ 336.75
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 79.50	\$ 119.25	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 264.00	\$ 396.00
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18"H	\$ 79.50	\$ 119.25	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 171.50	\$ 257.25
305082	Ottoman, Cube, Lemon, 17"L 17"D 18"H	\$ 79.50	\$ 119.25	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 224.50	\$ 336.75
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18"H	\$ 79.50	\$ 119.25	305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 224.50	\$ 336.75
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 77.25	\$ 116.00	305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 277.00	\$ 415.50
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 302.00	\$ 453.00	Tables - Cocktail			
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 302.00	\$ 453.00	305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 171.50	\$ 257.25
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 234.25	\$ 351.50	305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 176.25	\$ 264.50
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 234.25	\$ 351.50	305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 235.75	\$ 353.75
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 181.50	\$ 272.25	305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 209.25	\$ 314.00
305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 253.00	\$ 379.50	305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 272.25	\$ 408.50
305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 253.00	\$ 379.50	305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 242.50	\$ 363.75
Seating - Office and Utility Seating				305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 242.50	\$ 363.75
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 266.00	\$ 399.00	305022	Table, Cocktail, Visions, 48"L 28"D 17"H	\$ 170.50	\$ 255.75
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 254.25	\$ 381.50				
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 118.75	\$ 178.25				

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com

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Digital File Submission Guide

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

The Los Angeles Auto Show

Los Angeles Convention Center
November 18 - 27, 2011

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

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression


AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.


Vector Artwork

For the best quality, artwork should be created in **vector format (ai or vector eps)**. Logos taken from websites are generally gifs. **Gif files are not acceptable as they will not print clearly.** See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo's or text, must be supplied in a **vector format (ai or vector eps)**. Artwork created in a pixel format, i.e., TIFF and JPEG is not suitable. See Visual.



gif
@ 400%



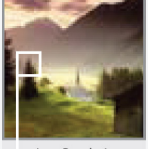
ai / eps vector
@ 400%

Vectors
Text @ 100% Outlined Text

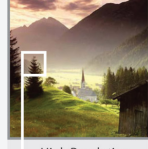
Bitmap/Raster Artwork

JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.** See Visual.



PDF - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi). See Visual.



Low Resolution
(72dpi) jpeg 88 Kb




High Resolution
(300dpi) jpeg 3.52 Mb

Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.



Fonts

Turn all fonts into outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files.

FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

	HOST	USER NAME:	PASSWORD:
Western Region Shows	ftp://csftp.ges.com/West	geswstftp	o8clx6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

060111



Installation & Dismantling Order Form

L-1

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

Discount Deadline Date:
 October 17, 2011

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

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

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

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

Important Information & Rates

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

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

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 80.00	\$ 100.00	\$ 120.00
Install & Dismantle, OT Code: 705000	\$ 137.00	\$ 171.00	\$ 205.00
Install & Dismantle, PT Code: 705000	\$ 169.00	\$ 211.00	\$ 254.00

All Decorator labor on Friday 11/11, Wednesday 11/23 and Thursday 11/24 will be charged at the premium "holiday" rate. All Teamster labor on Wednesday 11/23 will be charged at the premium "holiday" rate. However, contrary to the information printed on the labor forms, the premium rate will not be charged on the other dates from 10:00 PM to 8:00 AM. Standard overtime rates will apply during these time periods.

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

Please Indicate Service

PDC/GES Supervised (OK to Proceed)

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

PDC/GES will supervise labor to:

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

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

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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.

Place Order Here

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

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

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com

022004744



Key Information\Supervised Labor Checklist

L-2

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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MANDATORY FORM*

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Form Deadline Date:
October 17, 2011

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method GES Logistics Common Carrier AirFreight Vanline Other _____

Carrier (if known) _____

Contact _____ Phone _____

Number of Crates _____ Shipped By _____ Date _____

Number of Fiber Cases _____ Color _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) Warehouse Showsite

Setup Information for PDC/GES Installation

Setup Drawings/Instructions Attached Rental Carpet Color _____

Setup Drawings With Exhibit Own Carpet Color _____

Case/Crate Number _____ Padding _____

Number of Workers Required for Setup _____ Approximate Time for Setup _____

Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

Number of Graphics _____ Layout Provided? Yes No Description _____

Number of Lights _____ Number of Light Boxes _____ Description _____

Did You Order ---

Electrical Outlets Yes No Electrical Labor/Boothwork Yes No Electrical Under Carpet Yes No

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

Other Items _____

Furniture Yes No _____

Telephone/Internet Yes No _____

Tear-down Information for PDC/GES Dismantle

Tear-down Drawings/Instructions Attached Rental Carpet Color _____

Tear-down Drawings With Exhibit Own Carpet Color _____

Case/Crate Number _____ Padding _____

Number of Workers Required for Tear-down _____ Approximate Time for Tear-down _____

Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

Number of Graphics _____ Layout Provided? Yes No Description _____

Number of Lights _____ Number of Light Boxes _____ Description _____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____

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

Bill To _____ City/State/Zip _____

PDC/GES Storage _____ Second Consignee _____

Method GES Logistics Common Carrier AirFreight Vanline Other _____

Carrier (if known) _____ Address _____

Contact _____ Phone _____ City/State/Zip _____

Exhibitor-completed PDC/GES' Outbound Material Handling Form Yes No

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

Emergency Contact Information / Showsite Contact

Name _____ Title _____

Telephone _____ Cell Phone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization Yes No

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

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

NEED ASSISTANCE?
Tel: 562.944.4166 skip@paradiceexpo.com

022004744

010710



In-Booth Forklift, Crane & Labor Order Form

T-1a

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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October 17, 2011

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

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

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

Important Information & Rates

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

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

LABOR RATES ARE AS FOLLOWS:

Crane w/Operator Per Hour		Rate		
15 Ton, ST	Code: 705280	\$ 476.00		
15 Ton, OT	Code: 705280	\$ 597.00		
15 Ton, PT	Code: 705280	\$ 797.00		
Worker per Hour		Discount	Regular	Show Site
Freight, ST	Code: 705030	\$ 65.00	\$ 70.50	\$ 77.50
Freight, OT	Code: 705030	\$ 96.00	\$ 107.00	\$ 117.50
Freight, PT	Code: 705030	\$ 127.00	\$ 136.50	\$ 170.25

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Premium Time: All day 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

ITEM#	EQUIPMENT ONLY DESCRIPTION	RATE
706200	5,000#, ST	\$ 51.50
706201	8,000#, ST	\$ 80.00
706204	15,000#, Composite	\$ 159.00
706303	Boom Lift, ST	\$ 12.00

Please add Operator Charge to above Equipment Rates when calculating charge. For larger forks and crane quotes, please call 562.944.4166.

All Decorator labor on Friday 11/11, Wednesday 11/23 and Thursday 11/24 will be charged at the premium "holiday" rate. All Teamster labor on Wednesday 11/23 will be charged at the premium "holiday" rate. However, contrary to the information printed on the labor forms, the premium rate will not be charged on the other dates from 10:00 PM to 8:00 AM. Standard overtime rates will apply during these time periods.

Please Indicate Service

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

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

- Uncrating Unskidding Positioning
 Leveling Dismantling Recrating
 Reskidding

Place Order Here

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

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

Payment Enclosed \$

Authorized Signature - Please Sign:

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

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

09/02/10

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com

022004744



Exhibitor's Own Floor Covering Order Form

C-3

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

Discount Deadline Date:
 October 17, 2011

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Exhibitors may have their own floor covering installed when pre-shipped specially marked to the PDC/GES warehouse, 5560 Katella Ave, Cypress, CA 90630, to be received on or before November 2, 2011.

The charge for carpet installation and removal must be pre-paid. Exhibitors will be charged the normal warehouse Material Handling Rate for the carpet. Pre-shipped carpet will be installed before scheduled check-in time. If requested, padding and/or visqueen can be installed as well.

Price List

Please Indicate Choice

ITEM	DESCRIPTION	DISCOUNT*	REGULAR*
Services Ordered for Exhibitor's Own Floor Covering			
500002	Carpet & Floor Tiles Installed & Removed	\$ 0.35	\$ 0.40
500001	Carpet Installed & Removed	\$ 0.35	\$ 0.40
500003	Carpet Padding Installed & Removed	\$ 0.15	\$ 0.20
500006	Carpet Padding Removal Only	\$ 0.05	\$ 0.05
500005	Carpet Removal Only	\$ 0.17	\$ 0.22
500004	Visqueen Installed & Removed	\$ 0.15	\$ 0.15

**Rates Per Square Foot - Prices include taping, installation, and removal*

I am shipping:

- Carpet Rolls: Qty. _____ Color _____
- Carpet Tiles: Qty. _____ Color _____
- Floor Tiles: Non-adhesive backing only Color _____
- Carpet Padding
- Visqueen

Please Indicate Choice

Booth Size: _____ Width X _____ Length = _____ = _____

Supervisor: Exhibitor _____ PDC/GES _____

Installation Instructions:

- Electrical Cords go under carpet do NOT go under carpet
- Diagram Included Yes No

Additional Instructions: _____
 A diagram must be included (H-3 Booth Layout Form) if floor covering is laid in a pattern or does not cover the entire booth space.

Shipping Information:

Carrier: _____ Date Shipped: _____
 Pro Number: _____ Estimated Arrival Date: _____
 Piece Count: _____ Weight: _____ lbs.
 Destination: Warehouse Exhibit Site

Additional Information

Place Order Here

Please Note: Independent contractors are not allowed into the exhibit hall to install carpet in advance of regular set-up date. If exhibitors wish to have their carpet installed prior to delivery of display materials, they must follow the rules and procedures outlined on this form. PDC/GES is the only contractor allowed to install carpet prior to official set-up. All materials used in the installation of exhibitor's carpet are chargeable at regular prices. If you are shipping your floor covering to the exhibit site, please load and label so floor covering is off-loaded first. PDC/GES is responsible for the removal of all booth carpet.

*All shipments must arrive prepaid.
 Collect shipments will not be accepted.
 Use labels provided when shipping floor covering.*

ITEM	DESCRIPTION	PRICE	x	SQ./FT	=	TOTAL PRICE
						\$
						\$
						\$
A.	Payment Enclosed					\$

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com

022004744



Hanging Sign / Truss Labor Information

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

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Hanging Signs

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

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All signs, with the exception of banners, must have structural Rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. PDC/GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend PDC/GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Truss & Hoists

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

Remember:

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

**Please complete and return the
Hanging Sign / Truss Labor Order Form (H-2) by October 17, 2011.**

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

Shipping Instructions

All hanging signs should be received in advance at the PDC/GES Warehouse by November 02, 2011. Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

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

H-1a



FROM:



FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

The Los Angeles Auto Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O PDC/GES EXPOSITION SERVICES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Oct 4, 2011 - Wednesday, Nov 2, 2011

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

The Los Angeles Auto Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O PDC/GES EXPOSITION SERVICES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Oct 4, 2011 - Wednesday, Nov 2, 2011

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces





Hanging Sign / Truss Labor Order Form

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Discount Deadline Date:
October 17, 2011

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

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

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

Important Information & Rates

Starting time can only be guaranteed when labor is requested for the start of the working day at 8:00 AM. All rigging labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 Am please have a representative pick up the crew at the rigging labor desk and supervise the work to be done.

Equipment and labor cancelled without 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment on move-in and move-out dates and a four (4) hour cancellation fee on Show and Press Dates. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply on move-in and move-out dates and a minimum four (4) hour "Not Ready" charge will apply on Show and Press Dates.

LABOR RATES ARE AS FOLLOWS:

High Lift w/Crew	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 365.20	\$ 456.50	\$ 547.80
High Lift, OT Code: 705300	\$ 484.00	\$ 605.00	\$ 726.00
High Lift, PT Code: 705300	\$ 523.60	\$ 654.50	\$ 785.40
Scissor Lift, ST Code: 705301	\$ 282.20	\$ 352.75	\$ 423.30
Scissor Lift, OT Code: 705301	\$ 374.00	\$ 467.50	\$ 561.00
Scissor Lift, PT Code: 705301	\$ 404.60	\$ 505.75	\$ 606.90
Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST Code: 705020	\$ 80.00	\$ 100.00	\$ 120.00
Rigging, Hanging Sign, OT Code: 705020	\$ 137.00	\$ 171.00	\$ 205.00
Rigging, Hanging Sign, PT Code: 705020	\$ 169.00	\$ 211.00	\$ 254.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime:** All other times Monday through Friday. All day Saturday & Sunday.
- Premium Time:** All day 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

All Decorator labor on Friday 11/11, Wednesday 11/23 and Thursday 11/24 will be charged at the premium "holiday" rate. All Teamster labor on Wednesday 11/23 will be charged at the premium "holiday" rate. However, contrary to the information printed on the labor forms, the premium rate will not be charged on the other dates from 10:00 PM to 8:00 AM. Standard overtime rates will apply during these time periods.

Please Indicate Service

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

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

Yes No
Does Your Sign Require Assembly? If yes, PDC/GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

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

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

Type of Sign (Select one sign type per order)
 Banner Structural Signage Systems

Shape of Sign (Select one sign type per order)
 Square Rectangle Triangle
 Circle Other _____

Dimensions & Weight of Sign
 Width _____ Length _____ Height _____ Weight _____ lbs
 # _____ Structural Pick Points: # of Pounds _____ at each point

Place Order on Page 2



Hanging Sign / Truss Labor Order Form

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

Discount Deadline Date:
 October 17, 2011

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

Place Order Here

	Schedule Date(s)	Schedule Start Time	Schedule End Time	Quantity of Item ST	Total ST Hours	ST Rate	Sub Total ST Qty x ST Hrs	Quantity of Item OT	Total OT Hours	OT Rate	Sub Total OT Qty x OT Hrs	Total ST Sub + OT Sub
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$

I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract. Authorized Signature - Please Sign: <input checked="" type="checkbox"/> X		AUTHORIZED NAME - PLEASE PRINT	DATE		A. Total Labor Ordered	\$
					B. 30% (\$50.00) PDC/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.



Electric Chain Hoist & Truss Order Form

H-5

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

Discount Deadline Date:
 October 17, 2011

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CM Lodestar Chain Hoists			
702133	Hoist, Electric Chain, 1 TON	\$ 380.00	\$ 500.00
702132	Hoist, Electric Chain, 1/2 TON	\$ 350.00	\$ 475.00
702131	Hoist, Electric Chain, 1/4 TON	\$ 300.00	\$ 425.00
702134	Hoist, Electric Chain, 2 TON	\$ 420.00	\$ 550.00
Rotating Motors (Requires 5 AMP Outlet)			
609107	Rotating Motor 100#	\$ 250.00	\$ 350.00
609106	Rotating Motor 250#	\$ 300.00	\$ 400.00
609105	Rotating Motor 500#	\$ 400.00	\$ 500.00
Tomcat Aluminum Truss			
608131	Truss, 12" Box, Black, Per Foot	\$ 22.00	\$ 32.00
608132	Truss, 12" Box, Silver, Per Foot	\$ 20.00	\$ 30.00
608135	Truss, 12" Corner Block, Black	\$ 105.00	\$ 130.00
608136	Truss, 12" Corner Block, Silver	\$ 100.00	\$ 125.00
608133	Truss, 20" Box, Black, Per Foot	\$ 26.00	\$ 36.00
608134	Truss, 20" Box, Silver, Per Foot	\$ 24.00	\$ 34.00
608138	Truss, 20" Corner Block, Black	\$ 115.00	\$ 140.00
608137	Truss, 20" Corner Block, Silver	\$ 110.00	\$ 135.00

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

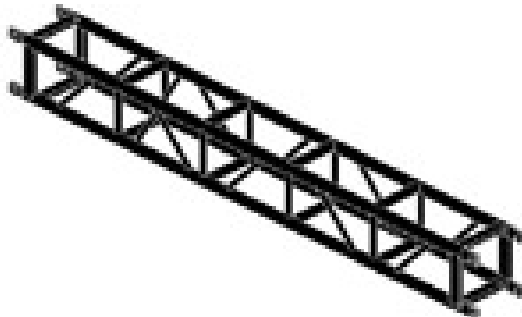
Order your chain hoists and truss through PDC/GES and save transportation and freight charges as well as costly downtime. Hoists include: transportation charges, and drayage fees. When ordering your hoists and/or truss directly from PDC/GES, we will install on straight time prior to your arrival, if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

Supplies are limited. Please verify availability by calling 562.370.1564. For multiple Truss/Hoist Rentals call Kelly Green for quote 562.370.1564.

Delivery drayage and rental is included in price. A 5 amp motor outlet must be ordered for rotators. Use Electrical Order Form in this manual.

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

Place Order Here



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

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com



Rigging Plan Submittal Form

H-8

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
PDC/Global Experience Specialists • Kelly Green Email: KGreen@ges.com

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

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Form Deadline Date:
October 10, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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All rigging plans need to be reviewed and approved by GES. Plans received on or prior to the deadline date will be reviewed at no charge.

The Los Angeles Auto Show Plan Deadline Date: October 10, 2011

Plan or plan revisions received October 11, 2011 thru October 17, 2011 - **\$250.00 per booth space**

Plan or plan revisions received October 18, 2011 thru October, 24, 2011 - **\$500.00 per booth space**

Plan or plan revisions received October 25, 2011 thru November 4, 2011 - **\$750.00 per booth space**

Plans must be sent via Email for review.

Email (.dwg and imperial unit format only) to:

KGreen@ges.com

Place Order Here

ITEM#	DESCRIPTION	DATE SENT	PRICE	TOTAL PRICE
	Rigging Plan Review Before Deadline		No Charge	\$
700100	Rigging Plan Review			\$
A.	Payment Enclosed			\$
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT				DATE

060210 Csrffm

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com

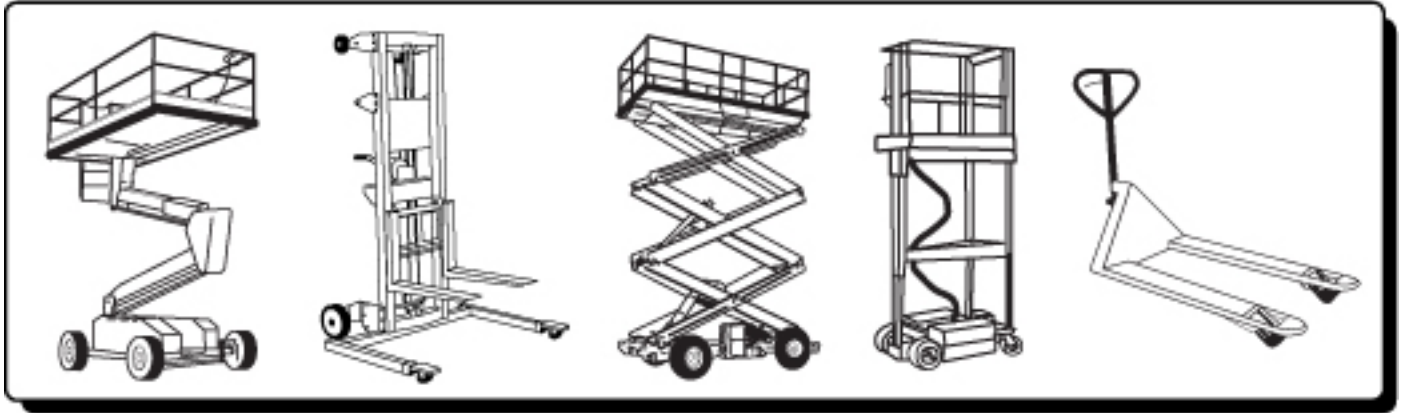
022004744

Operation of All Mechanical Lifts

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

ATTENTION ALL EXHIBITORS!



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

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

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

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

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

Thank you for your complete cooperation.



Column Wrap Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
 PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

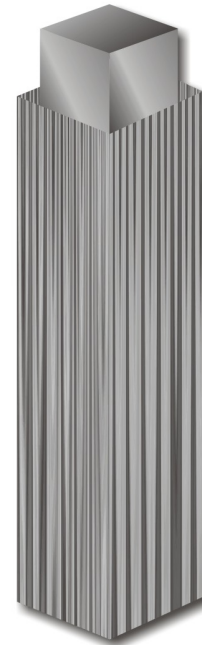
Discount Deadline Date:
 October 17, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Covering for Columns Within Your Booth

Price List

ITEM	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
South Hall			
3027	Column Wrap, Alum. Frame, 16' Vinyl	\$ 750.00	\$ 900.00
3028	Column Wrap, Floor to Ceiling	\$ 990.00	\$ 1,040.00
No. of columns to cover _____			
- Cloth price on request			
West Hall			
3027	Column Wrap, Alum. Frame, 16' Vinyl	\$ 750.00	\$ 900.00
3028	Column Wrap, Floor to Ceiling	\$ 990.00	\$ 1,040.00
No. of columns to cover _____			
- Cloth price on request			
Kentia Hall			
3023	Column Wrap, 19', Vinyl	\$ 750.00	\$ 900.00
No. of columns to cover _____			



Includes labor and aerial lift to install. Pricing based on straight time installation.

Please Indicate Choice Place Order Here

- Column Wrap**
 Black will be provided if no color is indicated below:
- | | | |
|-----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Emerald Green | <input type="checkbox"/> Forest Green |
| <input type="checkbox"/> Gold | <input type="checkbox"/> Gray | <input type="checkbox"/> Light Blue |
| <input type="checkbox"/> Mauve | <input type="checkbox"/> Purple | <input type="checkbox"/> Red |
| <input type="checkbox"/> Teal | <input type="checkbox"/> White | |

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

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

Prices include delivery, installation, rental, and removal.

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

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



Stage Order Form

A-8

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

PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666

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

The Los Angeles Auto Show
 Los Angeles Convention Center
 November 18 - 27, 2011

Form Deadline Date:
 October 17, 2011

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM	DESCRIPTION	RATE
Regular Monroe Style Platforms		
300164	12" high Platform 4' x 8' units, per sq. ft	\$ 5.00
300166	16" high Platform 6' x 8' units, per sq. ft	\$ 6.00
300167	24" high Platform 6' x 8' units, per sq. ft	\$ 6.50
300168	32" high Platform 6' x 8' units, per sq. ft	\$ 7.00
Large special platforms in 8'x8' units		
300169	48" high Platform 8' x 8' units, per sq. ft	\$ 8.00
300170	60" high Platform 8' x 8' units, per sq. ft	\$ 8.50
300180	72" high Platform 8' x 8' units, per sq. ft	\$ 8.50
300160	24" high Platform 4' x 8' units, per sq. ft	\$ 10.00

Platform 12" to 24" do not require handrails
Platforms 16" to 24" do come with a single/double step
Platforms 32" to 72" have handrails on 3 sides and one set of stairs with handrails skirted gray

All platforms include set up and teardown on ST included in price. Carpeting and skirting are by quote only.

Installation or removal on overtime will incur additional costs please see Installation and Dismantling Order form for Overtime Rates.

Include Booth Layout Diagram H-3 for layout and placement in booth additional Installation and Dismantle labor charges will be incurred for changes at show site.

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

Place Order Here

Calculate Total Square Footage:

Width: _____ x Length: _____ = _____ Square Feet

ITEM	DESCRIPTION	TOTAL SQ. FT.	X PRICE / SQ. FT.	= TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
A.	Payment Enclosed			\$

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

Authorized Signature - Please Sign:

X

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

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com



Booth Layout Form

RETURN TO: PDC/Global Experience Specialists • 10002 Pioneer Blvd. Suite 105, Santa Fe Springs, CA 90070 • Fax: 562.944.3666
Contact us Online: skip@paradiceexpo.com Phone: 562.944.4166

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

MANDATORY FORM*

The Los Angeles Auto Show
Los Angeles Convention Center
November 18 - 27, 2011

Form Deadline Date:
October 17, 2011

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

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- Show Cases - Form A-1
- Pegboard / Tackboard - Form A-1
- Special Colored Drapes - Form A-1
- Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate Adjacent Booth or Aisle Number:

Indicate Adjacent Booth or Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

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

NEED ASSISTANCE?

Tel: 562.944.4166 skip@paradiceexpo.com