



The United States Security and Defence Pavilion at SOFEX 2018

EXHIBITOR SERVICES, STAND CONSTRUCTION & GENERAL INFORMATION

The Organizers, The Association of the United States Army, have appointed Global Experience Specialists (GES) as the official Stand Contractor for SOFEX 2018.

Venue: King Abdullah I Airbase, Amman, Jordan

Build up: 5 – 6 May 2018

Show Dates: 8 – 10 May 2018

Teardown: 10 May 2018

Please refer to the "Important Dates" deadlines provided by AUSA for more specific AUSA deadlines.

GES will be responsible for the following services:

- Supply, build and onsite support of all Shell Scheme stands with fascia panels and electrical package
- Supply of all mains electricity
- Supply of furniture from a choice of a set package or from the GES furniture catalogue
- Supply and installation of exhibition grade carpet

GES can offer the following additional services:

- Supply and fitting of any additional electrical / utility / standfitting requirements
- Supply and application of graphics for Shell Scheme stands

We strongly recommend that orders for any of the above services are placed early by contacting our Customer Call Centre or using the order forms provided to ensure securing preferred items and prompt delivery during the build-up of the show. Specific deadline dates for orders can be found on each order form. Please note, we will have a very limited supply of materials onsite to service the pavilion. It is imperative for you to advance order the specific materials required for your stand to ensure your specific needs are met.

GES Customer Call Center

Sunday - Thursday

UAE +971 4 885 5448

Please direct ALL email correspondence to our dedicated AUSA email address for the SOFEX event.

ausa@ges.com

This email address is shared by all key team members to ensure prompt action on your inquiries.



**GES Account Team
Contact Details**

Kaitlin Parnell, Account Manager
410.500.4144 (office)
240.479.0467 (mobile)
kparnell@ges.com

Jennifer Chagnon, Director of National Sales
703.926.2696 (mobile)
jchagnon@ges.com

Jamie Macdonald, Senior Account Manager, UAE Offices
+971 4 885 9336 (mobile)
jmacdonald@ges.com

Address

Global Experience Specialists (GES)
PO Box 95159
Abu Dhabi, UAE

STAND GUIDELINES & INFORMATION

SHELL SCHEME STANDS



Please note the above technical drawing is for reference only. The space booked with the Organiser may look different depending on the stand location and orientation. Please check with the Organiser should you wish to confirm your stand space.

SHELL SCHEME STRUCTURE

It is **prohibited** to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any part of the stand. If Exhibitors wish to affix any posters etc to their stand they must affix to MDF cladding and not directly to the Shell Scheme panels.

Shell Scheme panels are reusable and any damages will incur a fee.

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 color
- Basic grey wall panels
- Fascia with company name and stand number
- 3 metal halide spotlights (per 9sqm)
- (1) wall socket - UK standard 3-pin
- Shared electrical mains

NAME BOARD / FASCIA PANEL

The number of panels will be dependent upon the size, orientation and location of the stand.

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

The name Exhibitor's wish to appear on their fascia should be submitted by the stated deadline date using the order form. If an order form is not received from the Exhibitor, the company name provided by the Organiser in the Exhibitor List will be that used for the fascia panel(s) and any **onsite alterations required to the name panel will be subject to a charge of US\$85.00 per print.**

It is possible for Exhibitor's to display their Company logo on the fascia at an extra cost – please contact GES for a quotation.

SPACE ONLY STANDS

As one of the largest exhibition contracting companies in the UAE, GES can offer cost effective Design and Build solutions to make any exhibit a success, however large or small.

GES provide:

- Free stand design
- Creative solutions for unrivalled value for money
- Full project management and customer care
- Complete peace of mind

For further information, please contact **Kaitlin Parnell** at **(410)500-4144** or email ausa@ges.com to discuss how GES can help.

GES EXHIBITOR SERVICES & ORDERING

FURNITURE

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 Catalogue in the Exhibitor Manual and ordered using the Furniture Rental Order Form.

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

ELECTRICAL REQUIREMENTS

SHELL SCHEME STANDS

GES will provide all Shell Scheme stands with one electrical package per 9sqm of booked stand space. The package comprises of 3 no. 35W halide spotlights and 1 no. 3-pin electrical socket. The shell scheme stand will have a maximum power supply of 500watts only. Power consumed by the stand is also included in the space rental charges.

If shell scheme exhibitor will be building their own stand, please note that spotlights will not be provided as this cannot be installed without the beams of the shell scheme stand.

Exhibitors should supply GES with a grid plan indicating the preferred location of their spotlights and sockets. Please note that the location of spotlights is slightly limited and determined by the overhead ceiling supports.

If a grid plan is not received GES will position electrical items at a default position and any onsite relocations requested by the Exhibitor will incur a fee.

Any additional electrical requirements (e.g. sockets, extension leads) may be ordered using the Electrical order form for Shell Scheme stands. It is not possible to change the standard socket type from 3-pin; if Exhibitors have a requirement for a different plug socket they should order a multi-pin adaptor.



The power supplied to stands is sufficient for laptops, mobile phone chargers, fridges etc. Shell Scheme Exhibitors are only required to place an order for an additional mains power supply if the use of the socket is intended for items such as coffee machines and other machinery*. Additional power can be ordered using the Electrical order form for Space Only stands. All power supplied will be 220V. If you need to step down to 110V, a converter would be required.

**Please contact GES for clarification on whether additional power is required for your stand*

SPACE ONLY STANDS

Space Only Exhibitors are responsible for ordering their own electrical power directly through the SOFEX Organizer manual.

GRAPHICS & LOGOS

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 alerts 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.

SHELL SCHEME EXTRAS AND STANDFITTINGS

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.

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.

GRID PLANS

All Electrical / Utility and Standfitting orders should be accompanied by a completed grid plan (enclosed in the order form) to indicate the desired location of the requirement.

If grid plans are not completed, GES will position the sockets and standfittings etc at a default position.

Any onsite relocations will be subject to a relocation fee.

ONLINE ORDERING

For convenience, Exhibitors can also order certain services (additional furniture, electrical requirements and any additions to Shell Scheme stands) online using the following link:

<https://ordering.ges.com/000700355>

GENERAL INFORMATION

INVOICES

Exhibitors will receive an invoice within 5 – 7 working days of the date the order was placed. Should an invoice not be received within this timeframe, please contact GES on the specific 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 for is due 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, 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, Emirati Dirham or British Stirling – 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 that we can further check on your payment with our Accounts team.

CREDIT CARD

Credit card payments can be made by completing the enclosed payment form and returning it with the order form(s) / upon receipt of invoice to the designated show email address.

Please note any credit card payments will be initiated by our UK office and will be made in GBP Stirling according to that day's exchange rate. A receipt of your payment along with currency conversion rate will be provided.

EVENT BREAK DOWN

GES will begin to dismantle the Shell Scheme stands at the close of the event and would request that any display items, products and / or personal property be removed from the stand by this time.

Exhibitors will be held responsible for any damages to / loss of GES property and will consequently be charged.

GES cannot accept any responsibility for items that are not removed, and which may be subsequently damaged or stolen.

GENERAL QUERIES

For any queries regarding Shell Scheme stands, Space Only power supply, Exhibitor Services, payments and other topics related to GES as the Official Stand Contractor, Exhibitors should feel free to contact GES on the official show email address or our dedicated Customer Service Centre. Contact details are at the front of this manual.

OTHER SERVICES

Please be advised that we are not responsible for the following services:

- Internet / wifi
- Freight forwarding
- Floral arrangements
- Exhibitor badges
- Hostesses / temporary staff
- Catering

Please direct any queries for the above to the Organiser who will advise of the correct contact.

FRONT VIEW



AISLE VIEW



CORNER VIEW



AERIAL VIEW





GES EXHIBITOR SERVICES ORDER FORM

Tel No. 00971-4-8855448

ausa@ges.com



WAYS TO ORDER:



Please complete this form and return it by email to ausa@ges.com on or before **1st April 2018**



Order online through: <https://ordering.ges.com/00700355>

***Please read the Terms and Conditions**

Orders received after the deadline date will be subject to availability and late order charges

YOUR CHECKLIST FOR GES FORMS:

- ✓ FURNITURE ORDER FORM
- ✓ GRAPHICS ORDER FORM
- ✓ SHELL SCHEME STAND EXTRAS ORDER FORM
- ✓ ELECTRICAL ACCESSORIES ORDER FORM
- ✓ ELECTRICS ORDER FORM (SPACE ONLY STANDS)
- ✓ FLOORCOVERING ORDER FORM
- ✓ **CREDIT CARD PAYMENT FORM**

The above list of forms applies to GES services only; should you require further services not listed above, please contact the Organiser for further details

Stand No.		Company	
Telephone		Fax	
Email			

I hereby authorize Global Experience Specialist (GES), to initiate payment from my credit card with details below;

Summary of Charges	
Carpet:	
Electrical:	
Furniture:	
Stand Fitting Extras:	
Total:	

Card Holder's Name:	
Credit Card Number:	
Type of Card:	
Expiry Date:	
CSC Code:	
Signature:	

NOTE: Payment will be initiated by our office in the UK.





GES EXHIBITOR SERVICES ORDER FORM

Tel No. 00971-4-8855448

ausa@ges.com



<p>WAYS TO ORDER:</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  <p>email</p> <p>Please complete the order forms and return it by email to ausa@ges.com on or before 1st April 2018</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  <p>Order Online!</p> <p>Order online through: https://ordering.ges.com/000700355</p> </div> </div> <p>Please read the Terms and Conditions</p>	<p>YOUR CHECKLIST:</p> <ul style="list-style-type: none"> ✓ FURNITURE ORDER FORM ✓ NAMEBOARD FORM ✓ SHELL SCHEME STAND EXTRAS ORDER FORM ✓ ELECTRICAL ACCESSORIES ORDER FORM ✓ AUDIO VISUAL ORDER FORM ✓ FLOORCOVERING ORDER FORM <p><i>The above list of forms applies to GES services only; should you require further services not listed above, please contact the Organiser for further details</i></p>
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Stand No.		Company Name
Contact Name		Contact No.

The cost of printing vinyl lettering cut out of company name board / fascia panel(s) is covered by the space rental charges for your Shell Scheme stand. Your company name and stand number will be printed on a standard fascia panel and fixed to the front (and side, if you have a corner stand) of your stand at no additional cost.

Please fill up the below to confirm the name you wish to appear on your name board(s).

Please do not complete this form if you are a Space Only Exhibitor.

PLEASE TYPE OR WRITE CLEARLY BELOW IN UPPER AND / OR LOWER CASE:

(Note: the Organisers may choose to produce all name boards using capitals)

Should you wish to have different company names on your different fascia, please indicate on the below:

Fascia 1:

Fascia 2:

Fascia 3:

TERMS AND CONDITIONS

1. Exhibitors are allowed up to a maximum of 30 characters per fascia
2. Should this form not be returned by the deadline date, the name shown on your contract / exhibitor list will be that used for your name board(s)
3. Any changes to be made as a result of illegible handwriting and / or any alterations required onsite will be charged at US\$25.00 per panel
4. Type your name using both upper and lowercase, however the Organisers may choose to produce all name boards using capitals
5. In all cases abbreviations will be used, i.e., "Limited" becomes "Ltd.", "Company" becomes "Co.", etc unless specified otherwise
6. If you have booked a Shell Scheme stand after the deadline date, please return this form as soon as possible
7. **Company logos can be printed on the fascia at an additional cost. Please see available options on the next page of this form**

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

SIGNATURE		NAME	
POSITION		DATE	



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- ✓ **GRAPHICS ORDER FORM**
- ✓ SHELL SCHEME STAND EXTRAS ORDER FORM
- ✓ ELECTRICAL ACCESSORIES ORDER FORM
- ✓ AUDIO VISUAL ORDER FORM
- ✓ FLOORCOVERING ORDER FORM

The above list of forms applies to GES services only; should you require further services not listed above, please contact the Organiser for further details

Stand No.		Company Name	
Company Billing Address			
Email (Invoices will be sent to this email ID)			
Contact Name		Contact No.	

PLEASE NOTE THAT THE BELOW STAND VISUAL IS FOR YOUR REFERENCE ONLY. THE FASCIA PANEL AND CARPET COLOURS MAY VARY.





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MAIN GRAPHIC SOLUTIONS

DESCRIPTION	COST		UNIT	QTY	SUBTOTAL ()
	USD	AED			
1. Logo in Fascia (H45cm x W75cm)	85.00	310.00	Per logo		
2. Seamless Fascia (H50cm x Stand Width)	142.00	518.00	Per SQM		
3. Seamless Wall Graphics (H250cm x Stand Width = ___ sqm)	142.00	518.00	Per SQM		
4. Individual Panel Graphics (H240cm x W96cm x no. panels)	332.00	1,212.00	Per panel		

OTHER GRAPHIC SOLUTIONS

DESCRIPTION	COST		UNIT	QTY	SUBTOTAL ()
	USD	AED			
1. Roll-up Banner (W85cm x H200cm)	177.00	646.00	Each		
2. Roll-up Banner (W270cm x H200cm)	867.00	3,165.00	Each		
3. Pop-up Banner (2, 3, 4 or 5 Panel, Curved or Straight) *The price for Pop-up banners is dependent on the size of the banner and start from the price indicated	*Starting from		Each		
	1,534.00	5,599.00			
4. Foamboard Posters (size as per Exhibitor requirement)	126.00	460.00	Per SQM		
1. 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	142.00	518.00	Per SQM		

SUBTOTAL (AED)

***VAT 5% (AED)**

TOTAL AMOUNT INCLUDING VAT (AED)

TERMS AND CONDITIONS

*** VAT rate is subject to change as per UAE VAT law**

- 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.
- Artwork in high resolution format is required upon confirmation of order.
- 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.
- The client is to provide the exact dimensions on the wall panels of design requirements.
- Prices include printing, installation and removal of graphics after the show.
- 100% payment should be received 3 weeks before the show date; graphics will not be printed / supplied until payment has been received; **all payments must be received within 5 days from the invoice issued date.**
- GES will do all possible to accommodate all enquiries, but orders received less than 15 days prior to the first day of build-up will only be subject to approval by GES
- Should there be relocations of your stand, please advise GES immediately and possible to send an updated floorplan indicating your new location
- Orders received after the deadline date will incur a 20% surcharge and it will be subject to GES approval**

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

12. After the deadline date: **100% cancellation fees**

13. On or after the first day of tenancy / build up: **100% cancellation fees**

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

SIGNATURE		NAME	
POSITION		DATE	



GES EXHIBITOR SERVICES ORDER FORM

Tel No. 00971-4-8855448

ausa@ges.com



WAYS TO ORDER:



Please complete the order forms and return it by email to ausa@ges.com on or before **1st April 2018**



Order online through: <https://ordering.ges.com/00700355>

***Please read the Terms and Conditions**

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- ✓ SHELL SCHEME STAND EXTRAS ORDER FORM
- ✓ **ELECTRICAL ACCESSORIES ORDER FORM**
- ✓ AUDIO VISUAL ORDER FORM
- ✓ FLOORCOVERING ORDER FORM

The above list of forms applies to GES services only; should you require further services not listed above, please contact the Organiser for further details

Stand No.		Company Name	
Company Billing Address			
Email (Invoices will be sent to this email ID)			
Contact Name		Contact No.	

ELECTRICAL ACCESSORIES (Shell Scheme Stands Only)

Note: 1 x power socket and 3 x 35W Metal Halide spotlights per 9sqm are supplied with the Shell Scheme.

CODE	ITEM DESCRIPTION		UNIT PRICE		QTY	TOTAL ()
			USD	AED		
E010	35W Metal Halide Spot Light		78.00	285.00		
E020	70W Spotlight (Warm white)		98.00	358.00		
E030	Electrical Socket (3 Pin – UK standard) - single		85.00	310.00		
E040	300W Short Arm Flood Light		150.00	548.00		
EC1	Extension Cord		25.00	91.00		
MPA1	Multi Pin Plug Adaptor		18.00	66.00		

Additional Power: Should you require more power supply for your stand, please contact us for further advise;

Should you require any extra electrical requirements not mentioned above please contact us directly to see if we can accommodate your request

SUBTOTAL (AED)	
*VAT 5% (AED)	
TOTAL AMOUNT INCLUDING VAT (AED)	



GES EXHIBITOR SERVICES ORDER FORM

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PLEASE COMPLETE THE FOLLOWING GRID PLAN TO INDICATE THE PREFERRED LOCATION OF YOUR POWER / UTILITY SUPPLY

Neighbouring Stand Number _____

							▲													
Neighbouring Stand Number _____	▶																			▶
							▼													

Neighbouring Stand Number _____

PLEASE SPECIFY THE FOLLOWING:	
Position of the ordered item (mark on the grid with an X):	
Dimensions of the stand (each square of the grid can denote 1m ² or ¼ m ² etc)	

TERMS AND CONDITIONS

- * **VAT rate is subject to change as per UAE VAT law**
- 1. All confirmed orders will be processed, and an invoice will be sent within 3-5 working days from the date of order.
- 2. Please contact GES if invoice has not been received after 5 working days from date of order.
- 3. Orders should be accompanied by a completed grid plan.
- 4. Any onsite relocations (if possible) will incur surcharges per relocation.
- 5. All orders must be paid in full in advance; power / electrical requirements will not be supplied until payment is received; **all payments must be received within 5 days from the invoice issued date.**
- 6. Rates are on a rental basis for the duration of the exhibition.
- 7. Exhibitors will be held responsible for any loss or damage of parts.
- 8. A 30% increase in rental charges will be applied should there be any extension to the actual dates of the exhibition.
- 9. 24-hour supply price is dependent upon current / volume requirement plus an additional 30%.
- 10. Water and waste is subject to stand position and venue approval.
- 11. All orders received after the stated deadline date will be considered as an onsite order and will only be accepted and processed during the buildup day at our designated onsite office. All onsite orders should be paid upon placing the order and are subject to availability and onsite charges.
- 12. **Orders received after the deadline date will incur a 20% surcharge.**

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

- After the deadline date: **100% cancellation fees**
- On or after the first day of tenancy / build up: **100% cancellation fees**

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

SIGNATURE		NAME	
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Stand No.		Company Name	
Company Billing Address			
Email (Invoices will be sent to this email ID)			
Contact Name		Contact No.	

CHAIRS

CODE	ITEM		DIMENSIONS	PRICE (USD)	PRICE (AED)	QTY	TOTAL ()
MC12	Designer's Picks: CHAIR – ISO, BLACK		D550 X H820 X W530 X SH450	65.00	237.00		
MC13	CHAIR – HI LITE, BLACK / BEECH		D450 X W440 X H830 X SH460	89.00	325.00		
MC14	CHAIR – FOLDING, BLACK PLASTIC		D380 X W400 X H800 X SH450	54.00	197.00		
MC14a	CHAIR – FOLDING, WHITE PLASTIC		D380 X W400 X H800 X SH450	54.00	197.00		
MC17	Designer's Picks: CHAIR – COFFEE, WHITE PLASTIC		D550 X W470 X H820 X SH430	65.00	237.00		
MC23	CHAIR – EXECUTIVE, BLACK LEATHER		D650 X W590 X H1100 X SH550	177.00	646.00		



GES EXHIBITOR SERVICES ORDER FORM

Tel No. 00971-4-8855448





ausa@ges.com



LOUNGE & SOFA

CODE	ITEM		DIMENSIONS	PRICE (USD)	PRICE (AED)	QTY	TOTAL ()
MC51	SOFA – SINGLE SEAT, BLACK LEATHER		D850 X W930 X H800 X SH450	481.00	1,756.00		
MC51a	<i>Designer's Picks:</i> SOFA – SINGLE SEAT, WHITE LEATHER		D850 X W930 X H800 X SH450	481.00	1,756.00		
MC61	SOFA – DOUBLE SEAT, BLACK LEATHER		D850 X W1410 X H800 X SH450	736.00	2,687.00		
MC61A	SOFA – DOUBLE SEAT, WHITE LEATHER		D850 X W1410 X H800 X SH450	736.00	2,687.00		

BAR STOOLS & TABLES

CODE	ITEM		DIMENSIONS	PRICE (USD)	PRICE (AED)	QTY	TOTAL ()
MC81	BAR STOOL – BLACK LEATHER		D320 X W400 X H800 X SH800	89.00	325.00		
MC82	<i>Designer's Picks:</i> BAR STOOL - WHITE		D400 X W400 X H900 X SH800	75.00	274.00		
MC84	<i>Designer's Picks:</i> BAR STOOL – DIRECTOR, BLACK		D400 X W450 X H910 X SH770	97.00	354.00		
MC84a	<i>Designer's Picks:</i> BAR STOOL – DIRECTOR, WHITE		D400 X W450 X H910 X SH770	97.00	354.00		
MC85	BAR STOOL – MODERN WHITE		D380 X W380 X SH750	77.00	281.00		
MT11	<i>Designer's Picks:</i> POSEUR TABLE – SIENA, BLACK		Dia 600 x H1100	131.00	478.00		
MT11a	<i>Designer's Picks:</i> POSEUR TABLE – SIENA, WHITE		Dia 600 x H1100	131.00	478.00		

MEETING & COFFEE TABLE



GES EXHIBITOR SERVICES ORDER FORM

Tel No. 00971-4-8855448

ausa@ges.com



CODE	ITEM		DIMENSIONS	PRICE (USD)	PRICE (AED)	QTY	TOTAL ()
MT15	MEETING TABLE – ADJUSTABLE, BLACK		Dia750 x H730 - 1100	165.00	602.00		
MT15a	MEETING TABLE – ADJUSTABLE, WHITE		Dia750 x H730 - 1100	165.00	602.00		
MT21	<i>Designer's Picks:</i> MEETING TABLE – ARCH, BLACK		Dia750 X H730	114.00	416.00		
MT21a	<i>Designer's Picks:</i> MEETING TABLE – ARCH, WHITE		Dia750 X H730	114.00	416.00		
MT22	MEETING TABLE – MILO, BLACK		L750 X B750 X H720	138.00	504.00		
MT22a	MEETING TABLE – MILO, BEECH		L750 X B750 X H720	138.00	504.00		
MT23	<i>Designer's Picks:</i> MEETING TABLE - RECT. WHITE		L1200 X B800 X H725	118.00	431.00		
MT24	MEETING TABLE – TRESTLE (1.8M)		L1800 X B745 X H740	175.00	639.00		
MT51	<i>Designer's Picks:</i> COFFEE TABLE – SQUARE GLASS TOP		L600 X B600 X H450	165.00	602.00		
MT61	COFFEE TABLE – RECT. GLASS TOP		L1000 X B595 X H450	275.00	1,004.00		

DISPLAY OPTIONS

CODE	ITEM		DIMENSIONS	PRICE (USD)	PRICE (AED)	QTY	TOTAL ()
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GES EXHIBITOR SERVICES ORDER FORM

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MD11	<i>Designer's Picks:</i> LOCKABLE CABINET - WHITE		D500 X W1000 X H1000	230.00	840.00		
MD21	RECEPTION COUNTER - BLACK		D600 X W1000 X H1130	249.00	909.00		
MD21a	RECEPTION COUNTER - WHITE		D600 X W1000 X H1130	249.00	909.00		
MD41	SHELVING RACK – 5-TIER, GREY		D300 X W800 X H1500	314.00	1,146.00		
MD51	DISPLAY PLINTH – SMALL, WHITE		D500 X W500 X H250	132.00	482.00		
MD52	DISPLAY PLINTH – MEDIUM, WHITE		D510 X W500 X H500	156.00	569.00		
MA10a	WASTE BASKET - GREY		Dia.280 X H300	19.00	70.00		
MA21b	FRIDGE - SMALL		D540 X W480 X H850	222.00	810.00		
XA32	GARMENT RAIL – BLACK (No hangers included)		D500 X W1530 X H1300	86.00	314.00		
XA41	TENSION BARRIER STAND – BLACK BELT		BASE Dia.350 X H1010	109.00	398.00		
XA51	<i>Designer's Picks:</i> LITERATURE RACK – CLEAR, GREY		D350 X W270 X H1550	171.00	624.00		

SUBTOTAL (AED)

***VAT 5% (AED)**

TOTAL AMOUNT INCLUDING VAT (AED)

TERMS AND CONDITIONS

*** VAT rate is subject to change as per UAE VAT law**

- All confirm orders will be processed and an invoice will be sent within 3-5 working days.
- 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 advance: furniture will not be delivered to your stand until payment has been received; **all payments must be received within 5 days from the invoice issued date.**
- Rates are on a rental basis for the duration of the exhibition.
- Orders are subject to availability; GES will do all possible to accommodate all orders, but at our sole discretion, reserve the right to substitute



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items that may be unavailable to those of a similar specification, quality and performance.

- 6. All dimensions are provided in millimeters and are approximate only.
- 7. 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.

GES will begin to dismantle the Shell Scheme stands at the close of the event and would request that any display items, products and / or personal property be removed from the stand by this time.

Exhibitors will be held responsible for any damages to / loss of GES property and will consequently be charged.

GES cannot accept any responsibility for items that are not removed, and which may be subsequently damaged or stolen.

- 8. Price quotations can be provided for items no on the list: please contact us with any enquiries.
- 9. All orders received after the deadline date will be considered as an onsite order and will only be accepted and process during the buildup day at our designated onsite office; onsite orders will be subject to availability and onsite charges.
- 10. **Orders received after the deadline date will incur a 20% surcharge**

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

- After the deadline date: **100% cancellation fees**
- On or after the first day of tenancy / buildup: **100% cancellation fees**

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

SIGNATURE		NAME	
POSITION		DATE	



GES EXHIBITOR SERVICES ORDER FORM

Tel No. 00971-4-8855448

ausa@ges.com



WAYS TO ORDER:



Please complete the order forms and return it by email to ausa@ges.com on or before 1st April 2018



Order online through: <https://ordering.ges.com/000700355>

***Please read the Terms and Conditions**

Orders received after the deadline date will be subject to availability and late order charges

YOUR CHECKLIST FOR GES FORMS:

- ✓ FURNITURE ORDER FORM
- ✓ GRAPHICS ORDER FORM
- ✓ SHELL SCHEME STAND EXTRAS ORDER FORM
- ✓ ELECTRICAL ACCESSORIES ORDER FORM
- ✓ AUDIO VISUAL ORDER FORM
- ✓ FLOORCOVERING ORDER FORM

The above list of forms applies to GES services only; should you require further services not listed above, please contact the Organiser for further details

Stand No.		Company Name	
Company Billing Address			
Email (Invoices will be sent to this email ID)			
Contact Name		Contact No.	

Your shell scheme stand can be enhanced with a range of optional features to create the perfect environment for displaying your products or services



PLEASE SEE OVERLEAF FOR PRICE LIST












GES EXHIBITOR SERVICES ORDER FORM

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CODE	ITEM DESCRIPTION		UNIT COST		QTY	TOTAL ()
			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		231.00	843.00		
WP	Additional WALL PANEL 2.5mH x 1mW (e.g. to increase size of storage area)		95.00	347.00		
EWD	LOCKABLE DOOR 2.5mH x 1mW, with key (e.g. to add extra door to storage area)		155.00	567.00		
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)		131.00	479.00		
EWC	Black CHANGING ROOM CURTAIN 2.5mH x 1mW (must be ordered along with wall panel(s))		106.00	387.00		
FS	White melamine FLAT SHELF 1mW x 300mmD (with bracket)		49.00	179.00		
SS	White melamine SLOPING SHELF 1mW x 300mmD (with bracket)		49.00	179.00		
CS	White CORNER SHELF 1m x 1m 1.4m, across set in corner of shell scheme		77.00	281.00		
GHR	GARMENT HANGING RAIL 1mW x 300mmD, on brackets attached to the panel		49.00	179.00		
RP	REEINFORCED PANEL - 1mW x 2.5mH, white emulsion finish		200.00	732.00		
SLATW	SLAT WALLING – 1m wide x 2.4m high panel (does not include hooks)		Upon request			
<i>Should you require anything not mentioned on the above list please contact us and we will do all we can to accommodate your request.</i>						
					SUBTOTAL (AED)	
					*VAT 5% (AED)	
					TOTAL AMOUNT INCLUDING VAT (AED)	



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PLEASE SUBMIT A LAYOUT OR COMPLETE THE GRID PLAN OF THIS FORM INDICATING THE PREFERRED LOCATION OF YOUR STAND FITTING REQUIREMENTS

Neighbouring Stand Number _____

Neighbouring Stand Number _____									▲										
		◀																	▶
									▼										

Neighbouring Stand Number _____

PLEASE SPECIFY THE FOLLOWING:

Position of the ordered utilities (mark on the grid with an X):	
Dimensions of the stand (each square of the grid can denote 1m ² or ¼ m ² etc)	

TERMS AND CONDITIONS

** VAT rate is subject to change as per UAE VAT law*

1. All confirmed orders will be processed, and an invoice will be sent within 3-5 working days from the date of order.
2. Please contact GES if invoice has not been received after 5 working days from date of order.
3. All orders must be paid in full in advance; stand extras requirements will not be supplied until payment is received ; *all payments must be received within 5 days from the invoice issued date.*
4. Rates are on a rental basis for the duration of the exhibition.
5. Should there be relocations of your stand, please advise GES immediately and possible to send an updated floorplan indicating your new location.
6. 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.
7. 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.
GES will begin to dismantle the Shell Scheme stands at the close of the event and would request that any display items, products and / or personal property be removed from the stand by this time.
Exhibitors will be held responsible for any damages to / loss of GES property and will consequently be charged.
GES cannot accept any responsibility for items that are not removed, and which may be subsequently damaged or stolen
8. Any 'Upon Request' items cannot be ordered through the online Exhibitor Manual or GES Online Ordering system and should be ordered via email to the above address.
9. All orders received after the stated deadline date will be considered as an onsite order and will only be accepted and processed during the buildup day at our designated onsite office. All onsite orders should be paid upon placing the order and are subject to availability and onsite charges.
10. **Orders received after the deadline date will incur a 20% surcharge.**

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

- After the deadline date prior to build up: **100% cancellation charge**
- Onsite: **100% cancellation charge**

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

SIGNATURE		NAME	
POSITION		DATE	



GES EXHIBITOR SERVICES ORDER FORM

Tel No. 00971-4-8855448

ausa@ges.com



WAYS TO ORDER:



Please complete the order forms and return it by email to ausa@ges.com on or before **1st April 2018**



Order online through: <https://ordering.ges.com/00700335>

YOUR CHECKLIST FOR GES FORMS:

- ✓ FURNITURE ORDER FORM
- ✓ GRAPHICS ORDER FORM
- ✓ SHELL SCHEME STAND EXTRAS ORDER FORM
- ✓ ELECTRICAL ACCESSORIES ORDER FORM
- ✓ AUDIO VISUAL ORDER FORM
- ✓ **FLOORCOVERING ORDER FORM**

The above list of forms applies to GES services only; should you require further services not listed above, please contact the Organiser for further details

*Please read the Terms and Conditions

Orders received after the deadline date will be subject to availability and late order charges

Stand No.		Company Name	
Company Billing Address			
Email (Invoices will be sent to this email ID)			
Contact Name		Contact No.	

Please note the cost of supplying carpet to Shell Scheme stands is covered by the space rental charges. The colour of carpet will be that chosen by the Organiser.

Please indicate below if you wish to order a different coloured / different quality carpet; or for Space Only stands, please indicate the carpet required.

EXHIBITION GRADE CARPET (2MM THICK)

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

COST: USD 13.50 / AED 49.00 / SQUARE METRE

PLEASE CONFIRM YOUR STAND SIZE	___ M x ___ M	SUBTOTAL	
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GES EXHIBITOR SERVICES ORDER FORM

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WALL STREET HIGH GRADE CARPET (4MM THICK)

WS23 (BLACK)	WS07 (GREEN)	WS27 (DARK BLUE)	WS17 (RED)	WS26 (BROWN)	WS24 (CREAM)
					
23	07	27	17	26	24

COST: USD 28.00 / AED 103.00 / SQUARE METRE

PLEASE CONFIRM YOUR STAND SIZE	___ M x ___ M	SUBTOTAL	
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OTHER ADDITIONAL REQUIREMENTS

CODE	ITEM	STAND SIZE (SQM)	UNIT PRICE / SQM		TOTAL ()
			USD	AED	
PL101	PLATFORM – 10cm height (with skirting) <i>(For space only stand exhibitors, carpet has to be Ordered separately)</i>		33.00	121.00	
PD20	UNDER-CARPET PADDING – 6mm thick		13.00	48.00	
	GRASS CARPET – 6mm thick (green colour)		17.00	62.00	
	LAMINATE FLOORING		UPON REQUEST		
	VINYL FLOORING		UPON REQUEST		
SUBTOTAL					
*VAT 5% (AED)					
TOTAL AMOUNT INCLUDING VAT (AED)					

TERMS AND CONDITIONS

*** VAT rate is subject to change as per UAE VAT law**

- 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 are subject to availability and we are unable to guarantee any orders received after the deadline date; **all payments must be received within 5 days from the invoice issued date.**
- GES is not responsible in any case where the exhibition floor and / or raised platform is not level.
- Should there be relocations of your stand, please advise GES immediately and possible to send an updated floorplan indicating your new 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.
- All orders received after the stated deadline date will be considered as an onsite order and will only be accepted and processed during the buildup day at our designated onsite office. All onsite orders should be paid upon placing the order and are subject to availability and onsite charges.
- Orders received after the deadline date will incur a 20% surcharge**

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

- After the deadline date: **100% cancellation charge**
- 5 days or less before show build: **100% cancellation charge**

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

SIGNATURE		NAME	
POSITION		DATE	