

payment & credit card charge authorization

National Association of Broadcasters

Las Vegas Convention Center
April 19 - 22, 2004



G-2

RETURN TO:
GES Exposition Services
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
 International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520

DISCOUNT/DEADLINE DATE: March 12, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

GES

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

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment.

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

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

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

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

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

Bank wire transfer information:

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

- To credit your account properly, send the following information to the GES address listed on the order forms:
- exhibiting company name, show name, and booth number
 - date and amount of transfer
 - bank and country where transfer originated

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

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

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

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

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE MasterCard
EXPIRATION DATE VISA
 Diners Club
 Corporate Discover
 Personal American Express

Account Number: - - -

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

PLEASE SIGN **X**
 CARDHOLDER'S SIGNATURE

Calculation of Orders	TOTAL
Standard Carpet	\$
Custom-Cut Carpet	\$
Exhibit System Rentals	\$
Furniture & Accessories	\$
Hanging Sign & Truss	\$
Cleaning	\$
Electrical	\$
CEIR Donation*	\$ 1.00
Labor	\$
Material Handling	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$

* This contribution is supported by the show organizer and is collected on behalf of the Center for Exhibition Industry Research, and is dedicated to research and promotion benefiting the exhibiting community
 Check here if you do not want to contribute to CEIR:

To simplify payment, send a check payable to GES Exposition, Inc. 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 No. Dated

I agree in placing this order that I have accepted GES' terms and conditions, including GES' policy "Limits of Liability and Responsibility" form G-5.

SAVE TIME • SAVE MONEY • ORDER ONLINE www.gesinterkit.com
NAB Show Code: North & Central Halls: 118802 • South Halls: 110397

PLEASE SIGN **X**
 CARDHOLDER'S SIGNATURE LAS VEGAS
NAB 11-0404-03334

payment & credit card charge authorization



032603

3rd party billing request

National Association of Broadcasters

Las Vegas Convention Center
April 19 - 22, 2004



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RETURN TO:
GES Exposition Services
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
 International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520

DISCOUNT/DEADLINE DATE: March 12, 2004

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COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X

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

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

The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and GES Exposition Services at least 10 days before the show opening.

Exhibiting Firm

EXHIBITING FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

AUTHORIZED NAME (PRINT) _____

Credit Card Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE **EXPIRATION DATE** _____

MasterCard
 VISA
 Diners Club
 Discover
 American Express

Corporate
 Personal

Account Number: _____ - _____ - _____ - _____

CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

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

- All Services
- I & D Labor
- Signs
- Electrical
- Plumbing
- Stagehands
- Other (Please Specify) _____
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out
- All
- As Specified Below
- Transportation Charges

PLEASE SIGN **X** CARDHOLDER'S SIGNATURE _____

Third Party

EXHIBITING FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

AUTHORIZED NAME (PRINT) _____

Credit Card Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE **EXPIRATION DATE** _____

MasterCard
 VISA
 Diners Club
 Discover
 American Express

Corporate
 Personal

Account Number: _____ - _____ - _____ - _____

CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

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

- All Services
- I & D Labor
- Signs
- Electrical
- Plumbing
- Stagehands
- Other (Please Specify) _____
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out
- All
- As Specified Below
- Transportation Charges

PLEASE SIGN **X** CARDHOLDER'S SIGNATURE _____

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NAB Show Code: North & Central Halls: 118802 • South Halls: 110397

LAS VEGAS
NAB 11-0404-03334

3rd party billing request



070201

las vegas show site work rules

National Association of Broadcasters

Las Vegas Convention Center
April 19 - 22, 2004



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GES

Union Information

To assist you in planning your participation in your Las Vegas area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. **Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.**

Teamsters Union

• *Exhibit Labor*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

• *Freight Handling*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

GES Exposition Services has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. GES Exposition Services will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers, Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a "live feed" is required. In the case of "live feed" requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth floor; Exhibitors may plug-in equipment into one (1) 20A/120VAC receptacle per booth, if ordered. An electrician must be called for any increase in electrical service. Exhibitors may hang up to 4 (four) small clip-on lights per booth.

Electricians must be called for distribution of power in excess of one (1)20A/120VAC per booth and all concealed and under carpet wiring. Electricians distribute all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC.

• *Trusses*

Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians.

Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

Tipping

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

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www.gesinterkit.com

NAB Show Code: North & Central Halls: 118802 • South Halls: 110397

LAS VEGAS
NAB 11-0404-03334

las vegas show site work rules



limits of liability & responsibility

National Association of Broadcasters

Las Vegas Convention Center
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G-5

CONTRACTOR:

GES Exposition Services

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International Exhibitors Only:

Phone: (702) 515-5970 • FAX (702) 263-1520

GES

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

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

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

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

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

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

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

7. GES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential dam-

ages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

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

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

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

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

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

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

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

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

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

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NAB Show Code: North & Central Halls: 118802 • South Halls: 110397

LAS VEGAS
NAB 11-0404-03334

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limits of liability & responsibility



**material handling
order form**
National Association
of Broadcasters
Las Vegas Convention Center
April 19 - 22, 2004



R-1
RETURN TO:
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GES

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____
 AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X

SAVE MONEY WITH TRANSPORTATION PLUS! RECEIVE A DISCOUNT WHEN YOU USE TRANSPORTATION PLUS FOR BOTH INBOUND AND OUTBOUND SHIPMENTS. SEE THE TRANSPORTATION PLUS FLYER FOR MORE INFORMATION.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse, marshalling yard, or exhibit site by 2:00 PM to be guaranteed same day unloading. Any shipment without a certified weight ticket will be charged \$12.00 per shipment.

ADVANCE SHIPMENTS TO GES WAREHOUSE: (300 lb. minimum per shipment)
 GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.
Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will deliv ed destination from exhibit site. The rates for this service are:

Crated Shipments	\$ 53.25 cwt	\$159.75 min
Transportation Plus	\$ 48.25 cwt	\$144.75 min
Discount Rate Crated Only		

DIRECT SHIPMENTS TO EXHIBIT SITE: (300 lb. minimum per shipment)
Rates include: unload return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	\$ 50.75 cwt	\$152.25 min
Uncrated Materials	\$ 69.25 cwt	\$207.75 min
Transportation Plus	\$ 45.75 cwt	\$137.25 min
Discount Rate Crated Only		

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

First Carton	\$ 39.25
Each Additional Carton	\$ 8.50

***NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.

Straight Time: Monday through Friday 8:00 AM to 5:00 PM. Trucks signing in after 2:00 PM may be charged at the late arrival rate.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand

We will be shipping:	lbs. @	per 100 lbs., 300 lbs. minimum per shipment	\$
We will be shipping approximately	number of pieces.		
Our shipment will be sent to <input type="checkbox"/> Exhibit Site <input type="checkbox"/> Warehouse on:	via:		

***Off Target Surcharges** — BASED ON THE FREIGHT HANDLING RATES ABOVE, PER OCCURRENCE.

A 30% (\$25.00 minimum) late to warehouse surcharge will apply if

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

30% Off Target Penalty - off target will apply to any shipments received before or after target date including product.

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Payment Enclosed	\$

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Advance April 5, 2004 Last day for crated shipments to arrive at advance warehouse without surcharge.
A 30% (\$25.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.

Direct Refer to target listing First day for shipments to arrive at the exhibit site. Please refer to target listing for move-in dates. Updated listings are posted on: www.nabshow.com

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LAS VEGAS
NAB 11-0404-03334

material handling order form



080201



Step-by-Step Guidelines to Completing Your Electrical Order Forms

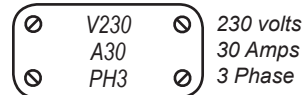
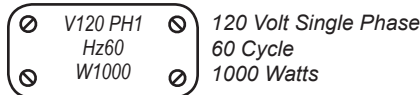
TSE has been appointed exclusivity rights to provide electrical, stagehand, and plumbing services. This is a step-by-step guide to completing your Electrical Order Forms.

STEP 1

Total the single phase or three phase power requirements of all nameplates on your equipment. Complete form E-2, Electrical Rental Order Form. For outdoor exhibits, refer to form E-12.

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.



STEP 2

If you require any under carpet distribution, machinery hooked up, or the combination of all outlets and booth power is greater than 20 amperes and/or with a voltage greater than 150 volts then you will require electrical labor and we require a copy of the floor plan of your booth.

STEP 3

To receive the advance rate, the booth layout form (H3) or a scaled plan for electrical distribution must be attached to this form or e-mailed to tse@ts-electric.com on or before **March 12, 2004**. PDF, CAD, or JPG files are preferred. Complete form E-3, Electrical Labor Order Form.

Remember these important facts when ordering labor:*

1. Labor is only guaranteed at 8:00a.m.
2. There is a minimum of 1 hour in, ½ hour out for all labor ordered.
3. Monday through Friday 8:00 a.m. to 5:00 p.m. is straight time. Holidays and weekends are billed at overtime rates.
4. **Labor dismantle is charged at 50% of total labor in. Overtime rates may apply.**
5. **A supervision surcharge of 30% will be added to labor performed when exhibitor or exhibitor's representatives are not present.**
6. **Labor ordered at show site will be surcharged at 50%.**

(For more details regarding TSE jurisdictions, see form E-1)

STEP 4

If you require a forklift, fork and basket, condor and/or a scissor lift, complete form E-5.

STEP 5

If you require Stagehand Services, complete form E-6.

*Stagehand jurisdictions can be found on the bottom of form E-6.

STEP 6

If you require Plumbing Services, complete form E-7.

STEP 7

If you require any Water Filling and Draining Services, complete form E-9.



electrical rental information

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ELECTRICAL CODE AND SAFETY GUIDELINES

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.
- Cube taps and cobra heads are prohibited in Las Vegas.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- It is your responsibility to refer to your specific facilities rules and regulations.

Please leave all 2-wire cords at home!





USE TIMESAVING WIRING METHODS AND A DISTRIBUTION SYSTEM

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

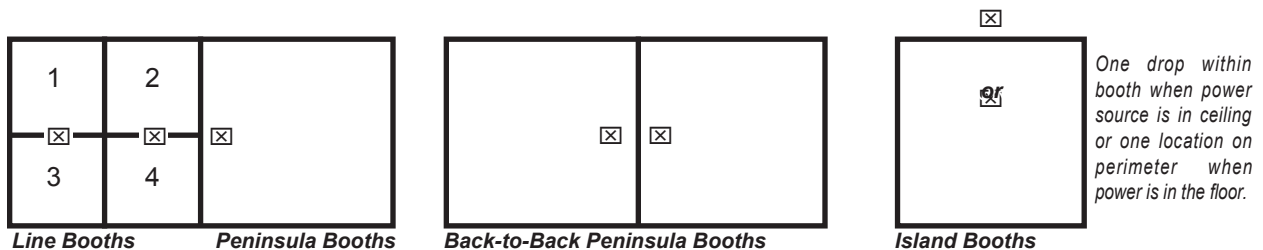
- 15 amp 120 volt: Standard U-ground cord cap
- 20 amp 208 volt 1Ø or 3Ø: Daniel Woodhead 26T10 or Hubbell 3521
- 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Trade Show Plug Y560P
- 100 amp 208 volt 1Ø or 3Ø: Litton Veam Trade Show Plug CIRO1GRH

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information at (702) 515-5761

COMMONLY ASKED QUESTIONS

Where will my outlet be located?

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula 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:



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 Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. All other distribution will be done on a time and materials basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

Electricity will be turned on thirty minutes prior to show open and will be turned off within thirty minutes after show close.



electrical rental order form

National Association
of Broadcasters
Las Vegas Convention Center
April 19 - 22, 2004



RETURN TO:
GES Exposition Services
7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437

International Exhibitors Only:
Phone: (702) 515-5970 • FAX (702) 263-1520

DISCOUNT/DEADLINE DATE: March 12, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit. To receive advance show prices, we must receive your order by the Deadline Date above. All other orders will be charged at regular price. Enclose payment in full or credit card authorization. We will accept MasterCard, VISA, American Express, Diners Club and Discover cards.

SHOW NAME		LOCATION		SHOW DATE(S)		BOOTH NO.	
COMPANY			ADDRESS				
EMAIL ADDRESS			PHONE		FAX		PURCHASE ORDER #
<input checked="" type="checkbox"/> AUTHORIZED CONTACT SIGNATURE				AUTHORIZED CONTACT - PLEASE PRINT			DATE

BY SIGNING AND DELIVERING THIS FORM TO TRADE SHOW ELECTRICAL, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED IN THE SERVICE KIT. TO RECEIVE THE ADVANCE 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.

ITEM #	NON 24 HR. QTY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	24 HR. QTY	24 HR. ADV. RATE	24 HR. REG. RATE	TOTAL
120V OUTLETS								
6001		5 Amp/500 Watts	\$68.25	\$102.50		\$136.50	\$205.00	
6002		10 Amp/1000 Watts	\$149.25	\$224.00		\$298.50	\$448.00	
6003		15 Amp/1500 Watts	\$157.25	\$236.00		\$314.50	\$472.00	
6004		20 Amp/2000 Watts	\$203.25	\$305.00		\$406.50	\$610.00	
6005		30 Amp ¹	\$241.00	\$361.50		\$482.00	\$723.00	
208V 1Ø OUTLETS <small>requires labor, maximum one (1) connection per outlet</small>								
6006		10 Amp	\$213.75	\$314.00		\$427.50	\$628.00	
6007		20 Amp	\$305.25	\$449.00		\$610.50	\$898.00	
6008		30 Amp	\$323.00	\$474.50		\$646.00	\$949.00	
6009		60 Amp	\$453.50	\$666.50		\$907.00	\$1,333.00	
6010		100 Amp	\$436.00	\$641.00		\$872.00	\$1,282.00	
6012		200 Amp	\$1,190.50	\$1,785.75		\$2,381.00	\$3,571.50	
208V 3Ø OUTLETS <small>requires labor, maximum one (1) connection per outlet</small>								
6013		10 Amp	\$280.00	\$420.00		\$560.00	\$840.00	
6014		20 Amp	\$325.00	\$477.50		\$650.00	\$955.00	
6015		30 Amp	\$457.25	\$671.75		\$914.50	\$1,343.50	
6016		60 Amp	\$606.00	\$890.75		\$1,212.00	\$1,781.50	
6017		100 Amp	\$805.25	\$1,208.00		\$1,610.50	\$2,416.00	
6019		200 Amp	\$1,307.25	\$1,921.25		\$2,614.50	\$3,842.50	
480V 3Ø OUTLETS <small>requires labor, maximum one (1) connection per outlet</small>								
6021		20 Amp	\$487.50	\$716.75		\$975.00	\$1,433.50	
6022		30 Amp	\$548.75	\$806.75		\$1,097.50	\$1,613.50	
6023		60 Amp	\$728.00	\$1,070.00		\$1,456.00	\$2,140.00	
6024		100 Amp	\$968.25	\$1,452.50		\$1,936.50	\$2,905.00	
6025		200 Amp	\$1573.00	\$2,312.00		\$3,146.00	\$4,624.00	

TRANSFORMER(S) TO BOOST 208V TO 230V		
6020	TOTAL AMPS	@ \$4.15/AMP (\$78.75 MIN.)

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

LIGHTS Price includes Outlet & Labor for Light Only.							
6026	150 Watt ²	\$68.25	\$102.50	6040	Lekos	\$291.00	\$436.50
6027	Dbl. 150 Watt ²	\$119.50	\$179.25	6044	4' Track w/3 Lights	\$165.75	\$248.75
6028	250 Watt Krypton ²	\$108.50	\$162.75	6042	75w Black Arms	\$47.00	\$70.50
6029	Overhead Quartz ³	\$271.25	\$407.00	6046	Add'l Track Lighting	\$34.75	\$46.25

Please call TSE at (702) 515-5955 for custom lights and lighting packages

Payment Enclosed

SAVE TIME • SAVE MONEY • ORDER ONLINE www.gesinterkit.com

NAB Show Code: North & Central Halls: 118802 • South Halls: 110397

PLEASE READ CAREFULLY

¹Requires labor, maximum one (1) connection per outlet.

²On stanchion, in-line booths only.

³May require labor and/or lift at additional charge not available at some locations.

- Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.
- The combination of all outlets and booth power greater than 20 amps and/or with a voltage greater than 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. No credits will be issued on unused outlets or lights installed as ordered.
- ELECTRICAL LABOR (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 5:00 p.m. and Saturdays, Sundays, and holidays will be at the Overtime Rate.** A 30% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Labor dismantle is charge at 50% of total install charges, overtime rates may apply. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

- All booths requiring labor must send a booth floor plan to: tse@ts-electric.com. PDF, JPG and CAD files preferred. They can also be faxed to (702) 515-5739. Please write your booth number and show name on the fax. To receive the advance rate, the booth layout form (H-3) or a scaled plan for electrical distribution must be attached to this form or emailed to: tse@ts-electric.com

- 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.



electrical rental order form



electrical regulations & general information

National Association of Broadcasters

Las Vegas Convention Center
April 19 - 22, 2004



E-10-LV

CONTRACTOR:

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1. Trade Show Electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Trade Show Electrical electrician. Trade Show Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by persons other than a Trade Show Electrical electrician. TSE is not responsible for exhibitor supplied distribution equipment and materials.
2. Electricity will be turned on within 30 minutes of show opening and turned off 30 minutes after show closing.
3. 24-hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the connection(s) to equipment is chargeable on a time and material basis. For further information, please refer to the Exhibitor Electrical Information insert.
6. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. Installation is subject to Local Union Contract and jurisdiction.
12. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and 'Ready For Connection.'
13. All outlets over 20 amps and with a voltage of over 150 volts require electrical labor. This includes a 1-hour minimum to inspect exhibitors that are pre-wired to plug into our system.
14. Any labor rates indicated on forms are based upon the current IBEW union contract at time of printing forms. These rates are subject to change without notice based on prevailing union contract at time of show.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical
- 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 wire connections.
- Installation and/or repair of electrical fixtures, track lights, arm lights and/or low voltage.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the next page.

ELECTRICAL CODE

Electrical Services for Exhibits at Convention Facilities

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 in the 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 material basis. If the exhibitor does not wish to have the fault corrected, electrical services 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 the 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!

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electrical regulations & general information

