

## Welcome Exhibitors!

### SPE Thermal Well Exhibitor Showcase

We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the SPE Thermal Well Exhibitor Showcase. We trust you'll find the exhibit opportunity to be an effective market place for your products and services.

Listed below is some general information to help with your preparations for this event.

Following is the exhibitor service manual.

#### Venue: Fairmont Banff Springs

Each 10'x10' draped display booth includes

8' high backwall drape

3' high sidewall drape

**The exhibit spaces are left empty for exhibitors to outfit as they like.**

**Please note that tables, chairs and power are NOT included with booth, if you need to rent these from GES please do pre order for the best price (page 6 for tables and chairs ) (page 10 for power)**

**Shipping:** Please note the Fairmont Banff Springs does not handle exhibitor goods, Boxes and displays are to be shipped to GES, not the hotel. If you are shipping boxes or displays under 200lbs and un skidded we can hold in our office, please contact our office for the small shipment materials handling service form and address BEFORE Shipping.

**Shipping:** GES is offering Logistics/Transportation as well as materials handling services and a 10% discount will apply to warehouse materials handling if it and round trip logistics are ordered. To hire GES as your shipper as well as materials handler, please see pages 3 and 19. For shipments not requiring GES logistics, please refer to the materials handling form, page 3, address labels are on page 5. Pre show storage is in Calgary, but the pick up will be from show site in Banff - goods are not returned to Calgary for pick up. Tear out is Wednesday 3 pm, if hiring GES logistics, goods will be picked up that day. If using another carrier, pick up at the Fairmont Banff Springs would need to be arranged by your company by 6 pm Wednesday. (trucks checked in by 4) Small shipments under 200lbs and un skidded held for courier pick up Thursday will be charged storage. Please refer to the materials handling order form for details, and if you have other questions, please contact our office.

**Carpet:** The exhibit area is carpeted, if you would like additional carpeting for your booth, please see page 9.

**Power:** GES Canada is proud to be the exclusive supplier of temporary **power** and lighting for exhibits at the Fairmont Banff Springs Conference Centre. Power is NOT included in your booth, If you require any services for your booth, please see page 10.

#### Exhibit Hours:

Move In / Installation - Sunday November 22nd 2015, 3:30pm - 7pm

Exhibits Open - Monday November 23rd, 7am - 6:30pm

Tuesday November 24th, 7am - 3pm

Wednesday November 25th, 7am - 3pm

Move out / Dismantle - Wednesday November 25th, 3pm - 6pm

Following is the exhibitor service manual with information and order forms for a variety of services. Please note there is a discount offered on items ordered 2 weeks in advance. Please review each of the forms, complete the forms for services you require and return them to our office promptly. The payment and credit card charge authorization form is provided to summarize and pay for your total order.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our team at **(403) 762-2828**, or you can reach us by email at **BANFF@GES.COM**.

We are looking forward to a successful meeting and appreciate your support.  
Thank you for your participation and please let us know if we can assist you in any way.



Booth #

## SPE Thermal Well Exhibitor Showcase

November 23-25th, 2015

Fairmont Banff Springs

### Payment & Credit Card Charge Authorization

DISCOUNT DATE:

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

**November 6th, 2015**

COMPANY NAME		EMAIL ADDRESS	
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	EXT	FAX	
CONTACT NAME		DIRECT PHONE OR EXTENSION	

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

**PLEASE SIGN**

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

#### Payment Policy

**Payment for Services** - GES CANADA requires payment in full at the time services are ordered. Further, GES CANADA 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 CANADA 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 Party Billing** - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES CANADA 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 CANADA 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 non-participation may be subject to cancellation fees of 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES CANADA 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 CANADA at 403.762.2828 or visit the GES CANADA 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, or cheque, however, we require your credit card charge authorization to be on file with GES CANADA.**

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.

**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.

#### Credit Card Charge Authorization

(All Information Must Be Provided)

☐ MasterCard

☐ VISA

☐ American Express

**PROVIDE EXPIRATION DATE**

EXPIRATION DATE

Account #

CARDHOLDER'S NAME

PLEASE PRINT

**PLEASE SIGN**

CARDHOLDER'S SIGNATURE

DATE

#### Calculation of Orders

Material Handling (pg 3-5)	\$
Furniture & Accessories (pg 6)	\$
Lounge Furnishings (pg 7)	\$
Specialty Items (pg 8)	\$
Carpets and Cleaning (pg 9)	\$
Electrical & Lighting (pg 10)	\$
Installation & Dismantle (pg 11)	\$
Graphics & Signage (pg 12)	\$
GEM Hardwall Booth Systems (pg 13-17)	\$
GEM Accessories (pg 18)	\$
Transportation (pg 19)	\$
Customs (pg 20-24)	\$
Subtotal	\$
5% GST	\$
<b>FULL PAYMENT DUE:</b>	\$
Charge my credit card in the amount above <input type="checkbox"/>	<b>GST #R104060264</b>
Enclosed is a cheque in the amount above <input type="checkbox"/>	

## Material Handling Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

### MATERIALS HANDLING SERVICE

The Fairmont Banff Springs does not handle exhibitor goods

Ship Prepaid Only — Collect shipments will be refused.

All charges are based on in-bound weights (min. charge applies), or outbound if larger, and are per shipment received.

Call our office if you have more than one shipment

Rates Include:

- **Storage** at the Calgary Warehouse for up to 30 days
- Unloading materials and delivery to your booth
- Removing empty shipping containers from your booth, storing empties, and returning at close of show.
- Reloading materials onto outbound transportation
- If more than one shipment, call our office .•

**Exhibitors should label and consign shipments as follows:**
**TO: Your Company Name**

75 Dufferin Place SE

Calgary, Alberta T2C 4M3

Attn: GES Banff

SPE Thermal Well Exhibitor Showcase

Booth # \_\_\_\_\_

**small item service is available  
if required please  
contact our office for details  
and office ship to address**

**\$365.00 MINIMUM CHARGE (UP TO 300LBS)**

Late shipments, call our office with details/instructions, do not ship to the hotel

**ALL WAREHOUSE SHIPMENTS RECEIVED AFTER NOVEMBER 18TH ARE SUBJECT TO A LATE HANDLING CHARGE.** Van lines, loose, uncrated or improperly packaged materials may be assessed a special handling fee. GES CANADA is not responsible for concealed damage or damage due to improper packaging. A surcharge is assessed for special trips, handling of shipments arriving late at the warehouse and for shipments arriving at Show-Site after scheduled set-up times, or arriving without service being ordered. 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. Please see the following page for full details of terms and conditions of this service. Shipments over 300lbs will be charged \$80 per 100lbs or part of above 300lbs. Pieces that will not fit on a semi, cannot be moved with a pallet jack, or will not fit into the freight elevator, would incur additional attention and charges. Please contact our office if extra services are required for a quote.

**Return:** Post show pick up will be from showsite. Freight is not returned to Calgary for pick up, and must be picked up by 6 pm Wednesday, (trucks checked in by 4pm) or will be sent forced. If hiring the GES Transportation service this will be scheduled for you by GES. Your company rep on site will need to prepare shipment for return, including filling out a waybill with account number, packaging and securing each piece, removing old labels and labeling each piece for return. Not doing so will incur extra charges. If shipping via courier (under 200 lbs & unskidded only) outgoing storage fees will apply (\$80.00/100lbs ordered in advance, \$120.00/100 lbs arranged on site), and will be charged daily if not picked up by the following business day.

If shipping internationally, GES is the broker assigned for this event contact our office for assistance if required :

- ☐ I understand my company must provide a Commercial Invoice (and any other required forms) with all shipments into and out of Canada, and that I must check that my courier is clearing my goods free domicile and the shipper is responsible for all customs duty and shipping charges for shipments into Canada. Hiring a customs broker is recommended.
- ☐ Your company must be the importer on record for your shipment.
- ☐ GES CANADA can not be on ANY customs paperwork, your company is the shipper AND the consignee.

### SHIPMENT DETAILS AND MATERIAL HANDLING CHARGES

Carrier :	Waybill#	# pcs	estimated weight:	estimated price:
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				
I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT. SEE NEXT PAGE FOR FULL DETAILS		Outgoing Storage if required \$		
		<b>TOTAL ESTIMATED CHARGES: \$</b>		
Carry this total to the payment and credit card authorization form				

## Material Handling Information

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: [banff@ges.com](mailto:banff@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 Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by the beginning of exhibitor move-in (schedule permitting).
- The hotel does not have facilities or procedures for receiving, storing or handling exhibitor freight
- Saves valuable set-up time.

### How to ship goods

- Remove all old shipping and empty storage labels.
- Ensure goods are well labeled as yours for this event
- Complete the appropriate 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.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- If shipping internationally, we recommend using a customs broker that specializes in clearing goods on a temporary basis - the broker assigned to your show is best.
- Your company/representative on site is responsible for all customs documents in AND OUT of Canada pre and post show (a hired broker would prepare these for you), proper labeling and filling out the waybill properly.
- If goods are sent incorrectly straight to site, and cannot be stored, they will be redirected to Calgary for storage and delivery at the proper time at the exhibitor's expense. If materials handling was not ordered, the goods may not be released to your booth until the service is ordered and paid for in full.
- Goods left to be shipped out that are not prepared (not taped, not labeled) by the exhibitor will incur full labour rates for this service.

### 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

A clearly completely filled out Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**, if required, and must be completed by the exhibitor. 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. If your designated carrier does not pick up or make destination delivery of your shipment on time, neither show management nor **GES CANADA** will be liable for any resulting delays, or expenses arising thereof.

### Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recentering, and reskidding machinery and/or equipment must be ordered separately. 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 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.

### 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.

# GES BNF

## EXHIBITION FREIGHT

FROM:

### ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

TO:

EXHIBITING COMPANY

**SPE Thermal Well Exhibitor Showcase**

NAME OF EXHIBITION

BOOTH NUMBER

75 Dufferin PL S.E.  
Calgary, Alberta T2C 4M3  
Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE  
November 18th, 2015



Number \_\_\_\_\_ of \_\_\_\_\_ pieces  
PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

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November 18th, 2015



Number \_\_\_\_\_ of \_\_\_\_\_ pieces  
PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Make copies as needed.



**Furniture & Accessories Order Form**

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by  
November 6th, 2015

**Please be advised that the exhibit booths do NOT include a table and chairs. If you are not bringing these items with you, and need them provided, please pre order them here for the best price. The tables skirt will match the show colour(s) unless skirting colour is chosen below.**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
<b>Skirted Tables 2' deep x 29" high</b>					
		<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour below:</i>			
	DT4	Skirted 4' Table, Skirted 4 Sides	\$ 107.00	\$ 139.00	\$
	DT6	Skirted 6' Table	\$ 110.00	\$ 139.00	\$
	DT8	Skirted 8' Table	\$ 132.00	\$ 167.00	\$
	DMS	Skirting colour change	\$ 33.00	\$ 43.00	\$
	DMS	4th Side Skirted, Optional	\$ 33.00	\$ 43.00	\$

<b>Skirted Raised Tables 2' deep x 36" high</b>					
		<i>Skirting for Raised Tables - White Vinyl Top &amp; Pleated Skirt on 3 Sides, Choose Colour below:</i>			
	RD4	Skirted 4' Counter, Skirted 4 Sides	\$ 134.00	\$ 170.00	\$
	RD6	Skirted 6' Counter	\$ 134.00	\$ 170.00	\$
	DMS	4th Side Skirted, Optional	\$ 46.00	\$ 58.00	\$

<b>Pedestal Tables 30" Diameter ( finished top, unskirted)</b>					
	FCOFT	Round Coffee Table, 18" Tall	\$ 97.00	\$ 123.00	\$
	FPEDT	Starbase Table, 30" Tall	\$ 98.00	\$ 125.00	\$
	FPEDT	Cocktail Table, 42" Tall	\$ 112.00	\$ 140.00	\$
		Spandex Cover for 42" Table (Black)	\$ 32.00	\$ 41.00	\$

<b>Chairs</b>					
	FGFAC	Arm Chair, Padded Grey	\$ 48.00	\$ 61.00	\$
	FGFCS	Counter Stool, Padded Grey	\$ 83.00	\$ 105.00	\$
	FGFSC	Side Chair, Padded Grey	\$ 48.00	\$ 61.00	\$

<b>Table/Raised Table Skirts/Drape Colours:</b> Show colour will be provided if no colour is indicated below: <b>Included table is in show colour(s) unless skirting colour change is ordered.</b> Black, Blue, Burgundy, Charcoal, Forest Green, White.			<b>TOTAL OF ALL ITEMS ORDERED: \$</b>		
			<b>Carry total to the payment and credit card authorization form</b>		

**All orders governed by the GES CANADA payment policy & GES CANADA 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.**

**Lounge Furniture**

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

 Discount Date  
**November 6th, 2015**
**PRICE LIST**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
		Padded White Leather Stool	\$ 145.00	\$ 200.00	\$
		White Leather/Mock Leather Couch (match)	\$ 525.00	\$ 735.00	\$
	A	White Leather/Mock Leather Love Seat (match)	\$ 390.00	\$ 525.00	\$
		White Leather/Mock Leather Chair (match)	\$ 260.00	\$ 365.00	\$
	B	Wrought Iron Glass Coffee Table	\$ 150.00	\$ 210.00	\$
		Black Leather/Mock Leather Couch (match)	\$ 525.00	\$ 735.00	\$
	C	Black Leather/Mock Leather Love Seat (match)	\$ 390.00	\$ 525.00	\$
		Black Leather/Mock Leather Chair (match)	\$ 260.00	\$ 365.00	\$
	D	White Chair w/chrome	\$ 250.00	\$ 350.00	\$
	E	White Loveseat	\$ 350.00	\$ 500.00	\$

**Quantities are limited stock, please order early availability will not be confirmed until order is placed**

If other furnishings are required, please contact our office.

A

B

C

D

E



Equipment may be slightly different than photo samples

**ONSITE ORDERS WILL NOT BE AVAILABLE FOR THIS EQUIPMENT**

	TOTAL OF ALL ITEMS ORDERED: \$	
Carry this total to the payment and credit card authorization form		

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

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

7

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



**Specialty Items/Plants Order Form**

Discount if ordered by  
November 6th, 2015

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

**PRICE LIST**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	FMISC	10' POP UP BOOTH UNIT (velcro compatible)	\$ 580.00	\$750.00 CALL FOR AVAILABILITY	\$

**FS® FOLDING STACKABLE SYSTEMS (velcro compatible)**

	FMISC	FS TABLE TOP MODEL (6'10" across 35"h)	\$ 190.00	\$ 240.00 CALL FOR AVAILABILITY	\$
	FMISC	FS TABLE TOP WITH HEADER (47" h)	\$ 261.00	\$ 320.00 CALL FOR AVAILABILITY	\$
	FMISC	FS FULL HEIGHT MODEL (6'10" x 6'10")	\$ 390.00	\$ 510.00 CALL FOR AVAILABILITY	\$

**Display Items**

	FCSH	Signholder	\$ 62.00	\$ 79.00	\$
	FESL	Easel	\$ 49.00	\$ 62.00	\$
	FCT	Coat Tree	\$ 63.00	\$ 80.00	\$
	FGR	Garment Rack on Wheels	\$ 63.00	\$ 80.00	\$
	FCS	Stanchion & Rope	\$ 44.00	\$ 55.00	\$
	FSBD	Ballot Drum, Table Size	\$ 79.00	\$ 100.00	\$
	FSBD	Plexi lock box w/slot	\$ 110.00	\$ 139.00	\$
	FLR	Literature stand (Accordion style floor standing 6 shelves)	\$ 127.00	\$ 161.00	\$
	FBH	Bag Stand	\$ 80.00	\$ 101.00	\$
	FWB	Wastebasket	\$ 22.00	\$ 28.00	\$

**Green Floor Plants**

	PFP25	2' to 5' Tall (silk plant)	\$ 79.00	\$ 100.00	\$
	PFP56	5' to 6' Tall (silk tree)	\$ 119.00	\$ 150.00	\$
	PBF	Silk Boston Ferns	\$ 112.00	\$ 141.00	\$
	PMUM	Mums or Seasonal flowering plant	\$ 56.00	\$ 71.00	\$

**ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT**

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

Carry total to the payment and credit card authorization form

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

Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

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



**Carpet & Cleaning Order Form**

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by  
November 6th, 2015

**CLEANING PRICE LIST**
**Initial Cleaning Service**
*Service performed prior to show opening. Carpets are vacuumed counters dusted and waste baskets are emptied.*
*If exhibitor sets up late, service may not be provided.*

	BCICB	Per Single Booth	\$ 56.00	\$ 71.00	\$
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**Initial & Daily Cleaning Service**
*Carpets are vacuumed counters dusted and waste baskets are emptied. Pre show & Daily*

	BCDC100	Per Single Booth	\$ 150.00	\$ 195.00	\$
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**CARPET PRICE LIST**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
<b>Standard Carpet</b>					
	C0810	Per single booth 16 oz. Standard Booth Carpet	\$ 190.00	\$ 235.00	\$
	C0820	Per double booth 16 oz Standard Booth Carpet	\$ 391.00	\$ 480.00	\$

**Plastic Covering For Protection**

	CAPC	' X ' = Sq.Ft.	\$ 1.02	\$ 1.30	\$
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*Prices includes delivery, installation, rental, and removal.*
**Please Indicate Choice**
**Carpet Colour:**

Black

Red

Blue

Grey

**The exhibit floor is carpeted**

**DAMAGE CLAUSE:** Please be advised that any damages to the carpet, which may include metal filling, fluid spills (including hydraulic fluid, varsol, engine leaks, etc.), engine cleaner, tire cleaner, mud etc. will be charged directly to the client, if required.

**Notes:**
**TOTAL OF ALL ITEMS ORDERED: \$**

Carry this total to the payment and credit card authorization form

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

Cancellation Policy: Carpet cancelled will be charged 100% of original price after installation.

**Electrical & Lighting Order Form**

Discount if ordered by

November 6th, 2015

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

PRICE LIST						
Quantity	Item #	Description	Discount \$	Regular \$	On Site Order \$	Total Price
<b>Electrical - 110 Volt</b>						
	EL1500W	1500 Watt Duplex Outlet	\$ 118.00	\$ 126.00	\$ 165.00	\$
	EL2000W	2000 Watt Duplex Outlet	\$ 134.00	\$ 145.00	\$ 175.00	\$
<b>Electrical - Miscellaneous Requirements</b>						
	ELPB	Power Bars	\$ 25.00	\$ 27.00	\$ 30.00	\$
	ELEC	Extension Cords	\$ 25.00	\$ 27.00	\$ 30.00	\$
<b>Lighting (Does Not Include Power)</b>						
	ELD150F	8' Flood Light Stand, 2 - 75 Watt Flood Bulbs	\$ 81.00	\$ 85.00	\$ 105.00	\$
	ELMISC	1 - 25w LED (as 200 watt) clamp on arm light	\$ 89.00	\$ 97.00	\$ 120.00	\$
	ELQL	500 Watt Quartz Light	\$ 126.00	\$ 180.00	N/A	\$
	ELMISC	Special Hookups & Specialty Lighting Available upon request				\$
<b>For Specialty or 3 phase Power please contact our office with details for further information and to receive a quote.</b>						
<b>Please Note the Following:</b>						
<input type="checkbox"/> 24 Hour power - add 50% to the above prices <input type="checkbox"/> Electrician Charge Extra, if required <input type="checkbox"/> Additional labour charges may apply for special connections or special wiring						
Notes:			<b>TOTAL OF ALL ITEMS ORDERED: \$</b> Carry this total to the payment and credit card authorization form			
All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit. Cancellation Policy: Orders cancelled will be charged 50% of original price after move-in and 100% of original price after installation.						
COMPANY NAME			EMAIL ADDRESS		AUTHORIZED CONTACT	
<b>Payment &amp; Credit Card Charge Authorization Form MUST Accompany this Form</b>						

## Installation & Dismantle Labour Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by  
November 6th, 2015

**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 client owned 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 one (1) hour cancellation fee per worker. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

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.

**Straight Time**  
8:00 am - 4:00 pm  
Monday - Friday  
\$ 84.00 Discounted  
\$ 112.00 Regular

**Overtime**  
After 4:00 pm Weekdays  
ALL Day Sat, Sun and holidays  
\$ 115.00 Discounted  
\$ 155.00 Regular

Labour rates are charged per person at a minimum charge of one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

**A 30% surcharge will be applied to on-site orders.**

### EXHIBITOR MUST REPORT TO GES CANADA SERVICE CENTRE TO RECEIVE THEIR LABOUR

#### INSTALLATION

Set up Drawings or Photos Attached ☐ yes ☐ no

#### SUPERVISION

☐ By Exhibitor (Name of Rep): \_\_\_\_\_ OR ☐ By GES - 30% surcharge applies  
(Exhibitor MUST be present and Supervise) (Exhibitor does not have to be present)

DATE LABOUR REQUIRED: \_\_\_\_\_ START TIME REQUIRED: \_\_\_\_\_ am pm  
Day/Date/Month/Year

NUMBER OF PEOPLE REQUIRED  x TIMES HOUR PER PERSON  = TOTAL HOURS  X PRICE  =

#### DISMANTLE

Carrier: \_\_\_\_\_ Pick up Date: \_\_\_\_\_ Pick up Time: \_\_\_\_\_

#### SUPERVISION

☐ By Exhibitor (Name of Rep): \_\_\_\_\_ OR ☐ By GES - 30% surcharge applies  
(Exhibitor MUST be present and Supervise) (Exhibitor does not have to be present)

DATE LABOUR REQUIRED: \_\_\_\_\_ START TIME REQUIRED: \_\_\_\_\_ am pm  
Day/Date/Month/Year

NUMBER OF PEOPLE REQUIRED  x TIMES HOUR PER PERSON  = TOTAL HOURS  X PRICE  =

#### Terms & Conditions

When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Desk

We reserve the right to change labourers and/or rates as shifts change

All claims or discrepancies must be settled within one week of show closing

Uncancelled labour will be charged a minimum fee of 1 hour per person

GES Limits of Liability apply

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.

Total Labour Ordered

\$

Notes:

Carry this total to the payment and credit card authorization form

Internal codes: LINDT LINOT LODT LOOT GES SUPERVISED GLINDT GLINOT GLODT GLOOT

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

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

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

## Graphics & Signage Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by  
November 6th, 2015

**GES CANADA maintains a fully-equipped graphics shop that offers:**

Graphic Design	Graphics Presentation	Lamination
Desktop Publishing	Large Format Printing	Logo Reproduction
Backlit Graphics	Custom Signage	Vinyl Graphics

*For custom work and quotations, please call the GES CANADA office listed above.*

*All prices include delivery to the show*

### PRICES

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
<b>Signs</b>					
	S2228	22" x 28"	\$ 76.00	\$ 97.00	\$

Other sizes available, please contact our office with details.

Standard signs include up to 10 words and a selection of colours.

All standard signs are digitally produced on coroplast or sintra.

### Vinyl Banners

		3' x 8'	\$ 365.00	tba	\$
		3' x 10'	\$ 460.00	tba	\$
		4' x 8'	\$ 490.00	tba	\$
		4' x 10'	\$ 600.00	tba	\$

*Banners include grommets for hanging. Other sizes available, prices on request. 3' minimum height.*

### Please Indicate Choice

#### Background Colour

- ☐ Black
- ☐ Blue
- ☐ Green
- ☐ Red
- ☐ White
- ☐ Yellow

#### Copy Colour

- ☐ Black
- ☐ Blue
- ☐ Green
- ☐ Red
- ☐ White
- ☐ Yellow

#### Indicate Physical Alignment

ABC	Horizontal
A B C	Vertical

COMPLETE COPY

Logos? Please see the sign standards sheet for compatible formats.

**TOTAL OF ITEMS ORDERED: \$**

**Carry this total to the payment and credit card authorization form**

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

Cancellation Policy: Orders cancelled will be charged at 100% of original cost once production has started.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

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

**GEM Exhibit System Order Form**

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount if ordered by

November 6th, 2015

**PRICE LIST**

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
<b>GEM Exhibits</b>					
	GM1	GEM Model # 1 - 10' x 10' Corner	\$ 1,580.00	\$ 2,050.00	\$
	GM2	GEM Model # 2 - 10' x 10' Corner	\$ 1,695.00	\$ 2,200.00	\$
	GM3	GEM Model # 3 - 10' x 10'	\$ 1,810.00	\$ 2,350.00	\$
	GM4	GEM Model # 4 - 10' x 10'	\$ 2,140.00	\$ 2,780.00	\$
	GM5	GEM Model # 5 - 10' x 10'	\$ 2,285.00	\$ 2,970.00	\$
	GM6	GEM Model # 6 - 10' x 20'	\$ 3,085.00	\$ 4,010.00	\$
	GM7	GEM Model # 7 - 10' x 20'	\$ 3,915.00	\$ 5,090.00	\$
	GM8	GEM Model # 8 - 10' x 20'	\$ 3,300.00	\$ 4,290.00	\$
	GM9	GEM Model # 9 - 10' x 20'	\$ 4,050.00	\$ 5,265.00	\$
	GM10	GEM Model # 10 - 10' x 20' Corner	\$ 4,415.00	\$ 5,740.00	\$

*Package Includes: Installation and Dismantling, Choice of Panel Colour, Company ID Sign*
**Please Indicate Choice**
**Infill Panel Colour**

- ☐ Black  
☐ Blue  
☐ Burgundy  
☐ Green  
☐ Grey  
☐ White

**Font Style**

- ☐ Futura  
☐ Humanist  
☐ PosterBodini  
☐ Times New Roman  
☐ Arial

**Font Colour**

- ☐ Black  
☐ Blue  
☐ Burgundy  
☐ Green  
☐ Red  
☐ Teal

**Identification Sign(s) To Read:**

Models 1, 2, 3, 4, 5,  
6, 8 or 9

**COMPLETE  
COPY**

Left:

Models 7 or 10

**COMPLETE  
COPY**

Left:

Right:

**Indicate Date & Time of Arrival**

Date:

Time:

Notes:

**TOTAL OF ALL ITEMS ORDERED: \$**

Carry this total to the payment and credit card authorization form

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

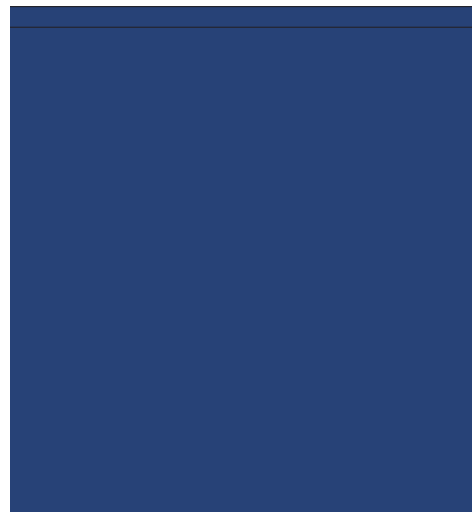
**Cancellation Policy:** Due to material and labour costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in begins will be charged 100%.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

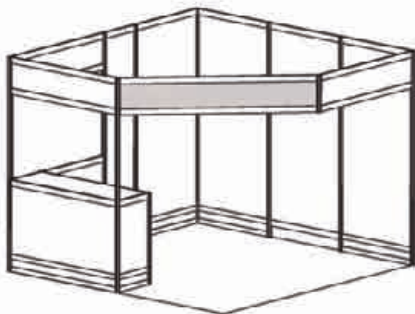
**Payment & Credit Card Charge Authorization Form MUST Accompany this Form**



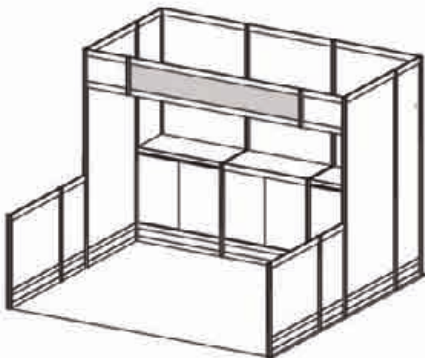




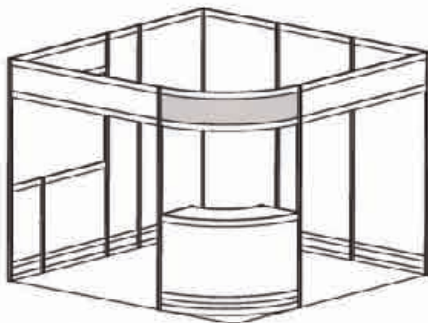
# GEM Exhibit Rental Packages



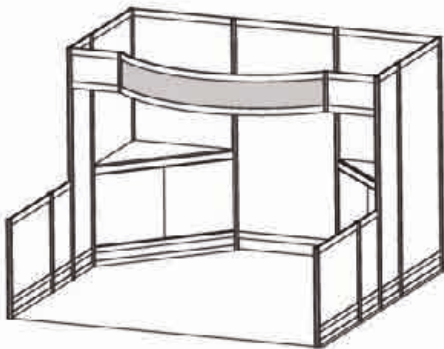
GEM Model #1 - Corner



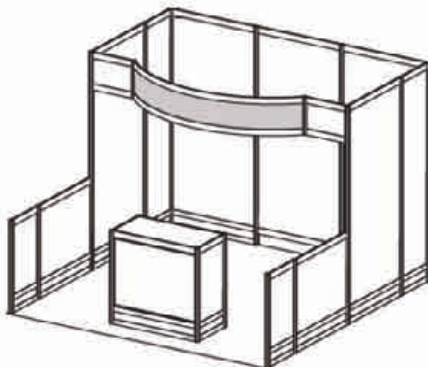
GEM Model #4



GEM Model #2 - Corner



GEM Model #5

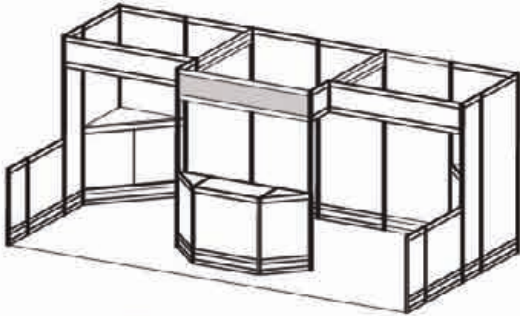


GEM Model #3

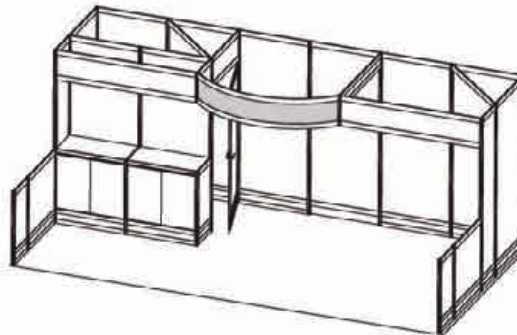
*3 Easy Steps*



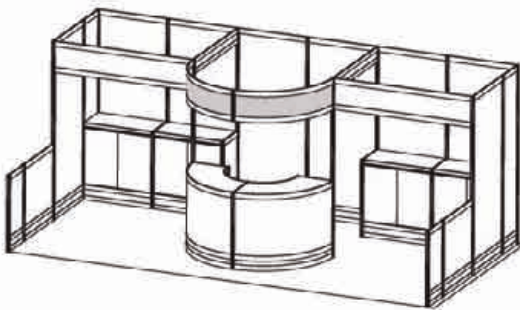
## Grey indicates identification sign



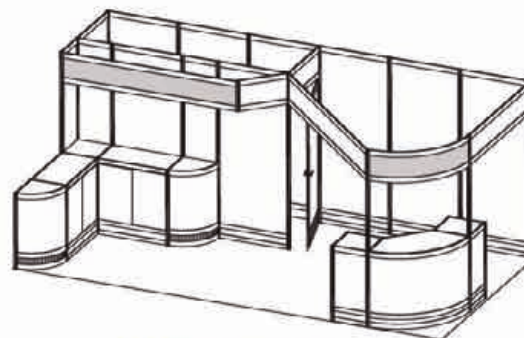
GEM Model #6



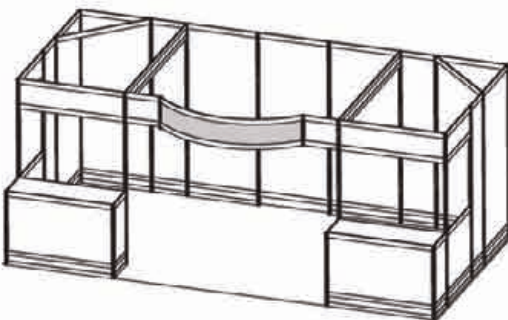
GEM Model #9



GEM Model #7



GEM Model #10 - Corner



GEM Model #8

- Select the model number that suits your needs
- Choose carpet and panel colours on the GEM Exhibit Rental order form
- Indicate identification sign copy on the GEM Exhibit Rental order form

## Let us customize your exhibit

- Creative, cost effective design solutions
- One on one attention by experienced professionals
- State of the art graphic capabilities



If you would like more information about our  
Custom Exhibit and Design Services, please contact us.

### **GES CANADA Banff**

**Banff Springs Conference Centre**  
**PO Box 960 Banff, AB T1L 1J4**  
**Ph: (403) 762 - 2828 Fx: (403) 762 - 2777**

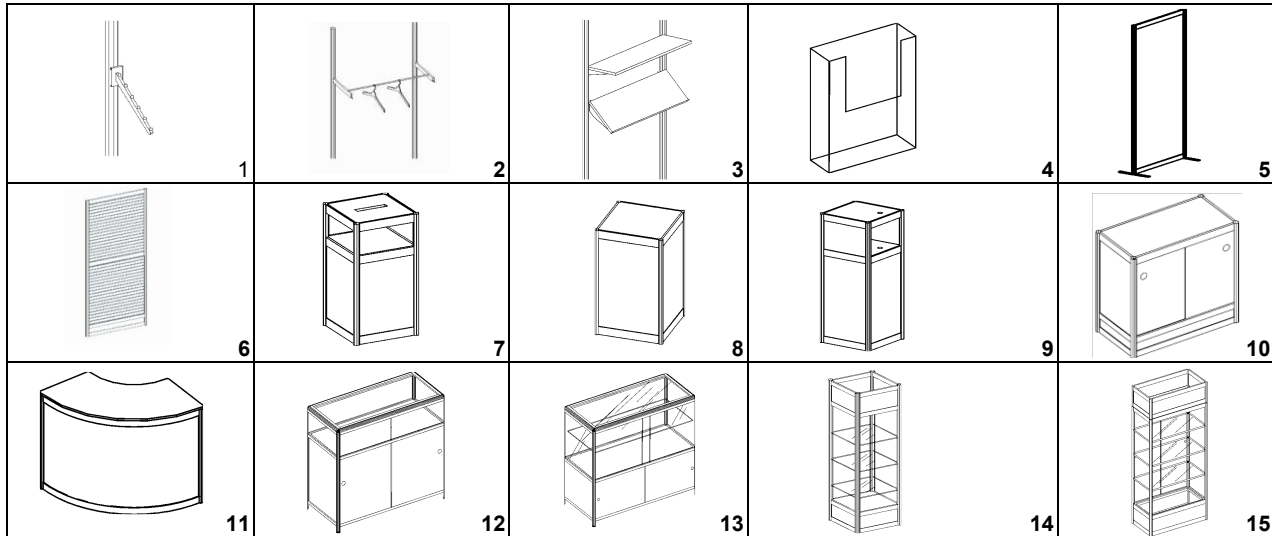


## GEM Accessories Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Discount Date  
November 6th, 2015

### GEM EXHIBIT ACCESSORIES



### PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	1 GWF	Waterfall with eight balls	\$ 27.00	\$ 37.00	\$
	2 GGR	Garment Rail 39" wide	\$ 33.00	\$ 46.50	\$
	3 GFS/GAS3	Shelves Flat Angled	\$ 41.00	\$ 55.50	\$
	4 GPLP	8.5" x 11" Clear Plexi Literature Pocket	\$ 37.00	\$ 51.00	\$
	5 GFSP	Free Standing Panel	\$ 150.00	\$ 210.00	\$
	6 GSWP	Slatwall Panels - 37"W X 96"H Grey (upgrade for standard panels)	\$ 115.00	\$ 160.00	\$
	7 GBB	Ballot Bin - 20"L X 20"W X 36"H	\$ 154.00	\$ 216.00	\$
	8 GPS	Pedestal White - 20"L X 20"W X 36"H	\$ 116.00	\$ 162.00	\$
	9 GAVP	LARGE Pedestal (Black) 26"L X 26"W x 55"H	\$ 145.00	\$ 203.00	\$
	10 GCSU	Storage Counter (White with lock, \$30.00 key not returned) 40"L X 20"W X 40" H	\$ 256.00	\$ 359.00	\$
	11 GCC	Curve Counter (White) 60"L X 20"W X 36"H	\$ 271.00	\$ 380.00	\$
	12 G99A	99A Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 275.00	\$ 385.00	\$
	13 G99B	99B Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 294.00	\$ 412.00	\$
	14 G99C	99C Showcase (White) 20"L X 20"W X 96"H	\$ 325.00	\$ 455.00	\$
	15 G99D	99D Showcase (White) 40"L X 20"W X 96"H	\$ 452.00	\$ 633.00	\$
		Plexi panels to enclose 99C or 99D	call		\$

Notes:

Items 17 & 18 are not enclosed systems, glass shelves only

**TOTAL OF ALL ITEMS ORDERED: \$**

**Carry this total to the payment and credit card authorization form**

All order governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.  
Cancellation Policy: Items cancelled will be charged 50% of o

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

## Transportation Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: banff@ges.com

Arrange before  
**November 6th, 2015**

SHIPPER INFORMATION		IF SHIPPING FROM ANOTHER SHOW PLEASE FILL IN THIS SECTION:	
COMPANY/EXHIBITOR:		SHIPPING FROM A SHOW: <input type="checkbox"/> YES <input type="checkbox"/> NO	
FACILITY/BUSINESS PICKING UP FROM:		BOOTH #	
CITY:	ADDRESS:	SHOW NAME:	
PR/ST	POSTAL / ZIP CODE	MOVE-OUT DATE:	
COUNTRY:	CONTACT:	MOVE-OUT TIMES:	
PHONE:	FAX:	SHOW CONTRACTOR:	
		MARSHALLING YARD: <input type="checkbox"/> YES <input type="checkbox"/> NO	
		I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO	

**TAILGATE PICK UP REQUIRED?**  
☐ YES ☐ NO

**LOADING DOCK?**  
☐ YES ☐ NO

**PICK UP HOURS:**

DESTINATION INFORMATION (Return after show)		IF SHIPPING TO ANOTHER SHOW PLEASE FILL IN THIS SECTION:	
COMPANY/EXHIBITOR:		SHIPPING TO A SHOW: <input type="checkbox"/> YES <input type="checkbox"/> NO	
FACILITY/BUSINESS DELIVERING TO:		BOOTH #	
CITY:	ADDRESS:	SHOW NAME:	
PR/ST	POSTAL / ZIP CODE	MOVE-IN DATE:	
COUNTRY:	CONTACT:	MOVE-IN TIMES:	
PHONE:	FAX:	SHOW CONTRACTOR:	
		MARSHALLING YARD: <input type="checkbox"/> YES <input type="checkbox"/> NO	
		I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO	

**TAILGATE DELIVERY REQUIRED?**  
☐ YES ☐ NO

**LOADING DOCK?**  
☐ YES ☐ NO

**DROP OFF HOURS:**

CUSTOMS INFORMATION			
CUSTOMS BROKER:	CUSTOMS BROKER CONTACT:	CUSTOMS BROKER PHONE:	CUSTOMS PAPERWORK ATTACHED:
			<input type="checkbox"/> YES <input type="checkbox"/> NO

**PLEASE INDICATE SERVICE REQUIRED**

☐ ONE WAY

☐ ROUND TRIP

☐ REGULAR GROUND

☐ EXPEDITED GROUND

ITEMS TO BE SHIPPED		SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS	
TOTAL # OF PIECES		DIMENSIONS IN INCHES	ESTIMATED WEIGHT
	CARTONS (CARDBOARD)	H _____ " x W _____ " x L _____ "	
	CASES/TRUNKS (FIBRE) COLOUR:	H _____ " x W _____ " x L _____ "	
	CRATES (WOODEN)	H _____ " x W _____ " x L _____ "	
	SKIDS/PALLETS	H _____ " x W _____ " x L _____ "	
	CARPET - COLOUR:	H _____ " x W _____ " x L _____ "	
	OTHER - LIST:	H _____ " x W _____ " x L _____ "	
	<b>TOTAL# OF PIECES</b>	<b>TOTAL WEIGHT</b>	

CREDIT CARD CHARGE AUTHORIZATION		MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/>	
CARDHOLDER'S NAME	PLEASE PRINT	Account #	
CARDHOLDER'S BILLING ADDRESS	CITY		
PROVINCE / STATE	POSTAL CODE		
		CARDHOLDER'S SIGNATURE	DATE
		EXPIRATION DATE	

### TERMS AND CONDITIONS

GES CANADA assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES CANADA reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES CANADA assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES CANADA shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage. 2) GES CANADA shall not be responsible for loss, theft, or disappearance of exhibitors material after the same has been delivered to exhibitor's booth. 3) GES CANADA shall not be responsible for loss theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES CANADA shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES CANADA shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES CANADA's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50 per item, or \$1000.00 per shipment, whichever is less. 6) GES CANADA shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES CANADA by an exhibitor, or by any shipper to or on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by federal, state and local law.

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

AUTHORIZED SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT \_\_\_\_\_ COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

X

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**MATERIALS HANDLING SERVICE IS STILL REQUIRED IF TRANSPORTATION IS ORDERED  
BY SIGNING THIS FORM, SHIPPER AGREES TO BE BOUND BY ALL ITS TERMS & CONDITIONS**

## Customs Order Forms

---

### GES Customs Services

GES is proud to offer our clients a one source solution for Customs and Transportation services

#### Reliable and Efficient Service

- Experienced and reliable staff you can depend on who specialize in Tradeshow Customs Procedures
- Personnel are accessible at all times

#### Value Added Service

- Save time and money by making fewer calls

#### Personalized Service

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

#### Simplified Ordering

For your convenience choose one of the ordering options available:

- Email: [calgary@gesexpo.com](mailto:calgary@gesexpo.com)
- Fax: 403-243-3868
- Phone: 403-243-2212

Leave all of your shipping, customs clearance and furniture rentals to GES.

---



THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE  
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES  
FOR (PLEASE CHECK ONE)

☒ Customs Clearance  
And Transportation

☐ Customs Clearance  
Only

☐ Transportation  
Only

## SECTION 1

### EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: **ABC MACHINE COMPANY**

U.S. Tax # or U.S. IRS ID #: **31-2293941**

Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW  
1430**

Booth #:

Facility Name: **MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG**

Shipment Date: **MARCH 3, 2001** From (City): **NEW YORK** Carrier Name: **GES LOGISTICS**

It Consists of (# Cartons): **6** Weight: **1,500** ☒ lbs. ☐ kgs.

Our Rep @ Event: **BILL SMITH** Staying At (Hotel): **RYH - ROYAL YORK** Tel: **416-368-2511**

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

## SECTION 2

### RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: **ABC MACHINE COMPANY**

Delivery Address: **100 - 5<sup>TH</sup> AVENUE**

City: **NEW YORK** Province/State: **NEW YORK** Postal / Zip: **10012-1010**

Name: **JOE BROWN** Telephone: **212-286-2140** Fax Number: **212-286-2100**

Ship Via: ☒ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

## SECTION 3

### CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

#### CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☒ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Credit Card Number: **123 456 789 012** Expiry: **09 / 03**

Cardholder's Name: **BILL SMITH** Title: **DIRECTOR OF SALES**

Cardholder's Signature: **BILL SMITH**

ORIGINAL SIGNATURE REQUIRED

## SECTION 4

### INVOICE / STATEMENT INFORMATION

Company Name: **ABC MACHINE COMPANY**

Mailing Address: **100 - 5<sup>TH</sup> AVENUE**

City: **NEW YORK** Province/State: **NY** Postal / Zip: **10012-1010**

Attention: **BILL SMITH** Telephone: **212-286-2140** Fax Number: **212-286-2100**

## SECTION 5

### ORDER AUTHORIZED BY

This Form Was Completed By: **JOE BROWN**  
( Please Print Full Name )

Title: **DIRECTOR OF MARKETING**

Date: **APRIL 17, 2001**



## Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE  
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES  
FOR (PLEASE CHECK ONE)

☐ Customs Clearance  
And Transportation

☐ Customs Clearance  
Only

☐ Transportation  
Only

### SECTION 1

### EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: \_\_\_\_\_

U.S. Tax # or U.S. IRS ID #: \_\_\_\_\_

Event Name & Booth #: \_\_\_\_\_

Booth #: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Shipment Date: \_\_\_\_\_

From (City): \_\_\_\_\_

Carrier Name: \_\_\_\_\_

It Consists of (# Cartons): \_\_\_\_\_

Weight: \_\_\_\_\_

☐ lbs.

☐ kgs.

Our Rep @ Event: \_\_\_\_\_

Staying At (Hotel): \_\_\_\_\_

Tel: \_\_\_\_\_

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

### SECTION 2

### RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal / Zip: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Ship Via: ☐

Common Carrier

☐

Our Company Vehicle

☐

Van Line Service

☐

Air Freight Service

### SECTION 3

### CREDIT CARD AUTHORIZATION (NOTE – THIS SECTION MUST BE COMPLETED)

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

#### CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: \_\_\_\_\_

☐ VISA

☐ MASTERCARD

☐ AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

ORIGINAL SIGNATURE REQUIRED

### SECTION 4

### INVOICE / STATEMENT INFORMATION

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal / Zip: \_\_\_\_\_

Attention: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### SECTION 5

### ORDER AUTHORIZED BY

This Form Was Completed By:  
( Please Print Full Name ) \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

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1 Vendor (Name and Address) / Vendeur (Nom et Adresse)  ABC MACHINE COMPANY 100-5 <sup>TH</sup> AVENUE NEW YORK, NY 10012-1010		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001 3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)  ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG  222 BREMNER BLVD TORONTO, ON M5V 2E6		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED	
		6 Country of Transshipment / Pays de transbordement N/A	
		7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.  If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?  YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada  GES LOGISTICS NEW YORK, NY		10 Currency of Settlement / Devises du paiement USD	
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement
			14 Unit Price Prix Unitaire
			15 Total
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50
XI.1 Total Number of Pieces / Nombre total de pièces 6			
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case  Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/> kgs.  Net. Weight N/A	
		Gross Wt./ Brut 1,500 lbs	
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5 <sup>TH</sup> AVENUE NEW YORK, NY 10012-1010  Contact: BILL SMITH  Tel: 212-268-2140 Fax: 212-268-2511	
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)  N/A			

## CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

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1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6 Country of Transshipment / Pays de transbordement	
		7 Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON					
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
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Commercial Invoice No. / No. De la facture commerciale		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact:  Tel: Fax:			

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

**Be sure your materials are insured** from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.