

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

World Of Asphalt and AGG1 Aggregates Forum & Expo

Charlotte Convention Center
March 13 - 15, 2012

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 32 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.
- 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

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

Tracking Shipments

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

Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.

Estimating Material Handling Charges, *continued*

- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer**® 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 Servicer**®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

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

Work Zone

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

NEED ASSISTANCE?

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

Order Directly Online: <https://ordering.ges.com/Show/Info/051002582>

051002582

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

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Charlotte Convention Center
 March 13 - 15, 2012

Form Deadline Date:

February 20, 2012

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

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

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

Crated Materials

ST/ST	\$ 8.65 cwt
ST/OT	\$ 10.20 cwt

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

ST/ST: If freight will be handled on straight time into the show and out of the show.
ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$28.25 fee will be charged per shipment.

Important Information

Direct Shipments to Exhibit Site: Included in package. unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: A 30% (\$50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Tue, Feb 7, 2012: Advance shipments may begin arriving at warehouse.
Wed, Mar 7, 2012: Last day for shipments to arrive at warehouse.

Direct Dates:

Sat, Mar 10, 2012: Direct shipments may begin arriving at exhibit site after 1:00 PM.
Mon, Mar 12, 2012: Last day for shipments to arrive at exhibit site by 5:00 PM.

Direct Shipments are included in Package Plan. This is a targeted move-in. Please refer to targeted floor plan for dates and times.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

Exhibit Site Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

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

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Payment Enclosed				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign:			X	
AUTHORIZED NAME - PLEASE PRINT			DATE	

NEED ASSISTANCE?

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

051002582

Order Directly Online: <https://ordering.ges.com/Show/Info/051002582>

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

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

World Of Asphalt and AGG1 Aggregates Forum & Expo

NAME OF EXHIBITION

051002582

BOOTH NUMBER

C/O **GES**

UPS Freight

5204 N Graham St

Charlotte, NC 28269

USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Feb 7, 2012 - Wednesday, March 7, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

World Of Asphalt and AGG1 Aggregates Forum & Expo

NAME OF EXHIBITION

051002582

BOOTH NUMBER

C/O **GES**

UPS Freight

5204 N Graham St

Charlotte, NC 28269

USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Feb 7, 2012 - Wednesday, March 7, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

R-6



FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

World Of Asphalt and AGG1 Aggregates Forum & Expo

NAME OF EXHIBITION

051002582

BOOTH NUMBER

C/O GES

**Charlotte Convention Center
501 S. College Street
Charlotte, NC 28202
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Saturday, March 10, 2012 after 1:00 PM - Monday, March 12, 2012 by 5:00 PM

Direct Shipments are included in Package Plan. This is a targeted move-in. Please refer to targeted floor plan for dates and times.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 28.25 fee will be charged per shipment.

Carrier _____ of _____ pieces
Number _____



FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

World Of Asphalt and AGG1 Aggregates Forum & Expo

NAME OF EXHIBITION

051002582

BOOTH NUMBER

C/O GES

**Charlotte Convention Center
501 S. College Street
Charlotte, NC 28202
USA**

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Direct Shipments are included in Package Plan. This is a targeted move-in. Please refer to targeted floor plan for dates and times.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 28.25 fee will be charged per shipment.

Carrier _____ of _____ pieces
Number _____





Pre-Printed Outbound Material Handling Request

R-3

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

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World Of Asphalt and AGG1 Aggregates Forum & Expo
Charlotte Convention Center
March 13 - 15, 2012

Form Deadline Date:
February 20, 2012

MANDATORY FORM*

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

Shipping Information

FROM:

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

SHIPPING DESTINATION 1:

Number of Labels Needed:

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

SHIPPING DESTINATION 2:

Number of Labels Needed:

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

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.

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

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

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

060311

NEED ASSISTANCE?

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

051002582

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World Of Asphalt and AGG1 Aggregates Forum & Expo
 Charlotte Convention Center
 March 13 - 15, 2012

Form Deadline Date:
 December 10, 2011

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- Crated
- Uncrated
- Machinery
- Total

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

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

3 List carrier name(s):

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

Phone Number _____

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

Phone Number _____

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

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

_____ lbs.

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

_____ lbs.

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

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

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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World Of Asphalt and AGG1 Aggregates Forum & Expo

Form Deadline Date:
December 10, 2011

Charlotte Convention Center
March 13 - 15, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Dear Exhibitor,

The goal at GES is to provide the best possible service to all our valued clients participating in World Of Asphalt and AGG1 Aggregates Forum & Expo. Please provide the following information to help us plan for your show needs and return the completed form by faxing to 866.329.1437 before February 20, 2012. GES thanks you for your time and participation.

Mobile Equipment

Are you bringing any mobile equipment for display (**trailers, tracked equipment, rubber tired**)?

Check one YES NO

How many are tracked? _____ Size _____ How many are rubber tired? _____

Size (*Check size by total weight*)

Number of pieces under 20,000# _____

Number of pieces under 50,000# _____

Number of pieces under 100,000# _____

Number of pieces under 250,000# _____

Number of pieces over 250,000# _____

Will mobile equipment need assembly after arriving? YES NO

Will assembly be done: (*check all that are applicable*)

OUTSIDE AT BOOTH

PRIOR TO TARGET ON TARGET DATE

Equipment required for assembly: Forklift/Size _____

Crane/Size _____

Time estimated for assembly: _____

Are there any assembled pieces over 1,000,000 #'s? _____

Will mobile equipment not needing assembly need any assistance in unloading by:

Crane Forklift Ramp

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World Of Asphalt and AGG1 Aggregates Forum & Expo

Charlotte Convention Center
March 13 - 15, 2012

IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of Charlotte Convention Center and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 1050 West Moorehead Street, Charlotte, NC 28208

A \$31.00 per shipment fee will be added to your invoice for use of this marshaling service.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Charlotte Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Charlotte Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$28.25 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at www.ges.com/chat.

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

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World Of Asphalt and AGG1 Aggregates Forum & Expo

Discount Deadline Date:

Charlotte Convention Center
 March 13 - 15, 2012

February 20, 2012

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Important Information & Rates

A storage area will be available for Exhibitor's literature and samples not requiring refrigeration. The charge for storage as described will be per skid, one skid minimum. This charge includes one time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72". When ready for delivery of material to or from storage, please notify the **GES Servicerter**. Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk

Notice – You MUST have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the **GES Servicerter**.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift with Operator		Discount	Regular
5,000#, ST	Code: 705200	\$ 200.25	\$ 235.25
5,000#, OT	Code: 705200	\$ 271.00	\$ 324.00
5,000#, DT	Code: 705200	\$ 341.00	\$ 411.50

Worker per Hour		Discount	Regular
Storage, ST	Code: 705044	\$ 66.00	\$ 82.50
Storage, OT	Code: 705044	\$ 99.00	\$ 123.75
Storage, DT	Code: 705044	\$ 132.00	\$ 165.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
		AM PM				
		AM PM				
		AM PM				
		AM PM				

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

Labor Payment Enclosed \$ _____

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, Per Pallet/Piece	\$63.60		\$
A.	Payment Enclosed			\$

Please Indicate

Please describe your product:

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

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

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World Of Asphalt and AGG1 Aggregates Forum & Expo

Charlotte Convention Center
March 13 - 15, 2012

Freight Handling Services

GES Exposition Services is prepared to receive your shipment either in advance at our local warehouse or directly to the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rates and arrival information, see the Freight Handling Order Form. GES must have payment before forwarding freight.**

Advance Shipments to GES Warehouse

Crates, Cartons, Fiber Cases Only

Rates Include:

Unloading crated freight. The warehouse cannot receive uncrated shipments
Storing at the warehouse for up to 30 days.
Unloading freight and delivery to your booth.
Reloading onto trucks and delivery to the exhibit site.

Included in the Exhibitor Package Plan:

Unloading freight and delivery to your booth.
Picking up, storing, and returning empty shipping containers.
Reloading freight for return to your specified destination.

Wednesday, March 7, 2012: *Make out the bill of lading and consign as follows:*
by 4:30 PM

Last day for shipments to arrive at the advance warehouse without surcharge.

Name of Exhibiting Company
World Of Asphalt and AGG1 Aggregates Forum & Expo
Your Booth Number
c/o GES Exposition Services
UPS Freight
5204 N Graham St
Charlotte, NC 28269

Direct Shipments to Exhibit Site

Included in the Exhibitor Package Plan:

Unloading freight and delivery to your booth.
Picking up, storing, and returning empty shipping containers.
Reloading freight for return to your specified destination.

Saturday, March 10, 2012: *Make out the bill of lading and consign as follows:*
beginning at 1:00 PM

First Day for shipments to arrive to show site

Name of Exhibiting Company
World Of Asphalt and AGG1 Aggregates Forum & Expo
Your Booth Number
c/o GES Exposition Services
Charlotte Convention Center
501 S. College Street
Charlotte, NC 28202



Equipment Painting Order Form

R-1c

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

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

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Charlotte Convention Center
March 13 - 15, 2012

Discount Deadline Date:

February 20, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ORDERS BY TELEPHONE NOT ACCEPTED

GES Exposition Services is the exclusive contractor for all Equipment Painting in the Charlotte Convention Center during World Of Asphalt and AGG1 Aggregates Forum & Expo.

Exhibitors can touch up their own equipment and display pieces with paint brushes within their assigned exhibit space.

If you require painting services, please complete the following:

1. What type of equipment do you need to have painted?

2. What type of painting is required?

3. When is this service required?

4. Materials supplied by: _____ Exhibitor _____ GES

If GES is to supply materials, please specify what is required:

All work will be done on a Time and Material basis.

102011 Csfm

NEED ASSISTANCE?

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

051002582

Order Directly Online: <https://ordering.ges.com/Show/Info/051002582>

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

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

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

World Of Asphalt and AGG1 Aggregates Forum & Expo

Charlotte Convention Center
March 13 - 15, 2012

Discount Deadline Date:

February 20, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

ADVANCE SHIPMENTS

Shipments that exhibitors desire to forward in advance, can be sent to the GES Exposition Services warehouse for storage, where they will be held for up to thirty (30) days and delivered to the exhibit site at the rate of:

\$ 8.65 per cwt.

LATE TO WAREHOUSE SHIPMENTS

In addition to the above charge, there will be a surcharge for advance freight received at the warehouse after the published deadline date of February 20, 2012 at the rate of 30% (\$50.00 minimum).

OVERTIME SHIPMENTS

There will be a surcharge for freight shipments that check in at our freight marshalling yard after 2:00 PM on weekdays. These shipments will be handled at the rate of:

\$ 10.20 per cwt.

Note: If the targeted move-in date requires a truck delivery of materials on a weekend or holiday, the Package Plan rates will apply

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COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

TO DETERMINE IF YOU NEED CLEANING LABOR, PLEASE READ THIS FORM CAREFULLY.

GES will provide equipment, materials and skilled technicians for the cleaning of heavy equipment and exhibition materials to remove dust, road grime and other contaminants resulting from in-transit travel.

Non-portable equipment will be cleaned while still loaded on truck or trailer. Rolling stock may be driven through the cleaning lane.

Cleaning will be done from a self-propelled cleaning station. Any length or width can be accommodated. There is a one-hour minimum.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and 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.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Rate
High Pressure Wash, Steam Code: 705037	\$ 161.50

*Rates include taxes for equipment used.

Please Indicate Service

Please indicate the type and number of pieces you anticipate for cleaning service:

Note: The methods, techniques and solutions listed above are considered safe for normal automotive and machinery painted surfaces. No responsibility for possible damage to painted or other surfaces is assumed by the cleaning vendor, nor GES Exposition Services.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM PM	AM PM				
	AM PM	AM PM				
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			A. Total Labor Ordered		\$	
Authorized Signature - Please Sign:			B. 25% (\$50.00) GES Supervision		\$	
<input checked="" type="checkbox"/>			C. Payment Enclosed		\$	

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

NEED ASSISTANCE?

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MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER	CONTACT'S HOTEL (OPTIONAL)		

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

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

Method of Payment — Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank wire transfer payment information:

Beneficiary: Global Experience Specialists
 c/o Bank of America **Account #:** 7188-1-01819
 901 Main Street, TX1-492-07-14 **ABA Routing #:** 0260-0959-3
 Dallas, TX 75202-3714 USA **SWIFT Address:** BOFAUS3N
 Telephone # 800-657-9533 ext 59248 **CHIPS Address:** 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
 2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

- If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

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

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard VISA American Express

____/____

*Signature Required Below

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

Calculation of Orders

	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT IN U.S. funds drawn on a U.S. Bank <small>Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.</small>	\$

To simplify payment, send a check payable to Global Experience Specialists, Inc. (GES) for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ _____

Enclosed is a check in the amount of: \$ _____

Check Number: _____ Dated: _____

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X _____
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT DATE

NEED ASSISTANCE?

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both the Exhibiting Firm and Third Party must complete this form, including Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Exhibiting Firm:

- | | |
|---|---|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Rental Furniture |
| <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Exhibit Systems |
| <input type="checkbox"/> Signs | <input type="checkbox"/> I & D Labor |
| <input type="checkbox"/> In-Booth Forklift Labor | <input type="checkbox"/> Material Handling In & Out |
| <input type="checkbox"/> Transportation Charges | |
| <input type="checkbox"/> Other (Please Specify) _____ | |

Third Party			
THIRD PARTY			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Third Party:

- | | |
|---|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Rental Carpet |
| <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> Signs |
| <input type="checkbox"/> I & D Labor | <input type="checkbox"/> In-Booth Forklift Labor |
| <input type="checkbox"/> Material Handling In & Out | <input type="checkbox"/> Transportation Charges |
| <input type="checkbox"/> Other (Please Specify) _____ | |

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

	-		-		-	
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PROVIDE EXPIRATION DATE MasterCard VISA American Express

EXPIRATION DATE

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

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Credit card charge authorization signature required below.

PLEASE SIGN X _____
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

	-		-		-	
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PROVIDE EXPIRATION DATE MasterCard VISA American Express

EXPIRATION DATE

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

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Credit card charge authorization signature required below.

PLEASE SIGN X _____
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

