



HOW TO USE THE GES EXPRESSO SITE

Amanda Butler
IMTS Call Center Manager
GES

- WHERE TO BEGIN? -

◆ REORDER BY DUE DATE

<input type="checkbox"/> Edit Company Profile	Due: 6/15/18	+ Note	✉ Reminder
<input type="checkbox"/> Exhibitor Housing	Due: 8/1/18	👁 Hide + Note	✉ Reminder
<input type="checkbox"/> Exhibitor Registration	Due: 8/10/18	+ Note	✉ Reminder
<input type="checkbox"/> Freight Planner Questionnaire	Due: 3/14/18	+ Note	✉ Reminder
<input type="checkbox"/> Maintain Your Purchased Passport Seats	Due: 3/31/19	+ Note	✉ Reminder
<input type="checkbox"/> Request Booth Change	Due: 6/1/18	+ Note	✉ Reminder
<input type="checkbox"/> Review Invoice	Due: 9/15/18	+ Note	✉ Reminder
<input type="checkbox"/> Visit Us at IMTS - Widget / Web Banner	Due: 9/15/18	👁 Hide + Note	✉ Reminder

- FREIGHT PLANNER – 4 PARTS

Your Custom Block Package Info

Company: GES

Booth #: 331234

Custom Block Color: **Tan**

Custom Block Level: **Basic**

Need Help?



Call (800) 801-1429 or (702) 515-5970 Monday-Friday 6:00 AM - 5:00 PM PST.

Freight Planner and Custom Block Information

In order to determine which Custom Block Color you qualify for, the following information must be submitted by March 14, 2018. You may continue to update and submit your information as many times as you need after that date.

Please provide the information below. If you do not know it at this time, please leave it blank. If this form is submitted with no information, a custom block color cannot be assigned.

GES will adjust pricing, up or down, based on the actual Material Handling / Drayage Density (pounds per square foot) that each individual exhibitor brings to IMTS 2018.

International Exhibitor Displaying Machinery

- My machines will be shipped from outside of the United States.
- My machines will be in operation during the show.

Please indicate one of the following regarding the machinery and display information below.

- Preliminary Information - this information could change so I will provide updates as needed
- Final Information - this information is not changing any more

Contact Information

Company Name*

Booth Number*

- PART 1

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Contact Information

Company Name:

GES

Contact Name:

Ms. Show Contact

Email:

showcontact@gmail.com

Booth Number:

331234

Phone Number: (123-456-7890)

123-456-7890

- PART 2

Machinery

No machines

Weight in LBS	Dimensions in Feet			Machine Will Arrive			
	Length	Width	Height	Stays On Skids?	Crated Skidded	Uncrated/ Unskidded	Assembly Required?
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Add Another Machine

Remove A Machine

Display

No display. Hand carry only.

I will ship my display:

- To the advance warehouse
- Direct to showsite

The estimated weight of my display material is:

 lbs. (no commas, dashes, or periods)

My display is:

- Crated
- Uncrated (loose)

I will require accessible storage during the show:

- Yes
- No

- PART 3

Carrier Information

Carrier 1

Carrier Name

Carrier Phone Number

Carrier Contact Name

Carrier Contact Email Address

Your Shipping Department Contact

Shipping Contact Phone Number

How many truck loads will be shipped with the carrier?

Add Another Carrier

Remove A Carrier

- PART 4

The screenshot shows a web interface for task management. A green 'Submit' button is highlighted with a black arrow pointing to a dark grey notification box. The notification box contains the text 'Freight Planner & Custom Block Information Submitted' and a message: 'You have qualified for the **Brown** custom block package. Next, choose your specific Custom Block Level.' Below the notification are two green buttons: 'Select Level' and 'Don't Select Level'. The main task form has a yellow background for the 'Due Date' field, which is 'Wednesday, March 14, 2018'. Below this is a prompt: 'Please update the status of the task if appropriate and click the save button:'. A dropdown menu shows 'Not Done'. Below the dropdown is a text area labeled 'Your Notes:'. At the bottom is a 'History' table with columns 'Date', 'Change', and 'By'. The table contains one entry: 'Wednesday, November 15, 2017', 'Not Done', and 'IMTS18\0000021'.

Submit

Freight Planner & Custom Block Information Submitted

You have qualified for the **Brown** custom block package. Next, choose your specific Custom Block Level.

Select Level **Don't Select Level**

Due Date: Wednesday, March 14, 2018

Please update the status of the task if appropriate and click the save button:

Not Done

Your Notes:

History

Date	Change	By
Wednesday, November 15, 2017	Not Done	IMTS18\0000021

- CUSTOM BLOCK LEVELS -

Select Custom Block Level

We see you qualified for the **Brown** package. Your placement in this package is based on your actual freight weight density per square foot. Please view the options below and select one Custom Block Level you'd like to reserve. You can change your level until Wednesday, July 27, 2016. Click Submit when you're done and start ordering what your package includes. We will take into account your package inclusions and not charge you unless you order items not included in your package.

Customer Block Package
Freight density > 57.99 lbs/sq foot

Basic - \$33.96 per sq/ft plus applicable taxes

Includes:

- 26oz Plush Carpet
- Visqueen Covering
- Nightly Vacuuming
- Material Handling
- Rigging Labor and Equipment (Not included Tan Package)
- Standard Furniture & Accessories (Not included in Yellow, Orange, Purple, Blue or Brown Basic Package)

A - \$35.74 per sq/ft plus applicable taxes

Includes:

- 26oz Plush Carpet
- Visqueen Covering
- Nightly Vacuuming
- Material Handling
- Rigging Labor and Equipment (Not included Tan Package)
- Carpet Padding
- Standard Furniture & Accessories

B - \$44.18 per sq/ft plus applicable taxes

Includes:

- 50oz Plush Carpet
- Visqueen Covering
- Nightly Vacuuming
- Material Handling
- Rigging Labor and Equipment (Not included Tan Package)
- Standard Furniture & Accessories
- Specialty Furniture

C - \$46.75 per sq/ft plus applicable taxes

Includes:

- 50oz Plush Carpet
- Visqueen Covering
- Nightly Vacuuming
- Material Handling
- Rigging Labor and Equipment (Not included Tan Package)
- Carpet Padding
- Standard Furniture & Accessories
- Specialty Furniture
- Scrap and Waste Removal

Submit

Overtime charges may apply after 4:30PM and are in addition to custom block pricing. If no choice is made, you will default into the base level and all products and services outside of the Basic Level inclusions will be charged on an ala carte basis.

Custom Block Package Options Submitted

Your custom block package options have been saved. It is recommended at this time that you indicate your carpet options to complete your preliminary ordering information.

Ok

Select Carpet Options

- THE STARTING GUIDE - 2 PARTS

Your Current Custom Block Color is: **Brown**

Your Current Custom Block Level is: **Basic**

At anytime while logged into Espresso you will be able to find this same information on the left-hand-side within the [Your Custom Block Package Info](#) box. When you hover over the color and the level other than Basic a pop-up messages will display telling you what you qualify for at not charge.

The GES **Brown** **Basic** package items include:

- Material Handling Services
- Rigging Labor & Equipment
- Custom Cut 26 oz. Plush Carpet in exhibitor's color choice
- Visqueen protective covering during the show move-in
- Nightly Vacuuming

Before proceeding, please answer the following question:

Are you going to need the carpet provided in the package for the booth?

Yes, I do want the carpet included and will make sure to order my carpet color choice.

Submit

To start the process of getting the package inclusions, please follow these steps:

1. Click [here](#) to be directed to the carpet form and select your color choice.
2. Once Carpet is placed in your shopping cart, you may continue to order any additional products or services using the Navigation Panel on the left-hand side.

Interested in upgrading your level to **A**, **B** or **C** ?

If so, please go to the [Select Custom Block Level Upgrade](#) page to upgrade.

*Hover over the letters to see a pop-up message that will provide you with details for each upgrade. These are optional and provide additional cost certainty for an expanded grouping of products or services for an additional cost.

If at any time you have questions, please contact the [GES - IMTS Information Center](#).

- PART 1

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- PART 2

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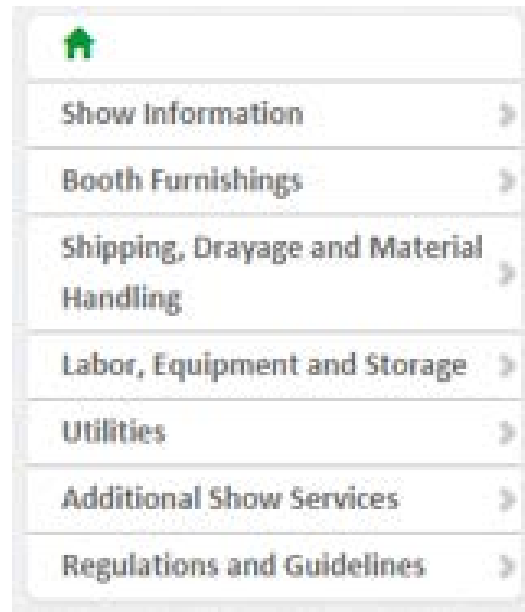
Any changes to the machinery or equipment weights?

If so, please updatefill out the [Freight Planner and Custom Block Information](#) page.

*If the freight density exceeds 17.99 lbs. or Rigging Labor & Equipment is needed , the Custom Block Color will be bumped up to a different color and additional costs will be incurred.

If at any time you have questions, please contact the [GES - IMTS Information Center](#).

- NAVIGATION PANEL — 2 PARTS



- PART 1

- Show Information

- Starting Guide
- Show Information
- Custom Block Pricing
- GES Services Pledge for IMTS
- Cost Savers vs. Consequences
- Building Colors
- Request for Order Confirmation Review
- Important Dates and Deadlines
- Previously Ordered Items
- Submit Credit Card
- Checklist

- Booth Furnishings

- Standard Furniture & Accessories
- Specialty Furniture
- A la Carte Carpet & Flooring
- A la Carte Chairs & Seating
- A la Carte Tables & Counters
- A la Carte Accessories
- Graphics & Signage
- Digital File Preparation
- Product Display
- Booth Layout - Display
- Exhibit Systems

- Shipping, Drayage & Material Handling

- Freight Planner & Custom Block Info
- Select Custom Block Level Upgrade
- Shipping & Material Handling
- Directions to Advanced Warehouse
- Print Shipping Labels
- Vehicle Placement
- Review for Target Date Change
- Request for Pre-Printed BOL & Outbound Labels

- PART 2

- Labor, Equipment & Storage

- Trade Labor Descriptions
- Schedule Labor, Equipment & Storage
- Show Site Storage
- Cleaning & Porter Services
- Disposal Services

- Utilities

- Plumbing, Air, Water & Gas
 - *Machine Anchoring
- Booth Layout – Plumbing

- Additional Show Services

- ethnoMetrics Services
-

- Regulations & Guidelines

- Exhibitor Rights
- Fire Regulations
- Official Service Provider Information
- Stop. Think. Safety

- IMTS CALL CENTER INFORMATION -

NAME	DEPARTMENT	DIRECT LINE	EMAIL ADDRESS
Amanda Butler	GES - IMTS Call Center Manager	(630) 539-4872	Abutler@ges.com
Arencenia Harris	Freight Representative	(630) 539-4875	ArHarris@ges.com
Sharmin Boyd	South Building Representative Booth 338000 - 339999	(630) 295-6041	Sboyd@ges.com
Bryan Garcia	North Building Representative Booths 210100 - 210999 Booths 236000 - 237999	(630) 671-7986	Bgarcia@ges.com
Nya Carney	East Building – Level 3 Representative Booth 133000 - 135999	(630) 351-7763	Ncarney@ges.com
Ceara Brown	East Building – Level 2 Representative Booth 121000 - 121999	(630) 539-4874	Cebrown@ges.com
Kristina Vicory	West Building Representative Booth 431000 - 432999	(630) 351-7768	Kvicory@ges.com
Carlos Rosas	Target Date Representative	(630) 295-6040	Crosas@ges.com