



Retail Human Resources Conference
April 19, 2017
The International Centre - Orion Ballroom A & B

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**
- ✓ **Carpet & Underpadding**
- ✓ **Specialty Furnishings**
- ✓ **GES Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **Material Handling**
- ✓ **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



Show Information

Retail Human Resources Conference
The International Centre - Orion Ballroom A & B
April 19, 2017

Venue Shipping Address	Advance Warehouse Shipping Address
The International Centre Orion Ballroom A & B 6900 Airport Road Mississauga, Ontario, Canada L4V 1E8 * See shipping label in the exhibitor manual. Note receiving dates below.	c/o GES/ Retail Human Resources Conference (Company Name & Booth #) 6130 Netherhart Rd. Mississauga, Ontario, Canada L5T 1B7 * See shipping label in the exhibitor manual. Note receiving dates below.

Official Services Contractor	
GES Canada Limited 5675 McLaughlin Road Mississauga, Ontario, Canada L5R 3K5	Phone 905-283-0500 Fax 905-283-0501 Web Site www.ges.com/ca E-Mail torontoexhibitorservices@ges.com

Show Information	
Booth Size	10' x 10'
Backwall Drape	8' high - Black
Sidewall Drape	3' high - Black
Aisle Carpet Colour	Hall is carpeted, additional booth carpet is optional
Booth Packages Includes	Black draped booth 1 - 6' Draped table - Black 2 Side chairs

Important Dates - Prior to Show		
Advance Price Deadline Date	Monday, March 27, 2017	
Advance Shipments may begin arriving at the Warehouse	March 20, 2017	Receiving hours are Monday - Friday, 09:00 - 16:00
Last day for Advance Shipments to arrive at the Warehouse	April 11, 2017	Receiving hours are Monday - Friday, 09:00 - 16:00
Direct Shipments may arrive at Exhibit Site	Tuesday, April 18, 2017	9:00am - 11:00pm
Last day for Direct Shipments to arrive at Exhibit Site	Tuesday, April 18, 2017	9:00am - 11:00pm

Important Dates - At the Show			
Move In		Tuesday, April 18, 2017	10:00pm - 11:30pm
		Wednesday, April 19, 2017	6:00am - 7:00am
Show Hours		Wednesday, April 19, 2017	7:00am - 5:00pm
Move Out		Wednesday, April 19, 2017	5:00pm - 7:00pm

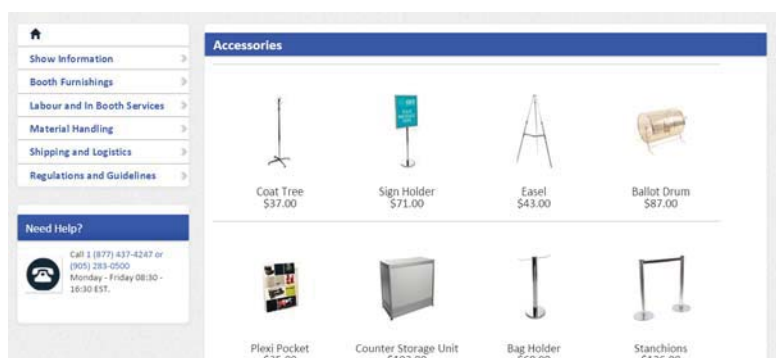
GES On-Site Service Centre		
GES will operate a GES Service Desk to help take care of your on-site requirements such as Material Handling, Customs & Logistics. The Service Desk will be open during the following times:		
	Wednesday, April 19, 2017	4:30pm - 7:00pm



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: **Retail Human Resources Conference**

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: **Retail Human Resources Conference**

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 Discount 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

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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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: **Retail Human Resources Conference**

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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SHOW: Retail Human Resources Conference	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">ADVANCE PRICE DEADLINE DATE:</td> <td style="width: 50%;">March 27, 2017</td> </tr> </table>	ADVANCE PRICE DEADLINE DATE:	March 27, 2017		
ADVANCE PRICE DEADLINE DATE:	March 27, 2017				
EXHIBITOR INFORMATION					
BOOTH #: _____					
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					
<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>					
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 #	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 GES 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.

SUBTOTAL	
13% HST	
TOTAL	
	HST #104060264RT0001

Signature

Date



FURNISHINGS

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

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	
SKIRTED COUNTER 42" HIGH <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	
NON SKIRTED TABLES 30" HIGH					
	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	
NON SKIRTED TABLES 42" HIGH					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$108.95	\$151.32	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$141.64	\$196.72	
CUSTOM BOOTH DRAPING <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	

Terms & Conditions

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- 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.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

Signature

Date



SHOW: Retail Human Resources Conference

**ADVANCE PRICE
DEADLINE DATE:**

March 27, 2017

CREDIT CARD AUTHORIZATION

BOOTH #:

COMPANY

STREET

CITY _____ PROV/STATE _____ CODE _____

E-MAIL

PHONE FAX

CONTACT NAME

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

ALL ORDERS MUST BE PREPAID IN FULL (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	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	C1010	10 Ft. X 10 Ft. Single Booth	\$223.49	\$310.40	
	C1020	10 Ft. X 20 Ft. Double Booth	\$379.93	\$527.68	

COLOUR SELECTION: ☐BLACK ☐BLUE ☐GREY ☐RED

BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)

If your booth requires a size not listed above, please complete this section.

CUSTC	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$2.82/Sq. Ft	\$3.92/Sq. Ft	
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COLOUR SELECTION: ☐BLACK ☐BLUE ☐GREY ☐RED

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

CACU	BOOTH SIZE: ____ Ft. x ____ Ft.=____ Sq.Ft.	\$1.33/Sq. Ft.	\$1.84Sq. Ft.	
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PROTECTIVE PLASTIC COVERING		PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)
1	1/2" POLYETHYLENE	1.50
2	3/4" POLYETHYLENE	2.00
3	1" POLYETHYLENE	2.50
4	1 1/2" POLYETHYLENE	3.00
5	2" POLYETHYLENE	3.50
6	2 1/2" POLYETHYLENE	4.00
7	3" POLYETHYLENE	4.50
8	3 1/2" POLYETHYLENE	5.00
9	4" POLYETHYLENE	5.50
10	4 1/2" POLYETHYLENE	6.00
11	5" POLYETHYLENE	6.50
12	5 1/2" POLYETHYLENE	7.00
13	6" POLYETHYLENE	7.50
14	6 1/2" POLYETHYLENE	8.00
15	7" POLYETHYLENE	8.50
16	7 1/2" POLYETHYLENE	9.00
17	8" POLYETHYLENE	9.50
18	8 1/2" POLYETHYLENE	10.00
19	9" POLYETHYLENE	10.50
20	9 1/2" POLYETHYLENE	11.00
21	10" POLYETHYLENE	11.50
22	10 1/2" POLYETHYLENE	12.00
23	11" POLYETHYLENE	12.50
24	11 1/2" POLYETHYLENE	13.00
25	12" POLYETHYLENE	13.50
26	12 1/2" POLYETHYLENE	14.00
27	13" POLYETHYLENE	14.50
28	13 1/2" POLYETHYLENE	15.00
29	14" POLYETHYLENE	15.50
30	14 1/2" POLYETHYLENE	16.00
31	15" POLYETHYLENE	16.50
32	15 1/2" POLYETHYLENE	17.00
33	16" POLYETHYLENE	17.50
34	16 1/2" POLYETHYLENE	18.00
35	17" POLYETHYLENE	18.50
36	17 1/2" POLYETHYLENE	19.00
37	18" POLYETHYLENE	19.50
38	18 1/2" POLYETHYLENE	20.00
39	19" POLYETHYLENE	20.50
40	19 1/2" POLYETHYLENE	21.00
41	20" POLYETHYLENE	21.50
42	20 1/2" POLYETHYLENE	22.00
43	21" POLYETHYLENE	22.50
44	21 1/2" POLYETHYLENE	23.00
45	22" POLYETHYLENE	23.50
46	22 1/2" POLYETHYLENE	24.00
47	23" POLYETHYLENE	24.50
48	23 1/2" POLYETHYLENE	25.00
49	24" POLYETHYLENE	25.50
50	24 1/2" POLYETHYLENE	26.00
51	25" POLYETHYLENE	26.50
52	25 1/2" POLYETHYLENE	27.00
53	26" POLYETHYLENE	27.50
54	26 1/2" POLYETHYLENE	28.00
55	27" POLYETHYLENE	28.50
56	27 1/2" POLYETHYLENE	29.00
57	28" POLYETHYLENE	29.50
58	28 1/2" POLYETHYLENE	30.00
59	29" POLYETHYLENE	30.50
60	29 1/2" POLYETHYLENE	31.00
61	30" POLYETHYLENE	31.50
62	30 1/2" POLYETHYLENE	32.00
63	31" POLYETHYLENE	32.50
64	31 1/2" POLYETHYLENE	33.00
65	32" POLYETHYLENE	33.50
66	32 1/2" POLYETHYLENE	34.00
67	33" POLYETHYLENE	34.50
68	33 1/2" POLYETHYLENE	35.00
69	34" POLYETHYLENE	35.50
70	34 1/2" POLYETHYLENE	36.00
71	35" POLYETHYLENE	36.50
72	35 1/2" POLYETHYLENE	37.00
73	36" POLYETHYLENE	37.50
74	36 1/2" POLYETHYLENE	38.00
75	37" POLYETHYLENE	38.50
76	37 1/2" POLYETHYLENE	39.00
77	38" POLYETHYLENE	39.50
78	38 1/2" POLYETHYLENE	40.00
79	39" POLYETHYLENE	40.50
80	39 1/2" POLYETHYLENE	41.00
81	40" POLYETHYLENE	41.50
82	40 1/2" POLYETHYLENE	42.00
83	41" POLYETHYLENE	42.50
84	41 1/2" POLYETHYLENE	43.00
85	42" POLYETHYLENE	43.50
86	42 1/2" POLYETHYLENE	44.00
87	43" POLYETHYLENE	44.50
88	43 1/2" POLYETHYLENE	45.00
89	44" POLYETHYLENE	45.50
90	44 1/2" POLYETHYLENE	46.00
91	45" POLYETHYLENE	46.50
92	45 1/2" POLYETHYLENE	47.00
93	46" POLYETHYLENE	47.50
94	46 1/2" POLYETHYLENE	48.00
95	47" POLYETHYLENE	48.50
96	47 1/2" POLYETHYLENE	49.00
97	48" POLYETHYLENE	49.50
98		

CAPC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	\$0.58/Sq. Ft.	\$0.81/Sq. Ft.	
------	--	----------------	----------------	--

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 Advance 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	
13% HST	
TOTAL	

HST #104060264RT0001

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

Signature

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



White Sculpted Leather Loveseat

Also available in black or red

24" Square Chrome/White Cocktail Table



30" Round Cocktail Table Black Top

30" Square Cocktail Table Black Top



Black Corbusier Leather Chair



Black Corbusier Leather Loveseat

Also available in white or red

Throw Pillows



Available in:



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

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



32" Round Coffee Table
Black Top



32" Round Coffee Table
White Top



Also available in 39" round coffee tables

24" Round End Table
White Top



Black Round Tub Chairs



White Round Tub Chairs



Still can't find it?

For more options please contact the Exhibitor Services Department 905.283.0500

torontoexhibitorservices@ges.com



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

SHOW: Retail Human Resources Conference	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">ADVANCE PRICE DEADLINE DATE:</td> <td style="width: 50%;">March 27, 2017</td> </tr> </table>	ADVANCE PRICE DEADLINE DATE:	March 27, 2017		
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EXHIBITOR INFORMATION					
BOOTH #: _____					
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					
<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>		[][][][]	[][][][]	[][][][]	[][][][]
[][][][]	[][][][]	[][][][]	[][][][]		
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 #	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

- Colours, sizes and styles may vary slightly.
- All orders received after the Advance Price Date will be processed at the Regular Price.
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- 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.

SUBTOTAL	
13% HST	
TOTAL	
	HST #104060264RT0001

Signature

Date



SPECIALTY FURNITURE

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

SHOW: **Retail Human Resources Conference**

**ADVANCE PRICE
DEADLINE DATE:**

March 27, 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 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	
	SLRBTCW	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 <input type="checkbox"/> white <input type="checkbox"/> pink <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow <input type="checkbox"/> black <input type="checkbox"/> green	\$28.63	\$39.77	

Terms & Conditions

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SUBTOTAL

13% HST

TOTAL

HST #104060264RT0001

Signature

Date



GES SHOW SPECIALS

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

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

GES SHOW SPECIAL INCLUDES:

• Header Sign(s) - 12"x77.5" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Costs



(No substitutions please. If you require additional furniture, please refer to the GES order forms enclosed in the manual).

QTY	Item #	Description	Advance Price	Regular Price	Total Price
	SS001	Package A - 10' x 10'	\$942.14	\$1,308.53	
	SS002	Package B - 10' x 20'	\$1,413.56	\$1,963.28	

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:

Infill Panel Colour: ☐ Black ☐ Grey ☐ White Carpet Colour: ☐ Black ☐ 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 ☐ Custom Header Signs/Logos will be charged \$100.00 extra per sign

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

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

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

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 Advance Price Date will be processed at the Regular Price.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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

Signature

Date



10' x 10' Exhibit Rentals

STANDARD



ITEM #GER001

Model 1

ENHANCED



ITEM #GER002

Model 2

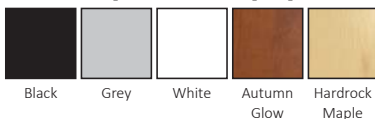


ITEM #GER003

Model 3



Choice of coloured infill panels



Choice of carpet colour



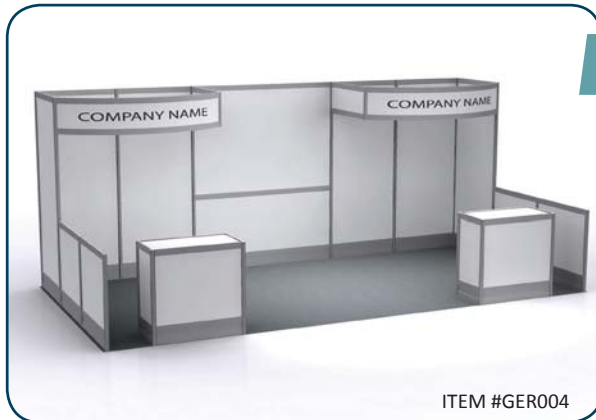
**To upgrade with graphics,
contact Jodi Anastasakis:**

**905-283-0559
JANASTASAKIS@GES.COM**



10' x 20' Exhibit Rentals

STANDARD



Model 4

ITEM #GER004

ENHANCED



Model 5

ITEM #GER005

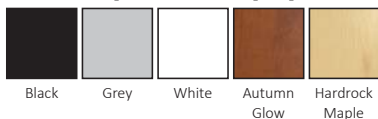


Model 6

ITEM #GER006



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics,
contact **Jodi Anastasakis:**

905-283-0559
JANASTASAKIS@GES.COM



SHOW: Retail Human Resources Conference

March 27, 2017

CREDIT CARD AUTHORIZATION

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

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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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 #	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)	\$126.41	\$175.57	



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.
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SUBTOTAL	
13% HST	
TOTAL	
	HST #104060264RT0001

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

Signature

Date



Customized Rental Exhibits

Our Creative Exhibit Team will design a cost-effective, turnkey exhibit that will:

- Exceed your expectations
- Highlight your corporate brand
- Attract positive attention
- Stay within your budget

Your successful Tradeshow is just a phone call or click away...

Jodi Anastasakis 905-283-0559
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

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

SHOW: Retail Human Resources Conference	ADVANCE PRICE DEADLINE DATE: March 27, 2017										
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E-MAIL _____	CARDHOLDER SIGNATURE _____										
PHONE _____ FAX _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)										
CONTACT NAME _____											

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

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

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

PLEASE UPLOAD ARTWORK HERE

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

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	

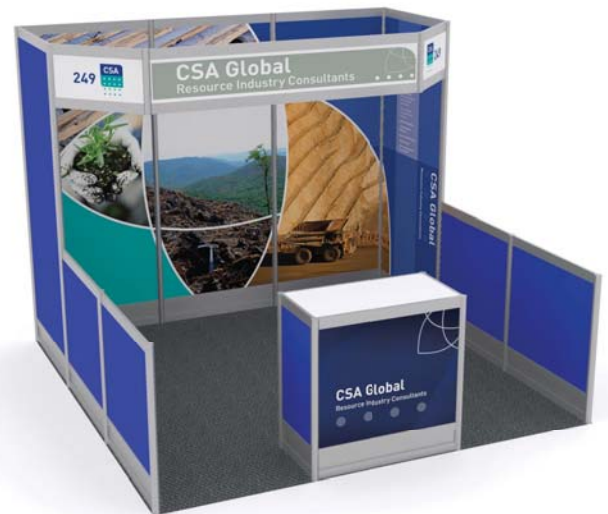
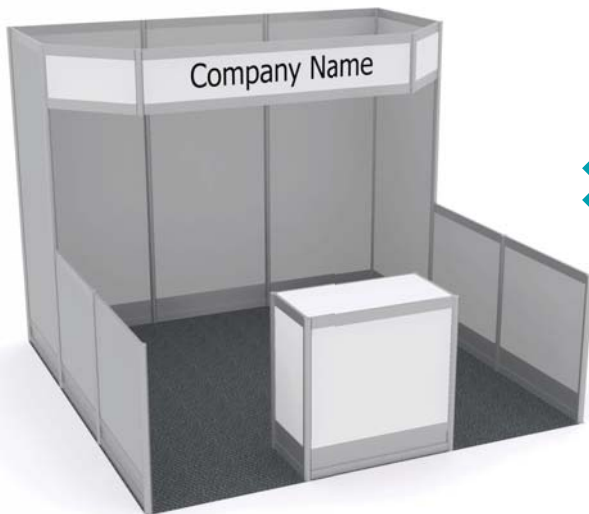
Signature

Date



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



PLANTS AND FLOWERS

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SHOW: **Retail Human Resources Conference**

**ADVANCE PRICE
DEADLINE DATE:**

March 27, 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 CANADA)

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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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SUBTOTAL
13% HST
TOTAL

HST #104060264RT0001

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

Signature

Date



LABOUR INSTALLATION AND DISMANTLING

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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 CANADA)

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	\$113.30
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$170.98
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$221.45

INSTALLATION

Set Up Drawings or Photos Attached: ☐ yes ☐ no

Carrier: _____ Delivery Date/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/TIME LABOUR REQUIRED: _____ AM PM
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

DISMANTLING

Carrier: _____ Delivery Date/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/TIME LABOUR REQUIRED: _____ AM PM
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

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



MATERIAL HANDLING INFORMATION

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

MATERIAL HANDLING SERVICES & SHIPPING INFORMATION

IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for the **Retail Human Resources Conference**. 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: **March 20, 2017- April 11, 2017 9am - 4pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
Retail Human Resources Conference
6130 Netherhart Rd.
Mississauga, Ontario, Canada L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **Tuesday, April 18, 2017 9am - 11pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
Retail Human Resources Conference
The International Centre - Orion Ballroom A & B
6900 Airport Road
Mississauga, Ontario, Canada L4V 1E8

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



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

MATERIAL HANDLING BY WEIGHT

SHOW: **Retail Human Resources Conference**

**ADVANCE PRICE
DEADLINE DATE:**

March 27, 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 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: March 20, 2017 - April 11, 2017
- 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 # MHDIRWT DIRECT SHIPMENT(S) TO SHOWSITE:

- Shipment(s) may arrive at Show Site on: Tuesday, April 18, 2017
- 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

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



LIMITS OF LIABILITY & RESPONSIBILITY

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

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 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
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

Ship everywhere with GES Logistics Services.



Priority On The Floor.... MEANS GES LOGISTICS

It's (almost) show time! Are you ready?

GES offers many products and services to help you achieve the results you are looking for. Have you considered...

GES Logistics Services *Local, Regional, International*

-  **Transportation**
-  **Tracking & Tracing**
-  **Warehousing**
-  **Exhibit Management**

Let GES Logistics handle the details. We smoothly navigate the many challenges of event management from shipping to tracking to warehousing and more.

Our **GES** Logistics team offers you
one-stop shopping for all your tradeshow and event needs.

Transportation management you can rely on.

With **GES** Logistics, you have a variety of shipping options:

- Common Carrier
- LTL trucking to handle national, regional and local shipping
- Full truck load for economy
- Air, 3 - 5 day service.

Want to find out more?

Call toll free at 1- 877- 437- 4247 or complete information below and fax to (905) 283-0501, and let GES take care of your logistics needs from start to finish.

Company Name:	Phone:
Contact:	Fax:



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: _____	Retail Human Resources Conference
DELIVERY DATE: _____	DELIVERY TIME: _____
FACILITY: _____	The International Centre - Orion Ballroom A & B
ADDRESS: _____	6900 Airport Road
CITY: _____	Mississauga
PROV/STATE: _____	Ontario
POSTAL CODE: _____	L4V 1E8

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
- 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 - 5TH 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 - 5TH 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

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

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

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS
Credit Card Number: _____ Expiry: _____ / _____
Cardholder's Name: _____ Title: _____
Cardholder's Signature: _____

ORIGINAL SIGNATURE REQUIRED

SECTION 4

INVOICE / STATEMENT INFORMATION

Company Name: _____
Mailing Address: _____
City: _____ Province/State: _____ Postal / Zip: _____
Attention: _____ Telephone: _____ Fax Number: _____
Email: _____

SECTION 5

ORDER AUTHORIZED BY

This Form Was Completed By: _____
(Please Print Full Name)
Title: _____ Date: _____

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page 1 of 1
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC MACHINE COMPANY 100-5 TH 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, Expedition 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 TH AVENUE NEW YORK, NY 10012-1010 Contact: BILL SMITH Tel: 212-268-2140 Fax: 212-268-2511			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) N/A					

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

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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:			

ADVANCE WAREHOUSE SHIPPING LABEL

Retail Human Resources Conference

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/ Retail Human Resources Conference
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, 2017 - Tuesday April 11, 2017 9:00am - 4:00pm

DIRECT TO SHOW SITE SHIPPING LABEL

Retail Human Resources Conference

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/ Retail Human Resources Conference
The International Centre
Orion Ballroom A & B
6900 Airport Road
Mississauga, Ontario, Canada
L4V 1E8

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:

Tuesday April 18, 2017 9:00am - 11:00pm