### Exhibitor Services Manual Table of Contents

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

University of Minnesota Job Fair  
Minneapolis Convention Center  
February 26, 2018

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One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.
Exhibitors can:
• Order exhibit products and services for multiple booths
• View account order history
• View important show and event information
• Track small packages and inbound shipments
• Download the show schedule into Outlook or iCalendar
• Print shipping labels
• Chat with our award-winning GES National ServicenterSM

Order Everything You Need for Your Show

• Go to https://e.ges.com/079600287/esm
• Log in or sign up with a new account
• Browse products and services and you will be guided through the ordering process
Show Information

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

University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

Questions?
- Chat with us http://www.ges.com/chat
- Contact us online: https://e.ges.com/079600287/contactus/esm

Official Service Provider
Global Experience Specialists, Inc. (GES)  Phone (in USA): (800) 475-2098  International Calls: (702) 515-5970
7000 Lindell Road  FAX (in USA): (866) 329-1437  International Faxes: (702) 263-1536
Las Vegas, NV 89118-4702
GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information
Booth Size: 10' x 10'
Backwall Drape: Black / White / White / Black
Sidewall Drape: Black
Facility Carpeted: No
Aisle Carpet Color: Pepper
1 - 6' Black Skirted Table
2 - Plastic Contour Chairs
1 - Wastebasket
1 - Booth ID Sign

Discount Deadline Date
Monday, February 5  GES orders must be received with payment by this date.

Exhibitor Move In
Monday, February 26  8:30 AM - 10:00 AM

Show Hours
Monday, February 26  10:00 AM - 4:00 PM

Exhibitor Move Out
Monday, February 26  4:00 PM - 6:00 PM  In the event move out is during overtime, all applicable surcharges will apply.  Straight Time: Monday through Friday 8:00 AM to 4:30 PM.

Empty Container Return
Monday, February 26  4:00 PM  Start time for Empty Container Return.

Carrier Check-in Post-Show
Monday, February 26  5:00 PM  Carriers post-show must be checked-in by this time.

Facility Clear
Monday, February 26  6:00 PM  All exhibitor materials must be removed.

Chat with us http://www.ges.com/chat
Shipping Addresses:  Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse:
c/o GES
University of Minnesota Job Fair
(Your Company Name & Booth Number)
YRC
12400 DuPont Avenue South
Burnsville, MN 55337
USA

Shipments should arrive on or between:
January 23 - February 21, 2018
Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM

Direct Shipments to Show Site:
c/o GES
University of Minnesota Job Fair
(Your Company Name & Booth Number)
Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, MN 55403
USA

Shipments should arrive on:
February 26, 2018, 8:30 AM - 10:00 AM
Payment and Credit Card Charge Authorization

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

University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

Exhibiting Firm Company Name

Name of Primary Contact

Booth Number

Street Address

City, State, Zip/Country

Primary Contact Phone

Email

Phone

Fax

Name of Contact at Booth/Showsite

Secondary Contact Phone

Email

Please indicate if you will be using a Third Party for billing of services:

☐ No
☐ Yes - Please return Third Party Billing Request form

Name of Primary Contact

Booth Number

Primary Contact Phone

Email

Name of Secondary Contact (Optional)

Secondary Contact Phone

Email

GES invoice Sent to:

☐ Primary Contact
☐ Secondary Contact

Payment Information

• 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.

Only submitting your Credit Card Authorization? Do it online: http://e.ges.com/079600287/item/2222

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

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

• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 702-263-2795 or 702-914-5112

Global Experience Specialists, Inc. (GES)
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

• Exhibiting company name, show name, show facility, and booth number
• Date and amount of wire transfer
• Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Cardholder Name - Please Print

Billing Address

Account Number

Expiration Date

State

Zip/Country

[ ] MasterCard

[ ] Visa

[ ] American Express

[ ] Corporate Card

[ ] Personal Card

Cardholder Signature

Check Number

Check Payment

Total Check Payment

Total Credit Card Payment

Chat with us http://www.ges.com/chat
Domestic Third Party Billing Request

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

University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

Form Deadline Date: February 5, 2018

Company Name
Email
Phone Number
Booth Number

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

**Step 1. Provide the Exhibiting Company contact information and signature**

Exhibiting Company Name
Exhibiting Company Address
Exhibiting Company Authorized Signature
Exhibiting Company Authorized Name - Please Print
Exhibiting Company Authorized Date

Please Sign X

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Step 2. Check services below to invoice to the Third Party**

☐ All Services
If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Exhibit Systems
☐ Rental Furniture
☐ Other (Please Specify)
☐ GES Logistics
☐ I & D Labor
☐ Forklift Labor
☐ Material Handling
☐ Rental Carpet
☐ Signs

**Step 3. Provide the Third Party contact information**

Third Party Company Name
Third Party Company Address
Third Party Contact's Email Address

**Step 4. Complete Third Party Credit Card Charge Authorization with signature**

Cardholder Name - Please Print
Billing Address
Account Number
Expiration Date
☐ MasterCard
☐ VISA
☐ Corporate Card
☐ American Express
☐ Personal Card

Please Sign X

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Third Party Cardholder's Signature
Third Party Cardholder's Name - Please Print
Third Party Cardholder's 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 Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us http://www.ges.com/chat
International Third Party Billing Request

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

University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

Form Deadline Date: February 5, 2018

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

**Step 1. Provide the Exhibiting Company contact information and signature**

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Phone**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact's Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Number: 
Expiration Date: MM/YY

Please Sign: X
Exhibiting Company Authorized Signature
Exhibiting Company Authorized Name - Please Print
Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

**Step 2. Check services below to invoice to the Third Party**

- All Services
- Exhibit Systems
- Rental Furniture
- I & D Labor
- Forklift Labor
- Material Handling
- Rental Carpet
- GES Logistics
- Signs

If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

**Step 3. Provide the Third Party contact information**

<table>
<thead>
<tr>
<th>Third Party Company Name</th>
<th>Third Party Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Phone**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact's Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 4. Complete Third Party Credit Card Charge Authorization with signature**

Cardholder Name - Please Print

<table>
<thead>
<tr>
<th>Billing Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Number: 
Expiration Date: MM/YY

Please Sign: X
Third Party Cardholder's Signature
Third Party Cardholder's Name - Please Print
Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

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 Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES’ Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

**Review and Return:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us [http://www.ges.com/chat](http://www.ges.com/chat)
Material Handling/Drayage Information

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Minneapolis Convention Center
February 26, 2018

Benefits of Advance Shipping to the GES Warehouse
- Storage of materials for up to 30 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/Drayage 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.

How to Ship to Exhibit Site
- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- 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.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

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.

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:

Get an instant quote today at https://e.ges.com/079600287/logistics_Quote

Chat with us http://www.ges.com/chat
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/Drayage 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/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge
- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- **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, recreating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the 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 and 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.
GES Transportation Plus

Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:

- 10% off material handling
- GES on-site support professionals
- Consolidated show invoice
- Fully integrated storage and shipping solutions

Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: [https://e.ges.com/079600287/logistics_quote](https://e.ges.com/079600287/logistics_quote)
Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.
Material Handling/Drayage Order Form

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University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

Discount Deadline Date:
February 5, 2018

Company Name
Email
Phone Number
Booth Number

Easy Ordering Tips:
- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks loaded / unloaded after 4:30 pm will be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is 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.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Drivers with outbound shipments must check in at the exhibit site and the exhibitor must turn in the bill of loadings by 12:00 PM to guarantee same day loading.

Step 1. Review Freight Material Handling Rates and Information

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

<table>
<thead>
<tr>
<th></th>
<th>Crated</th>
<th>Special Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight In / Straight Out</td>
<td>$104.50 cwt</td>
<td>$135.85 cwt</td>
</tr>
<tr>
<td>Straight In / Overtime Out</td>
<td>$136.00 cwt</td>
<td>$176.80 cwt</td>
</tr>
<tr>
<td>Overtime In / Overtime Out</td>
<td>$167.00 cwt</td>
<td>$217.10 cwt</td>
</tr>
</tbody>
</table>

Advance Shipments to Warehouse Dates:
- Tue, Jan 23, 2018: Advance shipments may begin arriving at warehouse.
- Wed, Feb 21, 2018: Last day for shipments to arrive at warehouse.

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

<table>
<thead>
<tr>
<th></th>
<th>Crated</th>
<th>Special Handling</th>
<th>Uncrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight In / Straight Out</td>
<td>$94.50 cwt</td>
<td>$122.85 cwt</td>
<td>$151.20 cwt</td>
</tr>
<tr>
<td>Straight In / Overtime Out</td>
<td>$123.00 cwt</td>
<td>$159.90 cwt</td>
<td>$196.80 cwt</td>
</tr>
<tr>
<td>Overtime In / Overtime Out</td>
<td>$151.00 cwt</td>
<td>$196.30 cwt</td>
<td>$241.60 cwt</td>
</tr>
</tbody>
</table>

Direct Shipments to Show site Dates:
- Mon, Feb 26, 2018: Direct shipments may begin arriving at exhibit site after 8:30 AM.
- Mon, Feb 26, 2018: Last day for shipments to arrive at exhibit site by 10:00 AM.

Small Package
Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first 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. First shipment of small packages will be charged $53.00. Each additional package will be charged $26.50.
Material Handling/Drayage Order Form

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

**Company Name**

**Email**

**Phone Number**

**Booth Number**

---

**Step 2. Estimate Order**

**Small Packages**

1st Small Package Shipment  x  $53.00  =  ___________ Total  ___________ + 8.025% Tax

# of additional packages (each)  x  $26.50  =  ___________ Total  ___________ + 8.025% Tax

**Material Handling/Drayage**

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

___________ pounds of freight ÷ 100 = ___________ Total CWT  x  ___________ Rate  =  ___________ Total

On Date: ________________________________

By Carrier: ______________________________

Total Number of Pieces: ________________________

**Shipment Will Be Sent To:**

- [ ] Exhibit Site
- [ ] Warehouse

**Total and Sign:**

Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign:

X Authorized Signature

Authorized Name - Please Print ________________________________ Date ______________

---

**Surcharges**

**Late/Early to Warehouse Shipment Surcharges:**

30% ($50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of per cwt will apply before published timeline.

**Special Handling/Mixed Shipments:**

A 30% surcharge will apply to items requiring special handling or mixed shipments.

**Uncrated Shipments:**

A 60% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**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.

**Certified Weight Tickets Are Required For All Shipments:**

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** $ ______________
What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

**Special Handling Includes:**

**Ground Loading**
- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space

**Side Door Loading**
- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

**Constricted Space Loading**
- Freight loaded "high and tight" or down one side as to make shipments not readily available.

**Designated Piece Loading**
- When a trailer must be loaded in a particular sequence to ensure fit.

**Stacked, Cubed-out, or Loose Shipments**
- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

**Multiple Shipments**
- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

**Mixed Shipments**
- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

**Improper Delivery Receipts**
- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

**Uncrated Shipments**
- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.
Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.
# Request for Pre-Printed Outbound Material Handling Release/Labels

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

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**University of Minnesota Job Fair**  
Minneapolis Convention Center  
February 26, 2018

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**Form Tips:**
- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by February 5, 2018.
- Want an easier way? Fill out this information online and submit:  
  [https://e.ges.com/079600287/prePrint/esm](https://e.ges.com/079600287/prePrint/esm)

---

**Step 1. Tell us the location of materials for pickup (show site address)**

<table>
<thead>
<tr>
<th>Company/Consignee</th>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>1301 Second Avenue South</td>
<td>Minneapolis</td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td>1301 Second Avenue South</td>
<td>MN</td>
</tr>
<tr>
<td>Street Address</td>
<td>State</td>
</tr>
<tr>
<td>1301 Second Avenue South</td>
<td>55403</td>
</tr>
<tr>
<td>Street Address</td>
<td>Zip/Postal Code</td>
</tr>
<tr>
<td>1301 Second Avenue South</td>
<td>USA</td>
</tr>
<tr>
<td>Street Address</td>
<td>Country</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Booth Number</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2. Tell us the location where freight should be sent**

**Shipping Destination 1:**

Number of Labels Needed: [ ]

<table>
<thead>
<tr>
<th>Company/Consignee</th>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td>Street Address</td>
<td>State</td>
</tr>
<tr>
<td>Street Address</td>
<td>Zip/Postal Code</td>
</tr>
<tr>
<td>Street Address</td>
<td>Country</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Booth Number</td>
<td></td>
</tr>
</tbody>
</table>

**Shipping Destination 2:**

Number of Labels Needed: [ ]

<table>
<thead>
<tr>
<th>Company/Consignee</th>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td>Street Address</td>
<td>State</td>
</tr>
<tr>
<td>Street Address</td>
<td>Zip/Postal Code</td>
</tr>
<tr>
<td>Street Address</td>
<td>Country</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Booth Number</td>
<td></td>
</tr>
</tbody>
</table>

---

**Showsite Instructions:** Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release 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.

**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.

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**Review and Return:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us [http://www.ges.com/chat](http://www.ges.com/chat)
Cartload Service Order Form

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

University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

Form Deadline Date: February 5, 2018

Company Name

Email

Phone Number

Booth Number

Vehicles That Qualify for Cartload - Under One (1) Ton

- Sedan
- Van
- SUV
- Small Pickup

Important Reminders

- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates.
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2’ x 6’ push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the loading dock and ask for the Cartload Service area.
- Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

Cartload Services

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Rate ($)</th>
<th># of Trips</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>200506</td>
<td>Cartload Service, Straight Time, Dock to Booth</td>
<td>51.25</td>
<td>1</td>
<td>8.025</td>
<td>$</td>
</tr>
<tr>
<td>200506</td>
<td>Cartload Service, Straight Time, Booth to Dock</td>
<td>51.25</td>
<td>1</td>
<td>8.025</td>
<td>$</td>
</tr>
<tr>
<td>200506</td>
<td>Cartload Service, Over Time, Dock to Booth</td>
<td>51.25</td>
<td>1</td>
<td>8.025</td>
<td>$</td>
</tr>
<tr>
<td>200506</td>
<td>Cartload Service, Over Time, Booth to Dock</td>
<td>51.25</td>
<td>1</td>
<td>8.025</td>
<td>$</td>
</tr>
</tbody>
</table>

Total and Sign:

Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Please Sign:

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

$
Installation and Dismantling Order Form

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

University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

Discount Deadline Date: February 5, 2018

Company Name
Email
Phone Number
Booth Number

Show Site Contact
Email
Phone Number

Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- 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.
- Full-time employees of an exhibiting firm may install and dismantle their own company displays. Any outside or additional labor required is to be performed by local union personnel under contract with GES, the official General Service Contractor, or under the guidelines established by the Rules and Regulations in this Service Manual for Exhibitor Appointed Contractors.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>On or Before 2/5/18</th>
<th>Regular ($)</th>
<th>Show Site ($)</th>
<th># Workers</th>
<th>X # Hours</th>
<th>Tax %</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, ST Move In</td>
<td>99.50</td>
<td>99.50</td>
<td>124.00</td>
<td>149.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, ST Move Out</td>
<td>99.50</td>
<td>99.50</td>
<td>124.00</td>
<td>149.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, OT Move In</td>
<td>174.00</td>
<td>174.00</td>
<td>218.00</td>
<td>261.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>705000</td>
<td>Install &amp; Dismantle, OT Move Out</td>
<td>174.00</td>
<td>174.00</td>
<td>218.00</td>
<td>261.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Hate math? Let Expresso calculate your rates: https://e.ges.com/079600287/labor/esm

Step 2. Please Indicate Service

What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1 (A 25% ($ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)
  - Please complete Key Information form, click here: https://e.ges.com/079600287/laborchecklist/esm
  - 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 25% ($ 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.
What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Option 2
- Exhibitor Supervised
  - 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: ____________________________________

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

Important Information
Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day 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.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Authorized Signature

Authorized Name - Please Print Date

Total Payment Enclosed $
Forklift Order Form

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

University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

Discount Deadline Date:
February 5, 2018

Company Name
Email
Phone Number
Booth Number

Show Site Contact
Show Site Email
Show Site Phone Number

Easy Ordering Tips:
- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor
Forklift with Operator, Per Hour

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Show Site ($)</th>
<th># Crews</th>
<th>X # Hours</th>
<th>Tax %</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>705200</td>
<td>5,000#, ST Move In</td>
<td>268.50</td>
<td>336.00</td>
<td>403.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>705200</td>
<td>5,000#, ST Move Out</td>
<td>268.50</td>
<td>336.00</td>
<td>403.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>705200</td>
<td>5,000#, OT Move In</td>
<td>376.00</td>
<td>470.00</td>
<td>564.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>705200</td>
<td>5,000#, OT Move Out</td>
<td>376.00</td>
<td>470.00</td>
<td>564.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Worker, Freight, Per Hour

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Show Site ($)</th>
<th># Crews</th>
<th>X # Hours</th>
<th>Tax %</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>705030</td>
<td>Freight, ST Move In</td>
<td>105.00</td>
<td>131.00</td>
<td>158.00</td>
<td>8.025</td>
<td>$</td>
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<td></td>
</tr>
<tr>
<td>705030</td>
<td>Freight, ST Move Out</td>
<td>105.00</td>
<td>131.00</td>
<td>158.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>705030</td>
<td>Freight, OT Move In</td>
<td>184.00</td>
<td>230.00</td>
<td>276.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>705030</td>
<td>Freight, OT Move Out</td>
<td>184.00</td>
<td>230.00</td>
<td>276.00</td>
<td>8.025</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hate math? Let Expresso calculate your rates: [https://e.ges.com/079600287/labor/eesm](https://e.ges.com/079600287/labor/eesm)

Step 2. Labor Information

What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

- **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.

- **Exhibitor Supervised**
  - GES is responsible for the following type(s) of work:
    - Uncrating
    - Unskidding
    - Positioning
    - Leveling
    - Dismantling
    - Recrating
    - Reskidding
  - Additional labor will be assigned if necessary.
Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. 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 forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker 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.

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

## Move In

<table>
<thead>
<tr>
<th>Schedule Dates</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Number of Lifts/Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY AM</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY PM</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

## Move Out

<table>
<thead>
<tr>
<th>Schedule Dates</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Number of Lifts/Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY AM</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY PM</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate your signature and date or digital signature if applicable.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed $
Show Site Work Rules

University of Minnesota Job Fair
Minneapolis Convention Center
February 26, 2018

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

Display and Exhibit Work Installation, Dismantling, and Decorating
Full-time employees of an exhibiting firm may install and dismantle their own company displays. Any outside or additional labor required is to be performed by local union personnel under contract with GES, the official General Service Provider, or under the guidelines established by the Rules and Regulations in this Service Manual for Exhibit Appointed Contractors.

Show/Job Site Drayage
Global Experience Specialists, Inc. (GES) has the sole responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. GES will not be responsible, however for any material we do not handle. All material handling equipment, such as forklifts and other power equipment for material handling are to be supplied and operated by GES, the official General Service Provider.

Privately Owned Vehicles
Cars, small vans, station wagons driven by full time employees of the exhibiting company who wish to hand carry their own material may do so at the assigned door or ramp area. Please check with on site dock foreman for time and location. Please do not ask to borrow or rent any material handling equipment such as dock carts, hand trucks, etc. All equipment is under jurisdiction of the local teamster union.

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.
University of Minnesota Job Fair  
Minneapolis Convention Center  
February 26, 2018

Safety is very important for everyone working in the Exhibit Hall.  
GES 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.

No individuals under the age of 18 are permitted on the show floor at any time. 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.
GES Payment Policy

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

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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 surcharges.

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

Method of Payment
GES accepts MasterCard, Visa, American Express, check and bank ACH/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. GES 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 and furnishings 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.

Chat with us http://www.ges.com/chat
GES Terms and Conditions of Contract

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

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES’ agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% 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 subtenant 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 builders' shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

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

b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. Insurance. GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for All Risk Coverage.

b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of 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 Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information (“PI”) submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer’s future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer’s express authorization or a mandatory legal requirement; (d) GES retains PI of Customer’s primary contacts (including name and email) on an ongoing basis to better serve Customer’s future event needs until either GES’ Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at http://www.ges.com/us/legal/privacy-policy.
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