



MATERIAL HANDLING INFORMATION

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MATERIAL HANDLING SERVICES & SHIPPING INFORMATION

IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for the **OCE - Discovery 2017**. Exhibitors must use GES to perform this service which includes:

- ◆ RECEIVING, DOCUMENTING AND INSPECTING YOUR SHIPMENT(S) ON ARRIVAL
- ◆ UNLOADING OF SHIPMENT(S) AT THE SHOW SITE DOCK & DELIVERY TO BOOTH
- ◆ REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- ◆ STORING YOUR EMPTY CONTAINERS IN THE STORAGE AREA
- ◆ RETURNING OF EMPTY CONTAINERS TO BOOTH AFTER SHOW CLOSING
- ◆ MOVING YOUR OUTBOUND SHIPMENT TO THE LOADING DOCK
- ◆ RELOADING OF SHIPMENT(S) FROM DOCK ON TO YOUR CARRIER

GES, as the official Material Handling contractor, is required by Show Management to perform this service. These services are charged per hundred weight with a 200lb. minimum at the expense of the exhibitor. **All Shipments must be accompanied with a Certified Weight Ticket (CWT). If no CWT is available, GES will weigh your shipment on site and special handling charges will apply. For all loose, stacked and uncrated shipments, Special Handling rates will apply.** To avoid additional charges, please complete and return the **MATERIAL HANDLING ORDER FORM** provided.

Exhibitors shipping to the advance warehouse receive the following additional services:

- ◆ STORAGE UP TO 30 DAYS IN THE ADVANCE WAREHOUSE
- ◆ DELIVERY OF SHIPMENT(S) FROM ADVANCE WAREHOUSE TO SHOW SITE
- ◆ FIRST PRIORITY UNLOADING STATUS

**** LOOSE AND UNCRATED SHIPMENT(S) WILL NOT BE RECEIVED BY ADVANCE WAREHOUSE****

LABELING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **April 17, 2017 - May 8, 2017 9:00 am - 4:00 pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES / **OCE - Discovery 2017**
6130 Netherhart Rd.
Mississauga, Ontario, Canada
L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **Please refer to Exhibitor Hand Book provided by Show Management**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES / **OCE - Discovery 2017**
Metro Toronto Convention Centre
222 Bremner Blvd.
Toronto, Ontario, Canada
M5V 3L9

ALL ORDERS ARE GOVERNED BY THE GES LIMITS OF LIABILITY AND RESPONSIBILITY.



SHOW: **OCE - Discovery 2017**

**ADVANCE PRICE
DEADLINE DATE:**

April 24, 2017

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY

STREET

CITY	PROV/STATE	CODE
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E-MAIL

PHONE _____ FAX _____

CONTACT NAME

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE / /

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

Item # MHADWT ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received between: **April 17, 2017 - May 8, 2017 9:00 am - 4:00 pm**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$95.88** per 100 lbs. (200 lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds

Item # MHDRWT DIRECT SHIPMENT(S) TO SHOWSITE:

- Shipment(s) may arrive at Show Site on: **Please refer to Exhibitor Hand Book provided by Show Management**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$81.78** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.
- Pounds**

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Pounds

Item # MHSPWT SMALL PACKAGES: (Maximum 50lbs / Shipment):

- Rate of **\$42.00** First Package
- Rate of **\$10.30** for each additional package (in the same shipment) to a 50lb. Maximum

****If over 50lbs., Rates for Advance or Direct Shipments will apply****

SPECIAL HANDLING: (30% Surcharge Applies to Entire Shipment):

- All shipments of loose, padded or uncrated materials. All special unloading requirements, such as ground side door/constricted or stacked unloading.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____ Number of Pieces: _____ Total Weight: _____

Goods are scheduled for delivery to: ☐ Show Site ☐ Advance Warehouse

Date goods are scheduled to arrive: _____ Month/Day_____

Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

EST. SUBTOTAL
13% HST
EST. TOTAL

HST #104060264RT0001

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

Signature

Date _____