



Key Information

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



The ASI Show! Chicago
McCormick Place • July 23 - 24, 2008

FORM DEADLINE DATE:
July 7, 2008

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Inbound Freight Information

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

Set-up Information for GES Installation

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

Did You Order —

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

Outbound Freight Information

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

Emergency Contact Information / Showsite Contact

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