

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

Affiliate Summit West  
Paris Las Vegas  
January 7 - 9, 2018

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601558/contactus/esm>

## Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970  
7000 Lindell Road FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520  
Las Vegas, NV 89118-4702

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

## Show Information

### Exhibit Hall Booth Package:

Booth Size: 10' x 10'  
Backwall Drape: Black  
Sidewall Drape: Black  
Facility Carpeted: Yes

### Meet Market Booth Package:

Booth Size: Tabletop  
(1) 6' White Skirted Table  
(2) Plastic Contour Chairs  
(1) Wastebasket  
(1) Table ID Sign

### RevShare Roundup Package:

One (1) 40" height x 40" length x 17.5 width counter space  
One (1) 11" x 17" exhibitor ID sign listing affiliate program(s)

## Discount Deadline Date

Monday, December 18 GES orders must be received with payment by this date.

## Meet Market Hours (Meet Market Table):

Sunday, January 7 9:00 AM - 12:00 PM Exhibitor Move In  
12:00 PM - 6:00 PM Show Hours  
6:00 PM - 7:00 PM Exhibitor Move Out

## RevShare Roundup - Session 1 (RevShare Counter):

Sunday, January 7 11:30 AM - 12:00 PM Exhibitor Move In  
12:00 PM - 2:00 PM Show Hours  
2:00 PM - 2:30 PM Exhibitor Move Out

## RevShare Roundup - Session 2 (RevShare Counter):

Sunday, January 7 3:30 AM - 4:00 PM Exhibitor Move In  
4:00 PM - 6:00 PM Show Hours  
6:00 PM - 6:30 PM Exhibitor Move Out

## Exhibit Hall Hours (Booth or Enclosed Meeting Room):

Sunday, January 7 6:00 PM - 6:30 PM Enclosed Meeting Room or Booth Exhibitor Set Up  
Monday, January 8 8:00 AM - 5:00 PM Exhibit Hall Open (exhibitors may refresh their space 9:00 AM - 10:00 AM)  
10:00 AM - 5:00 PM Exhibit Hall Open (exhibitors may refresh their space 9:00 AM - 10:00 AM)  
Tuesday, January 9 10:00 AM - 4:00 PM Exhibit Hall Open (exhibitors may refresh their space 9:00 AM - 10:00 AM)  
4:00 PM - 11:59 PM Exhibitor Move-Out\*

**Please take notice - this event moves out on overtime, all applicable surcharges will apply.**



### Facility Clear

Tuesday, January 9 11:59 PM All exhibitor materials must be removed.

### Carrier Pick Up Post-Show from Warehouse

Thursday, January 11 8:00 AM Carrier pick-up post show from warehouse begins.

Thursday, January 18 4:30 PM Carrier pick-up post show from warehouse ends.

In addition, carriers must be directed to pick up outbound shipments at the GES warehouse. Shipments that that are loaded at the facility will be charged a 30% surcharge.

Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

### Advance Shipments to Warehouse/ Post Show Pickup:

c/o GES  
Affiliate Summit West  
(Your Company Name & Booth Number)  
7000 Lindell Road  
Las Vegas, NV 89118  
USA

### Shipments should arrive on or between:

December 5 - January 3, 2018

Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

### No Direct Shipping Notification:



**Attention**

Direct to showsite shipments **will not** be accepted at the Paris Las Vegas.

All exhibit materials must be sent in advance to the GES warehouse. Paris Las Vegas does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Paris Las Vegas will be consigned to GES and you will be billed higher material handling charges by GES and a 30%. Exhibitors may also be billed an additional receiving charge by the Paris Las Vegas for any items sent directly to the Paris Las Vegas.