

Conference Information

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

Affiliated Summit East Conference
New York Marriott Marquis
July 30 - August 1, 2017

Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/081600527/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 at your conference to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Conference Information

Exhibit Hall Booths

Booth Size:	8' x 10'	Booth Size:	10' x 10'
Backwall Drape:	Blue	Backwall Drape:	Blue
Sidewall Drape:	Blue	Sidewall Drape:	Blue

Booth Size:	10' x 20'
Backwall Drape:	Blue
Sidewall Drape:	Blue

Meet Market

1 - 6' White Skirted Table
2 - Plastic Contour Chairs
1 - Wastebasket

Meeting Rooms

Booth Size:	10' x 10'
1 - 40" Starbase Table	
4 - Contemporary Arm Chairs	
1 - Wastebasket	

Discount Deadline Date

Monday, July 10 GES orders must be received with payment by this date.

Meet Market Hours (Meet Market Table):

Sunday, July 30	9:00 AM - 12:00 PM	Meet Market Exhibitor Set Up
Sunday, July 30	12:00 PM - 6:00 PM	Meet Market Open
Sunday, July 30	6:00 PM - 7:00 PM	Meet Market Exhibitor Move-Out

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

Exhibit Hall Hours (Booth or Enclosed Meeting Room):

Sunday, July 30	8:00 AM - 6:00 PM	Enclosed Meeting Room or Booth Exhibitor Set Up
Monday, July 31	10:00 AM - 5:00 PM	Exhibit Hall Open (exhibitors may refresh their space 9:00 AM - 10:00 AM)
Tuesday, August 1	10:00 AM - 4:00 PM	Exhibit Hall Open (exhibitors may refresh their space 9:00 AM - 10:00 AM)
Tuesday, August 1	4:00 PM - 11:55 PM	Exhibitor Move-Out*

Please take notice - this event moves in on overtime, all applicable surcharges will apply

Facility Clear

Tuesday, August 1 11:55 PM All exhibitor materials must be removed.

Carrier Pick Up Post-**Conference** from Warehouse

Thursday, August 3 8:00 AM Carrier pick-up post conference from warehouse
Thursday, August 3 begins. 4:30 PM Carrier pick-up post conference from warehouse ends.

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

Advance Shipments to Warehouse/ Post **Conference** Pickup:

c/o GES
Affiliated Summit East Conference
(Your Company Name & Booth Number)
203 Kuller Rd.
Clifton, NJ 07011
USA

Shipments should arrive on or between:

June 27 - July 26, 2017
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM
The warehouse will be closed July 3 & 4, 2017.

No Direct Shipping Notification:



All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments will not be accepted at the New York Marriott Marquis. New York Marriott Marquis does not have the capabilities to receive nor have adequate storage space for Exhibitor materials. Any materials shipped to the New York Marriott Marquis will be consigned to GES and you will be billed higher material handling charges by GES and A 30% (\$50.00 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the New York Marriott Marquis for any items sent directly to the New York Marriott Marquis.