

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

| | |
|---|-----------|
| GES Information and Order Forms | 3 |
| General Information | 4 |
| G-1: Show Information | 4 |
| G-1a: Important Freight Information | 6 |
| G-11: General Information | 7 |
| G-10: Trade Show Tips | 8 |
| G-5: Stop. Think. Safety. | 9 |
| G-6: Show Site Work Rules | 10 |
| G-7: GES Terms & Conditions of Contract | 11 |
| G-8: Fire Regulation Information | 12 |
| G-9: Operation of All Mechanical Lifts | 13 |
| G-4: Petroleum Surcharge Information | 14 |
| L-3: Official Service Provider Information | 15 |
| SAMPLE COPY: Certificate of Liability Insurance | 16 |
| L-4: Notice of Intent to Use Exhibitor Appointed Contractor | 17 |
| Material Handling | 18 |
| R-1: Material Handling Information | 18 |
| GES Transportation Plus | 19 |
| R-2: Material Handling Order Form | 20 |
| R-5: Advance Shipping Labels | 21 |
| R-3: Pre-Printed Outbound Material Handling Request | 22 |
| R-7: Freight Service Questionnaire | 23 |
| R-8: GES Logistics - Domestic Shipping Quote Form | 24 |
| GES Global Transportation Plus | 25 |
| R-20: GES Logistics - International Shipping Quote Form | 26 |
| Decorating Services | 27 |
| C-1: Carpet Order Form | 27 |
| C-2: Carpet Package Order Form | 28 |
| A-1: Furniture & Accessories Order Form | 29 |
| A-2: Furniture Package Order Form | 30 |
| B-1: Specialty Furniture Order Form | 31 |
| B-2: Specialty Furniture Order Form | 32 |
| Standard Exhibit Systems Brochure | 33 |
| D-1: Standard Exhibit Systems Order Form | 35 |
| I-2: Digital File Preparation | 36 |
| I-1: Graphics & Signage Order Form | 37 |
| Labor Services | 38 |
| L-1: Installation & Dismantling Order Form | 38 |
| L-2: Key Information\Supervised Labor Checklist | 39 |
| H-1: Hanging Sign / Truss Labor Information | 40 |

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

| | |
|---|-----------|
| H-2: Hanging Sign / Truss Labor Order Form | 41 |
| H-1a: Hanging Sign Shipping Labels | 42 |
| Required Forms | 43 |
| G-2: Payment & Credit Card Charge Authorization | 43 |
| G-3: 3rd Party Billing Request | 44 |
| H-3: Booth Layout Form | 45 |
| Additional Service Order Forms | 46 |
| WiFi Order Form | 47 |
| Dumpster Order Form and Cleaning Policies | 49 |
| Telephone and Electric Order Form | 50 |
| Plant and Floral Order Form | 51 |
| Index | 52 |

GES Information and Order Forms

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

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

GES Exposition Services is now Global Experience Specialists (GES). While our name and logo have changed, one thing will remain and that is our commitment to you. Find out more at <http://www.ges.com/about/press/>.

Official Service Provider

| | | |
|---|---|--|
| Global Experience Specialists® 7050 Lindell Road Las Vegas, NV 89118-4702 | Phone (in USA): 800.475.2098 FAX (in USA): 866.329.1437 Contact us Online: www.ges.com/chat | International Calls: 702.515.5970 International Faxes: 702.263.1520 |
|---|---|--|

Show Information

Booth Size: 8'X10'
Backwall Drape: WHITE
Sidewall Drape: BLACK
Table Skirt Color: WHITE
(1) 6' SKIRTED TABLE - WHITE
(2) PLASTIC CONTOUR CHAIRS
1 - One line ID sign (7"x44") provided automatically

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

| | |
|--------------------------------|--|
| Tuesday, August 24 | Advance Shipments may begin arriving at the Warehouse |
| Thursday, September 23 | Last day for Advance Shipments to arrive at the Warehouse without surcharges Advance Warehouse Hours for receiving are Monday - Friday, 8:00 AM to 4:30 PM WAREHOUSE CLOSSES DAILY FOR LUNCH FROM 11:45 AM-12:30 PM |
| Tuesday, September 28 | Installation 1:00 PM - 9:00 PM |
| Wednesday, September 29 | 7:00 AM - 10:00 AM |
| Wednesday, September 29 | Show Hours 10:00 AM - 7:00 PM |
| Thursday, September 30 | 10:00 AM - 5:00 PM |
| Thursday, September 30 | Dismantle 5:00 PM - 7:00 PM |
| Thursday, September 30 | Empty containers will be returned after: 5:00 PM |
| Thursday, September 30 | Carriers must be checked in by: 6:00 PM |
| Thursday, September 30 | All exhibitor materials must be removed by: 7:00 PM |
| Wednesday, October 6 | Carriers may begin arriving at the Warehouse to pickup exhibitor materials after 9:00 AM |
| Wednesday, October 6 | Last day for Carriers to pickup at the Warehouse without surcharges by 3:00 PM |

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

Consign all **domestic** shipments c/o Global Experience Specialists. Please do **not** consign **international** shipments c/o Global Experience Specialists; however, please contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse: c/o Global Experience Specialists
125 North Street
Teterboro, NJ 07608
USA

Shipments should arrive on or between:
August 24 - September 23, 2010
WAREHOUSE CLOSSES DAILY FOR LUNCH
FROM 11:45 AM-12:30 PM

ATTENTION EXHIBITORS: For shipments inadvertently delivered directly to the facility, a 30% surcharge in addition to the Advance Freight Handling Rates, will apply. All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments will not be accepted at the Metropolitan Pavilion. Metropolitan Pavilion does not have the capabilities to receive nor have adequate storage space for Exhibitor materials. Any materials shipped to the Metropolitan Pavilion will be consigned to GES and you will be billed the appropriate material handling charges by GES. Exhibitors may also be billed an additional receiving charge by the Metropolitan Pavilion for any items sent directly to the Metropolitan Pavilion.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 4

081002684

Order directly with GES ONLINE at: www.ges.com

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

GES Servicenter®

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.

Tuesday, September 28, 1:00 PM - 9:00 PM

Wednesday, September 29, 7:00 AM - 7:00 PM

Thursday, September 30, 10:00 AM - 7:00 PM

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

IMPORTANT NOTE REGARDING INBOUND & OUTBOUND FREIGHT

Due to tight security and lack of adequate storage space at the Metropolitan Pavilion absolutely NO Direct Shipments are permitted to this facility.

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 125 North Street, starting August 24, 2010 until September 23, 2010.

For Outbound shipments, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 125 North Street, starting October 6, 2010 9:00 AM.

**ALL SHIPMENTS MUST BE PICKED UP NO LATER THAN
October 6, 2010 by 3:00 PM
OR THEY WILL BE RE-ROUTED VIA GES LOGISTICS.**

Warehouse Hours of Operation are Monday - Friday, 8:00 AM - 4:30 PM.

If you have any questions regarding this procedure, please call the GES National Servicer or contact us: <http://www.ges.com/chat>

For shipments inadvertently delivered directly to the facility, a 30% surcharge in addition to the Advance Freight Handling Rates, will apply.

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

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

What is an Official Service Provider?

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

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

GES Show Services**Booth Furniture & Accessories**

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

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, and padding. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits

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

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation & Dismantle Services

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

Graphics

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

Shipping

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

How Can I Order My Show Services?**GES® Online**

GES® Online makes ordering GES products and services fast, simple and secure. Follow these simple instructions to order:

Step 1: If you have previously registered on GES® Online, enter your User ID and Password. If this is your first time on GES® Online, you will need to create an online account. We now have two ways for you to create an online ordering account:

- A. Create an account by searching for your company name and zip code. This method does not require you to know your activation code.
- B. Create an account by entering your Activation Code (CSN). Please note that the Activation Code is CASE SENSITIVE.

Step 2: Once logged in, sign up or select your show.

Step 3: Browse products and create orders for your show.

Step 4: Once you are satisfied with your choices, simply check out to process the order.

Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history.

GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.FAX.1GES (866.329.1437)
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

Work Zone

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

Exhibitor Services

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

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 8'X10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National Servicer[®] www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Work Zone.

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

Outbound - Move Out.

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

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

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

Safety Guidelines:

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

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

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



STOP. THINK. SAFETY.

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

Union Information

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

Teamsters, Hilo Operators, Helpers/Checkers

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles. Teamsters also provide rigging of machinery, moving services and spotting machinery in booths. Customarily, this service must be ordered as needed at the exhibitor's expense.

Carpenters and Expos

Carpenters and Expos handle the erection and dismantling of all display and exhibitor booths. This includes all display work as well as crating and uncrating of machinery and equipment. Carpenters and Expos handle installation of drape background, table skirting and other items of a decorative nature. Carpenters install all carpeting and floor coverings, either rental and/or exhibitor owned. Expos deliver freight, furniture, and floor covering.

Electrical Union

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit back wall. Exhibitors and their full time personnel will be able to screw their own light bulbs in any of the fixtures in their booths, with the exception of neon. Exhibitors and their full-time personnel will be able to assemble and install lights in their exhibits, as long as they are products made by their company, and as long as those fixtures will not be energized.

What Can Exhibitors Do Without Union Personnel?

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. This guide should help. Any exhibitor or his full time employees may set up and take down "pop-up" displays, provided they are no longer than 10 feet, and can be handled by one person using no tools and completing the job within 1/2 hour. Exhibitors are allowed to unpack and repack their own product (if in cartons, not cases or crates). They can carry into their booth merchandise that one person can hand carry in. This does not mean that if an exhibitor has 50 cartons in a truck, he can make 50 trips to his booth. Exhibitors are allowed to do the technical work to their machines, such as balancing, programming, cleaning of machines, etc.

Flameproofing

Table coverings as well as booth equipment must be made of a non-flammable material. All decorative materials must be fire resistant and in accord with the standards established by the National Board of Fire Underwriters. Certificates attesting to the fact that all materials referred to above have been flameproofed in accordance with Section C-19-161.1 must be notarized and submitted upon request. Flameproofing which is not in accordance with the New York City Administrative Code is a violation and unacceptable.

Gratuities

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

Work Zone

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

Always Honest Hotline

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

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Metropolitan Pavilion
September 29 - 30, 2010

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 1½% 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.

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NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

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

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter (1/4) of the tank capacity or five (5) gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the decorator's electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

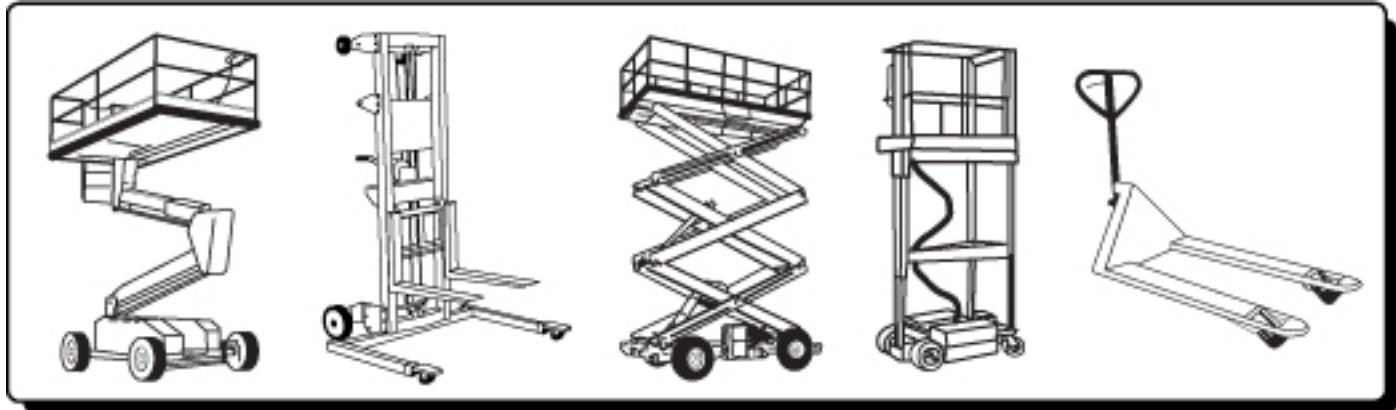
Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

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URBAN GREEN EXPO 2010
 Metropolitan Pavilion
 September 29 - 30, 2010

ATTENTION ALL EXHIBITORS!



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

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

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

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

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

Thank you for your complete cooperation.

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

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.

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

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

Official Service Provider

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

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

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

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

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

Exhibitor Appointed Contractors

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

1. The Exhibitor must notify Show Management in writing and Global Experience Specialists of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name Global Experience Specialists, Inc. (Official Service Provider), URBAN GREEN COUNCIL (Show Management), URBAN GREEN EXPO 2010 (Show) and Metropolitan Pavilion (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

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

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

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

INSUREERS AFFORDING COVERAGE

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

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

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

| INSR LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | |
|----------------|---|---------------|----------------------------------|-----------------------------------|-----------------------------|----------------------------|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | 000P98298-A11 | 01/01/10 | 01/01/11 | EACH OCCURENCE | \$1,000,000 |
| | FIRE DAMAGE (Any one fire) | | | | \$ 50,000 | |
| | MED EXP (Any one person) | | | | \$ 5,000 | |
| | PERSONAL & ADV INJURY | | | | \$1,000,000 | |
| | GENERAL AGGRREGATE | | | | \$2,000,000 | |
| | PRODUCTS-COMP/OP AGG | | | | \$2,000,000 | |
| | | | | | | |
| B | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____ | SKLS-029499S | 01/01/10 | 01/01/11 | COMBINED SINGLE LIMIT | \$1,000,000 |
| | (Ea accident) | | | | | |
| | BODILY INJURY | | | | \$ | |
| | (Per person) | | | | | |
| | BODILY INJURY | | | | \$ | |
| | (Per accident) | | | | | |
| | PROPERTY DAMAGE | | | | \$ | |
| (Per accident) | | | | | | |
| | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> | | | | AUTO ONLY-EA ACCIDENT | \$1,000,000 |
| | | | | | OTHER THAN AUTO ONLY: | \$ |
| | | | | | | \$ |
| A | UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ | XL1234567 | 01/01/10 | 01/01/11 | EACH OCCURENCE | \$1,000,000 |
| | AGGREGATE | | | | \$1,000,000 | |
| | | | | | \$ | |
| | | | | | \$ | |
| | | | | | \$ | |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | A4145-SS-PJ37 | 01/01/10 | 01/01/11 | X WC STATU-ORY LIMITS | OTHER |
| | E.L. EACH ACCIDENT | | | | \$1,000,000 | |
| | E.L. DISEASE-EA EMPLOYEE | | | | \$1,000,000 | |
| | E.L. DISEASE -POLICY LIMIT | | | | \$1,000,000 | |
| D | OTHER Professional Liability | 000P98298-A11 | 01/01/10 | 01/01/11 | Each Occurrence & Aggregate | \$1,000,000 \$3,000,000 |

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Global Experience Specialists, Inc. (Official Service Provider), URBAN GREEN COUNCIL (Show Management), Metropolitan Pavilion (Facility), and URBAN GREEN EXPO 2010 (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: September 29 - 30, 2010 at city of New York.

6. CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: CANCELLATION

Global Experience Specialists
 Exhibitor Services
 125 North Street
 Teterboro, NJ 07608

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

AUTHORIZED REPRESENTATIVE
 John Smith, CIC

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" from of coverage.
- NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (Official Service Provider), URBAN GREEN COUNCIL (Show Management), URBAN GREEN EXPO 2010 (Show) and Metropolitan Pavilion (Facility) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
 September 29 - 30, 2010

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|--------------|---------------|--------------|

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

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

Exhibitor Appointed Contractor _____

Street Address _____

City, State, Zip _____

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

Contact: _____

Description of Proposed Service for Exhibitor: _____

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

Rules & Regulations

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

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

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

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

No exceptions will be made

Tips to Exhibitor Appointed Contractors

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

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

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

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 35 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

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

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.

Estimating Material Handling Charges, *continued*

- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

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

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **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 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

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

Work Zone

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

Save 10% on material handling with GES[®] Transportation Plus

Book your round-trip shipping to receive this discount.



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Priority move in / move out
- On-site GES support team
- Online tracking 24/7
- Domestic and international coverage

Get an instant quote today at: www.ges.com/logistics/quote

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5,000 lbs.

RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat 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 Services Manual.

URBAN GREEN EXPO 2010

Metropolitan Pavilion
 September 29 - 30, 2010

Form Deadline Date:
September 7, 2010

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

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|--------------|---------------|--------------|

Transportation Plus: Ship With GES Logistics To Receive A 10% Savings On Material Handling. To set up your saving with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Order Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. For international shipments please call 877.828.4445, or complete the GES Logistics - International Shipping Order Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESlogistic.International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5,000 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

| | Standard Rates | Transportation Plus Saving Rates |
|-------|----------------|----------------------------------|
| ST/OT | \$ 253.50 cwt | \$ 228.15 cwt |
| OT/OT | \$ 338.00 cwt | \$ 304.20 cwt |

Special Handling Materials

| | Standard Rates | Transportation Plus Saving Rates |
|-------|----------------|----------------------------------|
| ST/OT | \$ 342.23 cwt | \$ 308.01 cwt |
| OT/OT | \$ 456.30 cwt | \$ 410.67 cwt |

ATTENTION EXHIBITORS: All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments **will not** be accepted at the Metropolitan Pavilion. Metropolitan Pavilion does not have the capabilities to receive nor have adequate storage space for Exhibitor materials. Any materials shipped to the Metropolitan Pavilion will be consigned to GES and you will be billed the appropriate material handling charges by GES. Exhibitors may also be billed an additional receiving charge by the Metropolitan Pavilion for any items sent directly to the Metropolitan Pavilion.

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

This is a **ST/OT** rate show; however, please read the below definitions to make sure these rates are applicable to your freight schedule.

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may 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 by 2:00pm 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 \$ 25.00 fee will be charged per shipment.

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 35 days (any materials stored beyond 35 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.

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% (\$100.00 minimum)** late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Tue, Aug 24, 2010: Advance shipments may begin arriving at warehouse.

Thu, Sep 23, 2010: Last day for shipments to arrive at warehouse.

WAREHOUSE CLOSES DAILY FOR LUNCH FROM 11:45 AM-12:30 PM

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 Warehouse:

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

| SMALL PACKAGE DESCRIPTION | PRICE | X QUANTITY = | TOTAL PRICE |
|---------------------------------------|----------|--------------|-------------|
| Small Package, 1st Carton | \$ 42.00 | 1 | \$ |
| Small Package, Each Additional Carton | \$ 20.00 | | \$ |

| MATERIAL HANDLING DESCRIPTION | PRICE | X | CWT = | TOTAL PRICE |
|--|-------|---|------------|-------------|
| | | | | \$ |
| A. Total All Items Ordered | | | | \$ |
| B. Petroleum Surcharge Assessment: 3% | | | A x 3% = B | \$ |
| C. Payment Enclosed | | | A + B = C | \$ |

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 |
|--------------------------------|------|

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

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

URBAN GREEN EXPO 2010

NAME OF EXHIBITION

081002684

BOOTH NUMBER


**C/O Global Experience Specialists
125 North Street
Teterboro, NJ 07608
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Aug 24, 2010 - Thursday, Sep 23, 2010

WAREHOUSE CLOSES DAILY FOR LUNCH FROM 11:45 AM-12:30 PM

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:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

URBAN GREEN EXPO 2010

NAME OF EXHIBITION

081002684

BOOTH NUMBER


**C/O Global Experience Specialists
125 North Street
Teterboro, NJ 07608
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

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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 

RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
 September 29 - 30, 2010

Form Deadline Date:
 September 7, 2010

MANDATORY FORM*

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|--------------|---------------|--------------|

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

Shipping Information

FROM:

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

SHIPPING DESTINATION 1:

Number of Labels Needed:

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

SHIPPING DESTINATION 2:

Number of Labels Needed:

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

Method of Shipment

Please Select Desired Method of Shipment Below:

- GES Logistics:**
 - Ground
 - Air
 - Next Day Delivery
 - 2nd Day Delivery
 - Deferred Delivery
 - Van Line - Full Pad Partial Pad Crated
 - Specialized Service: _____

Measure of Damage:

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

- Other:** _____
- Common Carrier**
- Air**
 - Next Day Delivery
 - 2nd Day Delivery
 - Deferred Delivery
- Van Line**
 - Full Pad
 - Partial Pad
 - Crated

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

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

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

070710

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 22

081002684

Order directly with GES ONLINE at: www.ges.com

RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat 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 Services Manual.

URBAN GREEN EXPO 2010

MANDATORY FORM*

Metropolitan Pavilion
 September 29 - 30, 2010

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
| | | |

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- Crated
- Uncrated
- Machinery
- Total

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

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

3 List carrier name(s):

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

Phone Number _____

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

Phone Number _____

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

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

_____ lbs.

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

_____ lbs.

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

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



GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
 September 29 - 30, 2010

| COMPANY NAME | | EMAIL ADDRESS | | | BOOTH NUMBER: |
|---|--|--|--------|----------------------|--|
| SHOWSITE CONTACT | | SHOWSITE CONTACT PHONE # | | DATE/TIME OF ARRIVAL | CONTACT'S HOTEL (OPTIONAL) |
| Pick Up Information | | | | | |
| DATE: | | SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED): | | | |
| STREET ADDRESS: | | CITY: | STATE: | ZIP: | COUNTRY: |
| PICK UP CONTACT: | | PHONE NUMBER: | | FAX NUMBER: | |
| SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY): | | | | | <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery |

| Delivery Information | | | | | |
|----------------------|--|------------------|--------|---------------|----------|
| DATE: | | RECEIVING HOURS: | | | |
| DESTINATION: | | EXHIBITOR NAME: | | | |
| SHOW NAME: | | BOOTH NUMBER: | | | |
| STREET ADDRESS: | | CITY: | STATE: | ZIP: | COUNTRY: |
| SHOW CONTRACTOR: | | CONTACT: | | PHONE NUMBER: | |

| Method of Shipment | | |
|--|--|---|
| Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* *Subject to Applicable Surcharges | Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day. | Special Instructions (Additional Charges May Apply) |

| Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions) | | | | | | | | | | | |
|---|-----|----------------------|-----|---|-------------|-----------------|-----|----------------------|-----|---|-------------|
| Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations. | | | | | | | | | | | |
| LIST EACH PIECE | H/M | DIMENSIONS IN INCHES | | | EST. WEIGHT | LIST EACH PIECE | H/M | DIMENSIONS IN INCHES | | | EST. WEIGHT |
| | | L x | W x | H | | | | L x | W x | H | |
| | | L x | W x | H | | | | L x | W x | H | |
| | | L x | W x | H | | | | L x | W x | H | |
| | | L x | W x | H | | | | L x | W x | H | |
| | | L x | W x | H | | | | L x | W x | H | |
| | | L x | W x | H | | | | L x | W x | H | |
| | | L x | W x | H | | | | L x | W x | H | |
| | | L x | W x | H | | | | L x | W x | H | |

| | | |
|--|---------------|---|
| Total Pieces: | Total Weight: | Hazardous Materials Contact Number () _____ - _____ |
| <p>You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.</p> | | <p>I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.</p> <p style="text-align: center;">Authorized Signature - Please Sign: X</p> <p style="font-size: x-small;">I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.</p> |
| AUTHORIZED NAME - PLEASE PRINT | | DATE |

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

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 24

Order directly with GES ONLINE at: www.ges.com

081002684

060110

Get GES® Global Transportation Plus and
SAVE 10%
on material handling

GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive world wide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics roundtrip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, and limits of liability set forth by the carrier.

**To request a quote call 888.454.4437
or contact us at GESlogistic_international@ges.com**



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

Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

Discount Deadline Date:

September 7, 2010

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

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|--------------|---------------|--------------|

Price List

| ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE |
|--|---|----------------|---------------|--|----------------------------------|----------------|---------------|
| Chairs | | | | 300201 | Pegboard, White, 4'x8' | \$ 161.00 | \$ 242.00 |
| 300051 | Chair, Contemporary Arm, 31"x23"x18" | \$ 124.00 | \$ 186.00 | 300033 | Pipe, 8' Upright | \$ 86.25 | \$ 129.00 |
| 300052 | Chair, Contemporary Side, 31"x23"x18" | \$ 113.00 | \$ 170.00 | 300107 | Refrigerator | \$ 365.00 | \$ 548.00 |
| 300050 | Chair, Plastic Contour, 32"x18"x18.5" | \$ 79.75 | \$ 120.00 | 300015 | Rod, 6' to 10' Telescopic | \$ 57.50 | \$ 86.25 |
| 300053 | Stool, Contemporary, 48"x17"x18" | \$ 135.00 | \$ 203.00 | 300120 | Sign Holder, Bell Base | \$ 83.75 | \$ 126.00 |
| Tables | | | | 300108 | Sign Holder, Chrome, 22"x28" | \$ 83.75 | \$ 126.00 |
| 300057 | Table, Rectangle, 24"x36"x30" High | \$ 112.00 | \$ 168.00 | 300211 | Tackboard, 4'x8' | \$ 169.00 | \$ 254.00 |
| 300056 | Table, Square, 24"x24"x30" High | \$ 104.00 | \$ 156.00 | 300112 | Ticket Tumbler, Small, Table Top | \$ 144.00 | \$ 216.00 |
| 300059 | Table, Starbase, 30" Diameter x 40" High | \$ 210.00 | \$ 315.00 | 300113 | Wastebasket | \$ 20.50 | \$ 30.75 |
| 300058 | Table, Starbase, 40" Diameter x 30" High | \$ 210.00 | \$ 315.00 | 300118 | Waterfall Stand | \$ 92.50 | \$ 139.00 |
| Skirted Tables | | | | <i>Prices include delivery, installation, rental, and removal.</i> | | | |
| <i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i> | | | | | | | |
| 3004 | Table 4', Skirted 4 Sides, 24" x 30" High | \$ 168.00 | \$ 252.00 | | | | |
| 3006 | Table 6', Skirted 3 Sides, 24" x 30" High | \$ 186.00 | \$ 279.00 | | | | |
| 3008 | Table 8', Skirted 3 Sides, 24" x 30" High | \$ 204.00 | \$ 306.00 | | | | |
| 3007 | Table, Skirt 4th Side | \$ 54.75 | \$ 82.25 | | | | |
| Skirted Counters | | | | | | | |
| <i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i> | | | | | | | |
| 3014 | Counter 4', Skirted 4 Sides, 24" x 42" High | \$ 212.00 | \$ 318.00 | | | | |
| 3016 | Counter 6', Skirted 3 Sides, 24" x 42" High | \$ 239.00 | \$ 359.00 | | | | |
| 3018 | Counter 8', Skirted 3 Sides, 24" x 42" High | \$ 267.00 | \$ 401.00 | | | | |
| 3017 | Counter, Skirt 4th Side | \$ 63.00 | \$ 94.50 | | | | |
| Risers | | | | | | | |
| 300193 | Riser 4', Double Tier, 48"x8"x16" High | \$ 58.00 | \$ 87.00 | | | | |
| 300191 | Riser 4', Single Tier, 48"x8"x8" High | \$ 40.75 | \$ 61.25 | | | | |
| 300194 | Riser 6', Double Tier, 72"x8"x16" High | \$ 75.50 | \$ 113.00 | | | | |
| 300192 | Riser 6', Single Tier, 72"x8"x8" High | \$ 58.00 | \$ 87.00 | | | | |
| Custom Booth Drape | | | | | | | |
| 3001 | Drape, 3' High, Per Foot | \$ 16.90 | \$ 25.25 | | | | |
| 3002 | Drape, 8' High, Per Foot | \$ 20.50 | \$ 30.75 | | | | |
| Accessories | | | | | | | |
| 300124 | Aisle Stanchion Chain, Plastic, Per Foot | \$ 4.95 | \$ 7.45 | | | | |
| 300123 | Aisle Stanchion, without Chain | \$ 49.50 | \$ 74.25 | | | | |
| 300103 | Aluminum Easel | \$ 66.50 | \$ 99.75 | | | | |
| 300111 | Bag Stand | \$ 92.50 | \$ 139.00 | | | | |
| 300102 | Coat Rack | \$ 92.50 | \$ 139.00 | | | | |
| 300104 | Garment Rack | \$ 92.50 | \$ 139.00 | | | | |
| 300106 | Literature Rack | \$ 172.00 | \$ 258.00 | | | | |

Please Indicate Choice

Place Order Here

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3001, 3002 ONLY)

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Purple | <input type="checkbox"/> Red |
| <input type="checkbox"/> Teal | <input type="checkbox"/> White | |

4th Side Table Skirt (3007 ONLY)

- 6' Table 8' Table

4th Side Counter Skirt (3017 ONLY)

- 6' Counter 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

- Horizontal Vertical

Please include Booth Layout form (H-3) for placement of items.

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

| ITEM# | DESCRIPTION | PRICE | QUANTITY | TOTAL PRICE |
|-----------|------------------------------------|-------|----------------|-------------|
| | | | | \$ |
| | | | | \$ |
| A. | Total All Items Ordered | | | \$ |
| B. | Petroleum Surcharge Assessment: 3% | | A x 3% = B | \$ |
| C. | Subtotal | | A + B = C | \$ |
| D. | Rental Tax: 8.875% | | C x 8.875% = 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 |
|--------------------------------|------|

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

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970

www.ges.com/chat 29

Order directly with GES ONLINE at: www.ges.com

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

Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.
URBAN GREEN EXPO 2010

 Metropolitan Pavilion
 September 29 - 30, 2010

Discount Deadline Date:

September 7, 2010

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | Booth Number |
|--------------|---------------|--------------|

GES Furniture Packages offer significant savings!
Price List

| ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE |
|--------|---|------------------|---------------|--------|--|------------------|---------------|
| 400011 | Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket. | \$ 329.40 | \$ 494.78 | 400012 | Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket. | \$ 653.85 | \$ 980.78 |

Prices include delivery, installation, rental, and removal.

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

Please Indicate Choice
Place Order Here
Table Skirt Color (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Purple | <input type="checkbox"/> Red |
| <input type="checkbox"/> Teal | <input type="checkbox"/> White | |

| ITEM# | DESCRIPTION | PRICE | QUANTITY | TOTAL PRICE |
|-----------|------------------------------------|-------|----------------|-------------|
| 400011 | Furniture Package 1 | | | \$ |
| 400012 | Furniture Package 2 | | | \$ |
| A. | Total All Items Ordered | | | \$ |
| B. | Petroleum Surcharge Assessment: 3% | | A x 3% = B | \$ |
| C. | Subtotal | | A + B = C | \$ |
| D. | Rental Tax: 8.875% | | C x 8.875% = 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 |
|--------------------------------|------|

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URBAN GREEN EXPO 2010
Metropolitan Pavilion
September 29 - 30, 2010

Discount Deadline Date:
September 7, 2010

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

Price List

| ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE |
|---|---|----------------|---------------|---|---|----------------|---------------|
| Seating - Sofas and Loveseats | | | | Seating - Office and Utility Seating | | | |
| 305066 | Loveseat, Black Leather, 64"L 36"D 34"H | \$ 708.00 | \$ 1,062.00 | 305147 | Chair, Luxor, High Back, 27"L 28"D 47"H Adj. | \$ 405.00 | \$ 608.00 |
| 305068 | Loveseat, Key West, Black, 57"L 35"D 33"H | \$ 490.00 | \$ 735.00 | 305148 | Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj. | \$ 370.00 | \$ 555.00 |
| 305067 | Loveseat, Newport, Charcoal Leather, 54"L 34"D 33" | \$ 776.00 | \$ 1,164.00 | 305076 | Chair, Otto, Highback Black, 23"L 21"D 43"H | \$ 455.00 | \$ 683.00 |
| 305118 | Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33" | \$ 1,536.00 | \$ 2,304.00 | 305126 | Chair, Task, 25"L 26"D 21"H | \$ 146.00 | \$ 219.00 |
| 305120 | Sectional, South Beach, 3 pc., Platinum, 152"L 40"D | \$ 1,415.00 | \$ 2,123.00 | 305112 | Chair, Tilt with Arms, Black, 26"L 25"D 34"H | \$ 277.00 | \$ 416.00 |
| 305117 | Sofa, Astro, 83"L 36"D 29"H | \$ 742.00 | \$ 1,113.00 | 305043 | Stool, Drafting, 25"L 26"D 34"H | \$ 212.00 | \$ 318.00 |
| 305125 | Sofa, Key West, Black, 85"L 35"D 33"H | \$ 550.00 | \$ 825.00 | Seating - Barstools | | | |
| 305121 | Sofa, Lisbon, Black Leather, 88"L 36"D 34"H | \$ 773.00 | \$ 1,160.00 | 305012 | Barstool, Banana, Black, 21"L 22"D 30"H | \$ 160.00 | \$ 240.00 |
| 305116 | Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H | \$ 659.00 | \$ 989.00 | 305013 | Barstool, Banana, White, 21"L 22"D 30"H | \$ 160.00 | \$ 240.00 |
| 305124 | Sofa, Memphis, 55"L 31"D 28"H | \$ 702.00 | \$ 1,053.00 | 305010 | Barstool, Gin, Maple, 16"L 16"D 29"H | \$ 205.00 | \$ 308.00 |
| 305123 | Sofa, Rio, Blue Suede, 76"L 34"D 33"H | \$ 662.00 | \$ 993.00 | 305023 | Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32" | \$ 215.00 | \$ 323.00 |
| 305119 | Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H | \$ 644.00 | \$ 966.00 | 305011 | Barstool, Jetson, Black, 18"L 19"D 29"H | \$ 264.00 | \$ 396.00 |
| Seating - Club Chairs | | | | 305006 | Barstool, Ohio, Black, 18" Round 31"H Adj. | \$ 228.00 | \$ 342.00 |
| 305081 | Chair, Astro Light Beige, 36"L 36"D 29"H | \$ 503.00 | \$ 755.00 | 305007 | Barstool, Ohio, Grey, 18" Round 31"H Adj. | \$ 228.00 | \$ 342.00 |
| 305072 | Chair, Barcelona, Black, 30"L 31"D 29"H | \$ 783.00 | \$ 1,175.00 | 305005 | Barstool, Ohio, Red, 18" Round 31"H Adj. | \$ 228.00 | \$ 342.00 |
| 305073 | Chair, Barcelona, White, 30"L 30"D 31"H | \$ 844.00 | \$ 1,266.00 | 305009 | Barstool, Oslo, Blue, 17"L 20"D 30"H | \$ 291.00 | \$ 437.00 |
| 305181 | Chair, Blue Suede, 39"L 34"D 33"H | \$ 513.00 | \$ 770.00 | 305008 | Barstool, Oslo, White, 17"L 20"D 30"H | \$ 291.00 | \$ 437.00 |
| 305074 | Chair, Cappuccino, 29"L 29"D 34"H | \$ 373.00 | \$ 560.00 | Tables - Cafe | | | |
| 305180 | Chair, Globus, 28"L 26"D 28"H | \$ 357.00 | \$ 536.00 | 305162 | Table, Cafe, Blue/Black, 30" Round 29"H | \$ 224.00 | \$ 336.00 |
| 305178 | Chair, Lisbon, Black Leather, 40"L 36"D 34"H | \$ 538.00 | \$ 807.00 | 305154 | Table, Cafe, Blue/Chrome, 30" Round 29"H | \$ 298.00 | \$ 447.00 |
| 305080 | Chair, Marrakesh, Light Beige, 34"L 37"D 38"H | \$ 460.00 | \$ 690.00 | 305164 | Table, Cafe, Graphite/Black, 30" Round 29"H | \$ 224.00 | \$ 336.00 |
| 305127 | Chair, Memphis, 27.25"L 31.75"D 27.5"H | \$ 455.00 | \$ 683.00 | 305167 | Table, Cafe, Graphite/Black, 36" Round 29"H | \$ 261.00 | \$ 392.00 |
| 305179 | Chair, Newport, Charcoal Leather, 24"L 34"D 33"H | \$ 460.00 | \$ 690.00 | 305156 | Table, Cafe, Graphite/Chrome, 30" Round 29"H | \$ 298.00 | \$ 447.00 |
| 305070 | Chair, Tub, Key West, Black, 31"L 31"D 31"H | \$ 378.00 | \$ 567.00 | 305159 | Table, Cafe, Graphite/Chrome, 36" Round 29"H | \$ 355.00 | \$ 533.00 |
| 305035 | Corner, Charcoal Leather, 34"L 34"D 33"H | \$ 533.00 | \$ 800.00 | 305166 | Table, Cafe, Grey/Black, 36" Round 29"H | \$ 261.00 | \$ 392.00 |
| Seating - Chairs | | | | 305158 | Table, Cafe, Grey/Chrome, 36" Round 29"H | \$ 355.00 | \$ 533.00 |
| 305152 | Chair, Altura, Guest, 25"L 20"D 34"H | \$ 298.00 | \$ 447.00 | 305165 | Table, Cafe, Maple/Black, 30" Round 29"H | \$ 224.00 | \$ 336.00 |
| 305041 | Chair, Berlin, Black/White, 18"L 22"D 32"H | \$ 122.00 | \$ 183.00 | 305168 | Table, Cafe, Maple/Black, 36" Round 29"H | \$ 261.00 | \$ 392.00 |
| 305042 | Chair, Berlin, Red/White, 18"L 22"D 32"H | \$ 122.00 | \$ 183.00 | 305157 | Table, Cafe, Maple/Chrome, 30" Round 29"H | \$ 298.00 | \$ 447.00 |
| 305110 | Chair, Brewer, Black, 20"L 20"D 32"H | \$ 149.00 | \$ 224.00 | 305160 | Table, Cafe, Maple/Chrome, 36" Round 29"H | \$ 355.00 | \$ 533.00 |
| 305109 | Chair, Brewer, Gray, 20"L 20"D 32"H | \$ 149.00 | \$ 224.00 | 305161 | Table, Cafe, Red/Black, 30" Round 29"H | \$ 224.00 | \$ 336.00 |
| 305079 | Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H | \$ 219.00 | \$ 329.00 | 305153 | Table, Cafe, Red/Chrome, 30" Round 29"H | \$ 298.00 | \$ 447.00 |
| 305034 | Chair, Iso Mesh Black, 36"L 24"D 38"H | \$ 312.00 | \$ 468.00 | 305163 | Table, Cafe, Silver/Black, 30" Round 29"H | \$ 289.00 | \$ 434.00 |
| 305111 | Chair, Jetson, 19"L 18"D 31"H | \$ 196.00 | \$ 294.00 | 305155 | Table, Cafe, Silver/Chrome, 30" Round 29"H | \$ 363.00 | \$ 545.00 |
| 305149 | Chair, Luxor, Guest, 27"L 28"D 40"H | \$ 329.00 | \$ 494.00 | Tables - Bar | | | |
| 305113 | Chair, Manhattan, 26"L 22"D 34"H | \$ 238.00 | \$ 357.00 | 305131 | Table, Bar, Blue/Black, 30" Round 42"H | \$ 232.00 | \$ 348.00 |
| 305108 | Chair, New York, 23"L 32"D 33"H | \$ 203.00 | \$ 305.00 | 305140 | Table, Bar, Blue/Chrome, 30" Round 42"H | \$ 305.00 | \$ 458.00 |
| 305115 | Chair, Panton, White, 20"L 34"D 33"H | \$ 215.00 | \$ 323.00 | 305133 | Table, Bar, Graphite/Black, 30" Round 42"H | \$ 232.00 | \$ 348.00 |
| 305078 | Chair, Stage, Beige, 24"L 26"D 36"H | \$ 206.00 | \$ 309.00 | 305136 | Table, Bar, Graphite/Black, 36" Round 42"H | \$ 287.00 | \$ 431.00 |
| 305071 | Chair, Stage, Camel, 24"L 26"D 36"H | \$ 206.00 | \$ 309.00 | 305142 | Table, Bar, Graphite/Chrome, 30" Round 42"H | \$ 305.00 | \$ 458.00 |
| 305077 | Chair, Stage, Onyx, 24"L 26"D 36"H | \$ 206.00 | \$ 309.00 | 305145 | Table, Bar, Graphite/Chrome, 36" Round 42"H | \$ 358.00 | \$ 537.00 |
| 305075 | Chair, Stage, Red, 24"L 26"D 36"H | \$ 206.00 | \$ 309.00 | 305135 | Table, Bar, Silver/Black, 36" Round 42"H | \$ 287.00 | \$ 431.00 |
| 305069 | Chair, T-Vac Translucent, 25"L 23"D 30"H | \$ 306.00 | \$ 459.00 | 305144 | Table, Bar, Grey/Chrome, 36" Round 42"H | \$ 358.00 | \$ 537.00 |
| Seating - Ottomans | | | | 305134 | Table, Bar, Maple/Black, 30" Round 42"H | \$ 232.00 | \$ 348.00 |
| 305088 | Ottoman, Bench, Black, 24"L 60"D 17"H | \$ 412.00 | \$ 618.00 | 305137 | Table, Bar, Maple/Black, 36" Round 42"H | \$ 287.00 | \$ 431.00 |
| 305089 | Ottoman, Bench, White, 24"L 60"D 17"H | \$ 412.00 | \$ 618.00 | 305143 | Table, Bar, Maple/Chrome, 30" Round 42"H | \$ 305.00 | \$ 458.00 |
| 305085 | Ottoman, Cube, Black, 17"L 17"D 18"H | \$ 107.00 | \$ 161.00 | 305146 | Table, Bar, Maple/Chrome, 36" Round 42"H | \$ 358.00 | \$ 537.00 |
| 305083 | Ottoman, Cube, Blueberry, 17"L 17"D 18"H | \$ 107.00 | \$ 161.00 | 305130 | Table, Bar, Red/Black, 30" Round 42"H | \$ 232.00 | \$ 348.00 |
| 305082 | Ottoman, Cube, Lemon, 17"L 17"D 18"H | \$ 107.00 | \$ 161.00 | 305139 | Table, Bar, Red/Chrome, 30" Round 42"H | \$ 305.00 | \$ 458.00 |
| 305084 | Ottoman, Cube, Raspberry, 17"L 17"D 18"H | \$ 107.00 | \$ 161.00 | 305132 | Table, Bar, Silver/Black, 30" Round 42"H | \$ 305.00 | \$ 458.00 |
| 305093 | Ottoman, Cube, White Leather, 17"L 17"D 18"H | \$ 103.00 | \$ 155.00 | 305141 | Table, Bar, Silver/Chrome, 30" Round 42"H | \$ 376.00 | \$ 564.00 |
| 305086 | Ottoman, Half Round, Black, 72"L 36"D 17"H | \$ 411.00 | \$ 617.00 | Tables - Cocktail | | | |
| 305087 | Ottoman, Half Round, White, 72"L 36"D 17"H | \$ 411.00 | \$ 617.00 | 305017 | Table, Cocktail, Geo, Black, 50"L 22"D 16"H | \$ 238.00 | \$ 357.00 |
| 305094 | Ottoman, Oval, Black, 52"L 32"D 19"H | \$ 316.00 | \$ 474.00 | 305014 | Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H | \$ 245.00 | \$ 368.00 |
| 305095 | Ottoman, Oval, White, 52"L 32"D 19"H | \$ 316.00 | \$ 474.00 | 305020 | Table, Cocktail, Inspiration, 42"L 28"D 18"H | \$ 320.00 | \$ 480.00 |
| 305092 | Ottoman, South Beach, Wedge, Platinum, 25"L 31"D | \$ 246.00 | \$ 369.00 | 305016 | Table, Cocktail, Silverado, 36" Round 17"H | \$ 281.00 | \$ 422.00 |
| 305090 | Ottoman, Square, Black, 40"L 40"D 17"H | \$ 343.00 | \$ 515.00 | 305015 | Table, Cocktail, Soho, 38"L 38"D 18.5"H | \$ 370.00 | \$ 555.00 |
| 305091 | Ottoman, Square, White, 40"L 40"D 17"H | \$ 343.00 | \$ 515.00 | 305025 | Table, Cocktail, Sydney Black, 48"L 26"D 18"H | \$ 335.00 | \$ 503.00 |
| Seating - Office and Utility Seating | | | | 305024 | Table, Cocktail, Sydney White, 48"L 26"D 18"H | \$ 335.00 | \$ 503.00 |
| 305150 | Chair, Altura, High Back, 25"L 25"D 43"H Adj. | \$ 361.00 | \$ 542.00 | 305022 | Table, Cocktail, Visions, 48"L 28"D 17"H | \$ 230.00 | \$ 345.00 |
| 305151 | Chair, Altura, Med. Back, 25"L 25"D 37"H Adj. | \$ 344.00 | \$ 516.00 | | | | |
| 305114 | Chair, Flex with Wheels, 24"L 22"D 31"H | \$ 161.00 | \$ 242.00 | | | | |

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970

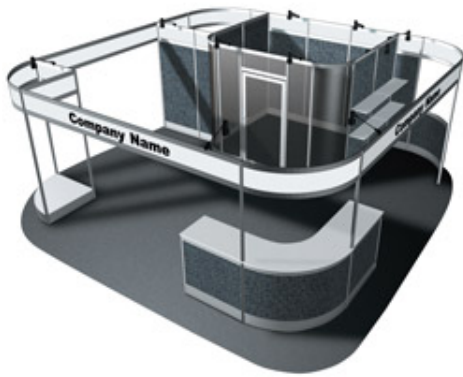
www.ges.com/chat

Standard Exhibits

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at www.ges.com/chat.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- two shelves
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Standard Exhibits

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



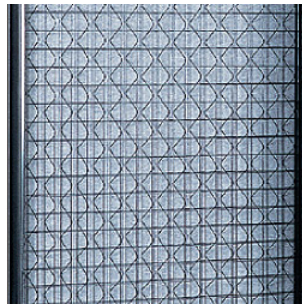
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black



Coated: Maple



Coated: Oxford White



Coated: Prism Blue



Coated: Silver Gray



Fabric: Black



Fabric: Blue



Fabric: Gray

Trim Color



Black



Silver

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September 7, 2010

Go to below link to view images and information:
<http://ges.com/ecomm/info/D1-Brochure-CORE.pdf>

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|--------------|---------------|--------------|

| Price List | | | | | | | |
|---|------------------------------------|------------------|---------------|---|-------------|----------------|---------------|
| ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE |
| 20x20 Exhibits 600005 Exhibit System GEM #5, 20'x20' Island \$ 11,100.00 \$ 16,650.00 | | | | Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. | | | |
| 10x20 Exhibits 600004 Exhibit System GEM #4, 10'x20' Inline \$ 7,466.00 \$ 11,199.00 | | | | | | | |
| 10x10 Exhibits 600002 Exhibit System GEM #2, 10'x10' Inline \$ 1,800.00 \$ 2,700.00 600003 Exhibit System GEM #3, 10'x10' Inline \$ 3,396.00 \$ 5,094.00 | | | | | | | |
| 6ft Table Display 600001 Exhibit System GEM #1, 6' Tabletop Display \$ 1,698.00 \$ 2,547.00 | | | | | | | |
| Accessories | | | | | | | |
| 600410 | Exhibit, Ad Board, 1M x 8' | \$ 587.00 | \$ 881.00 | | | | |
| 600110 | Exhibit, Armlight Black | \$ 87.25 | \$ 131.00 | | | | |
| 600103 | Exhibit, Counter, 1M Curved | \$ 811.00 | \$ 1,217.00 | | | | |
| 600101 | Exhibit, Counter, 1M x 1/2M x 40"H | \$ 410.00 | \$ 615.00 | | | | |
| 600102 | Exhibit, Counter, 2M x 1/2M x 40"H | \$ 561.00 | \$ 842.00 | | | | |
| 600221 | Exhibit, Light Box, Large 37"x85" | \$ 746.00 | \$ 1,119.00 | | | | |
| 600222 | Exhibit, Light Box, Medium 37"x56" | \$ 589.00 | \$ 884.00 | | | | |
| 600223 | Exhibit, Light Box, Small 37"x28" | \$ 363.00 | \$ 545.00 | | | | |
| 661931 | Exhibit, Panel, Slatwall, 1M x 8' | \$ 513.00 | \$ 770.00 | | | | |
| 600291 | Exhibit, Panel, Wirewall, 1M | \$ 502.00 | \$ 753.00 | | | | |
| 600243 | Exhibit, Shelf, 1M x 10" Deep | \$ 68.25 | \$ 102.00 | | | | |

Please Indicate Choices **Place Order Here**

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Blue Jay |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Emerald Green | <input type="checkbox"/> Gray |
| <input type="checkbox"/> Pepper | <input type="checkbox"/> Red | |

Table Skirt Color (600001 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Purple | <input type="checkbox"/> Red |
| <input type="checkbox"/> Teal | <input type="checkbox"/> White | |

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Fabric: Gray will be provided if no color is indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Coated: Black | <input type="checkbox"/> Coated: Maple |
| <input type="checkbox"/> Coated: Oxford White | <input type="checkbox"/> Coated: Prism Blue |
| <input type="checkbox"/> Coated: Silver Gray | <input type="checkbox"/> Fabric: Black |
| <input type="checkbox"/> Fabric: Blue | <input type="checkbox"/> Fabric: Gray |

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- | | |
|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Silver |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- Electrical or Utilities Under Carpet?**
- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email gesed@ges.com

| ITEM# | DESCRIPTION | PRICE | QUANTITY | TOTAL PRICE |
|-----------|------------------------------------|-------|----------------|-------------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| A. | Total All items Ordered | | | \$ |
| B. | Petroleum Surcharge Assessment: 3% | | A x 3% = B | \$ |
| C. | Subtotal | | A + B = C | \$ |
| D. | Rental Tax: 8.875% | | C x 8.875% = 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 |
|--------------------------------|------|

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

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

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

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

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

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

AVOIDING ADDITIONAL COSTS:

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



Vector Artwork

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

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

gif
@ 400%

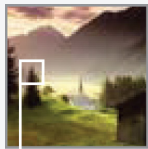
ai / eps vector
@ 400%

Vectors

Vectors

Text @ 100%

Outlined Text



Bitmap/Raster Artwork

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

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

Low Resolution
(72dpi) jpeg 88 Kb

High Resolution
(300dpi) jpeg 3.52 Mb



Color Set Up

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

Fonts

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

FTP (File Transfer Protocol) Information

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

| | | | |
|----------------------|-----------------------------|------------|-----------|
| | HOST | USER NAME: | PASSWORD: |
| Central Region Shows | ftp://csftp.ges.com/Central | gescenftp | t7od4cfz* |

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

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

Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.
URBAN GREEN EXPO 2010

 Metropolitan Pavilion
 September 29 - 30, 2010

Discount Deadline Date:
 September 7, 2010

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|--------------|---------------|--------------|

| Price List | | | | Additional Items to Decorate Your Booth |
|-----------------|-------------------------------|------------------|---------------|---|
| ITEM# | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | |
| 600505 | Sign, 10"x60" | \$ 172.00 | \$ 258.00 | We offer complete graphics services from Design to Print! We can create custom graphics to fit any of your needs, including: <ul style="list-style-type: none"> • Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps) • Vinyl or Mesh Banners for use in your booth • Backlit graphics for lightboxes and display cases • Custom fit / contour cut / 3D graphics for eye catching effects • Printing on specialized materials For a quotation, please visit: http://www.ges.com/graphics/quote/ |
| 600506 | Sign, 11"x14" | \$ 80.25 | \$ 120.00 | |
| 600507 | Sign, 14"x22" | \$ 106.00 | \$ 159.00 | |
| 600508 | Sign, 14"x44" | \$ 140.00 | \$ 210.00 | |
| 600509 | Sign, 20"x60" | \$ 267.00 | \$ 401.00 | |
| 600510 | Sign, 22"x28" | \$ 164.00 | \$ 246.00 | |
| 600512 | Sign, 28"x44" | \$ 281.00 | \$ 422.00 | |
| 600514 | Sign, 40"x60" | \$ 360.00 | \$ 540.00 | |
| 600515 | Sign, 48"x96" | \$ 697.00 | \$ 1,046.00 | |
| 600501 | Sign, 7"x11" | \$ 57.75 | \$ 86.75 | |
| 600502 | Sign, 7"x44" | \$ 64.50 | \$ 96.75 | |
| 600547 | Easel Back | \$ 13.15 | \$ 19.75 | |
| Foamcore | | | | |
| 6006 | Color Foamcore, 4' x 8' sheet | \$ 164.00 | \$ 246.00 | |
| 600650 | White Foamcore, 4' x 8' sheet | \$ 144.00 | \$ 216.00 | |

| Print File Submission Information | Place Order Here |
|-----------------------------------|------------------|
|-----------------------------------|------------------|

I have NOT sent my print ready file(s) to GES
 Please let us know when you expect to submit your artwork:

I need assistance submitting my file(s), please contact me

I will be submitting my file by (date) _____

I need GES to set my copy
 Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES
 Check the submission type used below:

I put them on the GES FTP site

I sent them to the gesgraphics@ges.com mailbox

I sent a disc via USPS, FedEx, UPS or other

I sent them directly to a GES employee (insert name below) _____

| ITEM# | DESCRIPTION | PRICE | QUANTITY | TOTAL PRICE |
|-----------|------------------------------------|-------|----------------|-------------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| A. | Total All items Ordered | | | \$ |
| B. | Petroleum Surcharge Assessment: 3% | | A x 3% = B | \$ |
| C. | Subtotal | | A + B = C | \$ |
| D. | Sales Tax: 8.875% | | C x 8.875% = 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 |
|--------------------------------|------|

SIGN INFO

If you do not have a print file to submit, please write in the text and description for your sign order here:

Digital File Submission:

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

| | | | |
|----------------------|-----------------------------|------------|-----------|
| Central Region Shows | HOST | USER NAME: | PASSWORD: |
| | ftp://csftp.ges.com/Central | gescentfp | t7od4cfz* |

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

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 37

Order directly with GES ONLINE at: www.ges.com

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

Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

Discount Deadline Date:

September 7, 2010

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

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

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

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

Important Information & Rates

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

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by 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 |
|--------------------------------------|-----------|-----------|-----------|
| Install & Dismantle, ST Code: 705000 | \$ 150.50 | \$ 188.25 | \$ 225.75 |
| Install & Dismantle, OT Code: 705000 | \$ 225.75 | \$ 282.50 | \$ 338.75 |
| Install & Dismantle, DT Code: 705000 | \$ 301.00 | \$ 376.50 | \$ 451.50 |

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

GES Supervised (OK to Proceed)

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

GES will supervise labor to:

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

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

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- 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.

GES is responsible for the following type of booth:

- Pop-Up Two Story Custom
 Other: _____

Place Order Here

| SCHEDULE DATE(S) | SCHEDULE START TIME | SCHEDULE END TIME | TOTAL # OF HOURS | TOTAL # OF WORKERS | LABOR RATE | TOTAL | 3% PSP | SUBTOTAL | 8.875% TAX | GRAND 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% (\$50.00) GES Supervision | | \$ |
| X | | | | | | | C. | Payment Enclosed | | \$ |

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

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat 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 Services Manual.

URBAN GREEN EXPO 2010

Form Deadline Date:
September 7, 2010

Metropolitan Pavilion
September 29 - 30, 2010

MANDATORY FORM*

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|--------------|---------------|--------------|

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method GES Logistics Common Carrier AirFreight Vanline Other _____
 Carrier (if known) _____
 Contact _____ Phone _____
 Number of Crates _____ Shipped By _____ Date _____
 Number of Fiber Cases _____ Color _____ Pro Number _____
 Target Date _____ Loose Display _____ Crated Display _____
 Shipped To: (Check One) Warehouse

Setup Information for GES Installation

| | |
|---|---|
| <input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____ | <input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____ |
|---|---|

Did You Order ---

| | | |
|---|---|--|
| Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No | Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No | Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor <input type="checkbox"/> With the Exhibit | | |
| Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No | Other Items _____ | |
| Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Tear-down Information for GES Dismantle

| | |
|--|---|
| <input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear- down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____ | <input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____ |
|--|---|

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____
 PrePaid Collect (for non-GES Logistics Shipments only) 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 _____
 Exhibitor-completed GES' Outbound Material Handling Form attached: Yes No
 Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: Yes No

Emergency Contact Information / Showsite Contact

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

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

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?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

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

URBAN GREEN EXPO 2010

Metropolitan Pavilion
September 29 - 30, 2010

Hanging Signs

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

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Truss & Hoists

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

Remember:

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

**Please complete and return the
Hanging Sign / Truss Labor Order Form (H-2) by September 07, 2010.**

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

Shipping Instructions

All hanging signs should be received in advance at the GES Warehouse by September 23, 2010.

Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

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

Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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URBAN GREEN EXPO 2010

Discount Deadline Date:
September 7, 2010

Metropolitan Pavilion
September 29 - 30, 2010

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

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

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

Important Information & Rates

Starting time can 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. For rigging work starting at times other than 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and 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 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:

| High Lift w/Operator* | Discount | Regular | Show Site |
|----------------------------|-----------|-------------|-------------|
| High Lift, ST Code: 705300 | \$ 592.00 | \$ 740.00 | \$ 888.00 |
| High Lift, OT Code: 705300 | \$ 740.00 | \$ 925.00 | \$ 1,110.00 |
| High Lift, DT Code: 705300 | \$ 888.00 | \$ 1,110.00 | \$ 1,332.00 |

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday.
Double Time: All day 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

- GES Supervised (OK to Proceed)**
A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
 - Indicate workers needed for installation **and** dismantling.
 - 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.

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

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

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

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet
Is Your Sign Electrical? if yes, order power requirements on the Electrical Services Order Form in this manual.
 Yes No
Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.
 Yes No
Include engineer-stamped assembly and hanging instructions with the order. accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.
LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

| SCHEDULE DATE(S) | SCHEDULE START TIME | SCHEDULE END TIME | TOTAL # OF HOURS | TOTAL # OF LIFT W/ CREW | LABOR RATE | = TOTAL | X 3% PSP | = SUBTOTAL | X 8.875% TAX | = GRAND 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.

Authorized Signature - Please Sign:

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

| | | | |
|--|-----------|---------------------------------|----|
| | A. | Total Labor Ordered | \$ |
| | B. | 30% (\$50.00) GES Supervision | \$ |
| | C. | Payment Enclosed | \$ |

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

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

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

H-1a



FROM:



FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

URBAN GREEN EXPO 2010

NAME OF EXHIBITION

081002684

BOOTH NUMBER

**C/O Global Experience Specialists
125 North Street
Teterboro, NJ 07608
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Aug 24, 2010 - Thursday, Sep 23, 2010

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

URBAN GREEN EXPO 2010

NAME OF EXHIBITION

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Carrier _____
Number _____ of _____ pieces



RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat 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 Services Manual.

URBAN GREEN EXPO 2010

MANDATORY FORM*

Metropolitan Pavilion
 September 29 - 30, 2010

| | | | | |
|------------------|---|----------------------------|-----|---------|
| 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

- 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.

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

PLEASE SIGN X _____
 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

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, and 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

 CARDHOLDER'S NAME PLEASE PRINT

 CARDHOLDER'S BILLING ADDRESS CITY

 STATE ZIP COUNTRY

PLEASE SIGN X _____
 CARDHOLDER'S SIGNATURE DATE

Calculation of Orders

| | TOTAL |
|---|-------|
| Material Handling | \$ |
| Furniture & Accessories | \$ |
| Specialty Furniture | \$ |
| Standard Exhibit Systems | \$ |
| Graphics & Signage | \$ |
| Installation & Dismantling Labor | \$ |
| Hanging Sign Labor | \$ |
| Other GES Services (Specify) | \$ |
| Other GES Services (Specify) | \$ |
| Other GES Services (Specify) | \$ |
| Other GES Services (Specify) | \$ |
| Other GES Services (Specify) | \$ |
| Other GES Services (Specify) | \$ |
| 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 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: _____

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?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat 43

Order directly with GES ONLINE at: www.ges.com

RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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URBAN GREEN EXPO 2010

Metropolitan Pavilion
 September 29 - 30, 2010

| | | |
|--------------|---------------|--------------|
| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|--------------|---------------|--------------|

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:

- Rental Furniture
- Exhibit Systems
- I & D Labor
- Transportation Charges
- Other (Please Specify) _____
- Rental Carpet
- Signs
- Material Handling In & Out

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

PLEASE SIGN _____
 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

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, and 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

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

PLEASE SIGN _____
 CARDHOLDER'S SIGNATURE

 DATE

| 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
- Rental Carpet
- Signs
- Material Handling In & Out
- Other (Please Specify) _____
- Rental Furniture
- Exhibit Systems
- I & D Labor
- Transportation Charges

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

PLEASE SIGN _____
 AUTHORIZED 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, and 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

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

PLEASE SIGN _____
 CARDHOLDER'S SIGNATURE

 DATE

RETURN TO: Global Experience Specialists • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
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URBAN GREEN EXPO 2010

MANDATORY FORM*

Metropolitan Pavilion
 September 29 - 30, 2010

| | | |
|------------------|--------------------------|----------------------------|
| 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.

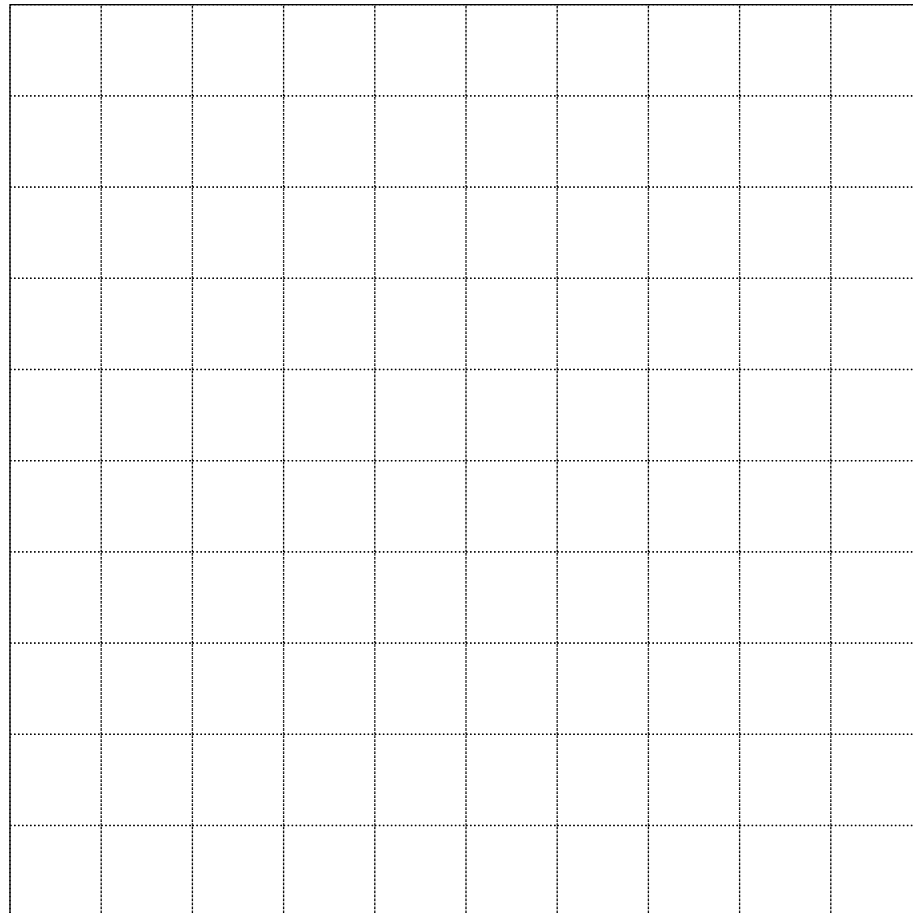
- Pegboard / Tackboard - Form A-1
- Special Colored Drape - Form A-1
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- Installation & Dismantling - Form L-1

To use this grid:

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

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

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



Indicate
 Adjacent
 Booth or
 Aisle Number:

Indicate
 Adjacent
 Booth or
 Aisle Number:

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

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

Additional Service Order Forms



WIRELESS INTERNET ACCESS ORDER FORM

EVENT _____ DATE(S) OF EVENT _____

Please fax or email order form to Transbeam: **FAX: 212.937.3730** • **EMAIL: events@transbeam.com**

CUSTOMER INFORMATION

| | | | |
|-------------------------------|-------|----------------|-------|
| Company Name | _____ | Booth (if app) | _____ |
| Contact Name | _____ | | |
| Phone | _____ | Fax | _____ |
| Email | _____ | Cell | _____ |
| Onsite Contact (if different) | _____ | | |
| Onsite cell | _____ | | |

SERVICE

*Transbeam will provide Wireless Internet Access for the entire time you will be onsite, including setup days.
Each computer connected to the wireless network must have wireless capabilities.*

Location(s) of Event: N Pavilion (110 W. 19th) S Pavilion (125 W. 18th) The Level (123 W. 18th) Gallery (123 W. 18th)

When does your event begin? Date _____ Time _____ AM/PM How many total days will you be onsite? _____

When does your event end? Date _____ Time _____ AM/PM

PRICING

| | | |
|--|---------------------|-----------------------|
| <input checked="" type="checkbox"/> Wi-Fi Internet for five users (for duration of event) (802.11b/) | | \$ 150 |
| <input type="checkbox"/> Additional Users (using the same wireless PIN) | _____ users x \$50 | \$ _____ |
| <input type="checkbox"/> Optional Onsite Technical Support** Time _____ Date _____ | _____ hours x \$125 | \$ _____ |
| **Wireless service includes support by phone only. If you require onsite assistance, you must order it. | | TOTAL \$ _____ |
| Special Instructions (if any) _____ | | |

PAYMENT INFORMATION

To insure service, payment must be made in full prior to the event.

| | | | |
|----------------------|-------|------------|---|
| Cardholder Name | _____ | | |
| Credit Card Number | _____ | | |
| Exp Date | _____ | CCV# _____ | <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> DISC |
| Cardholder Signature | _____ | | |

Order confirmation preference: Email Fax

By signing below, I certify I am Authorized to accept this order and the attached Terms and Conditions on behalf of my company.

Company _____

Authorized Signature _____

Date _____

Need help? Please call us at **212.631.8100 ext. 247** if you have questions regarding Internet connectivity or if you need assistance in filling out this form.

Thank you for choosing Transbeam.





WIRELESS INTERNET ACCESS ORDER FORM

TRANSBEAM®™ TERMS AND CONDITIONS

Customer Duties – Customer shall be liable for any loss or damage to the Equipment arising from Customer negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents or invitees. In the event of any loss or damage to the Equipment for which Customer is liable, Customer shall reimburse Transbeam for the reasonable cost of repair or replacement.

Limitation of Liability – Transbeam shall not be liable for any delay, failure to perform, or damage or destruction or malfunction of the Equipment or Service, disruption or interruption, or any consequence of the above, caused by, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts of omissions of anyone other than Transbeam, its representatives, agents or employees, or any other cause beyond Transbeam’s reasonable control.

In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer’s sole and exclusive remedy and Transbeam’s sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by Transbeam or, at Transbeam’s option, replacement of the Equipment or correction of the programming errors, or (ii) if after reasonable and repeated efforts Transbeam is unable to install the Equipment or replacement Equipment in good working order, or to restore the same to good working order, or to make the programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount therefore paid by Customer to Transbeam or Equipment and Services under this Agreement over (2) the reasonable value of Customer’s use of the Equipment and Services.

Transbeam will check that lines & IP addresses are configured properly and coordinate with venue staff or agent for cross connection to hubs and workstations. Transbeam cannot and does not vouch for the adequacy of the venues internal wiring and shall not be held liable for any delays, service interruptions or any related problem that the Customer might experience.

Claims will not be considered unless filed in writing with Transbeam by the Customer prior to the conclusion of the Event identified in this Agreement.

IN NO EVENT SHALL TRANSBEAM BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO OR ARE ALLEGED AS A RESULT OF, TORTUOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF TRANSBEAM OR BREACH OF ANY OF THE PROVISIONS OF THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF TRANSBEAM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY DAMAGES CAUSED BY THE CUSTOMER’S FAILURE TO PERFORM THE CUSTOMER’S RESPONSIBILITIES SUCH EXCLUDED DAMAGES ALSO INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.

Customer acknowledges and agrees that neither the owner of the Building nor the tenant, nor the prime licensee, nor any other party responsible for the Event in which Customer is a participant, is responsible for the provision of the Equipment or the Services, and that no such third party shall be liable to Customer for any failure or defect in Equipment or Services.

Indemnification – Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless Transbeam and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expense, including reasonable attorney’s fees, whether in contract, in tort or otherwise, which result from or arise out of negligence or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees or invitees.

This Agreement, the Terms and Conditions, and any attached supplements(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

Governing Law – This Agreement shall be governed by and construed under the laws of the State of New York, without regard to any conflicts or choice of law provisions.

I HAVE READ AND ACCEPT ALL THE TERMS & CONDITIONS DESCRIBED ABOVE.

Company

Authorized Signature

Date

Thank you for choosing Transbeam.





Dumpster Order Form and Cleaning Policies

You must dispose of your unwanted material into the 6' x 6' container in the Loading Bay (124 W. 19th St.) under these guidelines:

- BOXES:** Maximum of 6 bundles of cardboard boxes can be placed in the dumpster; all boxes must be broken down, bundled (10 boxes per bundle), and tied with rope, which Metropolitan Pavilion can provide.
- CRATES:** Maximum of 3 crates can be placed in the dumpster; no crate can exceed 2' x 4.'
- WOOD:** Maximum of 6 small bundles can be placed in the dumpster.
- FURNITURE:** No large furniture can be disposed of into the container or left behind on the premises, including bookcases and shelving units

LARGE DUMPSTER: If you will exceed the above limits, you must order from Metropolitan Pavilion a 20-yard (\$650) or 30-yard (\$750) curbside dumpster. Additional fees apply to replace a full dumpster during your event. Please let your Event Coordinator know in advance if you anticipate needing a curbside dumpster.

Metropolitan Pavilion will:

- Clean your contracted event space prior to your load-in;
- Provide a custodian to assist in cleaning and maintaining the facility during your event;
- Sweep and empty garbage overnight if your event occurs over several days;
- Provide two 30-gallon garbage cans and all necessary liners for each contracted event space

Please let us know if you have any recycling needs.

I understand and agree to follow the above guidelines

I will require a (20-yard or 30-yard) curbside dumpster (mark boxes if appropriate)

Client (Name or Organization) _____

Event Name _____

Contracted date(s) _____

Event Space(s) _____

(Indicate Full Pavilion, South Pavilion, North Pavilion, The Metropolitan Suite, Gallery, The Level, or the specific combination.)

Production Contact _____

Your Name & Title (print) _____

Signature & Date _____

Spring Valley Floral

DECORATING COMPANY INC.
 Mailing Address: PO Box 760
 Street Address: 169 Route 303
 Valley Cottage, NY 10989

TEL: 845 268-7555 FAX: 845 268-6570
 Web Site: www.springvalleyfloral.com

FLORAL DECORATIONS

NAME OF SHOW: _____

SHOW LOCATION: _____

DATES OF SHOW: _____

| CUSTOM FLORAL SERVICES | Cost Each | Quan. | Total |
|--|-----------|-------|-------|
| Fresh Floral Arrangement 12 - 14" High | 60.00 | | |
| Fresh Floral Arrangement 15 - 18" High | 65.00 | | |
| Exotic Floral Arrangement 14" High | 75.00 | | |
| Exotic Floral Arrangement 24" High | 90.00 | | |

RENTAL GREEN & FLOWERING PLANTS

| | | | |
|---|-------|--|--|
| Mum Plants ____ yellow ____ white ____ lavender | 23.00 | | |
| Azaleas | 30.00 | | |
| Green Table Plant | 22.00 | | |
| Large Fern | 30.00 | | |
| 3-foot Green Plant | 39.00 | | |
| 4-foot Green Plant | 49.00 | | |
| 5-foot Green Plant | 59.00 | | |
| 6-foot Green Plant | 69.00 | | |
| 8-foot Green Plant | 89.00 | | |

ALL PRICES INCLUDE INSTALLATION, SERVICING, AND REMOVAL AT END OF SHOW

SPECIAL SERVICES AVAILABLE UPON REQUEST

- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO AVAILABILITY

____ PLEASE HAVE YOUR DESIGNER COME BY TO MAKE SUGGESTIONS

DATE/TIME _____

SUBTOTAL: _____

ADD 8.875% NEW YORK SALES TAX: _____

TOTAL: _____

ALL PLANTS INCLUDE DECORATIVE CONTAINERS

PLEASE CHECK ONE

____ WHITE ____ BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Spring Valley Floral.

Credit Account Number

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|

Expiration Date MM/YY

| | | | | |
|--|--|---|--|--|
| | | - | | |
|--|--|---|--|--|

American Express (15 Digits)

Check

MasterCard (16 Digits)

Visa (13 or 16 Digits)

Authorized Signature _____

Name on Card _____

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____ Phone _____

Address _____ FAX _____

City, Zip, State _____ E-mail _____

Party in Charge _____ Onsite Phone Number _____

Authorized Signature _____ BOOTH # _____

URBAN GREEN EXPO 2010Metropolitan Pavilion
September 29 - 30, 2010**3**

3rd Party Billing Request, Page 44

A

Additional Service Order Forms, Page 46

Advance Shipping Labels, Page 21

B

Booth Layout Form, Page 45

C

Carpet Order Form, Page 27

Carpet Package Order Form, Page 28

Certificate of Liability Insurance: **SAMPLE COPY**, Page 16**D**

Digital File Preparation, Page 36

Domestic Shipping Quote Form: GES Logistics, Page 24

Dumpster Order Form and Cleaning Policies, Page 49

E

Exhibitor Appointed Contractor: Notice of Intent to Use, Page 17

F

Fire Regulation Information, Page 12

Freight Service Questionnaire, Page 23

Furniture & Accessories Order Form, Page 29

Furniture Package Order Form, Page 30

G

G-1: Show Information, Page 4

General Information, Page 4

General Information, Page 7

GES Global Transportation Plus, Page 25

GES Information and Order Forms, Page 3

GES Logistics - Domestic Shipping Quote Form, Page 24

GES Logistics - International Shipping Quote Form, Page 26

GES Terms & Conditions of Contract, Page 11

GES Transportation Plus, Page 19

Graphics & Signage Order Form, Page 37

H

Hanging Sign / Truss Labor Information, Page 40

Hanging Sign / Truss Labor Order Form, Page 41

Hanging Sign Shipping Labels, Page 42

I

Important Freight Information, Page 6

Installation & Dismantling Order Form, Page 38

International Shipping Quote Form: GES Logistics, Page 26

K

Key Information\Supervised Labor Checklist, Page 39

M

Material Handling Information, Page 18

URBAN GREEN EXPO 2010Metropolitan Pavilion
September 29 - 30, 2010

Material Handling Order Form, Page 20

N

Notice of Intent to Use Exhibitor Appointed Contractor, Page 17

O

Official Service Provider Information, Page 15

Operation of All Mechanical Lifts, Page 13

P

Payment & Credit Card Charge Authorization, Page 43

Petroleum Surcharge Information, Page 14

Plant and Floral Order Form, Page 51

Pre-Printed Outbound Material Handling Request, Page 22

S

SAMPLE COPY: Certificate of Liability Insurance, Page 16

Shipping Labels: Advance, Page 21

Show Site Work Rules, Page 10

Specialty Furniture Order Form, Page 31

Standard Exhibit Systems Brochure, Page 33

Standard Exhibit Systems Order Form, Page 35

Stop. Think. Safety., Page 9

Supervised Labor Checklist & Key Information, Page 39

T

Telephone and Electric Order Form, Page 50

Terms & Conditions of Contract: GES, Page 11

Trade Show Tips, Page 8

W

WiFi Order Form, Page 47