

## Introductory Letter

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Dear Exhibitor,

We are pleased that GES has been selected as your Official Service Contractor for the:

### **Spring Home Show**

Please review this manual carefully. It contains information and order forms for each of the many services offered by GES. If we are to serve you efficiently, it is most important that you return these forms to us promptly.

Please find below a list of the display items that are included in each standard booth:

Each standard booth is: 10' x 10' and includes:

- *8' High Back Wall Drape*
- *3' High Side Wall Drape*

**\*\* EACH BOOTH MUST HAVE APPROPRIATE FLOOR COVERING \*\***

#### **Online ordering:**

We are pleased to be able to offer our online ordering services. To access our online order forms, go to [www.gesexpo.ca](http://www.gesexpo.ca).

By placing your orders in advance, you can save up to 40% on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary.

GES requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, & American Express, as well as cheques.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at 306-347-8280 and ask to speak to an Exhibitor Service Executive (ESE).

In addition, our GES Servicentre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a most successful event.

**Payment & Credit Card Charge Authorization**

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

COMPANY NAME	EMAIL ADDRESS	BOOTH #
STREET	CITY	PROVINCE
		POSTAL CODE
PHONE	FAX	P.O. #
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #	

**Payment Policy**

**Payment for Services** - GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card

**Discount Pricing** - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

**Method of Payment** - GES accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques.

**Third Part Billing** - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**Tax Exempt** - If you are tax exempt in Canada you must provide a GST Exemption Certificate. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments & Cancellations** - No adjustments will be made to invoices after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES set up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please call GES at 877.505.7767 or visit the GES Servicentre at the show.

**Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES.**

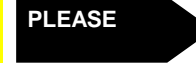
You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

**Bank wire transfer information:**

**GES CANADA Exposition Services Ltd.**  
 Canadian Imperial Bank of Commerce, 939 Lawrence Avenue E.  
 North York, Ontario, Canada, M2C 1P9  
 Canadian Dollars: Account # 73-07616 Transit # 00132 Swift Code: CIBCCATT  
 Routing/BIC/NCC/BSC or ABA # 026009593  
 American Dollars: Account # 0267015 Transit # 00132 Swift Code: CIBCCATT  
 Routing/BIC/NCC/BSC or ABA # 026009593  
**To properly credit your account**, send the following information to the GES CANADA address listed on the order forms: ● exhibiting company name, show name and the booth # ● date and amount of the transfer  
 ●bank and country where transfer originated.

**I agree in placing this order that I have accepted GES payment policy and GES Terms & Conditions of Contract**

**PLEASE** 

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
 DATE

**Credit Card Charge Authorization**

(All Information Must Be Provided)

**PROVIDE EXPIRATION DATE** 

**EXPIRATION DATE** \_\_\_\_\_

MasterCard  
 VISA  
 American Express

**Account #** \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

PROVINCE / STATE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

**PLEASE** 

\_\_\_\_\_  
 CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
 DATE

**Calculation of Orders**

Furnishings	\$
Carpet	\$
Cleaning	\$
Show Special	\$
Exhibit System Rentals (GEM)	\$
Installation & Dismantling Labour	\$
Material Handling	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>FULL PAYMENT DUE:</b>	\$

**To simplify payment**, send a cheque payable to GES CANADA for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ \_\_\_\_\_

Enclosed is a cheque in the amount of: \$ \_\_\_\_\_

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

**SAVE TIME WITH GES ON-LINE ORDERING AT [www.gesexpo.ca](http://www.gesexpo.ca)**

# Furniture & Accessories Order Form

1-1030 Kearns Cres RM of Sherwood, SK S4L 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

## PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
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### Skirted Tables

<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour:</i>					
	24 (DT4)	Skirted 4' Table, Skirted 4 Sides	\$ 67.50	\$ 95.00	\$
	26 (DT6)	Skirted 6' Table	\$ 67.50	\$ 95.00	\$
	28 (DT8)	Skirted 8' Table	\$ 67.50	\$ 95.00	\$
	(DMS)	4th Side Skirted, Optional	\$	25.00	\$
		<b>Show Special on page E12-6 (table, chairs and carpet)</b>	\$ 190.00	N/A	

### Skirted Raised Tables

<i>Skirting for Raised Tables - White Vinyl Top &amp; Pleated Skirt on 3 Sides, Choose Colour:</i>					
	24H (RD4)	Skirted 4' Raised Table, Skirted 4 Sides	\$ 85.00	\$ 119.00	\$
	26H (RD6)	Skirted 6' Raised Table	\$ 85.00	\$ 119.00	\$
	28H (RD8)	Skirted 8' Raised Table	\$ 85.00	\$ 119.00	\$
	(DMS)	4th Side Skirted, Optional	\$	21.00	\$

### Unskirted Tables

	(UD4/6/8)	Unskirted Table (30" high)	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$ 40.00	\$ 56.00	\$
	(RUD4/6/8)	Unskirted Raised Table (40" high)	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$ 50.00	\$ 70.00	\$

### Tables

	23 (FCOFT)	Round Coffee Table, 18" Tall	\$ 67.50	\$ 95.00	\$
	21 (FPEDT)	Round Starbase Table, 30" Tall	\$ 67.50	\$ 95.00	\$
	(FPEDT)	Round Starbase Table, 42" Tall	\$ 67.50	\$ 95.00	\$
		Black Spandex cover for 42" Starbase Table	\$ 40.00	\$ 56.00	\$

### Chairs

	14 (FGFAC)	Arm Chair, Padded Grey	\$ 30.00	\$ 39.00	\$
	(FFC)	Folding Chair	\$12.50	\$ 17.50	\$
	16 (FGFCS)	Counter Stool, Padded Grey	\$ 65.00	\$ 91.00	\$

### Display Accessories

	32 (FCSU)	Counter Storage Unit	\$ 160.00	\$ 210.00	\$
	55 (FCSH)	Signholder	\$ 40.00	\$ 56.00	\$
	70 (FESL)	Easel	\$ 40.00	\$ 56.00	\$
	(FLR)	4 Pocket Literature Stand	\$ 75.00	\$ 105.00	\$
	(FBH)	Bag Stand	\$ 52.00	\$ 73.00	\$
	56 (FWB)	Wastebasket	\$ 12.00	\$ 17.00	\$
	(FCS)	Tape Stanchion	\$ 27.00	\$ 38.00	\$

### Custom Booth Drape

<i>8' Back Drape &amp; 3' Side Drape, 4 feet minimum order</i>					
	10 (D3)	Linear feet of Side Drape per foot (3' High)	\$ 4.75	\$ 6.65	\$
	11 (D8)	Linear feet of Back Drape per foot (8' High)	\$ 5.50	\$ 7.70	\$
		<i>Please include Booth Layout form for placement of items</i>			

<b>Table/Raised Table Skirts/Drape Colours:</b> Black will be provided if no colour is indicated below: Black, Blue, Forest Green, Grey, Red, White.	<b>TOTAL OF ALL ITEMS ORDERED:</b>	\$
	<b>5% GST:</b>	\$
	<b>6% PST:</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit. Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

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

**SAVE TIME WITH GES ON-LINE ORDERING AT [www.gesexpo.ca](http://www.gesexpo.ca)**

**Carpet Order Form**

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

**PRICE LIST**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
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**Standard Carpet**

	C1010	10' x 10' 16 oz. Standard Booth Carpet	\$ 130.00	\$ 182.00	\$
	C1020	10' x 20' 16 oz. Standard Booth Carpet	\$ 260.00	\$ 364.00	\$
	C1030	10' x 30' 16 oz. Standard Booth Carpet	\$ 390.00	\$ 546.00	\$

**Custom-Cut Carpet**

*Custom-cut carpet is required for all booths larger than 30', or for booths configured as an island or peninsula. No Exceptions.*

	CMISC	_____ ' X _____ ' = _____ Sq.Ft.	\$ 1.50	\$ 1.90	\$
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*Price include delivery, installation, rental, and removal.*

**Under Padding**

	CACU	10' x 10' Under Padding	\$ 126.00	\$ 176.00	\$
	CACU	10' x 20' Under Padding	\$ 252.00	\$ 353.00	\$
	CACU	10' x 30' Under Padding	\$ 378.00	\$ 529.00	\$
	CACU	_____ ' X _____ ' = _____ Sq.Ft.	\$ 1.26	\$ 1.76	\$

**Plastic Covering For Protection**

	CAPC	_____ ' X _____ ' = _____ Sq.Ft.	\$ 0.22	\$ 0.30	\$
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*Exhibitor is responsible for the removal of the plastic covering prior to show opening.*

**Carpet Packages**

		10' x 10' Carpet Package	\$ 231.00	\$ 323.00	\$
		10' x 20' Carpet Package	\$ 462.00	\$ 647.00	\$
		10' x 30' Carpet Package	\$ 693.00	\$ 970.00	\$
		_____ ' X _____ ' = _____ Sq.Ft.	\$ 2.31	\$ 3.15	\$

*Includes carpet, under pad, and plastic covering.*

**Please Indicate Choice**

**Carpet Colour:**

Black     Blue     Red     Green     Pepper

Notes:	<b>TOTAL OF ALL ITEMS ORDERED:</b>	\$
	<b>5% GST</b>	\$
	<b>6% PST</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.  
 Cancellation Policy: Carpet cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH # \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT \_\_\_\_\_ DATE \_\_\_\_\_

**DEADLINE DATE:**  
 March 9, 2018

**Booth Cleaning Order Form**

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

**PRICE LIST**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
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**Initial Cleaning Service**

*Service performed the evening prior to show opening. Carpets are vacuumed and waste baskets are emptied*

	BCICB	10' x 10' Booth	\$ 31.50	\$ 48.00	\$
	BCICSF	10' x 20' Booth	\$ 63.00	\$ 96.00	\$
	BCICSF	10' x30' Booth	\$ 94.50	\$ 144.00	\$
	BCICSF	_____ ' X _____ ' X = _____ Sq.Ft.	\$ 0.32	\$ 0.48	\$

**Daily Cleaning Service**

*Service performed prior to show opening and each night at show close for duration of the show. Carpets are vacuumed and wastebaskets are emptied.*

	BCDC100	10' x 10' Booth	\$ 78.00	\$ 109.00	\$
	BCDC100	10' x 20' Booth	\$ 156.00	\$ 164.00	\$
	BCDC100	10' x 30' Booth	\$ 234.00	\$ 218.00	\$
	BCDCSF	_____ ' X _____ ' = _____ Sq.Ft. (Booths 400 - 1000 sq.ft.)	\$ 0.78	\$ 1.09	\$
	BCDCSF	_____ ' X _____ ' = _____ Sq.Ft. (Booths 1000 sq.ft. or larger)	\$ 0.62	\$ 0.87	\$

Notes:	<b>TOTAL OF ALL ITEMS ORDERED:</b>	\$
	<b>5% GST</b>	\$
	<b>6% PST</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

**All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.**

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

**SAVE TIME WITH GES ON-LINE ORDERING AT [www.gesexpo.ca](http://www.gesexpo.ca)**



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

**Spring Home Show**  
March 22 - 25, 2018

Evraz Place

**DISCOUNT DEADLINE DATE:**  
March 9, 2018

**Show Special**  
**Only Available for 10' x 10' Booth Spaces**

***Includes:***

- 10' x 10' Carpet - Pepper
- 8' Skirted Table - Choice of Colour
- 2 - Folding Chairs

**Please Note Special is only Available Before The Discount Deadline Date**

**201, Show Special**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	24 (DT4)	Show Special	\$ 190.00	NA	\$

**Please Indicate Colour Choice**

**Table Skirt Colour**

- Black       Red  
 Blue       Silver

Notes:

<b>TOTAL OF ALL ITEMS ORDERED:</b>	\$
<b>5% GST:</b>	\$
<b>6% PST:</b>	\$
<b>PAYMENT ENCLOSED:</b>	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

**Cancellation Policy: Due to material and labour costs, order cancelled before move-in begins will be charge 50% of original price. Similarly, order cancelled after move-in begins will be charged 100%**

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE <b>X</b>	AUTHORIZED CONTACT	DATE

# Installation & Dismantling Order Form

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOUR NEEDED.**

**TO DETERMINE IF YOU NEED DISPLAY LABOUR, PLEASE READ THIS FORM CAREFULLY**

- Display Labour is used for installation and dismantling of exhibits, including signs and floor covering installation.

**IMPORTANT INFORMATION & RATES**

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. For all other starting times, check in one-half (1/2) hour before time requested. Labour cancelled without a 24 hour notice shall be charged a three (3) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a three (3) hour "NO SHOW" charge per worker will apply.

The minimum charge for labour is three (3) hours per worker. Labour thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labour and materials costs.

HOURLY RATES	Times	Regular \$
Straight Time	Between 8:00 AM and 4:00 PM Weekdays	\$ 60.00
Over time	Before 8:00 AM and after 4:00 PM Weekdays and all day Saturdays, Sundays and Holidays.	\$ 90.00

The minimum charge for labour is three (3) hours per worker. Labour thereafter is charged in half (1/2) hour increments.

**PLEASE INDICATE SERVICE**

**PLACE ORDER HERE**

**GES SUPERVISED (OK TO PROCEED)**

GES CANADA will supervise labour to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle and pack display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI. Labour.

A 35% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

**EXHIBITOR SUPERVISED (DO NOT PROCEED)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling.
- GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

**GES is responsible for the following type of booth:**

- Pop-up
- Custom
- Other:

SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	LABOUR RATE	TOTAL
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$

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

1. Total Labour Ordered

\$

2. 35% (\$50.00) GES Supervision

\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

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Notes:	<b>TOTAL OF ALL ITEMS ORDERED:</b>	\$
	<b>5% GST:</b>	\$
	<b>6% PST:</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

**All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.**

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE <b>X</b>	AUTHORIZED CONTACT	DATE

**Advance Material Handling Order Form**

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

**ADVANCE WAREHOUSE SHIPMENTS**

**WAREHOUSE SHIPMENTS** (up to 30 days free storage)

The rate for this service includes unloading at the warehouse and delivery to your booth at the: **Evraz Place**

**Rates include:** Unloading freight, 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.

**WEIGHT OF SHIPMENT WILL BE VERIFIED UPON DELIVERY**

Crated Materials		
Service	Rates	Minimum Charge
On Target Shipments	\$65.00 per 100 lbs	\$ 130.00

Materials Requiring Special Handling		
Service	Rates	Minimum Charge
On Target Shipments	Please call for rates per 100 lbs	\$

**ARRIVAL DATES & SURCHARGES FOR SHIPMENTS:**

**Advance Date:**

- **02/20/18** Advance shipments may begin to arrive at warehouse.
- **03/19/18** Last day for crated shipments to arrive at advance warehouse without surcharge.

**PLEASE REFER TO THE SHIPPING LABELS IN THIS MANUAL**

GES CANADA shall not be responsible for damage to improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building. **Claims must be filed before the close of the show.**

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

**CALCULATION OF MATERIAL HANDLING CHARGES**

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

Our shipment will be sent to the warehouse on date:		Total Pieces:	
Carrier:	Tracking #:	Account #:	
Total Weight (200 lbs minimum per shipment):	/ 100	x Rate	= \$

**Payment & Credit Card Charge Authorization Form MUST Accompany this Form**

<b>I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES TERMS &amp; CONDITIONS OF CONTRACT.</b>	<b>TOTAL ESTIMATED CHARGES:</b>	\$
	<b>5% GST:</b>	\$
	<b>6% PST:</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE <b>X</b>	AUTHORIZED CONTACT	DATE



**Post Show Storage Order form**

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

**POST SHOW STORAGE SHIPMENTS**

**MATERIAL HANDLING CONTRACTOR:**

**GES CANADA EXPOSITION SERVICE (CANADA) LTD.**  
 1-1030 KEARNS CRES  
 REGINA, SK S4P 2Z5  
 (306) 347-8280

The rate for this service includes removal of goods from the show floor and storage for up to three (3) days upon which time GES CANADA reserves the right to ship out your shipment "collect": via a carrier of our choice:

28-Mar-18

**\$65.00 per 100 lbs - crated / \$130.00 minimum**

**Shipments must be picked up on March 28, 2018 or before:**

Address Label	
Ship To:	_____
Address:	_____
	_____
City:	_____
Prov/State	_____
Country	_____
Postal Code:	_____
Phone	_____
Contact Name:	_____

**Please refer to the shipping labels in this manual.**

GES CANADA shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials prior to GES staff collecting goods from the booth during move out. **Claims must be filed before the close of show.**

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

**CALCULATION OF MATERIAL HANDLING CHARGES**

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

Carrier:	Account #:	Total Pieces:
Total Weight (200 lbs minimum per shipment):	/ 100	x \$65.00 = \$

**Payment & Credit Card Charge Authorization Form MUST Accompany this Form**

<b>I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS &amp; CONDITIONS OF CONTRACT.</b>	<b>TOTAL ESTIMATED CHARGES:</b>	\$
	<b>5% GST:</b>	\$
	<b>6% PST:</b>	\$
	<b>PAYMENT ENCLOSED:</b>	\$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
X		

## Material Handling Information

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

### Benefits of Advance Shipping to the GES CANADA Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

### How to ship in Advance to the GES CANADA Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- Complete the enclosed Advance Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.

### How to Ship to Exhibit Site

- Consign all shipments c/o GES CANADA.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

### Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

### Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

### Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES CANADA cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

### Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES CANADA Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

### Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

### Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

### Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES CANADA has published GES CANADA Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

### Customs & Brokerage Fees

GES CANADA is not responsible for the brokerage fees, duty or GST resulting from exhibitor materials entering Canada from another country. GES CANADA is not responsible for any delays in delivery of exhibitor materials to show site or the advance warehouse due to Canada Custom inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

### GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES CANADA negligence.
- **Measure of Damage** - If GES CANADA was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
  - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
  - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.

GES CANADA does not offer or sell insurance. GES CANADA is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES CANADA.

# RUSH!

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

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

TO: \_\_\_\_\_

EXHIBITING COMPANY

**Spring Home Show**


NAME OF EXHIBITION

BOOTH NUMBER

C/O GES  
1-1030 KEARNS CRES  
RM of Sherwood, SK S4K 0A1

**SHIPMENT SHOULD ARRIVE ON OR BEFORE**  
March 19, 2018

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of pieces  **GES** Global Experience Specialists

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USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

**GES CANADA Terms & Conditions of Contract (Page 1 of 2)**

GES CANADA TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' DISCRETION WITHOUT NOTICE TO ANY PARTIES

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

**I. Definitions:**

**Agents:** GES CANADA's agents, sub-contractors, carriers, and the agents of each.

**Customer:** Exhibitor or other party requesting services from GES CANADA.

**Carrier:** Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

**Shipper:** Party who tenders Goods to Carrier for transportation.

**Goods:** Exhibits, property, and commodities of any type for which GES CANADA is requested to perform services.

**Cold Storage:** Holding of Goods in a climate controlled area.

**Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows.

**Services:** Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.

**Show Site:** The venue or place where an exposition or event takes place.

**Supervised Labour:** Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES CANADA.

**Un-Supervised Labour:** Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES CANADA. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

**II. Scope:**

These Terms and Conditions shall be binding upon Customer, GES CANADA, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

**By acceptance of services of GES CANADA or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

**III. Customer Obligations:**

**Payment for Services.** Customer shall be liable for all unpaid charges for services performed by GES CANADA or Agents. Customer authorizes GES CANADA to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.

**Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES CANADA has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit provided to GES CANADA, GES CANADA is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

**IV. Mutual Obligations:**

**Indemnification:**

**Customer to GES CANADA:** Except to the extent of GES CANADA's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES CANADA from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES CANADA harmless for any and all acts of its representatives and agents,

including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

**GES CANADA to Customer:** To the extent of GES CANADA's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES CANADA shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES CANADA assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

**V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

**VI. GES CANADA Liability for Loss or Damage to Goods**

**Negligence standard:** GES CANADA shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES CANADA.

**Condition of Goods:** GES CANADA shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES CANADA shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

**Receipt of Goods:** GES CANADA shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

**Force Majeure:** GES CANADA shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.

**Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES CANADA assumes no liability or responsibility for Cold Storage.

**Accessible Storage:** GES CANADA assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

**Unattended Goods:** GES CANADA assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Good for any and all risk of loss.

**Labour:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided labour. If GES CANADA supervises labour for a fee, GES CANADA shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES CANADA and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.

**GES CANADA Terms & Conditions of Contract (Page 2 of 2)**GES CANADA TERMS AND CONDITIONS ARE  
SUBJECT TO CHANGE AT GES' DISCRETION  
WITHOUT NOTICE TO ANY PARTIES

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

**Empty Storage:** GES CANADA assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES CANADA Service Desk for empty container storage. Damage that is the direct result of GES CANADA's negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight:** GES CANADA shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES CANADA has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES CANADA is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select on of the provided options will result in re-routing at GES CANADA's discretion, and at Customer's expense assuming the Goods are labeled for return. GES CANADA retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

**Concealed Damage:** GES CANADA shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

**Unattended Booth:** GES CANADA shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES CANADA will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

**Measure of Damage:** GES CANADA's liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, \$50 (fifty dollars) per article or \$1000.00 (one thousand dollars) per shipment.

**No Insurance:** GES CANADA is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES CANADA performed in a manner that constitutes gross negligence in the performance of its services for Customer.

**Notice of loss or damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES CANADA within 24 hours of occurrence or delivery of Goods, whichever is later.

**Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES CANADA within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute eith GES CANADA, Customer will not withhold payment or any amount due GES CANADA for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES CANADA prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES CANADA shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES CANADA reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

**Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) years of the date of declination of any part of a claim.

**VII. Jurisdiction, Choice of Forum.**

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Alberta.

**VIII. Advance Warehousing / Temporary Storage / Long Term Storage.**

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES CANADA's liability for Customer's Goods:

The responsibility of GES CANADA with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES CANADA shall be liable only for loss or damage to Goods caused by GES CANADA's sole negligence. GES CANADA's liability is limited to sixty (\$0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES CANADA is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES CANADA's immediate control. GES CANADA is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES CANADA is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES CANADA. In no event shall GES CANADA be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES CANADA as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES CANADA recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

**SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.**

## Safety First!

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 [www.gesexpo.ca](http://www.gesexpo.ca) [regina@ges.com](mailto:regina@ges.com)

## Safety is very important for everyone working in the exhibit hall - especially you!

GES CANADA is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES CANADA supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show and do it safely. Thank you for your Cooperation!

### Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit hall. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES CANADA personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or a load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES CANADA representative of any safety issues or concerns.