



everything**exposition**

Attention Exhibitors:

ICSC Trade Exposition

Las Vegas Convention Center • May 21-23, 2006

Several incorrect dates were inadvertently published in your Exhibitor Services Manual:

Direct shipments may begin arriving on Friday, May 19, 2006 and will only be accepted through Saturday, May 20, 2006.

<u>Friday, May 19</u>	Installation	8:00 am – 5:00 pm
<u>Saturday, May 20</u>		8:00 am – 5:00 pm

<u>Sunday, May 21</u>	Show Hours	<u>2:30 pm</u> – 6:00 pm
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Please refer to the following forms for correct dates and times.

We are sorry for any inconvenience this may have caused.

For additional information or questions, please contact the GES National ServicerSM at 866.814.1752.



Show Information

International Council of Shopping Centers - Trade Exposition

Las Vegas Convention Center • May 21-23, 2006

Official Service Contractor

GES Exposition Services
7050 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 866.814.1752
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/contact

International Calls: 702.515.5970
International Faxes: 702.263.1520

Show Information

Exhibit Hall Carpet Color: Exhibit Hall is NOT Carpeted
Aisle Carpet Color: Blue

Booth Package

Booth Size: 10' X 10' (Actual working space is 10' x 9'3"*)
One-line ID Sign (7" x 44") Provided Automatically
Nightly Cleaning
*9" setback required by the Fire Marshal for electrical access

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

Friday, March 31, 2006	Discount Deadline for electrical orders received with payment
Refer to individual order forms	Discount Deadline for orders received with payment
Friday, April 21, 2006	Advance Shipments may begin arriving at Warehouse
Wednesday, May 10, 2006	Last day for Advance Shipments to arrive at Warehouse without surcharges
Friday, May 19, 2006	Direct Shipments may begin arriving at Exhibit Site
Saturday, May 20, 2006	Last day for Direct Shipments to arrive at Exhibit Site
Friday, May 19, 2006	Installation 8:00 am - 5:00 pm
Saturday, May 20, 2006	8:00 am - 5:00 pm
Sunday, May 21, 2006	Show Hours 2:30 pm - 6:00 pm
Monday, May 22, 2006	8:00 am - 6:00 pm
Tuesday, May 23, 2006	9:00 am - 6:00 pm
Tuesday, May 23, 2006	Dismantle Beginning at 6:00 pm
Wednesday, May 24, 2006	8:00 am - 6:00 pm

Shipping Addresses

Advance Shipments to Warehouse
c/o GES Exposition Services
7000 Lindell Road
Las Vegas, Nevada 89118

Shipments should arrive on or before:
May 10, 2006
WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING.

Direct Shipments to Exhibit Site
c/o GES Exposition Services
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, Nevada 89109

Shipments will be accepted beginning:
May 19, 2006

GES Servicenter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire.

Overtime rates will apply before 8:00 am and after 5:00 pm weekdays and all day Saturdays, Sundays and Holidays.



Transportation Plus & Material Handling Form

R-2C

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 866.814.1752 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

International Council of Shopping Centers - Trade Exposition Las Vegas Convention Center • May 21-23, 2006

DEADLINE DATE:
April 24, 2006

COMPANY NAME	CONTACT	FAX NUMBER	EMAIL ADDRESS	BOOTH NUMBER
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CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 4:30pm; Closed 12:00pm - 1:00pm & Holidays.

ADVANCE SHIPMENTS TO GES WAREHOUSE (300 POUND MINIMUM PER SHIPMENT)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Standard Kit Rates Are: Complete the Calculation of Material Handling Charges on the bottom of this form if not using Transportation Plus.

Crated Materials

\$ 72.75 cwt \$ 218.25 min

Ship with GES Logistics to receive your Transportation Plus Savings. Rates Are:

To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8B) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Please call for a quote for any shipments that are over 5,000 lbs. at 888.454.4437. Transportation Plus does not apply to shipments that are considered Small Package or Local. Round Trip is required to qualify for Transportation Plus rates.

Crated Materials

\$ 65.48 cwt \$ 196.44 min

DIRECT SHIPMENTS TO EXHIBIT SITE (300 POUND MINIMUM PER SHIPMENT)

Rates include: 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.

Standard Kit Rates Are: Complete the Calculation of Material Handling Charges on the bottom of this form if not using Transportation Plus.

Crated Materials

\$ 66.25 cwt \$ 198.75 min

Uncrated Materials

\$ 73.75 cwt \$ 221.25 min

Ship with GES Logistics to receive your Transportation Plus Savings. Rates Are:

To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8B) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Please call for a quote for any shipments that are over 5,000 lbs. at 888.454.4437. Transportation Plus does not apply to shipments that are considered Small Package or Local. Round Trip is required to qualify for Transportation Plus rates.

Crated Materials

\$ 59.63 cwt \$ 178.89 min

Uncrated Materials

\$ 66.38 cwt \$ 199.14 min

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.	First Carton.....	\$ 33.50
	Each Additional Carton.....	\$ 7.50

***NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.

<ul style="list-style-type: none"> • Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate. • Overtime: All other times, Saturdays, Sundays, Holidays. • Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show. • Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show. • Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show. 	EXCESS DECLARED VALUE OPTION:	
	<p>Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.</p> <p>Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00. Excess declared value is not available for items listed on form G-7.</p> <input type="checkbox"/> Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).	

CALCULATION OF MATERIAL HANDLING CHARGES

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total pieces:	
Total Weight (300 lbs minimum per shipment):	+ 100 =	x Rate:	= \$
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total cartons:	= \$

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

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:

Advance Date: May 10, 2006, Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

Direct Date: May 19, 2006, First day shipments may begin arriving at the exhibit site.

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

Authorized Signature: **X**

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

AUTHORIZED NAME - PLEASE PRINT	DATE
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063005



GES Logistics Material Handling & Shipping Form

R-8B

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 888.454.4437 • FAX: 702.515.5972
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.515.5972

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

International Council of Shopping Centers - Trade Exposition Las Vegas Convention Center • May 21-23, 2006

COMPANY NAME	CONTACT	FAX NUMBER	EMAIL ADDRESS	BOOTH NUMBER
PICK UP INFORMATION				
DATE	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT	PHONE NUMBER			FAX NUMBER
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY)				WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

DELIVERY INFORMATION				
DATE	RECEIVING HOURS			
DESTINATION	EXHIBITOR NAME			
SHOW NAME	BOOTH #			
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR	CONTACT			PHONE NUMBER

METHOD OF SHIPMENT		
Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs* Shipments 101 lbs and up* _____ *Subject to applicable surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.	<input type="checkbox"/> Special Instructions (Additional charges may apply)

WEIGHT & DIMENSIONS (FINAL RATE SUBJECT TO CORRECT WEIGHT & DIMENSIONS)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____ via: _____							Total pieces: _____				
Total Weight (300 lbs minimum per shipment): _____ ÷ 100 = _____							x Rate: _____ = \$ _____				
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____ via: _____							Total cartons: _____ = \$ _____				

Hazardous Materials Contact Number
() _____ - _____

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:
Advance Date: May 10, 2006, Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

Direct Date: May 19, 2006, First day shipments may begin arriving at the exhibit site.

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

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature – Please Sign: _____	1. Total Estimated Charges	\$
	2. 30% Late Arrival Surcharge	\$
	3. Excess Declared Value	\$
	4. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT _____		DATE _____

EXCESS DECLARED VALUE OPTION:
Note 1: STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.
Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.
Note 3: Declared value \$ _____. Excess declared value available from GES, up to \$100,000.00.
 Excess declared value is not available for items listed on form G-7.
 Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

063005

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See Hanging Sign / Truss Information (H-1) form for a Hanging Sign shipping label. 071405

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

Int'l Council of Shopping Centers - Trade Exposition

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, Nevada 89109

**SHIPMENT WILL BE ACCEPTED BEGINNING:
May 19, 2006.**

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

Int'l Council of Shopping Centers - Trade Exposition

NAME OF EXHIBITION

BOOTH NUMBER

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Number _____ of _____ pieces



RUSH!

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EXHIBITION FREIGHT

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EXHIBITING COMPANY

Int'l Council of Shopping Centers - Trade Exposition

NAME OF EXHIBITION

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C/O GES EXPOSITION SERVICES
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3150 Paradise Road
Las Vegas, Nevada 89109

**SHIPMENT WILL BE ACCEPTED BEGINNING:
May 19, 2006.**

Carrier _____

Number _____ of _____ pieces

