



GES EXHIBITOR SERVICES, SHELL SCHEME STAND GUIDELINES & GENERAL INFORMATION

The Organisers, **The Association of the United States Army**, have appointed **Global Experience Specialists (GES)** as the Official Stand Contractor for **USA Security and Defense Pavilion at IDEX 2019**.

Venue	Show Dates	GES Customer Service Contact Details	GES Online Ordering Link
Abu Dhabi National Exhibition Centre (ADNEC) Abu Dhabi, UAE	17 – 21 February 2019	Phone: +971 4 885 5448 Email: ausa@ges.com	https://ordering.ges.com/000700570

GES, as the show service provider, will be responsible for all the following services:

- **SHELL SCHEME STANDS:** Supply, build and onsite support of all Shell Scheme stands
- **MAINS ELECTRICITY:** Power supply to Shell Scheme stands; maximum of 500watts per strand
- **FURNITURE:** From stand package and any additional furniture ordered through GES Furniture Catalogue
- **CARPET:** Supply of exhibition grade carpet to Shell Scheme Stands

GES can also offer the following additional services to **Shell Scheme Exhibitors**:

- **STAND FITTING EXTRAS:** Supply and installation of any additional stand fitting requirements
- **ELECTRICAL EXTRAS:** Supply and installation of any additional electrical requirements
- **GRAPHICS:** Printing and installation of graphics
- **AUDIO VISUAL:** Supply and installation of audio visual requirements

It is strongly recommended that orders for any of the above services are placed early to ensure securing preferred items and prompt delivery during the build-up of the show.

Exhibitors can place the order through our Expresso online ordering link or submitting the order forms to ausa@ges.com

Please note the specific deadline dates on each order form.

STAND VISUAL INFORMATION



Please note the above visual is for reference only. The Shell Scheme booked with AUSA may look different depending on the stand size, location and orientation. Some larger stands may require additional pole support on its open sides. Exhibitor who requires full wall graphics, please contact us for quotation and wall panel dimensions.

SHELL SCHEME STAND STRUCTURE



Exhibitor may opt to customise their stand walls with graphics at an additional cost. Please refer to GES Graphics order form to place the order or contact us for quotation and for further information.

It is prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any part of the stand.

Shell Scheme panels are reusable, and any damages will incur a fee. Dimensions of the Shell Scheme can be found in the above sample visual.

Any additional displays must be contained within the Shell Scheme structure and must not exceed 2.5m in height. Otherwise, please contact the Organiser for approval of your stand designs.

Items Included in your Shell Scheme:

- Basic floor covering – grey in colour
- Basic grey wall panels
- Fascia with company name and stand number
- 3 x Arm lights (per 9m²)
- 1 x 3-pin standard socket
- Shared electrical mains

SHELL SCHEME NAME BOARD PANEL / FASCIA



Exhibitor may opt to customise their Name boards with fascia logo or graphics at an additional cost. Please refer to GES Graphics order form to place the order or contact us for quotation and for further information.

Fascia panel height is 300mm including the aluminium frame; the length and number of fascia panels are dependent on the shell scheme stand size, orientation and location.

The Exhibitor's name and stand number will be printed applied directly to the fascia.

Please complete the **Name board form** for the name you wish to appear on your shell scheme stand and return to ausa@ges.com before **17th January 2019** to ensure your name board is correct.

Please type carefully or write clearly (upper or lower case) as mistakes will be charged for if they must be corrected. We restrict to 30 characters including spaces, this does not include the stand number.

Onsite alterations or request for re-printing that have been made due to illegible writing or incorrect typing may not be possible. If we are able to produce a replacement fascia, **there will be a charge of US\$85.00 per printed panel.**

Exhibitor may opt to customise their stand Name board panels with company logos or fascia graphics at an additional cost. Please refer to **GES Graphics order form** to place the order or contact us directly for quotation and for further information.

SHELL SCHEME CARPET / FLOOR COVERING



Shell Scheme stand rental charges includes exhibition grade carpet with plastic cover, installation and removal during breakdown.

Exhibitor may opt to change a different colour or quality type carpet. However, this should be ordered separately through the **GES Carpet order form** at an addition cost.

It is also possible for Exhibitors to order additional flooring components such as a platform and under carpet padding. Please contact us for quotation and further information.

GES does not hold any liabilities for any damages (teared out or stained carpet) incurred after the installation of the carpet.

Please note all orders are subject to availability and Exhibitors are encouraged to place the orders before the deadline date to secure preferred items and to avoid incurring late order charges.

SHELL SCHEME FURNITURE PACKAGE

Shell Scheme stands does not include any furniture package.

GES offers a wide variety of furniture on a rental basis for the duration of the Exhibition. Full details, specifications and prices can be found in the **Furniture order form**.

All orders are subject to availability and we would encourage all Exhibitors to place the orders early to secure preferred items and to avoid incurring late order fees.

SHELL SCHEME ELECTRICAL PACKAGE



Shell scheme stand includes electrical mains and one electrical package **per 9sqm** stand space booked.

The package comprises of the following:

- **3 x 35W halide spotlights**
- **1 x 3-pin standard socket**

The shell scheme stand will be provided with a maximum power supply of 500watts only per stand. It is sufficient enough for charging laptops and mobile phones, fridge, TV etc.

Spotlights on a track are being installed on the overhead ceiling grid support of shell scheme stand.

Should there be any requirement of a different type plug / socket must need to secure a multi-pin plug adaptor.

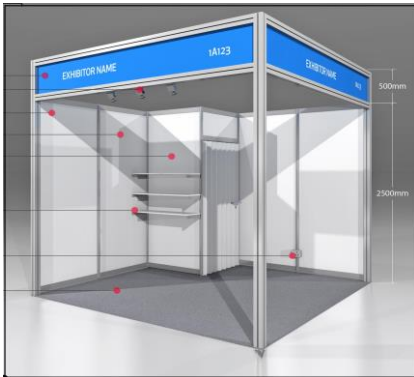
Sockets will be located at default positions at GES' discretion, unless otherwise indicated by the Exhibitor on the enclosed Grid Plan. Any onsite relocations will incur a fee.

Any socket/spotlights relocations onsite due to the incorrect grid plan submitted, will incur a fee.

Any additional electrical requirements (e.g. sockets, extension leads) can be ordered through the **GES Electrical order form** or via **Expresso** for Shell Scheme stands.

All power supplied will be 220V. If you need to step down to 110V, a converter would be required. Converters must be ordered at least 3 weeks prior to GES move in.

SHELL SCHEME STANDFITTING EXTRAS



Exhibitors will be provided with a Shell Scheme structure, as detailed previously. Any additional requirements to the stand such as store rooms, ceilings, shelving etc, can be ordered using the **Standfitting Extras Order Form** or via **Expresso**.

Along with the order form, a completed grid plan must be submitted indicating the preferred location of the items.

Any onsite relocations due to incorrect grid plan submitted, will incur a fee.

For requirements not listed on the Order Form, requests can be made directly to GES who will do all they can to accommodate your request.

SHELL SCHEME GRAPHICS

SAMPLE SEAMLESS WALL GRAPHICS



SAMPLE INDIVIDUAL WALL PANEL GRAPHICS



GES can offer printing services for Exhibitor Graphic requirements including but not limited to: **seamless graphics** or **individual panel graphics to cover stand walls**, or the option to **print logos on fascia panel(s)**.

Please contact GES directly with your requirements and an individual quotation can be provided.

General guidance

- Artwork in high resolution format is required upon confirmation of order
- All artwork should be sent through to GES FTP file link - <https://share.ges.com>. Kindly go through with few instructions requested on the link.
- Once you have uploaded your files, please send a confirmation email to ausa@ges.com to alert us of the transmission
- Ready to print artwork should be submitted to the Graphics Department no later than 4 weeks prior to the event and payment should be made no later than 4 weeks prior to event. Graphics will not be printed until payment has been received.

The shell scheme stand walls and structure is property of GES.

We encourage shell scheme stand exhibitors to place their graphics orders through GES to avoid damages of the panels.

Any damages on the panels will be charged US\$ 200.00 per panel to the Exhibiting Company.



SPACE ONLY STAND INFORMATION

DESIGN & BUILD

As one of the largest Exhibition Contracting Companies in the UAE, GES can offer cost effective Design & Build solutions to make any Exhibit a success, however large or small.

GES Provides:

- ✓ Free Stand Designs
- ✓ Creative solutions for unrivalled value for money
- ✓ Full project management and customer care
- ✓ Complete peace of mind

For further information, please contact **Kaitlin Parnell** on **410.500.4144** or email kparnell@ges.com to discuss how GES can help.

OTHER SERVICES

Space Only Exhibitors may opt to order furniture items from GES. Please refer to the GES Furniture order form or through Expresso Online ordering.



GENERAL INFORMATION

INVOICES

Exhibitors will receive an invoice within 3 – 5 working days from the date of order. If an invoice is not received within this timeframe, please contact GES on the specified show email address.

Invoices will be sent by email to the email address provided by the Exhibitor / Stand Contractor on the order form.

PAYMENTS

Payment is due immediately upon receipt of invoice. Goods / services will not be supplied, and stands will not be energised without receiving 100% payment in advance of the show.

Payments to GES can be made by cheque (from local UAE Banks only), bank transfer or credit card; please see specific details below.

CHEQUE

Cheques must be made payable to “GLOBAL EXPERIENCE SPECIALISTS (GES) EXHIBITION SERVICES LLC”. The currency on the cheque must be in AED; we cannot accept cheques with amounts in USD, GBP, EURO or any other currency.

BANK TRANSFER

Bank transfers should be made to the GES bank details found at the bottom of the invoice.

Bank transfers can be made in US Dollars or Emirati Dirham– please use the specific IBAN number relevant to the currency you wish to pay.

Note that it is important to indicate **IBAN** and the invoice number when making your transfer and all bank transfers must be inclusive of all bank charges.

Please send a copy of the bank transfer confirmation / remittance to the designated show email address once the transfer has been made, so we will have reference to check your payment with our Finance team.

CREDIT CARD

Credit card payments can be made online. Please contact our finance team at adoffice@ges.com or uaeareceivables@ges.com for further assistance and information.

EVENT BREAK DOWN

GES will begin to dismantle the Shell Scheme stands right after the closing of the event. We would request exhibitors to clear the stands from any display items, products and personal properties that does not belongs to GES during the breakdown.

Exhibitors are held responsible for any found damages / loss of GES properties and will be charged accordingly.

GES is not held responsible for any items that are left un attended or not taken away right after the closing of the event, whilst breakdown is ongoing.



GENERAL QUERIES

For any queries regarding Shell Scheme stands, Space Only power supply, Exhibitor Services, payments and other concerns related to GES as the Official Stand Contractor, Exhibitors can feel free to contact GES via email ausa@ges.com or call our Customer Service at +971 4 885 5448.

OTHER SERVICES

Please be advised that GES is not responsible for the following services:

- Internet / WIFI
- Floral arrangements
- Rigging & Hanging Banner
- Badges / Other Passes
- Hostesses / temporary staff
- Catering
- Freight / Logistics

Please direct any queries for the above to the show Organiser who can advise and give further information.



Name Board Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



 	<p>PLACE YOUR ORDER BEFORE 17th January 2019</p> <p> Online ordering by GES: https://ordering.ges.com/000700570</p> <p> Please complete the form and return it by email to ausa@ges.com on or before deadline date</p>
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Stand No.		Exhibitor Company Name	
Contact Person		Contact Number / Email Address	

- If you have booked a shell scheme stand through the Organiser, we will build your stand.
- Your company name and stand number will be supplied on a standard panel fixed to the front or side of the stand.
- Name board lettering on standard panel fix is made of vinyl cut out and the colour is chosen by the Organiser.
- Please fill this form and return before **17th January 2019** to ensure your name board is correct.

NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME STAND

Please type carefully as mistakes will be charged for if they must be corrected.
We restrict to **30 characters** including spaces, this does not include the stand number.

TERMS AND CONDITIONS:

1. Please fill the space provided with the company name you require to be displayed on the name board of your stand.
2. Please make sure to type carefully or write clearly, as any changes that have been made due to illegible writing or incorrect typing will be charged for US\$25.00 per fascia per panel.
3. You can use both **upper and lowercase** when completing this form, however the Organisers may choose to produce name boards using all capital letters.
4. We restrict the Name boards to **30 characters including spaces**
5. If Name board form is not submitted by the deadline date, the company name as per the Exhibitors List provided by the Organiser will be used for your name board(s)
6. If you have booked a Shell Scheme stand after the deadline date, please return this form immediately.

I HEREBY CONFIRM THE NAMES INDICATED ON THIS FORM & AGREE WITH THE TERMS & CONDITIONS STATED ABOVE

NAME		SIGNATURE	
POSITION		DATE	




Furniture Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com







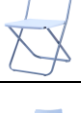

Contact: +971 4 885 5448



  <p>ايدكس 2019</p>	<p>PLACE YOUR ORDER BEFORE 17th January 2019</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px;">  </div> <div> <p>Online ordering by GES: https://ordering.ges.com/000700570</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;">  <p>EMAIL</p> </div> <div> <p>Please complete the order form and return it by email to ausa@ges.com on or before deadline date to avoid surcharge</p> </div> </div>
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Stand No.		Exhibitor Company Name	
Invoicing Details: Company Name (to appear on the invoice) Company Billing Address			
VAT Reg. No.			
Email address (to send the invoice)		Contact No.	
Contact Person		Signature	

CHAIRS

CODE	DESCRIPTION	DIMENSIONS	PRICE UNTIL		PRICE FROM		QTY	TOTAL
			17 th January 2019 (USD)	(AED)	18 th January 2019 (USD)	(AED)		
MC09	LINON CHAIR - BLACK	 W490 X H810 X SH450	78.00	287.00	94.00	345.00		
MC09a	LINON CHAIR - WHITE	 W490 X H810 X SH450	78.00	287.00	94.00	345.00		
MC09b	LINON CHAIR - RED	 W490 X H810 X SH450	78.00	287.00	94.00	345.00		
MC12	<i>Exhibitor's Choice!</i> CHAIR – ISO, BLACK	 D550 X H820 X W530 X SH450	64.00	236.00	77.00	284.00		
MC13	CHAIR – HI LITE, BLACK / BEECH	 D450 X W440 X H830 X SH460	88.00	324.00	106.00	389.00		
MC14	CHAIR – FOLDING, BLACK PLASTIC	 D380 X W400 X H800 X SH450	55.00	203.00	66.00	244.00		
MC14a	CHAIR – FOLDING, WHITE PLASTIC	 D380 X W400 X H800 X SH450	55.00	203.00	66.00	244.00		
MC17	<i>Exhibitor's Choice!</i> CHAIR – COFFEE, WHITE PLASTIC	 D550 X W470 X H820 X SH430	90.00	331.00	108.00	398.00		
MC23	CHAIR – EXECUTIVE, BLACK LEATHER	 D650 X W590 X H1100 X SH550	102.00	375.00	123.00	450.00		



Furniture Order Form 2019

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MC31	CHAIR – PILOT, BLACK LEATHER		D660 X W730 X H780 X SH460	129.00	474.00	155.00	569.00		
MC31a	CHAIR – PILOT, RED LEATHER		D660 X W730 X H780 X SH460	129.00	474.00	155.00	569.00		

LOUNGE CHAIRS AND SOFAS

CODE	DESCRIPTION	IMAGE	DIMENSIONS	PRICE UNTIL 17 th January 2019		PRICE FROM 18 th January 2019		QTY	TOTAL
				(USD)	(AED)	(USD)	(AED)		
MC36	CHAIR – LOUNGE, BLACK LEATHER		D550 X W590 X H820 X SH450	182.00	669.00	219.00	803.00		
MC36a	CHAIR – LOUNGE, WHITE LEATHER		D550 X W590 X H820 X SH450	182.00	669.00	219.00	803.00		
MC36b	CHAIR – LOUNGE, RED LEATHER		D550 X W590 X H820 X SH450	182.00	669.00	219.00	803.00		
MC39	<i>Exhibitor's Choice!</i> CHAIR – LOUNGE, GREY FABRIC		D650 X W600 X H700 X SH430	133.00	489.00	160.00	587.00		
MC41	SOFA - CUBE LOUNGE SINGLE SEAT, WHITE		D850 X W930 X H800 X SH450	72.00	265.00	87.00	318.00		
MC51	SOFA – SINGLE SEAT, BLACK LEATHER		D850 X W930 X H800 X SH450	306.00	1,125.00	368.00	1,350.00		
MC51a	<i>Exhibitor's Choice!</i> SOFA – SINGLE SEAT, WHITE LEATHER		D850 X W930 X H800 X SH450	306.00	1,125.00	368.00	1,350.00		
MC61	SOFA – DOUBLE SEAT, BLACK LEATHER		D850 X W1410 X H800 X SH450	448.00	1,646.00	538.00	1,976.00		
MC61a	SOFA – DOUBLE SEAT, WHITE LEATHER		D850 X W1410 X H800 X SH450	448.00	1,646.00	538.00	1,976.00		

BAR STOOLS AND HIGH TABLES

CODE	DESCRIPTION	IMAGE	DIMENSIONS	PRICE UNTIL 17 th January 2019		PRICE FROM 18 th January 2019		QTY	TOTAL
				(USD)	(AED)	(USD)	(AED)		
MC79	BAR STOOL – WHITE LEATHER CHAIR		D430 X H1040 X W320 X SH740	111.00	408.00	134.00	490.00		
MC81	BAR STOOL – BLACK LEATHER		D320 X W400 X H800 X SH800	93.00	342.00	112.00	411.00		
MC82	<i>Exhibitor's Choice!</i> BAR STOOL - WHITE		D400 X W400 X H900 X SH800	103.00	379.00	124.00	455.00		

Furniture Order Form 2019

GES UAE Customer Service Centre









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MC84	<i>Exhibitor's Choice!</i> BAR STOOL – DIRECTOR, BLACK		D400 X W450 X H910 X SH770	133.00	489.00	160.00	587.00		
MC84a	<i>Exhibitor's Choice!</i> BAR STOOL – DIRECTOR, WHITE		D400 X W450 X H910 X SH770	133.00	489.00	160.00	587.00		
MC85	BAR STOOL – MODERN WHITE		D380 X W380 X SH750	108.00	397.00	130.00	477.00		
MC87	BAR STOOL – HI LITE, BLACK		D570 X W560 X H1040 X SH700	75.00	276.00	90.00	332.00		
MT11	<i>Exhibitor's Choice!</i> POSEUR TABLE – SIENA, BLACK		Dia 600 x H1100	125.00	460.00	150.00	552.00		
MT11a	<i>Exhibitor's Choice!</i> POSEUR TABLE – SIENA, WHITE		Dia 600 x H1100	125.00	460.00	150.00	552.00		

MEETING AND COFFEE TABLES

CODE	DESCRIPTION		DIMENSIONS	PRICE UNTIL		PRICE FROM		QTY	TOTAL
				17 th January 2019 (USD)	(AED)	18 th January 2019 (USD)	(AED)		
MT15	MEETING TABLE – ADJUSTABLE, BLACK		Dia750 x H730 - 1100	112.00	412.00	135.00	495.00		
MT15a	MEETING TABLE – ADJUSTABLE, WHITE		Dia750 x H730 - 1100	112.00	412.00	135.00	495.00		
MT21	<i>Exhibitor's Choice!</i> MEETING TABLE – ARCH, BLACK		Dia750 X H730	112.00	412.00	135.00	495.00		
MT21a	<i>Exhibitor's Choice!</i> MEETING TABLE – ARCH, WHITE		Dia750 X H730	112.00	412.00	135.00	495.00		
MT22	MEETING TABLE – MILO, BLACK		L750 X B750 X H720	133.00	489.00	160.00	587.00		
MT22a	MEETING TABLE – MILO, BEECH		L750 X B750 X H720	133.00	489.00	160.00	587.00		
MT23	<i>Exhibitor's Choice!</i> MEETING TABLE - RECT. WHITE		L1200 X B800 X H725	123.00	452.00	148.00	543.00		

Furniture Order Form 2019

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MT24	MEETING TABLE – TRESTLE (1.8M)		L1800 X B745 X H740	98.00	361.00	118.00	434.00		
MT31	MEETING TABLE – GLASS TOP		Dia.700 X H720	114.00	419.00	137.00	503.00		
MT51	<i>Exhibitor's Choice!</i> COFFEE TABLE – SQUARE GLASS TOP		L600 X B600 X H450	133.00	489.00	160.00	587.00		
MT61	COFFEE TABLE – RECT. GLASS TOP		L1000 X B595 X H450	173.00	636.00	208.00	764.00		
MT71	<i>Exhibitor's Choice!</i> COFFEE TABLE – GREY FABRIC		L600 X B600 X H400	129.00	474.00	155.00	569.00		

COUNTERS AND DISPLAY UNITS

CODE	DESCRIPTION		DIMENSIONS	PRICE UNTIL 17 th January 2019 (USD) (AED)		PRICE FROM 18 th January 2019 (USD) (AED)		QTY	TOTAL
MD11	<i>Exhibitor's Choice!</i> LOCKABLE CABINET - WHITE		D500 X W1000 X H1000	153.00	563.00	184.00	676.00		
MD21	RECEPTION COUNTER - BLACK		D600 X W1000 X H1130	253.00	930.00	304.00	1,116.00		
MD21a	RECEPTION COUNTER - WHITE		D600 X W1000 X H1130	253.00	930.00	304.00	1,116.00		
MD31	SHOWCASE – TALL BOY, GREY		D500 X W500 X H1970	475.00	1,746.00	570.00	2,096.00		
MD32	SHOWCASE – CENTER, GREY		D500 X W1000 X H1970	598.00	2,198.00	718.00	2,638.00		
MD33	SHOWCASE – LOW COUNTER, GREY		D500 X W1000 X H900	349.00	1,283.00	419.00	1,540.00		
MD34	SHOWCASE – DISPLAY GLASS		D500 X W1000 X H900	375.00	1,378.00	450.00	1,654.00		

Furniture Order Form 2019

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MD35	Wooden Counter Showcase		D920 X W500 X H1000	306.00	1,125.00	368.00	1,350.00		
MD41	SHELVING RACK – 5-TIER, GREY		D300 X W800 X H1500	153.00	563.00	184.00	676.00		
MD51	DISPLAY PLINTH – SMALL, WHITE		D500 X W500 X H250	253.00	930.00	304.00	1,116.00		
MD52	DISPLAY PLINTH – MEDIUM, WHITE		D510 X W500 X H500	253.00	930.00	304.00	1,116.00		
MA10a	WASTE BASKET - GREY		Dia.280 X H300	23.00	85.00	28.00	102.00		
MA21b	FRIDGE - SMALL		D540 X W480 X H850	182.00	669.00	219.00	803.00		
MA21c	FRIDGE – TALL, DOUBLE DOOR		D580 X W550 X H1540	351.00	1,290.00	422.00	1,548.00		
XA31	CARRIER BAG HOLDER		Dia 458 X H1240	85.00	313.00	102.00	376.00		
XA32	GARMENT RAIL – BLACK (No hangers included)		D500 X W1530 X H1300	124.00	456.00	149.00	548.00		
XA41	TENSION BARRIER STAND – BLACK BELT		BASE Dia.350 X H1010	98.00	361.00	118.00	434.00		
XA51	<i>Exhibitor's Choice!</i> LITERATURE RACK – CLEAR, GREY		D350 X W270 X H1550	120.00	441.00	144.00	530.00		
XA81	MIRROR – FREE STANDING		D440 X W300 X H1500	60.00	221.00	72.00	266.00		
SUBTOTAL (AED)									
HANDLING FEE (10.00 AED)									
VAT 5% (AED)									
TOTAL AMOUNT INCLUDING VAT (AED)									

Furniture Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



TERMS AND CONDITIONS:

1. Prices on this form are exclusive of 5% VAT.
2. All orders must be placed in writing or via Expresso. No services shall be performed unless, GES accepts the order. GES at its sole discretion reserves the right to substitute unavailable items of a similar quality, specification and performance.
3. All confirm orders will be processed and an invoice will be sent within 3-5 working days.
4. Please contact GES if invoice has not been received after 5 working days from date of order.
5. **All orders must be paid in full in AED 14 days from the invoice issue date.**
6. Rates are on a rental basis for the duration of the exhibition.
7. Items included on the shell scheme package may not be swapped or exchanged.
8. Orders are subject to availability; GES will do all possible to accommodate all orders, but at our sole discretion, reserve the right to substitute items that may be unavailable to those of a similar specification, quality and performance.
9. All dimensions are provided in millimeters and are approximate only.
10. It is the Exhibitor's responsibility to keep hire items in good condition during the continuance of hire. In the event of any item being damaged or lost through any cause whatsoever, the hirer agrees to pay GES the full value of such items in addition to the original hire charge.
11. Any related items not mentioned on the Order Form and Expresso, please feel free to contact our Customer Service Centre.
12. Any changes to the invoice to Company Name, Address and VAT No. after the invoice is issued, a US\$25 (AED91.75) charge will apply to re-issue the invoice.
13. **All orders received after 17th January 2019, will incur surcharge and subject to item availability.**

CANCELLATION POLICY - Cancellations must be made in writing or sending an email to UAecustomerservice@ges.com

- Before deadline date: **No cancellation fee**
- After the deadline date until build-up: **100% cancellation fee / No Refund**

I HEREBY CONFIRM THE ORDERS INDICATED ON THIS ORDER FORM & AGREE WITH THE TERMS & CONDITIONS STATED ABOVE

NAME		SIGNATURE	
POSITION		DATE	

Standfitting Extras Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



 	<p>PLACE YOUR ORDER BEFORE 17th January 2019</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <div style="text-align: left;"> <p>Online ordering by GES: https://ordering.ges.com/000700570</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  </div> <div style="text-align: left;"> <p>Please complete the order form and return it by email to ausa@ges.com on or before deadline date to avoid surcharge</p> </div> </div>
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Stand No.		Exhibitor Company Name	
Invoicing Details: Company Name (to appear on the invoice) Company Billing Address			
VAT Reg. No.			
Email address (to send the invoice)		Contact No.	
Contact Person		Signature	

Please take note of the following:

- The shell scheme stand visual below with optional extras is for reference only.
- The shell scheme stands booked with the Organiser may look different depending on the stand size, location and orientation.
- Shell scheme stand can be enhanced with a range of **optional features** to create the perfect environment for displaying your products or services.
- Please note that it is prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any other part of the shell scheme stands
- Should you require anything not mentioned on this form, please do not hesitate to contact us via email.












Standfitting Extras Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



CODE	DESCRIPTION		PRICE UNTIL 17 th January 2019		PRICE FROM 18 th January 2019		QTY	TOTAL
			USD	AED	USD	AED		
SA	STORAGE AREA in the corner of your shell scheme, using 1 x wall panel (2.5mH x 1mW), and 1 x lockable door		335.00	1,231.00	402.00	1,478.00		
WP	Additional WALL PANEL 2.5mH x 1mW (e.g. to increase size of storage area)		126.00	463.00	152.00	556.00		
EWD	LOCKABLE DOOR 2.5mH x 1mW, with key (e.g. to add extra door to storage area)		215.00	790.00	258.00	948.00		
FD	FOLDING DOOR 2.5mH x 1mW, with key (e.g. for ordering along with wall panels to create a dividing wall in the stand)		153.00	563.00	184.00	676.00		
EWC	Black CHANGING ROOM CURTAIN 2.5mH x 1mW (must be ordered along with wall panel(s))		72.00	265.00	87.00	318.00		
FS	White melamine FLAT SHELF 1mW x 300mmD (with bracket)		86.00	316.00	104.00	380.00		
SS	White melamine SLOPING SHELF 1mW x 300mmD (with bracket)		117.00	430.00	141.00	516.00		
CS	White CORNER SHELF 1m x 1m 1.4m, across set in corner of shell scheme		72.00	265.00	87.00	318.00		
GHR	GARMENT HANGING RAIL 1mW x 300mmD, on brackets attached to the panel		322.00	1,184.00	387.00	1,421.00		
RP	REINFORCED PANEL - 1mW x 2.5mH, white emulsion finish		335.00	1,231.00	402.00	1,478.00		
SLATW	SLAT WALLING – 1m wide x 2.4m high panel (does not include hooks)		Upon request		Upon request			
SUBTOTAL (AED)								
HANDLING FEE (10.00 AED)								
VAT 5% (AED)								
TOTAL AMOUNT INCLUDING VAT (AED)								

Graphics Order Form 2019





GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Graphics: graphicsuae@ges.com

Contact: +971 4 885 5448



 	<p>PLACE YOUR ORDER BEFORE 17th January 2019</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px;">  </div> <div> <p>Online ordering by GES: https://ordering.ges.com/000700570</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  <p>EMAIL</p> </div> <p>Please complete the order form and return it by email to ausa@ges.com on or before deadline date to avoid surcharge</p>
---	---

Stand No.		Exhibitor Company Name	
Invoicing Details: Company Name (to appear on the invoice) Company Billing Address			
VAT Reg. No.			
Email address (to send the invoice)		Contact No.	
Contact Person		Signature	

- Please take note of the following:**
- The sample shell scheme stand visual is for reference only.
 - The shell scheme space booked with the Organiser may look different depending on the stand size, location and orientation.
 - Prices on this form include printing, installation and removal of graphics after the show.
 - **Artwork in high resolution file is required upon confirmation of order or not later than 24th January 2018.**
 - **Any orders received 18th January 2019 onwards, is subject to availability and surcharge.**
 - If there are any doubts regarding Shell Scheme stand graphics, please do not hesitate to contact us via email.



Graphics Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Graphics: graphicsuae@ges.com

Contact: +971 4 885 5448



MAIN GRAPHICS SOLUTIONS

DESCRIPTION	PRICE UNTIL 17 th January 2019		PRICE FROM 18 th January 2019		UNIT	QTY	SUBTOTAL
	USD	AED	USD	AED			
1. Logo in Fascia (45cm Height x 75cm Width)	89.00	327.00	107.00	393.00	Per logo		
2. Seamless Fascia (50cm Height x Stand Width)	148.00	544.00	178.00	653.00	Per SQM		
3. Seamless Wall Graphics (250cm Height x Wall Width)	148.00	544.00	178.00	653.00	Per SQM		
4. Individual Panel Graphics (240cm Height x 96cm Width x No. Panels)	346.00	1,272.00	416.00	1,527.00	Per panel		

OTHER GRAPHIC SOLUTIONS

DESCRIPTION	PRICE UNTIL 17 th January 2019		UNIT	QTY	SUBTOTAL
	USD	AED			
1. Roll-up Banner (85cm Width x 200cm Height)	185.00	680.00	Each		
2. Roll-up Banner (270cm Width x 200cm Height)	902.00	3,314.00	Each		
3. Pop-up Banner (2, 3, 4 or 5 Panel, Curved or Straight)	*Starting from		Each		
	1,596.00	5,864.00			
4. Foamboard Posters (size as per Exhibitor requirement)	132.00	485.00	Per SQM		
5. Counter Graphics (specify counter type, quantity and coverage) *The counter has to be ordered separately using the GES Furniture order form TYPE: <input type="checkbox"/> MD11 <input type="checkbox"/> MD21 Counter <input type="checkbox"/> MD33 Showcase QUANTITY: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 _____ GRAPHICS COVERAGE: <input type="checkbox"/> Front <input type="checkbox"/> Sides	148.00	544.00	Per SQM		
SUBTOTAL (AED)					
HANDLING FEE (10.00 AED)					
VAT 5% (AED)					
TOTAL AMOUNT INCLUDING VAT (AED)					

TERMS AND CONDITIONS:

- Prices on this form are exclusive of 5% VAT.
- All orders must be placed in writing or via Expresso. No services shall be performed unless, GES accepts the order. GES at its sole discretion reserves the right to substitute unavailable items of a similar quality, specification and performance.
- All confirmed orders will be processed, and an invoice will be sent within 3-5 working days from the date of order.
- Please contact GES if invoice has not been received after 5 working days from date of order.
- All orders must be paid in full in AED 14 days from the invoice issue date.
- For your ready-to-print artworks, files must either be in AI, PDF or EPS formats. Texts must be outlined. Photos must be high resolution and must be embedded. If certain colours are required, please specify your pantone guide and we will try our best to match it. The file resolution should be 150 dpi minimum, 1:1 scale, no need for bleed.
- All artwork files sent to GES must contain the following filename: **SHOW / EXHIBITORNAME / STAND NUMBER**
- You may use our FTP server <https://share.ges.com> or wetransfer for sharing your artworks.
- Should there be relocations of your stand, please advise GES immediately and possible to send an updated floorplan indicating your new stand location.
- Any related items not mentioned on the Order Form and Expresso Online Ordering, please feel free to contact our Customer Service Centre.
- Any changes to the invoice to Company Name, Address and VAT No. after the invoice is issued, a US\$25 (AED91.75) charge will apply to re-issue the invoice.
- All orders received after **17th January 2019**, will incur surcharge and subject to item availability.

CANCELLATION POLICY – Cancellations must be made in writing or sending an email to UAEcustomerservice@ges.com

- Before deadline date subject to: **50% cancellation fee**
- After the deadline date until build-up: **100% cancellation fee / No Refund**

I HEREBY CONFIRM THE ORDERS INDICATED ON THIS ORDER FORM & AGREE WITH THE TERMS & CONDITIONS STATED ABOVE

NAME		SIGNATURE	
POSITION		DATE	


Floorcovering Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



 	<p style="text-align: center;">PLACE YOUR ORDER BEFORE 17th January 2019</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <div> <p>Online ordering by GES: https://ordering.ges.com/000700570</p> </div> </div> <div style="text-align: center; margin-top: 10px;">  </div> <p style="text-align: right; font-size: small;">Please complete the order form and return it by email to ausa@ges.com on or before deadline date to avoid surcharge</p>
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Stand No.		Exhibitor Company Name	
Invoicing Details: Company Name (to appear on the invoice) Company Billing Address			
VAT Reg. No.			
Email address (to send the invoice)		Contact No.	
Contact Person		Signature	

Please take note of the following:

- Shell Scheme stand rental charges includes exhibition grade carpet with plastic cover, installation and removal during breakdown.
- Grey carpet is included with the shell scheme.
- If you wish to change a different colour and quality type carpet, it should be ordered separately through this order form at an addition cost.
- Rates include plastic cover, installation and removal during breakdown.
- Note: Space only stands do not include any carpet.**

EXHIBITION GRADE CARPET (2MM THICK)

Brown 7341 	Red 3039 	Beige 1301 	Green 6065 
Black 2021 	Blue 5055 	Grey 2024 	Black & Grey Mix 2020 

PLEASE INDICATE STAND SIZE: (____) meter X (____) meter

WALL STREET HIGH GRADE CARPET (4MM THICK)

WS23 (BLACK) 	WS07 (GREEN) 	WS27 (DARK BLUE) 	WS17 (RED) 	WS26 (BROWN) 	WS24 (CREAM) 
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PLEASE INDICATE STAND SIZE: (____) meter X (____) meter

Floorcovering Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



OTHER FLOORCOVERING OPTIONS							
CODE	DESCRIPTION	STAND SIZE (SQM)	PRICE UNTIL 17 th January 2019		PRICE FROM 18 th January 2019		TOTAL
			USD	AED	USD	AED	
EC	Exhibition Grade Carpet colour code _____		16.00	59.00	20.00	71.00	
WS	Wall Street Grade Carpet colour code _____		38.00	140.00	46.00	168.00	
PL101	PLATFORM – 10cm height (with skirting) <i>(Carpet is not included, must be ordered separately)</i>		46.00	170.00	56.00	204.00	
PD20	UNDER-CARPET PADDING – 6mm thick		19.00	70.00	23.00	84.00	
GC	GRASS CARPET – 6mm thick (green colour)		30.00	111.00	36.00	134.00	
LF	LAMINATE FLOORING		UPON REQUEST		UPON REQUEST		
VF	VINYL FLOORING		UPON REQUEST		UPON REQUEST		
SUBTOTAL (AED)							
HANDLING FEE (10.00 AED)							
VAT 5% (AED)							
TOTAL AMOUNT INCLUDING VAT (AED)							

TERMS AND CONDITIONS:

- Prices on this form are exclusive of 5% VAT.
- All orders must be placed in writing or via expresso. No services shall be performed unless, GES accepts the order. GES at its sole discretion reserves the right to substitute unavailable items of a similar quality, specification and performance.
- All confirmed orders will be processed, and an invoice will be sent within 3-5 working days from the date of order.
- Please contact GES if invoice has not been received after 5 working days from date of order.
- Rates include supply and fit of carpet and protective polythene.
- All orders must be paid in full in AED 14 days from the invoice issue date**
- GES is not responsible in any case where the exhibition floor and / or raised platform is not level.
- GES does not hold any liabilities for any damages (teared out or stained carpet) incurred after the installation of the carpet.
- In case of stand relocations, please advise GES immediately and provide an updated floorplan indicating new stand location.
- GES will do all possible to accommodate all orders, but at our sole discretion, reserve the right to substitute items that may be unavailable to those of a similar specification, quality and performance.
- Platform orders do not include any carpet. However, for shell scheme stands, the standard carpet colour will be included. Skirting will be spray paint finish.
- Any related items not mentioned on the Order Form and Expresso, please feel free to contact our Customer Service Centre.
- Any changes to the invoice to Company Name, Address and VAT No. after the invoice is issued, a US\$25 (AED91.75) charge will apply to re-issue the invoice.
- All orders received after 17th January 2019, will incur surcharge and subject to item availability.**

CANCELLATION POLICY - Cancellations must be made in writing or sending an email to UAEcustomerservice@ges.com

- Before deadline date: **No cancellation fee**
- After the deadline date until build-up: **100% cancellation fee / No Refund**

I HEREBY CONFIRM THE ORDERS INDICATED ON THIS ORDER FORM & AGREE WITH THE TERMS & CONDITIONS STATED ABOVE

NAME		SIGNATURE	
POSITION		DATE	





Electrical Accessories Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



 	<p>PLACE YOUR ORDER BEFORE 17th January 2019</p>  <p>Online ordering by GES: https://ordering.ges.com/000700570</p>  <p>Please complete the order form and return it by email to ausa@ges.com on or before deadline date to avoid surcharge</p>
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Stand No.		Exhibitor Company Name	
Invoicing Details:			
Company Name (to appear on the invoice)			
Company Billing Address			
VAT Reg. No.			
Email address (to send the invoice)		Contact No.	
Contact Person		Signature	

Please take note of the following:

- Shell Scheme stand rental charges includes the following packages:
 - Power supply consumption per stand for the show duration.
 - 1 no. 3-Pin socket and 3 nos. 35W Metal Halide spotlights (per 9sqm).
- Please fill in the below for any additional electrical fittings you require.

CODE	DESCRIPTION		PRICE UNTIL 17 th January 2019		PRICE FROM 18 th January 2019		QTY	TOTAL
			USD	AED	USD	AED		
E010	35W Metal Halide Spot Light		94.00	346.00	113.00	416.00		
E030	Electrical Socket (3 Pin – UK standard) - single		94.00	346.00	113.00	416.00		
E040	300W Short Arm Flood Light		153.00	563.00	184.00	676.00		
EC1	Extension Cord (this should be collected at the GES Helpdesk during build up days)		28.00	103.00	34.00	124.00		
MPA1	Multi Pin Plug Adaptor (this should be collected at the GES Helpdesk during build up days)		20.00	74.00	24.00	89.00		
SUBTOTAL (AED)								
HANDLING FEE (10.00 AED)								
VAT 5% (AED)								
TOTAL AMOUNT INCLUDING VAT (AED)								

Audio Visual Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



 	<p>PLACE YOUR ORDER BEFORE 17th January 2019</p>  <p>Online ordering by GES: https://ordering.ges.com/000700570</p>  <p>Please complete the order form and return it by email to ausa@ges.com on or before deadline date to avoid surcharge</p>
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Stand No.		Exhibitor Company Name	
Invoicing Details: Company Name (to appear on the invoice) Company Billing Address			
VAT Reg. No.			
Email address (to send the invoice)		Contact No.	
Contact Person		Signature	

Please take note of the following:

- All LCD and LED screens will accept only MP4 file format.
- Upon placing the order, please advise if HDMI Cable is required.
- A Reinforced panel is required for TVs to be mounted on the wall. This will serve as an additional wall support for the weight of the TV.
- The quantity of reinforced panel required will vary depending on the size of the TV and/or the location of the TV to be installed.
- For TV wall mounted, please provide layout or grid plan stating the exact height from the floor and width from the side wall.
- Remote controls can be collected at the GES Service Desk onsite during the last day of the build-up.
- Should you require anything not mentioned on this form, please do not hesitate to contact us via email.

CODE	ITEM	IMAGE	PRICE UNTIL 17 th January 2019		PRICE FROM 18 th January 2019		QTY	TOTAL
			USD	AED	USD	AED		
LED SCREEN WITH HDMI CABLE, USB PORT and TV STAND								
PTV1	32" SAMSUNG LED TV Model: UA32 F6100 AR		355.00	1,305.00	426.00	1,566.00		
PTV3	40" SAMSUNG LED TV Model: UA40 H 5100		497.00	1,826.00	597.00	2,192.00		
PTV6	47" LG LED TV Model: LB5630		567.00	2,084.00	681.00	2,501.00		
PTV7	50" SAMSUNG LED TV Model: UA50 HU7000R 4K		626.00	2,300.00	752.00	2,760.00		
PTV8	55" SAMSUNG LED TV Model: UA 55 H6400 AR		745.00	2,738.00	894.00	3,286.00		
PTV9	55" SAMSUNG SMART TV Model: UA55MU-7000K 4K		871.00	3,200.00	1,046.00	3,840.00		

Audio Visual Order Form 2019

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LED SCREEN FOR TABLE TOP or WALL MOUNTED								
RP	REINFORCED Wooden Panel (to support the wall for mounting the TV)		335.00	1,231.00	402.00	1,478.00		
PTV1a	32" SAMSUNG LED TV Model: UA32 F6100 AR		301.00	1,105.00	362.00	1,326.00		
PTV3a	40" SAMSUNG LED TV Model: UA40 H 5100		443.00	1,626.00	532.00	1,952.00		
PTV6a	47" LG LED TV Model: LB5630		513.00	1,884.00	616.00	2,261.00		
PTV7a	50" SAMSUNG LED TV Model: UA50 HU7000R 4K		572.00	2,100.00	687.00	2,520.00		
PTV8a	55" SAMSUNG LED TV Model: UA 55 H6400 AR		691.00	2,538.00	830.00	3,046.00		
PTV9a	55" SAMSUNG SMART TV Model: UA55MU-7000K 4K		817.00	3,000.00	981.00	3,600.00		
	Laptop / Printer / Projector (please contact us for quotation)		Upon Request		Upon Request			

CODE	ITEM	IMAGE	PRICE UNTIL 17 th January 2019		PRICE FROM 18 th January 2019		QTY	TOTAL	
			USD	AED	USD	AED			
TOUCH SCREEN TV									
PTV1b	23" Touch Screen w/ Calibration	Specs. are available upon request	613.00	2,250.00	736.00	2,700.00			
PTV2b	32" Touch Screen w/ Calibration	Specs. are available upon request	980.00	3,600.00	1,176.00	4,320.00			
PTV3b	42" Touch Screen w/ Calibration	Specs. are available upon request	1,634.00	6,000.00	1,961.00	7,200.00			
PTV4b	46" Touch Screen w/ Calibration	Specs. are available upon request	2,450.00	9,000.00	2,940.00	10,800.00			
PTV5b	55" Touch Screen w/ Calibration	Specs. are available upon request	2,858.00	10,500.00	3,430.00	12,600.00			
PTV6b	65" Touch Screen w/ Calibration	Specs. are available upon request	3,267.00	12,000.00	3,921.00	14,400.00			
PTV7b	84" Touch Screen w/ Calibration	Specs. are available upon request	6,533.00	24,000.00	7,840.00	28,800.00			
							SUBTOTAL (AED)		
							HANDLING FEE (10.00 AED)		
							VAT 5% (AED)		
							TOTAL AMOUNT INCLUDING VAT (AED)		

Audio Visual Order Form 2019

GES UAE Customer Service Centre

Email: uaecustomerservice@ges.com

Contact: +971 4 885 5448



TERMS AND CONDITIONS:

1. **Prices on this form are exclusive of 5% VAT.**
2. All orders must be placed in writing or via Expresso. No services shall be performed unless, GES accepts the order. GES at its sole discretion reserves the right to substitute unavailable items of a similar quality, specification and performance.
3. All confirmed orders will be processed, and an invoice will be sent within 3-5 working days from the date of order.
4. Please contact GES if invoice has not been received after 5 working days from date of order.
5. **All orders must be paid in full in AED 14 days from the invoice issue date.**
6. Rates are on a rental basis for the duration of the event
7. All orders are subject to availability and we are unable to guarantee any orders received after the deadline date.
8. GES will do all possible to accommodate all orders, but at our sole discretion, reserve the right to substitute items that may be unavailable to those of a similar specification, quality and performance
9. In the event of any item being damaged or lost through any cause whatsoever, the hirer agrees to pay GES the full value of such items in addition to the original hire charge
10. Any related items not mentioned on the Order Form and Expresso, please feel free to contact our Customer Service Centre.
11. Any changes to the invoice to Company Name, Address and VAT No. after the invoice is issued, a US\$25 (AED91.75) charge will apply to re-issue the invoice.
12. **All orders received after 17th January 2019, will incur surcharge and subject to item availability.**

CANCELLATION POLICY - Cancellations must be made in writing or sending an email to UAEcustomerservice@ges.com

- Before deadline date: **No cancellation fee**
- After the deadline date until build-up: **100% cancellation fee / No Refund**

I HEREBY CONFIRM THE ORDERS INDICATED ON THIS ORDER FORM & AGREE WITH THE TERMS & CONDITIONS STATED ABOVE

NAME		SIGNATURE	
POSITION		DATE	