

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

Minnesota State Universities Job Fair

Minneapolis Convention Center, Ballrooms A & B
February 20, 2012

Official Service Provider

Global Experience Specialists, Inc. (GES)	Phone (in USA):	763.488.5380	International Calls:	763.488.5380
7624 Boone Avenue North	FAX (in USA):	763.488.5343		
Minneapolis, MN 55428	Contact us Online:	minneapolis@ges.com		

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

Servicenter Hours

Monday, February 20, 8:00 AM - 7:00 PM

Show Information

Booth Size: 10' x 10'
 Backwall Drape: Blue/White/White/Blue
 Sidewall Drape: Blue
 Table Skirt Color: Blue
 Aisle Carpet Color: None (Hall is carpeted)
 1 - 6' Skirted Table
 2 - Plastic Contour Chairs
 1 - Wastebasket
 1 - One line ID sign (7"x44") provided automatically

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

Exhibitor Move-In

Monday, February 20 8:00 AM - 10:00 AM

Show Hours

Monday, February 20 10:00 AM - 3:00 PM

Dismantle

Monday, February 20 3:00 PM - 7:00 PM

Empty Container Return

Monday, February 20 3:00 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Monday, February 20 5:30 PM Carriers post-show must be checked-in by this time.

Facility Clear

Monday, February 20 7:00 PM All exhibitor materials must be removed.

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Advance Shipments to Warehouse:

c/o GES
 Minnesota State Universities Job Fair
 (Your Company Name & Booth Number)
 7624 Boone Avenue North
 Minneapolis, MN 55428
 USA

Shipments should arrive on or between:

January 16 - February 16, 2012
 Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

Direct Shipments to Exhibit Site:

c/o GES
 Minnesota State Universities Job Fair
 (Your Company Name & Booth Number)
 Minneapolis Convention Center, Hall A
 1301 Second Avenue South
 Minneapolis, MN 55403
 USA

Shipments should arrive on:

February 20, 2012, 8:00 AM - 10:00 AM

Need Assistance?

| Tel: 763.488.5380 | minneapolis@ges.com

RETURN TO: Global Experience Specialists, Inc. (GES) • 7624 Boone Avenue North, Minneapolis, MN 55428 • Fax: 763.488.5343
 Contact us Online: minneapolis@ges.com Phone: 763.488.5380

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

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

Method of Payment — 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 GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

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

Bank wire transfer payment information:
Beneficiary: Global Experience Specialists
 c/o Bank of America **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 GES address listed on the order forms:

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

Credit Card Charge Authorization

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

Account Number Corporate Card Personal Card

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard VISA American Express *Signature Required Below

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

Calculation of Orders

	TOTAL
Material Handling	\$
Other GES Services (Specify)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank <small>Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.</small>	\$

To simplify payment, send a check payable to Global Experience Specialists, Inc. (GES) 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 GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN **X**

 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

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

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

Need Assistance?

Tel: 763.488.5380 | minneapolis@ges.com

12/16/11

RETURN TO: Global Experience Specialists, Inc. (GES) • 7624 Boone Avenue North, Minneapolis, MN 55428 • Fax: 763.488.5343
 Contact us Online: minneapolis@ges.com Phone: 763.488.5380

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Minneapolis Convention Center, Ballrooms A & B
 February 20, 2012

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. GES 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. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

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

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

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

Material Handling In & Out Transportation Charges

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 Material Handling In & Out

Transportation Charges

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 GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

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

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

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

PLEASE SIGN **X** _____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT DATE

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 GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

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

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

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

PLEASE SIGN **X** _____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT DATE

Need Assistance?

| Tel: 763.488.5380 | minneapolis@ges.com

RETURN TO: Global Experience Specialists, Inc. (GES) • 7624 Boone Avenue North, Minneapolis, MN 55428 • Fax: 763.488.5343
 Contact us Online: minneapolis@ges.com Phone: 763.488.5380

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 February 20, 2012

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

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

Price List

Important Information

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

Crated Materials

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 75.50 cwt	\$ 67.95 cwt	ST/ST	\$ 98.15 cwt	\$ 88.34 cwt
ST/OT	\$ 98.00 cwt	\$ 88.20 cwt	ST/OT	\$ 127.40 cwt	\$ 114.66 cwt
OT/OT	\$ 121.00 cwt	\$ 108.90 cwt	OT/OT	\$ 157.30 cwt	\$ 141.57 cwt

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

Crated Materials

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 65.50 cwt	\$ 58.95 cwt	ST/ST	\$ 85.15 cwt	\$ 76.64 cwt
ST/OT	\$ 85.00 cwt	\$ 76.50 cwt	ST/OT	\$ 110.50 cwt	\$ 99.45 cwt
OT/OT	\$ 105.00 cwt	\$ 94.50 cwt	OT/OT	\$ 136.50 cwt	\$ 122.85 cwt

Uncrated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 104.80 cwt	\$ 94.32 cwt
ST/OT	\$ 136.00 cwt	\$ 122.40 cwt
OT/OT	\$ 168.00 cwt	\$ 151.20 cwt

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 36 days (any materials stored beyond 36 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

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

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

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

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

Advance Dates:

Mon, Jan 16, 2012: Advance shipments may begin arriving at warehouse.
Thurs, Feb 16, 2012: Last day for shipments to arrive at warehouse.

Direct Dates:

Mon, Feb 20, 2012: Direct shipments may begin arriving at exhibit site at 8:00 AM.
Mon, Feb 20, 2012: Last day for shipments to arrive at exhibit site by 10:00 AM.

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

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks loaded / unloaded after 4:30 pm will be charged at the overtime rate.

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

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

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

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

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 35.00 fee will be charged per shipment.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

Exhibit Site Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

(Please Complete R-8 for Using GES Logistics - Domestic Shipping Services)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 46.00	1	\$
Small Package, Each Additional Carton	\$ 23.00		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%			A x 3% = B	\$
C. Subtotal			A + B = C	\$
D. Labor Tax: 7.775%			C x 7.775% = D	\$
E. Payment Enclosed			C + D = E	\$

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

Authorized Signature - Please Sign: **X**

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

Need Assistance?

| Tel: 763.488.5380 | minneapolis@ges.com



FROM:



FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Minnesota State Universities Job Fair

NAME OF EXHIBITION

079001006

BOOTH NUMBER

**C/O GES
7624 Boone Avenue North
Minneapolis, MN 55428
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 16, 2012 - Thursday, Feb 16, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Minnesota State Universities Job Fair

NAME OF EXHIBITION

079001006

BOOTH NUMBER

**C/O GES
7624 Boone Avenue North
Minneapolis, MN 55428
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 16, 2012 - Thursday, Feb 16, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces





FROM:



FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Minnesota State Universities Job Fair

NAME OF EXHIBITION

079001006

BOOTH NUMBER

C/O GES

**Minneapolis Convention Center, Ballrooms A & B
1301 Second Avenue South
Minneapolis, MN 55403
USA**

SHIPMENT SHOULD ARRIVE ONLY ON:

Monday, Feb 20, 2012 8:00 AM - 10:00 AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies shipments received without a certified weight certificate, a \$ 35.00 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Minnesota State Universities Job Fair

NAME OF EXHIBITION

079001006

BOOTH NUMBER

C/O GES

**Minneapolis Convention Center, Ballrooms A & B
1301 Second Avenue South
Minneapolis, MN 55403
USA**

SHIPMENT SHOULD ARRIVE ONLY ON:

Monday, Feb 20, 2012 8:00 AM - 10:00 AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 35.00 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



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February 20, 2012

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

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 Minneapolis Convention Center, Ballrooms A & B
 February 20, 2012

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

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **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 Customer 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 GES 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 unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide 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 declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer 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 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.

Need Assistance?

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