

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

Industry Summit

Las Vegas Hilton
 September 26 - 28, 2011

ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- For safety reasons inspections may be conducted at show site for any electrical work performed by non-GES personnel. A fee of \$ 300.00 may be assessed.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
 - 15 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
- Avoid code violations. Check the electrical code requirements on this information sheet.
- To secure the discount rate for outlets and labor, the following must be received by the discount deadline date:
 - Complete form of payment including credit card authorization (3rd party see G-3 form)
 - E-2 Electrical Rental Order Form
 - E-3 Electrical Labor Order Form with dates & times
 - H-3 Booth Layout Form or customer supplied scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000watt overhead focus points)

ELECTRICAL CODE

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

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

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

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

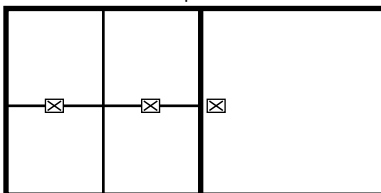
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

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

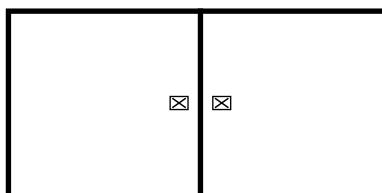
If you have any questions, please call us at 800.475.2098

Where will my outlet be located?*

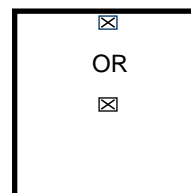
There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power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



In-Line Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

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

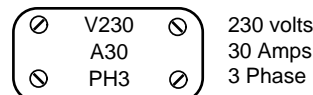
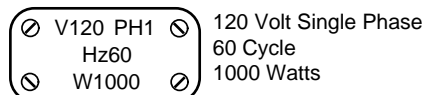
In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

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

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

How much power do I need?

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



***Please contact GES for specific location of power as sources vary based on location.**

NEED ASSISTANCE?

Toll Free: 800.475.2098 www.ges.com/chat

Electrical Rental Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

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Industry Summit
Las Vegas Hilton
September 26 - 28, 2011

Discount Deadline Date:
September 5, 2011

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

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

Price List

Important Information

ITEM#	NON 24 HR.QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	24 HR. QTY	24 HR. DIS. RATE	24 HR. REG. RATE	TOTAL
120v Motor and Equipment Outlets								
700001		5 Amp/500 Watts, 1/4 HP 120V	\$ 107.00	\$ 160.50		\$ 214.00	\$ 321.00	\$
700002		10 Amp/1000 Watts, 1/4 HP 120V	\$ 192.50	\$ 288.25		\$ 385.00	\$ 576.50	\$
700003		15 Amp/1500 Watts, 1/4 HP 120V	\$ 229.50	\$ 344.50		\$ 459.00	\$ 689.00	\$
700004		20 Amp/2000 Watts, 1/4 HP 120V	\$ 256.50	\$ 384.25		\$ 513.00	\$ 768.50	\$
700005		30 Amp, 1 HP 120V, PLEASE CALL GES FOR QUOTE 702.515.5955						
1P 208v Motor and Equipment Outlets								
700012		10 Amp, 1/2 HP 208V / 1Phase	\$336.00	\$504.00		\$672.00	\$1,008.00	\$
700014		20 Amp, 1 HP 208V / 1Phase	\$479.25	\$719.50		\$958.50	\$1,439.00	\$
700015		30 Amp, 2 HP 208V / 1Phase	\$538.00	\$807.00		\$1,076.00	\$1,614.00	\$
700016		60 Amp, 5 HP 208V / 1Phase	\$713.75	\$1,070.50		\$1,427.50	\$2,141.00	\$
700017		100 Amp, 10 HP 208V / 1Phase	\$1,054.75	\$1,582.50		\$2,109.50	\$3,165.00	\$
700018		200 Amp, 25 HP 208V / 1Phase	\$1,863.25	\$2,795.00		\$3,726.50	\$5,590.00	\$
3P 208v Motor and Equipment Outlets								
700022		10 Amp, 1 HP 208V / 3Phase	\$383.75	\$575.25		\$767.50	\$1,150.50	\$
700024		20 Amp, 3 HP 208V / 3Phase	\$511.50	\$766.75		\$1,023.00	\$1,533.50	\$
700025		30 Amp, 5 HP 208V / 3Phase	\$715.00	\$1,072.50		\$1,430.00	\$2,145.00	\$
700026		60 Amp, 10 HP 208V / 3Phase	\$952.50	\$1,428.50		\$1,905.00	\$2,857.00	\$
700027		100 Amp, 20 HP 208V / 3Phase	\$1,267.00	\$1,900.50		\$2,534.00	\$3,801.00	\$
700028		200 Amp, 50 HP 208V / 3Phase	\$2,057.00	\$3,087.00		\$4,114.00	\$6,174.00	\$
3P 480v Motor and Equipment Outlets								
700044		20 Amp, 7.5 HP 480V / 3Phase	\$767.00	\$1,150.50		\$1,534.00	\$2,301.00	\$
700045		30 Amp, 10 HP 480V / 3Phase	\$861.00	\$1,291.25		\$1,722.00	\$2,582.50	\$
700046		60 Amp, 20 HP 480V / 3Phase	\$1,145.50	\$1,718.50		\$2,291.00	\$3,437.00	\$
700047		100 Amp, 50 HP 480V / 3Phase	\$1,523.00	\$2,284.75		\$3,046.00	\$4,569.50	\$
700048		200 Amp, 100 HP 480V / 3Phase	\$2,471.25	\$3,706.25		\$4,942.50	\$7,412.50	\$

- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- OUTLET LOCATION & DISTRIBUTION**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis. **The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary, to power your booth, it will be charged at a time, material and motorized equipment basis. See Electrical Labor form E-3**
- GES JURISDICTION (Requires labor and/or material)** — All distribution of electrical wiring. All facility overhead distribution of electrical wiring, and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.**
- ELECTRICAL LABOR (See Electrical Labor Order Form)** — Labor rates are subject to labor contract effective at time of show.
- Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates on outlets & labor will be applied, regardless of when the order was received, if either is not provided with your electrical order.**
* On Stanchion, In-line Booths Only. Labor is not included for all other types of booths and will require a booth work labor order. (see E-3 form)
** May require labor and/or lift at additional charge not available at some locations. See number 7 above for additional requirements.

Also Available: 380V/220V 3P MOTOR & EQUIPMENT OUTLETS - CALL FOR QUOTE

ITEM#	QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	TOTAL
700114		Amp, Buck Boost Per Amp, 20 Amps Minimum	\$ 5.50	\$ 8.50	\$

ITEM#	QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	TOTAL
Lights					
Price includes outlet and labor for light only. Please contact GES at TSE@ts-electric.com for custom lights and lighting packages					
700361		Floodlight, 1000 Watt Overhead**	\$ 415.75	\$623.50	\$
700350		Floodlight, 120 Watt*	\$ 107.00	\$160.75	\$
700352		Floodlight, 120 Watt Double*	\$ 187.25	\$281.00	\$
700370		Floodlight, 250 Watt Krypton*	\$ 166.75	\$250.50	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.	A. Total All items Ordered	\$
	B. Payment Enclosed	\$
Authorized Signature - Please Sign:	X	
EXHIBITOR'S ELECTRICAL CONTACT NAME & PHONE NUMBER	AUTHORIZED NAME - PLEASE PRINT	DATE

All exhibitor disputes must be resolved at show site, before the close of the show

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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 September 5, 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 ELECTRICAL LABOR NEEDED.

- All distribution of electrical wiring. All facility overhead distribution of electrical wiring, and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show Site
Electrical, ST <small>705060 FW 705061 BW</small>	\$ 104.75	\$ 130.75	\$ 157.00
Electrical, OT <small>705060 FW 705061 BW</small>	\$ 209.25	\$ 261.50	\$ 313.25

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

- FLOOR WORK - DISTRIBUTION - GES SUPERVISED (OK TO PROCEED)**
 GES will supervise labor to: (If this is left unmarked and a floor plan has been submitted, GES will proceed with the floor work)
 - Power Distribution A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required.
- FLOOR WORK - DISTRIBUTION - EXHIBITOR SUPERVISED (DO NOT PROCEED)**
 Exhibitor will supervise.
 - You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

BOOTH WORK - Please indicate type of work to be performed

Hang lights Hang Plasma*: Size _____ Qty _____
 Hook-up equipment Other _____

*Plasmas 37" and larger require 2 electricians.

Is there more than one (1) drop location?

Yes No Additional drops will be charged on a time and material basis depending on when order & floor plan are received.

All booths requiring floor work labor must send a booth floor plan to tse@ts-electric.com. They can also be faxed to 702.294.8687. Please write your booth number, show name and email address on the fax. To receive the discount rate on outlets and labor, the H-3: Booth Layout form or a scaled plan in CAD or PDF format must include main drop locations for power, additional drop locations, electrical distribution, orientation, outlets, fixtures, and all 1000 watt overhead focus points must be attached to this form, as well as a form of payment or emailed to tse@ts-electric.com.

All floorplans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF ELECTRICIAN	LABOR RATE	=	TOTAL
Floor Work (FW): Do Not Proceed: power distribution (Item# 705060) Please attach your own labor schedule if additional space is required.							
	AM	PM					
	AM	PM					

Booth Work (BW): Labor must be scheduled for each day that labor is required (Item# 705061)							
	AM	PM					
	AM	PM					

I agree in placing this order that I have accepted TSE payment Policy and TSE Terms & Conditions of Contract. Authorized Signature - Please Sign: X _____		A.	Total Labor Ordered	\$
		B.	30% TSE Supervision	\$
		C.	Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT _____		DATE _____		

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

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
		CONTACT'S HOTEL (OPTIONAL)

LABOR & EQUIPMENT RATES

Exhibitors will require GES forklifts, fork & basket, condors and/or scissor lifts for the installation of energized equipment; i.e.; lights, light boxes and stuctured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned 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 equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. One (1) hour minimum on labor out for all equipment. Overtime rates may apply.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift with Operator	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 187.25	\$ 234.25	\$ 281.00
5,000#, OT Code: 705200	\$ 291.50	\$ 364.50	\$ 437.25
5,000# w/Basket, ST Code: 705230	\$ 322.00	\$ 402.75	\$ 483.50
5,000# w/Basket, OT Code: 705230	\$ 531.25	\$ 664.25	\$ 797.00

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
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Show Site Rate: Rate applies to orders placed at show site

Please Indicate Choices

<p>Reserve Forklift & Labor Below:</p> <p>Installation: Date: _____ # of Forklift Crews _____ Time: _____ (AM/PM) # of Extra Electricians _____</p> <p>Dismantling: Date: _____ # of Forklift Crews _____ Time: _____ (AM/PM) # of Extra Electricians _____</p>	<p>Height to Bottom of Equipment: _____</p> <p>Weight of Equipment: _____</p> <p>Additional Notes & Comments: _____ _____ _____</p>
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Place Order Here

LABOR TYPE	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF CREWS	X	LABOR RATE	=	TOTAL
705200: Forklift with Operator		AM PM	AM PM							
705230: Forklift, Basket w/Driver, Electrician		AM PM	AM PM							
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.								A. Total Labor Ordered		\$
								B. Payment Enclosed		\$
Authorized Signature - Please Sign:								X		
EXHIBITOR'S STAGEHAND COMMTACT NAME & PHONE NUMBER								AUTHORIZED NAME - PLEASE PRINT		DATE

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original order and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. **Dismantle labor is charged at 50% of installation costs based on show close/ move-out days/times and does not need to be scheduled. Overtime rates may apply.**

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Important Information & Rates

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

LABOR RATES ARE AS FOLLOWS:

Plumber per Hour	Discount	Regular	Show Site
Plumbing, ST Code: 705011	\$ 94.00	\$ 117.50	\$ 141.00
Plumbing, OT Code: 705011	\$ 179.50	\$ 224.25	\$ 269.00

- Straight Time:** Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.
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- Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
- Show Site Rate:** Rate applies to orders placed at show site

Please Indicate Service

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

GES will supervise labor to:

- A 30% surcharge will be added to the labor rates above for this professional supervision.

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

Exhibitor Supervised (DO NOT PROCEED)

Exhibitor will supervise.

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

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF PLUMBERS	LABOR RATE	TOTAL
	AM PM	AM PM				
	AM PM	AM PM				
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.			A.	Total Labor Ordered		\$
Authorized Signature - Please Sign:			B.	30% TSE 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. Invoice will be calculated according to actual hours worked, relative to the original order and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

RETURN TO: Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437
Contact us Online: www.ges.com/chat Phone: 800.475.2098

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

Industry Summit
Las Vegas Hilton
September 26 - 28, 2011

Form Deadline Date:
September 5, 2011

MANDATORY FORM*

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.

Electrical Forms (For Non-Standard Distribution) - Form E-2

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 TSE for your orders to be processed.**

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MANDATORY FORM*

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 — TSE requires payment in full at the time services are ordered. Further, TSE 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 TSE 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 TSE 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, TSE 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 TSE address listed on the order forms:

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

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

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

***This form must be returned to TSE 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
Electrical Rental	\$
Electrical Labor	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Trade Show Electrical 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 TSE Payment Policy and TSE Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X _____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

RETURN TO: Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437
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September 5, 2011

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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You may arrange for a third party to handle your display and be billed for services. TSE will agree to this arrangement if the third party has a satisfactory payment record with us. **Both the Exhibiting Firm and Third Party must complete this form, including Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **TSE reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. TSE Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

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

Electrical Outlets Electrical Labor
 Plumbing
 Other (Please Specify) _____

Third Party			
THIRD PARTY			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

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

All Services Electrical Outlets
 Electrical Labor Plumbing
 Other (Please Specify) _____

Exhibiting Firm Credit Card Charge Authorization

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

Account Number Corporate Card Personal Card

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PROVIDE EXPIRATION DATE MasterCard VISA American Express

EXPIRATION DATE

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

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

PLEASE SIGN _____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

Third Party Credit Card Charge Authorization

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

Account Number Corporate Card Personal Card

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PROVIDE EXPIRATION DATE MasterCard VISA American Express

EXPIRATION DATE

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

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

PLEASE SIGN _____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

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

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

I. Definitions

GES: Global Experience Specialists is hereinafter referred to as GES. GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which 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 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 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, 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 GES or Agents. Customer authorizes 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. 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. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to 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. **GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' 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. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. 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:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods 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:** 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:** 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. GES assumes no liability or responsibility for Cold Storage.
- e. **Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. **Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. **Empty Storage:** 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 GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. **Forced Freight:** 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, GES has the right to remove the Customer Goods. 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 GES and at Customer's expense. GES shall incur no liability for such shipment. 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:** 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:** 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 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 GES supplied booth 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). 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, 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:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. 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 un-supervised 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 GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. **Insurance. 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. 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 GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by 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 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 GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

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