

# Show Information

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

Affiliate Summit East Conference  
 New York Marriott Marquis  
 July 29 - 31, 2018

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/081670108/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 show to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

## Show 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'	<b>Meet Market</b>
Backwall Drape:	Blue	1 - 6' White Skirted Table
Sidewall Drape:	Blue	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 9 GES orders must be received with payment by this date.

## Meet Market Hours (Meet Market Table):

Sunday, July 29 9:00 AM - 12:00 PM Meet Market Exhibitor Set Up  
 Sunday, July 29 12:00 PM - 6:00 PM Meet Market Open  
 Sunday, July 29 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 29 8:00 AM - 6:00 PM Enclosed Meeting Room or Booth Exhibitor Set Up  
 Monday, July 30 10:00 AM - 5:00 PM Exhibit Hall Open (exhibitors may refresh their space 9:00 AM - 10:00 AM)  
 Tuesday, July 31 10:00 AM - 4:00 PM Exhibit Hall Open (exhibitors may refresh their space 9:00 AM - 10:00 AM)  
 Tuesday, July 31 4:00 PM - 11:55 PM Exhibitor Move-Out\*

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

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### Facility Clear

Tuesday, July 31 11:55 PM All exhibitor materials must be removed.

### Carrier Pick Up Post-Show from Warehouse

Thursday, August 2 8:00 AM Carrier pick-up post show from warehouse begins.  
Thursday, August 2 4:00 PM Carrier pick-up post show from warehouse ends.

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 East Conference  
(Your Company Name & Booth Number)  
203 Kuller Rd.  
Clifton, NJ 07011  
USA

### Shipments should arrive on or between:

June 26 - July 25, 2018  
Hours for receiving are Monday - Friday, 8:00 AM - 4:00 PM  
The warehouse will be closed July 4, 2018.

### 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%. 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.

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