



Dear Exhibitor,

We are pleased that GES Global Experience Specialists has been selected as your Official Service Contractor for:
CHFA QUÉBEC 2015

We strive to offer you the best possible service to facilitate a successful show experience. Please review this manual carefully. It contains information and order forms for each of the many services offered by GES Global Experience Specialists. In order to provide efficient service for you it is most important that you return these forms to us promptly. By placing your orders in advance, you can **have a valuable rebate** 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 Global Experience Specialists 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 514-861-9694 from Monday to Friday from 8:30am until 4:30pm and ask to speak to a Customer Service Representative (CSR). In addition, our GES Global Experience Specialists Servicecentre 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 successful event.



Save time, order online.
Place orders and manage your budget in one place.

ORDER NOW

Sincerely,
Customer Service Team

GES Global Experience Specialists

Clarkson-Conway
800, de la Gauchetière W. St., suite 1165
Montréal, QC, H5A 1K6
Tél.: 514-861-9694 Fax.: 514-392-1577
clarkson@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 Global Experience Specialists Warehouse

- Storage of materials for up to 15 days prior to your show.
- Delivery of shipments to your booth 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 Global Experience Specialists 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.
- Please note that when utilizing a ground carrier other than the official, U.S. shipments will require customs clearance before delivery to the advance warehouse. Clearance delays may occur.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Global Experience Specialists.
- 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" delivery 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 hundredweight and rounded up to the nearest hundred. A minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES Global Experience Specialists 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 Global Experience Specialists Servicentre** of from your GES Global Experience Specialists Service Representative 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.

Forced Freight

Shipments left on-site after dismantle hours will be transferred to a storage warehouse. Charges relating to such shipping and handling will be charged to the exhibitor.

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 Global Experience Specialists 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 Global Experience Specialists has published GES Global Experience Specialists Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability

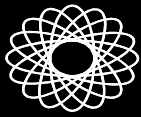
- **Liability** - GES Global Experience Specialists is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES Global Experience Specialists negligence.

- **Measure of Damage** - If GES Global Experience Specialists 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 Global Experience Specialists does not offer or sell insurance. GES Global Experience Specialists is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES Global Experience Specialists.

UTILISEZ CES ÉTIQUETTES D'EXPÉDITION CAR ELLES VONT FACILITER LA MANUTENTION. Des copies de ces étiquettes sont acceptées si une quantité plus grande est nécessaire.
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.



GES / *Spécialiste mondial de l'événement*

Clarkson-Conway

MATÉRIAUX D'EXPOSITION

EXPÉDITION DIRECTE AU SITE

À:

NOM DE LA COMPAGNIE

CHFA QUÉBEC 2015

NOM DE L'EXPOSITION

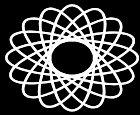
NUMÉRO DE STAND

A/S (C/O) Palais des congrès de Montréal
163 Saint-Antoine Ouest/W
Montréal, QC, H2Z 1H2

IMPORTANT! SVP VOUS RÉFÉREZ AUX HEURES D'INSTALLATION DANS CE CATALOGUE DES EXPOSANT

Transporteur _____

Nombre _____ de _____ morceaux



GES / *Spécialiste mondial de l'événement*

Clarkson-Conway

EXHIBITION FREIGHT

DIRECT SHIPMENT

TO:

COMPANY NAME

CHFA QUÉBEC 2015

NAME OF EXHIBITION

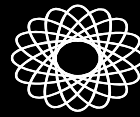
BOOTH NUMBER

A/S (C/O) Palais des congrès de Montréal
163 Saint-Antoine Ouest/W
Montréal, QC, H2Z 1H2

IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS EXHIBITOR'S KIT

Carrier _____

Number _____ of _____ pieces



GES / *Spécialiste mondial de l'événement*

Clarkson-Conway

MATÉRIAUX D'EXPOSITION

EXPÉDITION DIRECTE AU SITE

À:

NOM DE LA COMPAGNIE

CHFA QUÉBEC 2015

NOM DE L'EXPOSITION

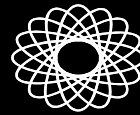
NUMÉRO DE STAND

A/S (C/O) Palais des congrès de Montréal
163 Saint-Antoine Ouest/W
Montréal, QC, H2Z 1H2

IMPORTANT! SVP VOUS RÉFÉREZ AUX HEURES D'INSTALLATION DANS CE CATALOGUE DES EXPOSANT

Transporteur _____

Nombre _____ de _____ morceaux



GES / *Spécialiste mondial de l'événement*

Clarkson-Conway

EXHIBITION FREIGHT

DIRECT SHIPMENT

TO:

COMPANY NAME

CHFA QUÉBEC 2015

NAME OF EXHIBITION

BOOTH NUMBER

A/S (C/O) Palais des congrès de Montréal
163 Saint-Antoine Ouest/W
Montréal, QC, H2Z 1H2

IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS EXHIBITOR'S KIT

Carrier _____

Number _____ of _____ pieces

CHFA QUÉBEC 2015

6 - 7 février 2015

Palais des congrès, salle 210 room

INFORMATION DE L'EXPÉDITEUR / SHIPPER INFORMATION

Nom de la compagnie / Company name:		
Adresse / Address		Ville / City:
		Province / État / State:
Téléphone / Phone:	Télécopieur / Fax:	Code postal / Postal code:
Personne ressource / Contact :		Courriel / Email:
Date de cueillette / Pick up date:		Heure de cueillette / Pick up time:
Heures d'affaire / Business hours:		Quai de déchargement / Loading dock
Courtier en douanes / Customs broker:		<input type="checkbox"/> Oui/ Yes <input type="checkbox"/> Non / No
J'expédie à l'entrepôt à l'avance / I will be shipping to the advance warehouse <input type="checkbox"/> Oui / Yes <input type="checkbox"/> Non / No		Documents de douanes ci-joints / Customs paperwork attached <input type="checkbox"/> Oui / Yes <input type="checkbox"/> Non / No

CONSIGNATAIRE / DESTINATION

Nom de l'exposition / Show name:	Lieu de l'exposition / Exhibition Facility:
Personne contact / Contact person:	Téléphone / Phone:
Date de livraison / Delivery date:	Heure de livraison / Delivery time:

SERVICE DEMANDÉ / REQUIRED SERVICE

<input type="checkbox"/> Aller-simple / One way	<input type="checkbox"/> Montage / Move-in	<input type="checkbox"/> Aller - retour / Round Trip
	<input type="checkbox"/> Démontage / Move-out	

ITEM À EXPÉDIER

Total de morceaux Total # of pieces	Dimensions	Poids estimé Estimated weight

Valeur déclarée / Declared value:	Poids total / Total weight
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Signature de relâche / Release signature

Pour autoriser la livraison sans une signature _____
To authorize delivery without obtaining signature

COMPAGNIE / COMPANY	# STAND / BOOTH #
----------------------------	--------------------------

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

Faite parvenir votre commande par / Send your order by :
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com



TERMS & CONDITIONS OF CONTRAT AND LIMITS OF LIABILITY & RESPONSABILITY

I. Definitions:

Agents: GES Global Experience Specialists' agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting services from GES Global Experience Specialists.

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 Global Experience Specialists 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 Global Experience Specialists.

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 Global Experience Specialists. 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 Global Experience Specialists, 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 Global Experience Specialists 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 Global Experience Specialists or Agents. Customer authorizes GES Global Experience Specialists to charge it's credit card directly for services rendered on it's 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 Global Experience Specialists 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 card is provided to GES Global Experience Specialists, GES Global Experience Specialists 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 delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:

Indemnification:

Customer to GES Global Experience Specialists: Except to the extent of GES Global Experience Specialists' own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Global Experience Specialists 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 Global Experience Specialists 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 Global Experience Specialists to Customer: To the extent of GES Global Experience Specialist's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES Global Experience Specialists 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 Global Experience Specialists 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 Global Experience Specialists Liability for Loss or Damage to Goods

Negligence standard: GES Global Experience Specialists 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 Global Experience Specialists.

Condition of Goods: GES Global Experience Specialists shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES Global Experience Specialists 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 Global Experience Specialists 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 Global Experience Specialists 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 Global Experience Specialists assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES Global Experience Specialists 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 Global Experience Specialists 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 it's own Goods for any and all risk of loss.

Labour: GES Global Experience Specialists assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Global Experience Specialists provided labour. If GES Global Experience Specialists supervises labour for a fee, GES Global Experience Specialists 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 Global Experience Specialists and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.

La sécurité est très importante pour toutes les personnes qui travaillent dans la salle d'exposition – surtout la vôtre !

GES Spécialiste mondial de l'événement s'engage à la sécurité dans notre compagnie et à travers les fonctions que nous effectuons. Nous vous demandons de prioriser la sécurité lors de vos activités pendant l'événement. Si vous êtes témoin d'une action qui représente un danger, veuillez s.v.p. la rapporter à un superviseur de GES Spécialiste mondial de l'événement. En témoignant des actions non-sécuritaires, vous aiderez à rendre l'événement plus sécuritaire et agréable pour vous et vos confrères exposants.

Veuillez vous référer et respecter la liste des conseils de prévention de pertes que vous trouverez ci-dessous. Ces directives aideront à améliorer la sécurité de l'événement en général et de prévenir des blessures aux exposants, aux employés et à vous. Amusez-vous et faites-le en toute sécurité ! Merci de votre collaboration !

Guide de conseils de prévention de perte pour les exposants sur le site de l'événement.

- Il est strictement interdit de fumer dans le hall d'exposition.
- Il est INTERDIT de monter debout sur les chaises, tables ou tout autre mobilier. Veuillez utiliser une échelle ou demander de l'aide auprès du personnel de GES Spécialiste mondial de l'événement
- Seuls les employés autorisés de GES Spécialiste mondial de l'événement ont l'autorisation d'opérer les chariots élévateurs ainsi que les transpalettes. Demandez de l'aide.
- Faites attention aux chariots élévateurs qui circulent dans les allées et sur les débarcadères. Veuillez s.v.p. vous tenir loin de ces appareils, surtout lorsqu'ils transportent une charge ou une palette.
- Ne jamais courir dans le hall d'exposition. S.V.P. veuillez marcher. Attention où vous mettez les pieds dans les allées et restez loin des débarcadères.
- Les fils électriques ainsi que les extensions peuvent être dangereux s'ils sont effilochés ou étendus dans une allée. S.V.P. veuillez vérifier l'état des fils. Pour toute assistance ou pour remplacer un fil endommagé, veuillez aviser le responsable des services électriques. Ne pas surcharger les prises électriques.
- S.V.P. veuillez garder les sorties de feu dégagées. Si vous êtes témoin d'un feu, veuillez le signaler immédiatement ou actionner l'alarme de feu le plus près.
- Si vous renversez quelque chose, ou apercevez un liquide renversé, veuillez le signaler immédiatement.
- Gardez votre espace propre. Jetez les débris et disposez votre matériel de façon sécuritaire.
- Les allées doivent restées propres et sans débris.
- Assurez-vous que vos effets de grandes valeurs sont placés dans un endroit sécuritaire dans le hall d'exposition. Les articles laissés sans supervision dans les kiosques, peuvent être des cibles pour le vol.
- Si vous avez des préoccupations ou des questions par rapport à la sécurité, veuillez vous adresser à un représentant de GES Spécialiste mondial de l'événement.

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

GES Global Experience Specialists 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 Global Experience Specialists 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 safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at showsite


- Smoking is prohibited in the exhibit venue.
- 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 Global Experience Specialists personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Global Experience Specialists 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 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.
- Apply good housekeeping. Dispose of any 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 Global Experience Specialists representative of any safety issues or concerns.

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

CHFA QUÉBEC 2015

6 - 7 février 2015

Palais des congrès, salle 210 room

COMPANY NAME			NAME			
STREET		PHONE	FAX	EMAIL		
CITY	PROVINCE/STATE	POSTAL CODE	SHOW SITE CONTACT AND PHONE NUMBER			
<p>Payment for Services - Global Experience Specialists requires payment in full at the time services are ordered. Further, GES Global Experience Specialists 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.</p> <p>Method of Payment - Global Experience Specialists accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a 35.00 fee for NSF cheques or wire transfers (to cover the bank fees).</p> <p>Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.</p> <p>Tax Exempt - If you are tax exempted in Canada you must provide a GST and/or QST 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 exemption certificate prior to the deadline.</p> <p>Adjustments & Cancellations - It is the responsibility of the exhibitor to advise GES Global Experience Specialists on-site representative(s) of any problem(s) with any of their orders. No adjustments will be made to invoices after the close of the show. 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 Global Experience Specialists set up costs or expenses. Please refer to the individual forms for cancellation fees. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice unless there is a cancellation of your order.</p> <p>If you have any questions regarding our payment policy please call Global Experience Specialists at 514-861-9694 or visit the Global Experience Specialists Servicentre at the show.</p> <p>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 Global Experience Specialists.</p> <p>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.</p> <p>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.</p>			<p>I agree in placing this order that I have accepted GES Global Experience Specialists payment Policy and Terms & Conditions of Contract</p>			
					<p>_____ AUTHORIZED SIGNATURE</p>	
					<p>_____ AUTHORIZED NAME - PLEASE PRINT</p>	
			<p>Credit Card Charge Authorization (All Information Must Be Provided)</p>		<p>Credit card number Expiry date</p>	
					<p><input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX</p>	
<p>Cardholder's Name</p>		<p>Security</p>				
		<p>Cardholder Signature</p>				
<p>FULL PAYMENT DUE</p>		<p>_____ \$</p>				
<p>To simplify payment, send a cheque payable to GES / Clarkson-Conway</p>		<p>_____ \$</p>				
<p>Enclosed is a cheque in the amount of:</p>		<p>_____ \$</p>				
<p>COMPANY</p>		<p>BOOTH</p>				
<p>_____</p>		<p>_____</p>				

Please send your order by:
Fax: 514-392-1577 or E-mail: clarkson@ges.com



GES / *Spécialiste mondial de l'événement*
Clarkson-Conway

WIRE TRANSFER

Please return confirmation by fax that this Wire Transfer has been sent to :
GHISLAIN BOUCHER, Accounting Department
GES Canada / Clarkson-Conway Inc.
T. 514 861-9694, x 19 F. 514 392-1577 gboucher@ges.com

Your company name : _____

Booth number : _____ Show name : _____

Amount of invoice : \$ _____

Date of transfer : _____

Minimum Bank Charge : \$ _____

\$15.00 North American \$35.00 International

Total amount of transfer : \$ _____

Bank Information

If you are sending Canadian Dollars :

Please include all of the following information to ensure your funds reach our bank.

Bank Name : CIBC
(Canadian Imperial Bank of Commerce)

Bank Address : 1155, boul. René-Lévesque W
Montréal, Québec, H3B 3Z4

Account name : Clarkson-Conway Inc.

Account # : 2408414

Branch Number : 010

Transit number : 00001

Swift Code : CIBCCATT

The Swift Bank Identification Code (BIC) is the Bank Code required for all international transfers.

IBAN Number : N/A in Canada



If you are sending American Dollars :

Please include all of the following information to ensure your funds reach our bank.

Bank Name : CIBC
(Canadian Imperial Bank of Commerce)

Bank Address : 1155, boul. René-Lévesque W
Montréal, Québec, H3B 3Z4

Account name : Clarkson-Conway Inc.

Account # : 2408414

Branch Number : 010

Transit number : 00001

US Intermediary Bank : Wells Fargo Bank, N.A. NY, USA

Swift Code : PNBPU3NYYC

ABA Routing # : 026005092

The ABA Routing # is the routing code of US based banks and is required for all EFT's within the US.

IBAN Number : N/A in Canada

