



**Showcase360**  
April 21 - 22, 2017  
Toronto Congress Centre  
South Building

**GES** is pleased to have been selected the official service partner by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

**GES** is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information on **Advance Pricing dates** that will save you money and order forms for our products and services.

For your convenience, we will be offering the following services:

- ✓ **Expresso Online Ordering**
- ✓ **Furnishings**
- ✓ **Specialty Furnishings**
- ✓ **GES Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**
- ✓ **GES Logistics / Shipping**
- ✓ **GES Customs**

Take advantage of our **Advanced Pricing**, by ordering on or before the **Advance Date** of March 27, 2017 as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of HST when exhibiting in Ontario.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500.**  
**[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)**



Venue Address	Advance Warehouse Address
Toronto Congress Centre South Building Loading Docks 650 Dixon Road Toronto, Ontario, Canada M9W 1J1	c/o GES / Showcase360 6130 Netherhart Road Mississauga, Ontario, Canada L5T 1B7

\* See shipping label in the exhibitor manual. Note receiving dates below.

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Official Services Contractor		
Global Experience Specialists, Inc. (GES)	Phone	905-283-0500
5675 McLaughlin Road	Fax	905-283-0501
Mississauga, Ontario	Web Site	www.gesexpo.ca
L5R 3K5	E-Mail	<a href="mailto:torontoexhibitorservices@ges.com">torontoexhibitorservices@ges.com</a>

Show Information	
Booth Size	10' x 10'
Backwall Drape	n/a (8'h Grey Hardwall provided)
Sidewall Drape	n/a (Drop-down wall in Grey Hardwall provided)
Booth Carpet Colour	Blue Jay (blue speckled with black)
Aisle Carpet Colour	Blue Jay (blue speckled with black)
Booth Package Includes	10' x 10' Hardwall (Grey Sintra) w/ 1 Header Sign (Black Block Lettering on White Background) Blue Jay Booth Carpet 1 - Counter Storage Unit (40"h, White) 1 - 4' Skirted Table (30"h, Blue) 2 - Grey Fabric Side Chairs Material Handling (onsite - show docks to booth) <b>* Exhibitors must submit "Mandatory Questionnaire" to receive furniture</b>

Important Dates - Prior to Show		
Advance Price Deadline Date	Monday, March 27	
Advance Shipments may begin arriving at the Warehouse	Monday, March 20	9:00 am - 4:00 pm (Receiving hours are Monday - Friday, 09:00 - 16:00)
Last day for Advance Shipments to arrive at the Warehouse	Wednesday, April 12	9:00 am - 4:00 pm (Receiving hours are Monday - Friday, 09:00 - 16:00)
Direct Shipments may arrive at Exhibit Site	Wednesday, April 19	8:00 am - 4:00 pm <b>* Per Targeted Move-in Schedule</b>
Last day for Direct Shipments to arrive at Exhibit Site	Thursday, April 20	8:00 am - 8:00 pm <b>* Per Targeted Move-in Schedule</b>

Important Dates - At the Show		
Exhibitor Move In	Wednesday, April 19	8:00 am - 4:00 pm <b>* Per Targeted Move-in Schedule</b>
	Thursday, April 20	8:00 am - 8:00 pm <b>* Per Targeted Move-in Schedule</b>
Exhibit Hall Hours	Friday, April 21	11:00 am - 5:00 pm
	Saturday, April 22	9:00 am - 5:00 pm
Exhibitor Move Out	Sunday, April 23	8:00 am - 6:00 pm

**NEW MOVE-OUT PROCESS - SUNDAY, APRIL 23:**

The trade show floor closes on Saturday, April 22 at 5:00pm. Exhibitor empty crates, boxes and all storage will be returned to exhibitor booths overnight and in place for the start of exhibitor move-out on SUNDAY, APRIL 23. Exhibitor move-out will begin Sunday starting at 8:00am. Dollies, labour and forklift services will not be available until Sunday morning 8am, and will continue until 6pm.



#### Important Dates - At the Show (cont'd)

Stranded / Forced Freight Time	Sunday, April 23	6:00 pm	Exhibitor Freight must be removed from the exhibit Hall by this time
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#### GES On-Site Service Centre

GES will operate a Service Desk to help take care of your on-site requirements such as Furniture, Labour and Material Handling.

The Service Desk will be open during the following times:

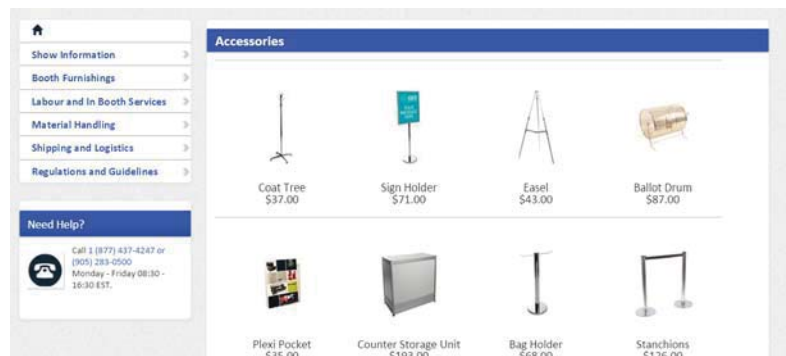
Thursday, April 20	8:00 am - 8:00 pm	Exhibitor Services
Friday, April 21	8:00 am - 2:00 pm	Exhibitor Services
Sunday, April 23	8:00 am - 6:00 pm	Customs & Transportation



Accelerate your experience using the Expresso planning, ordering and management tool.

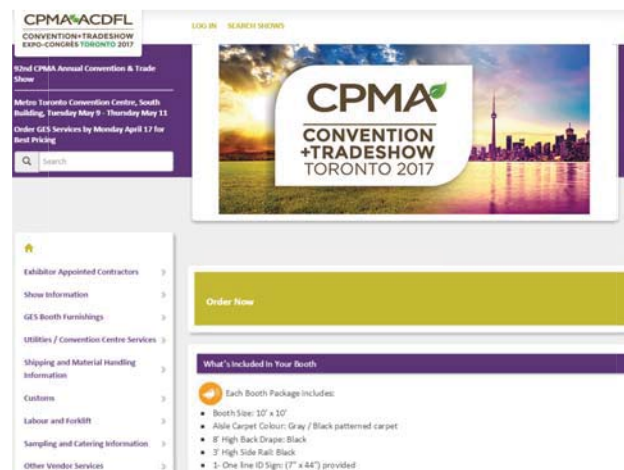
With just a few clicks, exhibitors can order GES products and services through Expresso including:

- Booth furnishings
- Carpet and Flooring
- Material handling
- Booth labour
- Signs and Graphics (custom)
- And much more



Experience a difference with Expresso.

- Each show has their own custom website
- Print shipping labels
- Download the show schedule and forms
- View order history
- View important show and event information
- Keeps you on-time and on-budget





## CREDIT CARD AUTHORIZATION

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **Showcase360**

### EXHIBITOR INFORMATION

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

### IMPORTANT - READ CAREFULLY

**Please fill out The Credit Card Authorization below if:**

- You or your company are forwarding payment to GES in the form of a cheque.
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

## PLEASE COMPLETE THE FOLLOWING

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS  
☐ CORPORATE ☐ PERSONAL

EXPIRY DATE:

**CARD #**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDER'S NAME (PRINT): \_\_\_\_\_

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

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Code/Zip: \_\_\_\_\_

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

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

This authorization allows GES to charge any fees outstanding after show closing to this credit card  
(including funds owed due to a cheque returned NSF)

**CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION**

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS  
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**



## THIRD PARTY BILLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
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SHOW:

**Showcase360**

### EXHIBITOR INFORMATION

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COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Advance Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

### Exhibiting Company

\_\_\_\_\_  
Name of Exhibiting Company

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

#### CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

☐ CORPORATE ☐ PERSONAL

**CARD #**

\_\_\_\_\_  
Cardholder's Name (print)

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

### Third Party / Exhibit House

\_\_\_\_\_  
Name of Third Party/Exhibit House

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

#### CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

☐ CORPORATE ☐ PERSONAL

**CARD #**

\_\_\_\_\_  
Cardholder's Name (print)

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

**ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:**



## PAYMENT POLICY INFORMATION SHEET

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torontoexhibitorservices@ges.com www.ges.com/ca

### ADVANCE PRICING:

To qualify for **Advance Pricing**, orders must be received **with payment in full on or before the deadline date.** After the Advance Date, orders will be charged the **Regular Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Regular Price**.

### METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, Cheques, Bank Wire and Electronic Funds Transfers (EFT).

**Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

### BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:

To properly credit your account, please complete the **BANK WIRE / EFT FORM** included with the GES order forms.

**NOTE: There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all Wire and EFTs. Any additional Wire Transfer and EFT fees are the exhibitors responsibility and may vary depending on the processing bank.**

Please ensure the transfer is made a minimum of 10 days prior to the show.

### PAYMENT SCHEDULE:

Payment for all services must be pre-paid in full. **GES** will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's **CREDIT CARD AUTHORIZATION FORM** on file.

### THIRD PARTY BILLING:

You may arrange for an exhibit house or Third Party stand builder to manage your exhibit and order services on your behalf. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

### ADJUSTMENTS AND CANCELLATIONS:

Adjustments to your invoice **will not be made after the close of the show.** Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

**ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.**



## ELECTRONIC FUNDS/WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable

GES Canada Limited

Email: ar@ges.com Fax: 905-283-0501

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

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

Contact Number: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Event Name: Showcase360

### GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Beneficiary's Name:

GES Canada Limited

Bank Name:

Bank of Montreal

Address:

350 - 7th Avenue SW

Calgary, AB

T2P 3N9

IF YOU ARE SENDING  
CANADIAN DOLLARS (\$CDN)



EFT/Direct Deposit

IF YOU ARE SENDING  
AMERICAN DOLLARS (\$US)



Institution code #: 001  
Transit #: 00109  
Account #: 1967-990

Institution code #: 001  
Transit #: 00109  
Account #: 4773-410

#### Wire Transfers

Account #: 1967-990  
Beneficiary's Bank: //CC000100109  
Swift Code: BOFMCAM2

Account #: 4773-410  
Beneficiary's Bank: //CC000100109  
Intermediary bank: Wells Fargo Bank (FKA Wachovia)  
Swift Code: PNBPU3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

\*Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)

Total: \_\_\_\_\_

**Please Note:** Please ensure transfer is made by the deadline date on your Order Form or Quotation. Additional charges will be incurred for late payments, and services may be delayed.  
\*Minimum Bank Charges as shown above, reflect GES's bank charges only.  
Any additional wire transfer and EFT fees are the exhibitor's responsibility.





# Furnishings

Plastic Contour Chair



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Grey Lounge Chair



Steno Chair



30" Round / 30" High  
Starbase Table



30" Round / 18" High  
Coffee Table



4' and 6' Long  
Skirted Counter with White Vinyl Top



4', 6', or 8' Long  
Skirted Table with White Vinyl Top



# Furnishings

Coat Tree



22" W X 28" H  
Chrome Sign Holder  
(sign extra)



Easel



Gold Ballot Drum



Plexi Pocket  
(Wall Mountable only,  
not self-standing)



40" W x 20" D x 41" H  
White Counter Storage Unit



Bag Holder 41"H



Stanchions  
6' Belt



Plastic  
Wastebasket





## FURNISHINGS

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<b>SHOW:</b> <span style="float: right;"><b>Showcase360</b></span>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>ADVANCE PRICE DEADLINE DATE:</b></td> <td style="width: 50%; text-align: right;"><b>March 27, 2017</b></td> </tr> </table>	<b>ADVANCE PRICE DEADLINE DATE:</b>	<b>March 27, 2017</b>
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<b>PHONE</b> _____ <b>FAX</b> _____			
<b>CONTACT NAME</b> _____			
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<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX			
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<b>CARDHOLDER NAME</b> _____			
<b>CARDHOLDER SIGNATURE</b> _____			
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)			

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

QTY	Item #	Description	Advance Price	Regular Price	Total
	300050	Plastic Contour Chair	\$48.96	\$68.00	
	FGFSC	Grey Fabric Side Chair	\$54.35	\$75.48	
	FGFAC	Grey Fabric Arm Chair	\$68.44	\$95.06	
	FGFCS	Grey Fabric Counter Stool	\$95.68	\$132.89	
	FGFLC	Grey Lounge Chair	\$90.09	\$125.13	
	FSC	Steno Chair	\$92.89	\$129.01	
	FPEDT	Starbase Table - 30" Round x 30" High	\$97.08	\$134.83	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$74.03	\$102.82	
	FCT	Coat Tree	\$41.90	\$58.20	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$85.20	\$118.34	
	FESL	Easel	\$52.38	\$72.75	
	FSBD	Gold Ballot Drum	\$99.87	\$138.71	
	GPLP	Plexi Pocket (wall mountable only)	\$39.11	\$54.32	
	FCSU	White Counter Storage Unit 41" H	\$243.74	\$338.53	
	FBH	Bag Holder 41"H	\$77.52	\$107.67	
	FCS	1 Pair of Stanchions	\$146.66	\$203.70	
	FWB	Plastic Wastebasket	\$18.16	\$25.22	

### Terms & Conditions

- All orders received after the Advance Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings cancelled prior to show opening.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #104060264RT0001

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)   [www.ges.com/ca](http://www.ges.com/ca)

SHOW:	<b>Showcase360</b>	<b>ADVANCE PRICE DEADLINE DATE:</b>	<b>March 27, 2017</b>
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>	
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> </div> EXPIRY DATE ____ / ____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE _____ <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	Item #	SKIRTED TABLES 30" HIGH	Advance Price	Regular Price	Total
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	DT4	4 Ft. Long x 2 Ft. Wide	\$91.49	\$127.07	
	DT6	6 Ft. Long x 2 Ft. Wide	\$108.25	\$150.35	
	DT8	8 Ft. Long x 2 Ft. Wide	\$136.89	\$190.12	
	DTS4S	Skirted Fourth Side Additional Charge	\$41.21	\$57.23	
<b>SKIRTED COUNTER 42" HIGH</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	\$136.89	\$190.12	
	RD6	6 Ft. Long x 2 Ft. Wide	\$155.04	\$215.34	
	RD4S	Skirted Fourth Side Additional Charge	\$42.60	\$59.17	
<b>NON SKIRTED TABLES 30" HIGH</b>					
	UD4	4 Ft. Long x 2 Ft. Wide	\$67.05	\$93.12	
	UD6	6 Ft. Long x 2 Ft. Wide	\$87.16	\$121.06	
	UD8	8 Ft. Long x 2 Ft. Wide	\$100.57	\$139.68	
<b>NON SKIRTED TABLES 42" HIGH</b>					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$108.95	\$151.32	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$141.64	\$196.72	
<b>CUSTOM BOOTH DRAPING</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	D3	3 Ft. High (Per Linear Ft.)	\$12.57	\$17.46	
	D8	8 Ft. High (Per Linear Ft.)	\$17.46	\$24.25	

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<b>SUBTOTAL</b> <b>13% HST</b> <b>TOTAL</b>	
	HST #104060264RT0001

Date \_\_\_\_\_



# Specialty Furniture

Black Ladder Stool



Equino White Stool



White Leather Stool



Red Leather Stool



Black Leather Stool



Chrome Wireback Stool



White Sculpted Leather Chair



Also available in black or red

White Sculpted Leather Loveseat

24" Square Chrome/White Cocktail Table



30" Square Cocktail Table Black Top



30" Round Cocktail Table Black Top



Throw Pillows



Available in:



Also available in white or red



Still can't find it? For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)





# Specialty Furniture

42" Round  
Black Meeting Table



Grey Leather Ripple  
Sled Base Meeting Chair



Black Leather Ripple  
Sled Base Meeting Chair



Bar Fridge



Literature  
Stand



White Meeting Chair



Round Meeting Chairs



48" Black Coffee Table



72" Chrome & White Meeting Table



48" White Coffee Table



24" Round End Table  
Black Top



24" Round End Table  
White Top



32" Round Coffee Table  
Black Top



32" Round Coffee Table  
White Top



Also available in 39" round coffee tables



White Round Tub Chairs

Black Round Tub Chairs



Still can't find it?

For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)



## SPECIALTY FURNITURE

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<b>CARDHOLDER SIGNATURE</b> _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

QTY	Item #	Description	Advance Price	Regular Price	Total
	SBCS	Black Ladder Stool (Cloth Seat)	\$155.04	\$215.34	
	SEWS	Equino White Stool	\$186.47	\$258.99	
	SLSW	White Leather Stool	\$186.47	\$258.99	
	SLSR	Red Leather Stool	\$186.47	\$258.99	
	SBLs	Black Leather Stool	\$186.47	\$258.99	
	SWBCSG	Chrome Wireback Stool	\$193.46	\$268.69	
	SRMCW	White Round Meeting Chairs	\$122.22	\$169.75	
	SRMCR	Red Round Meeting Chairs	\$122.22	\$169.75	
	SRMCBLK	Black Round Meeting Chairs	\$122.22	\$169.75	
	SCLCW	White Corbusier Leather Chair	\$348.50	\$484.03	
	SCLCR	Red Corbusier Leather Chair	\$348.50	\$484.03	
	SCLCBK	Black Corbusier Leather Chair	\$348.50	\$484.03	
	SCLLW	White Corbusier Leather Loveseat	\$410.66	\$570.36	
	SCLLR	Red Corbusier Leather Loveseat	\$410.66	\$570.36	
	SCLLBK	Black Corbusier Leather Loveseat	\$410.66	\$570.36	
	SWSC	White Sculpted Leather Chair	\$268.19	\$372.48	
	SSLCR	Red Sculpted Leather Chair	\$268.19	\$372.48	
	SSLCB	Black Sculpted Leather Chair	\$268.19	\$372.48	
	SWSLs	White Sculpted Leather Loveseat	\$364.56	\$506.34	
	SSLLR	Red Sculpted Leather Loveseat	\$364.56	\$506.34	
	SSLLB	Black Sculpted Leather Loveseat	\$364.56	\$506.34	

NOTE: 3 Seater Sofa Available Upon Request. On-site orders are subject to availability.

#### Terms & Conditions

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<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #104060264RT0001

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## SPECIALTY FURNITURE

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247

torontoexhibitorservices@ges.com www.ges.com/ca

<b>SHOW:</b> <span style="float: right;"><b>Showcase360</b></span>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>ADVANCE PRICE DEADLINE DATE:</b></td> <td style="width: 40%; text-align: center;"><b>March 27, 2017</b></td> </tr> </table>	<b>ADVANCE PRICE DEADLINE DATE:</b>	<b>March 27, 2017</b>		
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<b>EXHIBITOR INFORMATION</b>					
<b>BOOTH #:</b> _____					
<b>COMPANY</b> _____					
<b>STREET</b> _____					
<b>CITY</b> _____ <b>PROV/STATE</b> _____ <b>CODE</b> _____					
<b>E-MAIL</b> _____					
<b>PHONE</b> _____ <b>FAX</b> _____					
<b>CONTACT NAME</b> _____					
<b>CREDIT CARD AUTHORIZATION</b>					
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">[ ][ ][ ][ ]</td> <td style="width: 25%;">[ ][ ][ ][ ]</td> <td style="width: 25%;">[ ][ ][ ][ ]</td> <td style="width: 25%;">[ ][ ][ ][ ]</td> </tr> </table>		[ ][ ][ ][ ]	[ ][ ][ ][ ]	[ ][ ][ ][ ]	[ ][ ][ ][ ]
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<b>EXPIRY DATE</b> _____ / _____					
<b>CARDHOLDER NAME</b> _____					
<b>CARDHOLDER SIGNATURE</b> _____					
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)					

**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

QTY	Item #	Description	Advance Price	Regular Price	Total
	SGLMC	Grey Leather Ripple Sled Base Meeting Chair	\$138.28	\$192.06	
	SGLMC	Black Leather Ripple Sled Base Meeting Chair	\$138.28	\$192.06	
	SMCW	White Meeting Chair	\$134.79	\$187.21	
	SLRBTWCW	White Leather Round Tub Chairs	\$262.60	\$364.72	
	SLRBTCBK	Black Leather Round Tub Chairs	\$262.60	\$364.72	
	SSWCT	Chrome/White Cocktail Table (24" Square Top, 42" High)	\$174.60	\$242.50	
	SRCT	Round Cocktail Table (Black 30" Diameter Top, 42" High)	\$191.36	\$265.78	
	SSBCT	Square Cocktail Table (Black 30" Top, 42" High)	\$191.36	\$265.78	
	SBMT	42" Black Meeting Table (Round)	\$168.31	\$233.77	
	SCMT72W	72" Chrome & White Meeting Table	\$270.98	\$376.36	
	SCTW	24" X 48" Coffee Table White Top	\$183.68	\$255.11	
	SCTB	24" X 48" Coffee Table Black Top	\$183.68	\$255.11	
	SWRET24	24" Round End Table White Top	\$145.97	\$202.73	
	SBRET24	24" Round End Table Black Top	\$145.97	\$202.73	
	SWRCT32	Round Coffee Table White Top 32"	\$164.82	\$228.92	
	SBRCT32	Round Coffee Table Black Top 32"	\$164.82	\$228.92	
	SWRCT39	Round Coffee Table White Top 39"	\$164.82	\$228.92	
	SBRCT39	Round Coffee Table Black Top 39"	\$164.82	\$228.92	
	SBF	Bar Fridge	\$228.42	\$340.93	
	SLS	Literature Stand	\$167.62	\$232.80	
	STP	18" Throw Pillows □ white □ pink □ blue □ red □ orange □ yellow □ black □ green	\$28.63	\$39.77	

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<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #104060264RT0001

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





## GES EXHIBIT ACCESSORIES

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

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<b>BOOTH #:</b> _____			
COMPANY _____			
STREET _____			
CITY _____ PROV/STATE _____ CODE _____			
E-MAIL _____			
PHONE _____ FAX _____			
CONTACT NAME _____			

CREDIT CARD AUTHORIZATION	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	
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EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
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<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	PED001	Pedestal (White) 20"L x 20"W 28"H	\$143.17	\$198.85	
	PED002	Pedestal (White) 20"L x 20"W 36"H	\$149.46	\$207.58	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$549.64	\$763.39	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$453.96	\$630.50	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$361.07	\$501.49	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$361.07	\$501.49	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$361.07	\$501.49	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$545.45	\$757.57	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$545.45	\$757.57	

QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$44.70	\$62.08	
	GGP	Grid Panels - 38"W X 44"H White Panels (2" Squares)	\$149.46	\$207.58	
	GGR	Garment Rail 39"W	\$53.08	\$73.72	
	GFS	Shelves - Flat 37"L X 12"W	\$45.40	\$63.05	
	GAS	Shelves - Angled 37"L X 12"W	\$45.40	\$63.05	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$130.90	\$183.26	

*Designed to fit GES Hardwall booths only.  
Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall.  
Grid Panels Cannot Be Installed In Corners.*

### Terms & Conditions

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Advance Price Date will be processed at the Regular Price.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #104060264RT0001

**I have read and understand the Terms & Conditions of my Agreement with GES.**

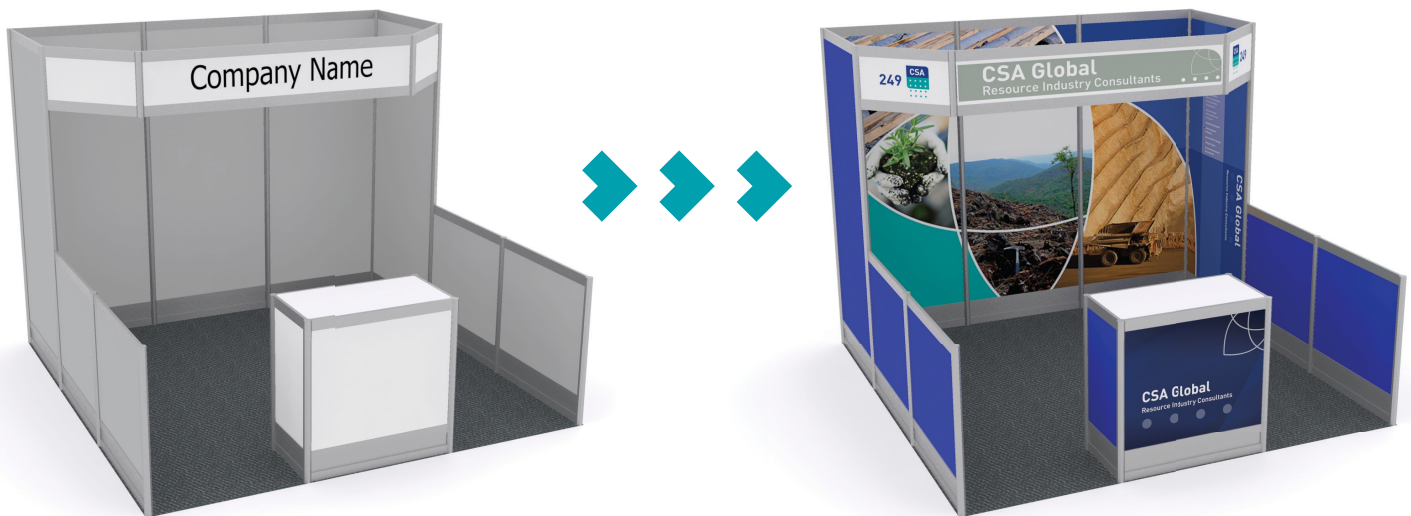
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**Signature**

\_\_\_\_\_  
**Date**



# Graphic Design & Production

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact Jodi Anastasakis: 905.283.0559  
or email: [janastasakis@ges.com](mailto:janastasakis@ges.com)



## GRAPHICS AND DESIGN

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247

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SHOW: <b>Showcase360</b>	<b>ADVANCE PRICE DEADLINE DATE:</b> <b>March 27, 2017</b>										
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BOOTH #: _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX										
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CONTACT NAME _____											

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### STANDARD SIGN PRICE LIST

QTY	Item #	Description	Advance Price	Regular Price	Total
	SIG027	8"W x 11"H vertical sign (with easel)	\$13.75	\$19.10	
	S744	44"W x 7"H horizontal sign (with holes)	\$75.43	\$104.76	
	S2228	22"W x 28"H vertical sign	\$101.97	\$141.62	
	S2844	28"W x 44"H vertical sign	\$131.30	\$182.36	
	SIG028	38"W x 84"H vertical sign (with feet)	\$498.19	\$691.92	

\* All prices include delivery to show site.

### CUSTOM GRAPHICS

### PLEASE UPLOAD ARTWORK HERE

#### We offer complete graphics services from Design to Print!

We can create custom graphics almost any size to fit any of your needs, including:

- Pressure sensitive vinyl (PSV) Booth wraps (the same as vehicle wraps)
- Vinyl or mesh banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut graphics for eye-catching effect
- Printing on specialized / unique material
- Double Sided applications
- Carpet / Floor Decals

You can upload your file(s) to: <https://file.ges.com/>

Enter **toupload@ges.com** in the "Recipient Email Address" field.

**IMPORTANT NOTE:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments".

**SIGN  
INFO**

\*If you do not have a print file to submit, but need copy to be set / basic layout, please write the text and description for your sign order below or attach separate page.

For more information or quote, please email us at: [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK.

#### Terms & Conditions

- All orders received after the Advance Price Date will be processed at the Regular Price.
- There are no refunds/exchanges on signs.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

Signature

Date



## PLANTS AND FLOWERS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
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CONTACT NAME _____													
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FLOOR AND TABLE PLANTS					
QTY	Item #	Description	Advance Price	Regular Price	Total
	PFP25	2 ft. to 5 ft. Tall	\$85.90	\$119.31	
	PFP68	6 ft. to 8 ft. Tall	\$167.62	\$232.80	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	\$251.42	\$349.20	
	PBF	Boston Fern	\$62.86	\$87.30	
	PTP	Table Plant - 10"	\$62.86	\$87.30	
	PMUM	Mums	\$37.71	\$52.38	
FLOWER ARRANGEMENTS					
	PFAS	Standard Fresh Flower Arrangement	\$123.62	\$171.69	
	PFAP	Premium Fresh Flower Arrangement	\$228.38	\$317.19	
	PFAE	Exotic Arrangement	\$157.14	\$218.25	



**PLEASE NOTE:** Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price:

### Terms & Conditions

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<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

I have read and understand the Terms & Conditions of my Agreement with GES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## LABOUR INSTALLATION AND DISMANTLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
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E-MAIL _____	CARDHOLDER SIGNATURE _____										
PHONE _____ FAX _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)										
CONTACT NAME _____											

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

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.  
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

LABOUR INSTALLATION AND DISMANTLING				
Item #	Item #	DESCRIPTION		PER HOUR
LINREG	LOREG	Straight Time	Monday-Friday 8:00am - 4:00pm	<b>\$113.30</b>
LINOT	LOOT	Over Time	Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$170.98</b>
LINDT	LODT	Double Time	Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$221.45</b>

<b>INSTALLATION</b>	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____	Delivery Date/Time: _____ AM PM Day / Date/ Month / Year
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> (Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)
DATE/TIME LABOUR REQUIRED: _____	AM PM Day / Date/ Month / Year
NUMBER OF PEOPLE REQUIRED _____	X HOURS PER PERSON _____ = TOTAL EST. HRS. _____
<b>DISMANTLING</b>	
Carrier: _____	Delivery Date/Time: _____ AM PM Day / Date/ Month / Year
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> (Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)
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#### Terms & Conditions

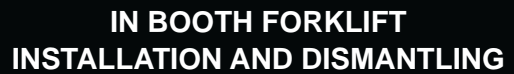
- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per person.
- GES Limits of Liability apply.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	
HST #104060264RT0001	

I have read and understand the Terms & Conditions of my Agreement with GES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)   [www.ges.com/ca](http://www.ges.com/ca)

**THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT**

**A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)**

<b>EST. SUBTOTAL</b>	
<b>13% HST</b>	
<b>EST. TOTAL</b>	
	HST #104060264RT0001

---

**Date**





## ADVANCE WAREHOUSE

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

**Warehouse Location: 6130 Netherhart Rd., Mississauga, Ontario, Canada L5T 1B7**

### BILLING INFORMATION

Company Name: _____	Expected Date of Arrival to Warehouse: _____
Address: _____	Crated or Loose Items: <input type="checkbox"/> YES <input type="checkbox"/> NO
City: _____ Prov/State: _____ Postal Code: _____	Customs Paperwork Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO
Contact: _____	If yes, Customs Broker: _____
Phone: _____	Contact: _____
Fax: _____ Email: _____	Phone: _____

I will be shipping to: ☐ ADVANCED WAREHOUSE ☐ SHOW SITE

### DESTINATION

Show Name: _____	Showcase360	Booth # : _____
Facility: _____	Toronto Congress Centre, South Building, Halls A,B,C	
Address: _____	650 Dixon Road	Delivery Date: _____ Delivery Time: _____
City: _____	Toronto	Prov/State: _____ Ontario
		Postal Code: _____ M9W 1J1
Company Name: _____		
Contact: _____		Phone: _____

### ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL WEIGHT & DIMENSIONS**

TOTAL NUMBER 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 _____	
TOTAL	TOTAL WEIGHT	

**ADVANCE SHIPMENTS TO WAREHOUSE: \$49.00 PER 100LBS. min. 300lbs**

**Advance Warehouse services do not include Material Handling Services and charges.**

**ADVANCE WAREHOUSE SERVICES INCLUDES DELIVERY TO SHOW SITE ONLY**

**YOUR CARRIER MUST PICK UP YOUR MATERIALS DIRECTLY FROM SHOW SITE AT CONCLUSION**

### PAYMENT OPTIONS

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CREDIT CARD NUMBER: _____	EXPIRY DATE: _____	
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

### TERMS & CONDITIONS

GES 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 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 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 shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES 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 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's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited 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. 6) GES 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 an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES 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 other shipper) of the terms and conditions set forth.

**By signing this order form, shipper agrees to be bound by all its terms and conditions.**

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

Please Print Name: \_\_\_\_\_



# Logistics



## GES Logistic Services

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

### Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line

### 24-Hour Tracking

Call toll free 1-877-437-4247 for immediate information on the status of your shipment

### On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

### Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

### Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

### Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

**Ship everywhere with GES Logistics Services.**





## SHIPPING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

### PICK UP INFORMATION

COMPANY NAME: _____	PICK UP DATE: _____	PICK UP TIME: _____
ADDRESS: _____	BUSINESS HOURS: _____	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY: _____	PROV/STATE: _____	CODE: _____
CONTACT: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
PHONE: _____	IF YES, CUSTOMS BROKER: _____	
FAX: _____	EMAIL: _____	PHONE: _____

I will be shipping to: ☐ ADVANCED WAREHOUSE ☐ SHOW SITE

### DESTINATION

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: _____	Showcase360
DELIVERY DATE: _____	DELIVERY TIME: _____
FACILITY: _____	Toronto Congress Centre, South Building, Halls A,B,C
ADDRESS: _____	650 Dixon Road
CITY: _____	Toronto
PROV/STATE: _____	Ontario
POSTAL CODE: _____	M9W 1J1

### SERVICE REQUIRED

☐ ONE WAY ☐ ROUND TRIP

☐ TIME CRITICAL ☐ 3-5 DAY ☐ GROUND

### ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER 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 _____	
TOTAL	TOTAL WEIGHT:	

### BILLING AND PAYMENT INFORMATION

COMPANY NAME: _____	ADDRESS: _____	CITY: _____
PROV/STATE: _____	CODE: _____	EMAIL: _____
TEL: _____	CREDIT CARD NUMBER: _____	EXPIRY DATE: _____
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

### TERMS & CONDITIONS

GES 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 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 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 shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES 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 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's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited 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. 6) GES 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 an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES 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 other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

By signing this order form, shipper agrees to be bound by all its terms and conditions.

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

Please Print Name: \_\_\_\_\_



## ***customs***



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

## **GES Customs Services**

### **Reliable and Efficient Service**

- Experienced and reliable staff you can depend on who specialize in trade show 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

### **On-Site Representation**

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the trade show floor

### **Simplified Ordering**

For your convenience choose one of the ordering options available:

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

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



## 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: **ABC MACHINE COMPANY** Email Address: \_\_\_\_\_  
U.S. Tax # or U.S. IRS ID #: **31-2293941**  
Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW** Booth #: **1430**  
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: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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☐ 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

Page 1 of 1  
de

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	\$3,000.00	
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00	
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00	
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00	
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.		17. Invoice Total Total de la facture	
		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

Page of  
de

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		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
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		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
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:			



## LIMITS OF LIABILITY & RESPONSIBILITY

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.



# ADVANCE WAREHOUSE SHIPPING LABEL

Showcase360

## EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

**SHIPPER:** \_\_\_\_\_  
(Name of Company where shipment originates.)

**TO:** \_\_\_\_\_  
(Name of your exhibiting Company at the show.)

**BOOTH NUMBER:** \_\_\_\_\_  
(Your booth number at the show.)

**C/O:** GES/ Showcase360  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

**ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED BETWEEN:**  
**Monday, March 20 - Wednesday, April 12, 2017 9:00am - 4:00pm**



# DIRECT TO SHOW SITE SHIPPING LABEL

Showcase360

## EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

**SHIPPER:** \_\_\_\_\_  
(Name of Company where shipment originates.)

**TO:** \_\_\_\_\_  
(Name of your exhibiting Company at the show.)

**BOOTH NUMBER:** \_\_\_\_\_  
(Your booth number at the show.)

**C/O:** GES/ Showcase360  
Toronto Congress Centre  
South Building - Halls A,B,C  
650 Dixon Road  
Toronto, Ontario, Canada  
M9W 1J1

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

### DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:

Wednesday, April 19 8:00am - 4:00pm (\*per Targeted move-in schedule)

Thursday, April 20 8:00am - 8:00pm (\*per Targeted move-in schedule)