



Opti-Fair 2017

October 20, 2017

Fairmont Banff Springs Conference Center

Booth #

Material Handling Order Form

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

MATERIALS HANDLING SERVICE

The Fairmont Banff Springs does not handle exhibitor goods

Ship Prepaid Only — Collect shipments will be refused.

All charges are based on weight/cubed/outbound largest (min. charge applies), and are per shipment received, consolidate your goods to one shipment.

Call our office if you have more than one shipment

Rates Include:

- Storage at the Calgary Warehouse for up to 30 days
- Unloading materials and delivery to your booth
- Removing empty shipping containers from your booth, storing empties, and returning at close of show.
- Reloading materials onto outbound transportation

If more than one shipment, call our office .•

Exhibitors should label and consign shipments as follows:

TO: Your Company Name
75 Dufferin Place SE
Calgary, Alberta T2C 4M3
Attn: GES Banff
Opti-Fair 2017

Booth # _____

PLEASE NOTE:
small item service is available
if required please
contact our office for details
and office ship to address
Before Shipping

\$375.00 MINIMUM CHARGE (UP TO 300LBS) + 82.00/100 lbs over

Late shipments, contact our office with details/instructions

ALL WAREHOUSE SHIPMENTS RECEIVED AFTER October 13 ARE SUBJECT TO A LATE HANDLING CHARGE. Van lines, loose, uncrated or improperly packaged materials may be assessed a special handling fee. GES CANADA is not responsible for concealed damage or damage due to improper packaging. A surcharge is assessed for special trips, handling of shipments arriving late at the warehouse, for shipments arriving at Show-Site after scheduled set-up times, or arriving without service being ordered. If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays or charges. Please see the following page for full details of terms and conditions of this service. Shipments over 300lbs will be charged **\$82 per 100lbs or part of above 300lbs**. Pieces that will not move with a standard pallet jack, may incur additional attention and charges. Please contact our office if extra services are required for a quote, or if you have any questions.

Return: Post show pick up is from showsite in Banff, at tear down (truck checked in by 10 pm) Freight is not returned to Calgary for pick up. GES Logistics should be arranged in advance if required. If hiring the GES Logistics service this will be scheduled for you and labels & waybills provided by GES. If using another carrier, your company needs to arrange the pick up, and the rep on site will need to provide a waybill with account number, and labels. Proper labeling and packing is the exhibitors responsibility. Not doing so will incur extra charges. If shipping small loose boxes via courier (under 100 lbs only) outgoing storage fees will apply and will be charged daily if not picked up the next business day.

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

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

SHIPMENT DETAILS AND MATERIAL HANDLING CHARGES

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

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Items cancelled will be charged 10% of original price after deadline date, 100% after goods received

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form