

# ICOI 2017 World Congress August 17-19, 2017 Vancouver Convention Centre West Buidling

**GES** is pleased to have been selected the official service contractor 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, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

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

- ✓ Online Ordering
- ✓ Furnishings
- ✓ Carpet & Underpadding
- ✓ GEM Exhibits & Accessories
- ✓ Signs & Graphics
- ✓ Plants
- ✓ Installation & Dismantling Labour
- ✓ Material Handling
- ✓ GES Logistics / Shipping
- ✓ GES Customs

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **July 26, 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 all applicable taxes when exhibiting in B.C.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (403) 243-2212.**



## Show Information

ICOI 2017 World Congress  
Vancouver Convention Centre - West  
August 17 - 19, 2017

### Venue Shipping Address

#### Venue

Vancouver Convention Centre - West  
1055 Canada Place  
Vancouver, BC, Canada  
V6C 0C3

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

### Advance Warehouse Shipping Address

#### GES/Show Name

(Company Name & Booth #)  
3985 Still Creek Avenue  
Burnaby, BC, Canada  
V5C 4E2

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

### Official Services Contractor

Global Experience Specialists, Inc. (GES)  
#25, 5805 - 76th Avenue SE  
Calgary, Alberta, Canada  
T2C 5L8

Phone 403-243-2212  
Fax 403-243-3868  
Web Site [www.gesexpo.ca](http://www.gesexpo.ca)  
E-Mail

### Show Information

Booth Size 8' X 10'  
Backwall Drape 8' black  
Sidewall Drape 3' black  
Aisle Carpet Colour Multicolor Venue Carpet  
Booth Packages Includes Draped booth  
  
1 - 6' Draped Table - black  
2 Grey Fabric Side Chairs  
1 Wastebasket  
1 Booth ID sign

### Important Dates - Prior to Show

Advance Price Deadline Date	Wednesday, July 26	
Advance Shipments may begin arriving at the Warehouse	Monday, July 17	Time
Last day for Advance Shipments to arrive at the Warehouse	Friday, August 11	Time
Direct Shipments may arrive at Exhibit Site	Wednesday, August 16	6 PM - 9 PM
Last day for Direct Shipments to arrive at Exhibit Site	Thursday, August 17	8 AM - 12 PM

### Important Dates - At the Show

Move In	Wednesday, August 16	6 PM - 9 PM
	Thursday, August 17	8 AM - 12 PM
Show Hours	Thursday, August 17	1 PM - 6:30 PM
	Friday, August 18	7:30 AM - 6:15 PM
	Saturday, August 19	7:30 AM - 3:30 PM
Move Out	Saturday, August 19	3:30 PM - 6 PM

### GES On-Site Service Centre

GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Material Handling.  
The Service Desk will be open during the following times:

TBD

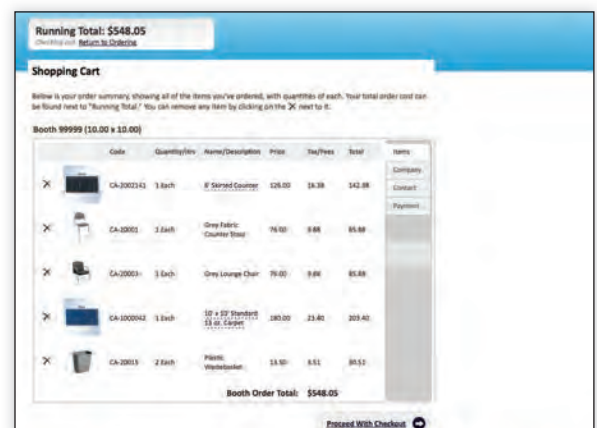
TBD



## Accelerate your experience with Expresso exhibit planning, ordering and management.

Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

- Booth furniture.
- Carpet and flooring.
- Material handling.
- Booth labour.
- And much more.



## Expresso is more than just an online exhibitor manual. Exhibitors can:

- Order exhibit products and services.
- Print shipping labels.
- View important show and event information.
- Download the show schedule into Outlook or iCalendar.
- View account order status and history.



## Experience a difference with Expresso.

- Each show has their own custom website.
- Runs on all browsers for PCs, Macs and tablets.
- Everything in one place; all organizer and show information, ordering and even third party forms.
- Keeps you on-time and on-budget.





## CREDIT CARD AUTHORIZATION

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: ICOI 2017 World Congress

### 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**

SHOW: ICOI 2017 World Congress

**EXHIBITOR INFORMATION**
**BOOTH #:** \_\_\_\_\_

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 Advanced 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:**


**DISCOUNT PRICING:**

To qualify for **Discount Pricing**, orders must be received **with payment in full on or before the deadline date.** Late 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, Cheque and Bank Wire Transfers. Purchase Orders are not considered payment. **Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

**BANK WIRE TRANSFER INFORMATION:**

To properly credit your account, please complete the **BANK WIRE TRANSFER FORM** included with the GES order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank Wire Transfer Form.

***NOTE: There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers.***

**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 other agent to manage your exhibit & 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 APPLICABLE TAXES 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: ICOI 2017 World Congress

### 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: PNBUS3NNYC

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.

An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as exclusive to a designated provider, or by the show organizer in a contract as an exclusive service for the general or official service provider or other 3rd party.

If you are hiring an EAC please submit this form along with a valid Certificate of Insurance to **GES** by 30 days prior to show start. The Notice of Intent to use an EAC must be completed for every third party (as well as any other third party ordering or requesting services from **GES** on behalf of Exhibitor) at the above Show.

Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from **GES** and may be able to supervise the installation and dismantling only.

All companies are to abide by Canadian Labour laws, and governing union jurisdiction within the venue/facility.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

☐ Yes - We will employ the services of (name of EAC): \_\_\_\_\_

☐ Certificate of Insurance Attached

☐ Certificate of Insurance to Follow

Full Name of EAC: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City, Province/State: \_\_\_\_\_

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

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

EAC "Show Site" Representative: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

Return this form to:  
 GES c/o ICOI 2017 World Congress  
 Exhibitor Services Department  
 #25, 5805 - 26 Ave SE, Calgary, AB T2C 5L8  
 Ph: (403) 243-2212 Fax: (403) 243-3868  
 calgaryexhibitorservices@ges.com  
 www.gesexpo.ca

**GES** shall have no liability to any party for damage or injuries caused by exhibitor or its 3rd party agents. It is the exhibitor's responsibility to provide its exhibitor appointed contractors with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Service Manual. Exhibitor agrees to indemnify and defend **GES** for the actions of its agents and exhibitor appointed contractors. The exhibitor is responsible for any losses, damages or injuries that are caused by or attributed to exhibitor appointed contractors that are not covered or provided by exhibitor appointed contractor's insurance.

# furnishings



Grey Fabric Side Chair



Grey Fabric  
Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High  
Pedestal Table



30" Round / 18" High  
Coffee Table



4', 6', OR 8' Long  
Raised Draped Table  
with White Vinyl Top



4', 6', OR 8' Long  
Draped Table  
with White Vinyl Top



# furnishings



Coat Tree



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



Easel



Gold Ballot Drum



Plexi Pocket



40" W x 20" D x 36" H  
White Counter Storage Unit



Bag Holder 41"H



Stanchions  
6" Belt



Plastic  
Wastebasket



#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: <b>ICOI 2017 World Congress</b>	<div style="display: flex; justify-content: space-between;"> <div><b>DISCOUNT PRICE DEADLINE DATE:</b></div> <div>July 26, 2017</div> </div>
<b>EXHIBITOR INFORMATION</b>	
BOOTH #: _____	
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	
<b>CREDIT CARD AUTHORIZATION</b>	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div>	
EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	

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

FURNISHINGS				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Grey Fabric Side Chair	\$59.00	\$83.00	
	Grey Fabric Counter Stool	\$120.00	\$168.00	
	Grey Fabric Arm Chair	\$79.00	\$111.00	
	Grey Folding Chair	\$35.00	\$49.00	
	Cocktail Table 40" High	\$119.00	\$167.00	
	30" Round 30" High Pedestal Table	\$106.00	\$148.00	
	30" Round 18" High Coffee Table	\$95.00	\$133.00	
	Coat Tree	\$59.00	\$83.00	
	22" x 28" Chrome Sign Holder (Sign Extra)	\$81.00	\$113.00	
	Easel	\$50.00	\$70.00	
	Ballot Drum	\$78.00	\$110.00	
	Garment Rack on Wheels	\$43.00	\$60.00	
	White Counter Storage Unit 40" H	\$211.00	\$295.00	
	Bag Holder 40"H	\$71.00	\$99.00	
	Tape Stanchion	\$69.00	\$97.00	
	Wastebasket	\$25.00	\$35.00	

DRAPED DISPLAY TABLES 30" HIGH				
<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				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	6 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	8 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	Drape Fourth Side	Add \$39.00 ea.		

RAISED DRAPED DISPLAY TABLES 42" HIGH				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$138.00	\$193.00	
	6 Ft. Long x 2 Ft. Wide	\$150.00	\$210.00	
	8 Ft. Long x 2 Ft. Wide	\$163.00	\$228.00	
	Drape Fourth Side	Add \$39.00 ea.		

CUSTOM BOOTH DRAPING				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
	3 Ft. High (Per Linear Ft.)	\$14.00	\$20.00	
	8 Ft. High (Per Linear Ft.)	\$17.00	\$25.00	

**Terms & Conditions**

- All orders received after the Discount 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 draped tables or custom booth draping once delivered. 50% refund on furnishings cancelled prior to show opening.

<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>7% PST</b>	
<b>TOTAL</b>	
GST #R104060264	

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

Signature

Date

# specialty furniture



Black Ladder Stool



Equino White Stool

Wire Back Chrome Stool



Black Leather Stool

Black Zebrano Stool



Black Corbusier  
Leather Chair



24" Square Chrome/White  
Cocktail Table



30" Square Cocktail Table  
Black Top



30" Round Cocktail Table  
Black Top



White Sculpted  
Leather Chair



White Sculpted  
Leather Loveseat

Black Leather Square Back  
Tub Chair



# specialty furniture



42" Round  
Black Meeting Table



Bar Fridge



Literature  
Stand



Mahogany Coffee Table



Mahogany End Table



24" Round End Table  
White Top



24" Round End Table  
Black Top



32" Round Coffee Table  
Black Top



32" Round Coffee Table  
White Top



39" Round Coffee Table  
Black Top



39" Round Coffee Table  
White Top



## SPECIALTY FURNISHINGS ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

<b>SHOW:</b> ICOI 2017 World Congress	<b>DISCOUNT PRICE DEADLINE DATE:</b> July 26, 2017
EXHIBITOR INFORMATION	
<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> _____	
CREDIT CARD AUTHORIZATION	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	
<div style="display: flex; justify-content: space-between;"> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div>	
<b>EXPIRY DATE:</b> _____ / _____	
<b>CARDHOLDER NAME:</b> _____	
<b>CARDHOLDER SIGNATURE:</b> _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	

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

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Black Ladder Stool (Cloth Seat)	\$173.00	\$242.00			Chrome/White Cocktail Table (24" Square Top, 42" High)	\$173.00	\$242.00	
	Black Leather Stool	\$177.00	\$248.00			Round Cruiser Table (Black 30" DIA, 42" High)	\$161.00	\$225.00	
	Equino White Stool	\$173.00	\$242.00						
	Wire Back Chrome Stool	\$181.00	\$253.00			Black Round Coffee Table (32" Diameter)	\$151.00	\$211.00	
	Black Diamond Back Stool	\$181.00	\$253.00			Black Round Coffee Table (39" Diameter)	\$151.00	\$211.00	
	Black Corbusier Leather Chair	\$293.00	\$410.00			White Round Coffee Table (32" Diameter)	\$151.00	\$211.00	
	Black Corbusier Leather Loveseat	\$383.00	\$536.00			Black Round End Table (24" Diameter)	\$133.00	\$186.00	
	White Sculpted Leather Chair	\$253.00	\$354.00			White Round End Table (24" Diameter)	\$133.00	\$186.00	
	White Sculpted Leather Loveseat	\$337.00	\$472.00			Mahogany End Table (24" x 48")	\$145.00	\$203.00	
	Black Leather Sq. Back Tub Chair	\$247.00	\$346.00			Mahogany End Table (24" x 24")	\$125.00	\$175.00	
	White Leather Sq. Back Tub Chair	\$247.00	\$346.00			Literature Stand - Accordion	\$90.00	\$126.00	
	Black Leather Rnd Back Tub Chair	\$229.00	\$321.00			Literature Stand - Double Sided	\$134.00	\$188.00	
	White Leather Rnd Back Tub Chair	\$229.00	\$321.00			Bar Fridge	\$213.00	\$298.00	
					<b>NOTE* 3 Seater Sofa Available Upon Request.</b>				

### Terms & Conditions

- Colours, sizes and styles may vary.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>7% PST</b>	
<b>TOTAL</b>	
GST #R104060264	

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

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

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

SHOW: ICOI 2017 World Congress

**DISCOUNT PRICE  
DEADLINE DATE:**

July 26, 2017

**EXHIBITOR INFORMATION**
**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

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

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

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

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

**CREDIT CARD AUTHORIZATION**
☐ MASTERCARD ☐ VISA ☐ AMEX

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

EXPIRY DATE \_\_\_\_ / \_\_\_\_

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

**NOTE: Room has venue carpet in place.**  
**(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

**BOOTH CARPET - STANDARD SIZE**
*Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.*

QTY.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	10 Ft. X 10 Ft. Single Booth	\$207.00	\$290.00	
	10 Ft. X 20 Ft. Double Booth	\$412.00	\$577.00	

**COLOUR SELECTION:** ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

**BOOTH CARPET - CUSTOM SIZE**
*If your booth requires a size not listed above, please complete this section.*

<b>BOOTH SIZE:</b> ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$2.71/Sq. Ft.	\$3.80/Sq. Ft.	
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**COLOUR SELECTION:** ☐ BLACK ☐ BLUE ☐ GREY ☐ RED

**UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)**

<b>BOOTH SIZE:</b> ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$1.40/Sq. Ft.	\$1.96/Sq. Ft.	
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**PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)**

<b>BOOTH SIZE:</b> ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$1.14/Sq. Ft.	\$1.60/Sq. Ft.	
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PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY

IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

☐ YES ☐ NO

**Terms & Conditions**

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds/exchanges on carpets once delivered.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- If a colour is not chosen, GES will choose a colour for you. *Carpet colour subject to availability.*

**SUBTOTAL**  
**5% GST**  
**7% PST**  
**TOTAL**

GST #R104060264

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: ICOI 2017 World Congress

**DISCOUNT PRICE DEADLINE DATE:**

July 26, 2017

**EXHIBITOR INFORMATION**
**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

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

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

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

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

**CREDIT CARD AUTHORIZATION**
☐ MASTERCARD ☐ VISA ☐ AMEX

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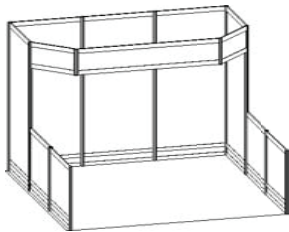
EXPIRY DATE \_\_\_\_ / \_\_\_\_

CARDHOLDER NAME

CARDHOLDER SIGNATURE

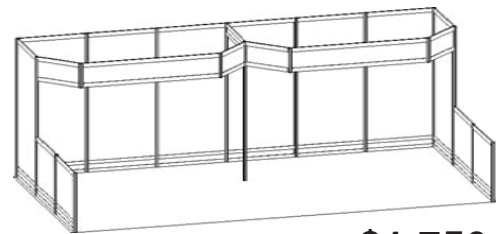
☐ CHEQUE ATTACHED (PAYABLE TO GES)

# Show Special

**→ Spend less → Sell More → Look great**

**\$1,113.00**
**PACKAGE A: 10'x10' BOOTH**

- Header Sign - 12"x78"
- Infill Panels
- Colour Coordinated 10'x10' Carpet
- Price after Deadline Date: **\$1,558.00**

- ✓ Installed and Dismantled
- ✓ Ready before you arrive
- ✓ No Labour Costs
- ✓ No Trucking Costs
- ✓ No Material Handling Costs
- ✓ Includes Carpet
- ✓ Includes Header Sign(s)
- ✓ Choice of Colours
- ✓ Accessories Available


**\$1,750.00**
**PACKAGE B: 10'x20' BOOTH**

- 2 Header Signs - 12"x78" each
- Infill Panels
- Colour Coordinated 10'x20' Carpet
- Price after Deadline Date: **\$2,450.00**

Indicate Date and Time you plan to arrive to merchandise your exhibit:

Date

Time

**PLEASE COMPLETE THE FOLLOWING:**
**SIZE ORDERED:**
**PACKAGE A:**
☐ 10'x10'

**PACKAGE B:**
☐ 10'x20'

Infill Panel

Colour: White Only

Carpet Colour: ☐ Black

☐ Blue

☐ Red

☐ Grey

*(All panel & carpet colours subject to availability.)*

Package A Identification Sign to Read: \_\_\_\_\_

Package B Identification Sign to Read: Left: \_\_\_\_\_ Right: \_\_\_\_\_

☐ Custom Header to be added

Please e-mail artwork to: calgarygraphics@ges.com Label e-mail with Exhibitor Name &amp; Show Name/Date (file must be eps, ai, cdr)

**Custom Header Signs/Logos will be charged \$100.00 extra per sign**
**ALL ORDERS MUST BE PREPAID IN FULL**
**(ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**
**Terms & Conditions**

- Does not include lighting or electrical service.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.

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

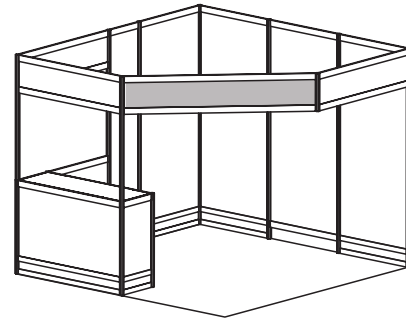
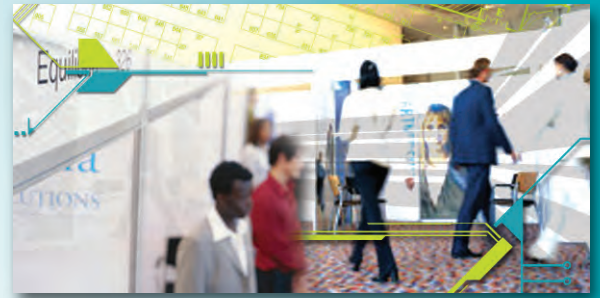
Signature

Date

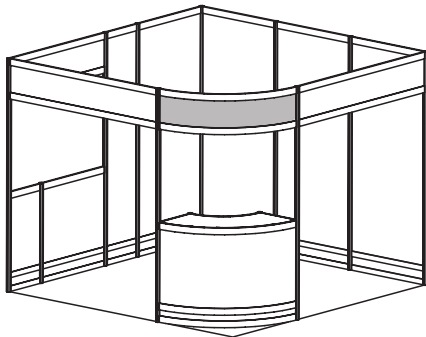
**SUBTOTAL**  
**5% GST**  
**7% PST**  
**TOTAL**

GST #R104060264

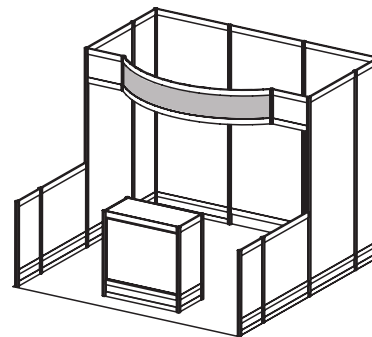
# standard exhibit rentals



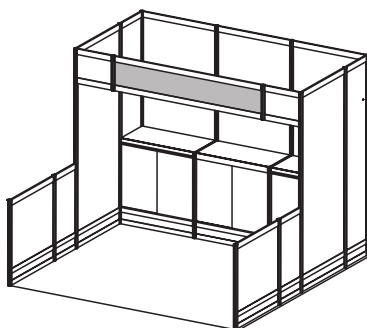
● GEM Model #1 - 10'x10' Corner



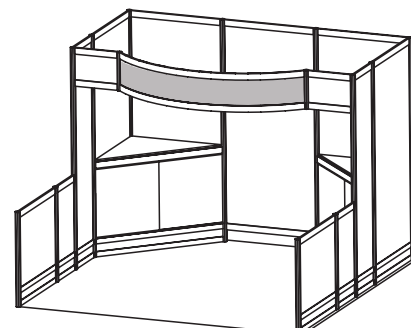
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'



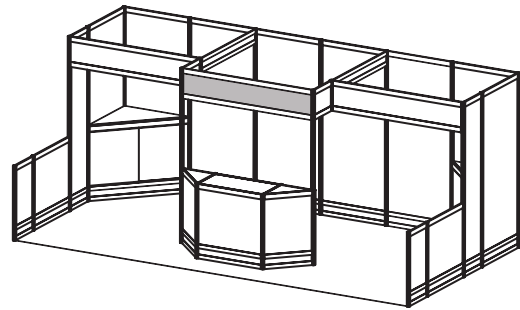
● GEM Model #5 - 10'x10'

## 3 Easy Steps →

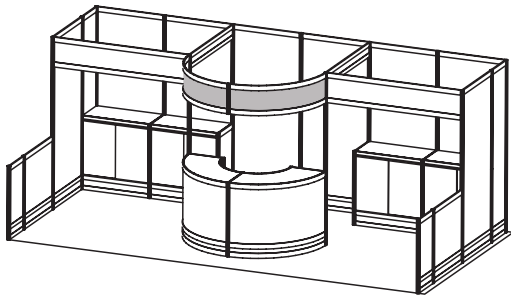
- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

Grey indicates standard header sign(s)

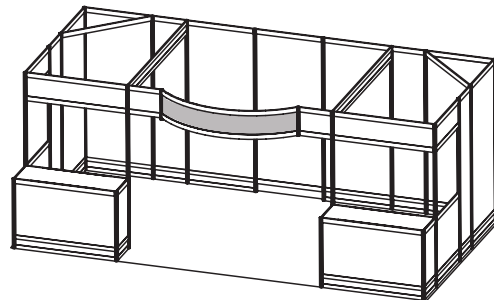
# standard exhibit rentals



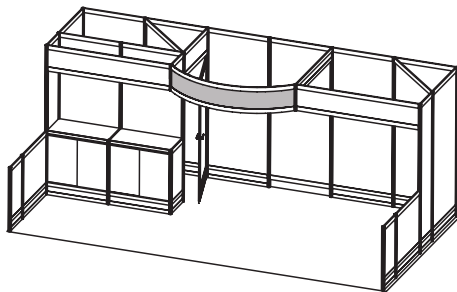
● GEM Model #6 - 10'x20'



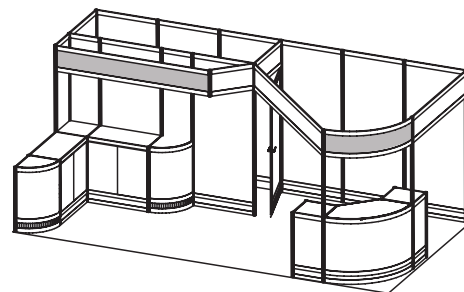
● GEM Model #7 - 10'x20'



● GEM Model #8 - 10'x20'



● GEM Model #9 - 10'x20'



● GEM Model #10 - 10'x20' Corner

## 3 Easy Steps →

- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

Grey indicates standard header sign(s)

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: <b>ICOI 2017 World Congress</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>July 26, 2017</b>
<b>EXHIBITOR INFORMATION</b>	
<b>BOOTH #:</b> _____	
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	
<b>CREDIT CARD AUTHORIZATION</b>	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	
<div style="display: flex; justify-content: space-between;"> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div>	
EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	

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

Model Number	Discount Price	Regular Price	Model Number	Discount Price	Regular Price
<b>Model #1</b>	\$1,329.00	\$1,861.00	<b>Model #6</b>	\$2,536.00	\$3,550.00
<b>Model #2</b>	\$1,381.00	\$1,933.00	<b>Model #7</b>	\$3,361.00	\$4,705.00
<b>Model #3</b>	\$1,523.00	\$2,132.00	<b>Model #8</b>	\$2,716.00	\$3,802.00
<b>Model #4</b>	\$1,809.00	\$2,533.00	<b>Model #9</b>	\$3,111.00	\$4,355.00
<b>Model #5</b>	\$1,871.00	\$2,619.00	<b>Model #10</b>	\$3,774.00	\$5,284.00

**Package Includes:** Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

**Package Does Not Include: Cleaning, Light Fixtures or Electrical Outlets**

PLEASE COMPLETE THE FOLLOWING:	MODEL NUMBER: <input style="width: 50px;" type="text"/>	Upgrade options available. Contact Exhibitor Services.
Font Colour: <input type="checkbox"/> Black		
Infill Panel Colour: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> White		
Carpet Colour: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red <i>(All panel &amp; carpet colours subject to availability.)</i>		
Models 1, 2, 3, 4, 5, 6, 8 or 9 Identification Sign to Read: _____		
Models 7 or 10 Identification Sign to Read:    Left: _____    Right: _____		
Indicate Date & Time for Arrival: _____		
<b>Custom Header Signs/Logos will be charged \$100.00 extra per sign</b> <b>ALL ORDERS MUST BE PREPAID IN FULL</b> <b>(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)</b>		

**Terms & Conditions**

- Payment may be made by cheque up to two weeks prior to the 1<sup>st</sup> day of move in.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.

<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>7% PST</b>	
<b>TOTAL</b>	
GST #R104060264	

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

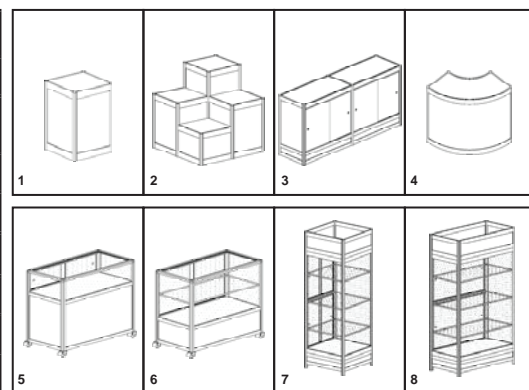
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

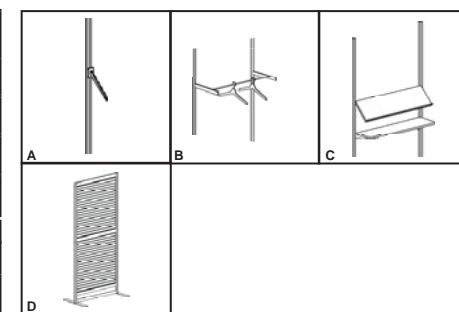
#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

<b>SHOW:</b> ICOI 2017 World Congress	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width:40%;">July 26, 2017</td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	July 26, 2017
<b>DISCOUNT PRICE DEADLINE DATE:</b>	July 26, 2017		
EXHIBITOR INFORMATION			
<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> _____			
CREDIT CARD AUTHORIZATION			
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX			
<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> </div>			
<b>EXPIRY DATE</b> _____ / _____			
<b>CARDHOLDER NAME</b> _____			
<b>CARDHOLDER SIGNATURE</b> _____			
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)			
<b>ALL ORDERS MUST BE PREPAID IN FULL</b> (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWCASES (ELECTRICAL SERVICES EXTRA)			

QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1	Pedestal (White) 20"L x 20"W □ 28"H or □ 36"H	\$102.00	\$143.00	
	2	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 41")	\$510.00	\$714.00	
	3	Storage Counter (White) 80"L X 20"W X 40"H	\$298.00	\$417.00	
	4	Curved Counter (White) 60"L X 20"W X 36"H	\$357.00	\$500.00	
	5	99A Showcase (White/Glass) 40"L X 20"W X 40"H	\$329.00	\$461.00	
	6	99B Showcase (White/Glass) 40"L X 20"W X 40"H	\$340.00	\$476.00	
	7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$360.00	\$504.00	
	8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$446.00	\$624.00	



QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	A	Waterfall With Eight Balls	\$19.00	\$27.00	
	B	Garment Rail 39"W	\$36.00	\$50.00	
	C	Shelves □ Flat □ Angled 37"L X 12"W	\$55.00	\$77.00	
	D	Slatwall Panels - 37"W X 96"H Black (Upgrade for standard panels)	\$158.00	\$221.00	
To Be Able To Rent These Accessories, You Must Order a GEM Hardwall Booth From GES					



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 Discount Price Date will be processed at the Regular Price.

<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>7% PST</b>	
<b>TOTAL</b>	
	GST #R104060264

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: <b>ICOI 2017 World Congress</b>	<div style="display: flex; justify-content: space-between;"> <div><b>DISCOUNT PRICE DEADLINE DATE:</b></div> <div>July 26, 2017</div> </div>
<b>EXHIBITOR INFORMATION</b>	
BOOTH #: _____	
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	
<b>CREDIT CARD AUTHORIZATION</b>	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> </div>	
EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	

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

SIGN LAYOUT	Sign Sizes	Discount Price	Regular Price
<div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center; margin-right: 10px;"> <div style="width: 0; height: 0; border-left: 5px solid transparent; border-right: 5px solid transparent; border-bottom: 10px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">← Width →</div> </div> <div style="border: 1px solid black; width: 100px; height: 100px; position: relative;"> <div style="position: absolute; left: -20px; top: 50%; transform: translateY(-50%);">Height</div> </div> <div style="text-align: center; margin-left: 10px;"> <div style="width: 0; height: 0; border-left: 5px solid transparent; border-right: 5px solid transparent; border-top: 10px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Inches Wide By Inches High</div> </div> </div>	11" x 14"	\$46.00	\$64.00
	14" x 22"	\$81.00	\$113.00
	22" x 28"	\$104.00	\$146.00
	7" x 44"	\$78.00	\$109.00
	28" x 44"	\$134.00	\$188.00
	40" x 60"	\$295.00	\$413.00
<b>LOGOS ARE NOT INCLUDED IN PRICING</b>			

**PLEASE PRINT OR TYPE WORDING REQUIRED:**

**ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE SERVICE DESK.**

**Terms & Conditions**

- All orders received after the Discount 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.

<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>7% PST</b>	
<b>TOTAL</b>	
GST #R104060264	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# PLANT ORDER FORM

SHOW: ICOI 2017 World Congress

**DISCOUNT PRICE  
DEADLINE DATE:**

July 26, 2017

## EXHIBITOR INFORMATION

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

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

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

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

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

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

## CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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

EXPIRY DATE \_\_\_\_\_ / \_\_\_\_\_

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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

# Create a Lasting Impression!



GREEN FLOOR PLANTS				
Qty	Description	Discount Price	Regular Price	Total
	2 ft. to 5 ft. Tall	\$67.00	\$94.00	
	6 ft. to 8 ft. Tall	\$112.00	\$157.00	
GREEN TABLE PLANTS				
	Boston Fern	\$59.00	\$83.00	
	Table Plant - 10"	\$51.00	\$71.00	
	Mums	\$38.00	\$53.00	
FLOWERING PLANTS & SPECIAL REQUESTS				
	Standard Fresh Flower Arrangement	Call for quote		
	Premium Fresh Flower Arrangement	Call for quote		
	Exotic Arrangement	Call for quote		



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

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show. No refunds, exchanges or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>7% PST</b>	
<b>TOTAL</b>	
GST #R104060264	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: ICOI 2017 World Congress

**DISCOUNT PRICE  
DEADLINE DATE:**

July 26, 2017

**EXHIBITOR INFORMATION**

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

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

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

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

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

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

**CREDIT CARD AUTHORIZATION**

☐ MASTERCARD ☐ VISA ☐ AMEX

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

EXPIRY DATE \_\_\_\_ / \_\_\_\_

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES)

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

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 40% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

**Straight Time**  
8:00am - 4:00pm  
Monday - Friday

**\$89.00 PER HOUR**

**Overtime**  
4:00pm - 6:00pm  
Monday - Friday  
8:00am - 4:00pm Sat & Sun

**\$133.50 PER HOUR**

**Double Time**  
After 6:00pm Mon - Fri After  
4:00pm Sat, Sun and  
holidays

**\$178.00 PER HOUR**

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

**INSTALLATION**

Set Up Drawings or Photos Attached: ☐ yes ☐ no

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

Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ ☐ am ☐ pm  
Day / Date/ Month / Year

**SUPERVISION**

☐ By Exhibitor (Provide Name of Rep): \_\_\_\_\_ ☐ By GES (30% surcharge applies)  
(Exhibitor MUST be Present to 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 HOURS PER PERSON  = TOTAL HOURS

**DISMANTLING**

Carrier: \_\_\_\_\_ Pick-up Date: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_ ☐ am ☐ pm  
Day / Date/ Month / Year

**SUPERVISION**

☐ By Exhibitor (Provide Name of Rep): \_\_\_\_\_ ☐ By GES (30% surcharge applies)  
(Exhibitor MUST be Present to 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 HOURS PER PERSON  = TOTAL HOURS

**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.

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

Signature

Date

GST #R104060264

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SHOW: <b>ICOI 2017 World Congress</b>	<b>DISCOUNT PRICE DEADLINE DATE:</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 style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> EXPIRY DATE _____ / _____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE _____ <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

**ADVANCE SHIPMENT(S) TO WAREHOUSE:**

- Shipment(s) must be received by: **AUGUST 11, 2017**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$97.00** per 100lbs. (200lb. minimum ) **Pounds**
- Shipment(s) received after **AUGUST 11, 2017** will be charged at the direct shipment rate.

**DIRECT SHIPMENT(S) TO SHOWSITE:**

- Shipment(s) may arrive at Show Site on or after: **AUGUST 16, 2017**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$75.00** per 100lbs. (200lb. minimum) **Pounds**
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

**SMALL PACKAGES: (Maximum 50lbs / Shipment):**

- Rate of **\$60.00** First Package
  - Rate of **\$40.00** 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: (40% Surcharge Applies to Entire Shipment):**

- Shipments of loose, padded or uncrated materials. Special unloading requirements, such as ground side door/ constricted or stacked unloading.
- 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.

<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>TOTAL</b>	
GST #R104060264	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ADVANCE WAREHOUSE *SHIPPING LABEL*

## 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 / ICOI 2017 World Congress  
3985 Still Creek Avenue  
Burnaby, B.C.  
V5C 4E2

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

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

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

**AUGUST 11, 2017**

# DIRECT TO SHOW SITE SHIPPING LABEL

## EXHIBIT SHIPMENT FOR SHOW SITE DELIVERY

**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 / ICOI 2017 World Congress  
Vancouver Convention Centre  
West Building  
1055 Canada Place  
Vancouver, BC, Canada T2C 0C3

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

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

**DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:**

**AUGUST 16, 2017**

## 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.

# logistics



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

## GES Logistics 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 1-800-636-8235 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.gesexpo.ca](http://www.gesexpo.ca)
- Phone: 403-243-2212 or 1-800-636-8235
- Fax: 403-243-3868

**Ship everywhere with GES Logistics Services.**

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.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: _____	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**

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: _____	DELIVERY DATE: _____ DELIVERY TIME: _____
FACILITY: _____	
ADDRESS: _____	
CITY: _____ PROV/STATE: _____ CODE: _____	

**SERVICE REQUIRED**
☐ ONE WAY ☐ ROUND TRIP

☐ SAME DAY ☐ OVERNIGHT ☐ 2ND DAY ☐ 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: _____ FAX: _____
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 CANADA 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 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

### **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 tradeshow floor

### **Simplified Ordering**

For your convenience choose one of the ordering options available:

- Online: [www.gesexpo.ca](http://www.gesexpo.ca)
- Phone: 403-243-2212 or 1-800-636-8235
- Fax: 403-243-3868

**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: \_\_\_\_\_

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: \_\_\_\_\_