



ARCHITECT@WORK

May 17 - 18, 2017

Enercare Centre - Hall D

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**
- ✓ **Customize Your Booth**
- ✓ **Installation & Dismantling Labour**
- ✓ **Material Handling**
- ✓ **Cartload Service**
- ✓ **GES Logistics / Shipping**
- ✓ **GES Customs**

Take advantage of our **Advanced Pricing**, by ordering on or before the **Advance Date** of **April 28, 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

Architect@Work Canada

Enercare Centre - Hall D

May 17 & 18, 2017

Venue Shipping Address	Advance Warehouse Shipping Address
Enercare Centre Hall D 100 Princes' Boulevard Toronto, Ontario, Canada M6K 3C3 * See shipping label in the exhibitor manual. Note receiving dates below.	GES/Architect@Work Canada (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	
Global Experience Specialists, Inc. (GES) 5675 McLaughlin Road Mississauga, Ontario, Canada L5R 3K5	Phone 905-283-0500 Fax 905-283-0501 Web Site www.gesexpo.ca E-Mail torontoexhibitorservices@ges.com

Show Organizer Information

For general information about the show, please contact the Show Organizer ARCHITECT@WORK.

North American Phone: +1-647-945-9661 (from 8:00am - 12:00pm)

Europe Phone: +32.56.24.11.51

Email: larahoste@architectatwork.com

A@W Web Shop and General Information: www.exhibitorgate.com

Show Information

Aisle Carpet Colour	Black
Turnkey Booth Includes	Black Panel Hardwall Unit Multimedia Console

IMPORTANT:

The panels that form your booth are rental items only, property of GES. Any alterations to these panels ie. holes, glue/ adhesive etc. will be deemed as damaged and charges will be applicable.

Important Dates - Prior to Show

Advance Price Deadline Date	Friday, April 28, 2017	
Advance Shipments may begin arriving at the Warehouse	Monday, April 10, 2017	Monday - Friday: 9:00am - 4:00pm
Last day for Advance Shipments to arrive at the Warehouse	Tuesday, May 9, 2017	Monday - Friday: 9:00am - 4:00pm
Direct Shipments may begin arriving at Exhibit Site	Tuesday, May 16, 2017	8:00am
Last day for Direct Shipments to arrive at Exhibit Site	Tuesday, May 16, 2017	6:00pm

Important Dates - At the Show

Move-In	Tuesday, May 16, 2017	8:00am - 7:00pm
Show Hours	Wednesday May 17, 2017	11:00am - 7:00pm
	Thursday, May 18, 2017	11:00am - 7:00pm
Move-Out	Thursday, May 18, 2017	7:30pm - 11:00pm *Booth dismantling & goods collection
	Friday, May 19, 2017	8:00am - 10:00am *Goods collection ONLY
Stranded Freight	Friday, May 19, 2017	12:00pm
* Goods not picked up by this time will be subject to forced shipping by GES Logistics		

GES On-Site Service Centre

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

The Service Desk is located at the North/ West side of Hall D and will be open during the following times:

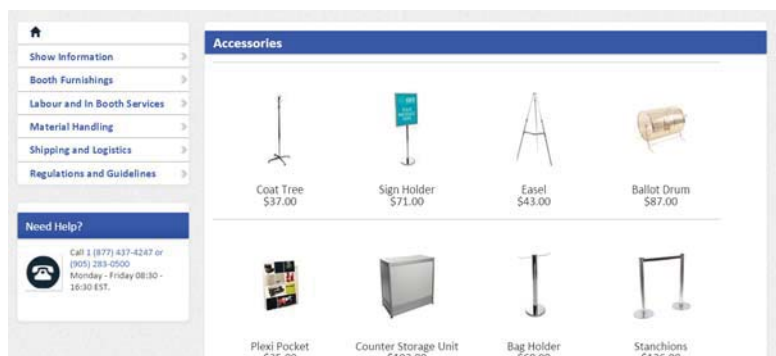
Tuesday, May 16, 2017	8:00am - 7:00pm
Thursday, May 18, 2017	5:30pm - 11:00pm
Friday, May 19, 2017	8:00am - 10:00am



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

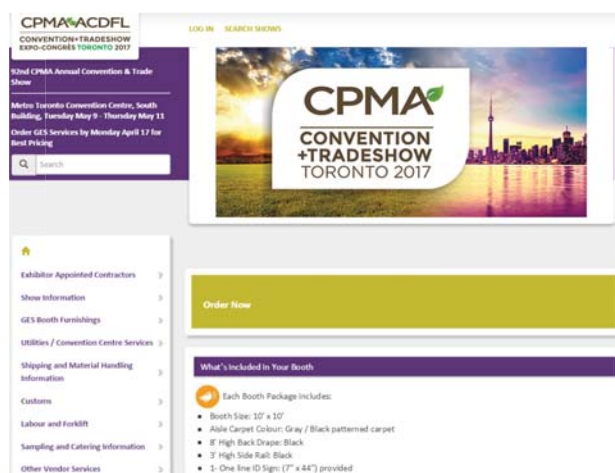
With just a few clicks, exhibitors can order GES products and services through Expresso including:

- 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



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

SHOW:

ARCHITECT@WORK

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:



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: **ARCHITECT@WORK**

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

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

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



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.



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

ADVANCE PRICING:

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

METHOD OF PAYMENT:

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

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

BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:

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

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

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

PAYMENT SCHEDULE:

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

THIRD PARTY BILLING:

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

ADJUSTMENTS AND CANCELLATIONS:

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

ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.



**NOTICE OF INTENT TO HIRE AN EAC
ARCHITECT@WORK
May 17 - 18, 2017**

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 **ARCHITECT@WORK**

Exhibitor Services Department

5675 McLaughlin Road, Toronto, Ontario L5R 3K5

Ph: (905) 283-0500 Fax (905) 283-0501

torontoexhibitorservices@ges.com

www.ges.com/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

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: **ARCHITECT@WORK**

**ADVANCE PRICE
DEADLINE DATE:**

April 28, 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)

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

Qty.	Furnishing		
	Equino Black Stool (Limit of <u>one</u> stool per booth)		
	Advance Price	Regular Price	Total
	\$205.12	\$284.89	
	Plinth (99cm high x 38cm wide x 38cm deep) <i>*Quantities of this item are limited *For presentation of your innovation only</i>		
	Advance Price	Regular Price	Total
	\$220.00	\$297.00	
	Plinth (71cm high x 38cm wide x 38cm deep) <i>*For presentation of your innovation only</i>		
	Advance Price	Regular Price	Total
	\$165.00	\$222.75	
Qty.	Storage		
	White Counter Storage Unit (104cm high x 102cm x 1m deep)		
	Advance Price	Regular Price	Total
	\$268.11	\$372.39	
	White Storage Closet (244cm high x 1m x 1m deep) <i>*NO shelf included in this unit</i>		
	Advance Price	Regular Price	Total
	\$785.00	\$1,060.00	
	White Storage Closet (244cm high x 1m x 1m deep) <i>* Unit features one shelf (maximum weight 50lbs.)</i>		
	Advance Price	Regular Price	Total
	\$850.00	\$1,147.50	

Equino Black Stool



Plinth



White Storage Unit



White Storage Closet



All storage units will be arranged behind the show floor, available for easy access throughout the duration of the show
All storage units include a lock and key. GES does not accept liability for personal property stored in these units

Terms & Conditions

- Colours, sizes and styles may vary slightly.
- 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.
- 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.

SUBTOTAL
13% HST
TOTAL

HST #104060264RT0001

Signature

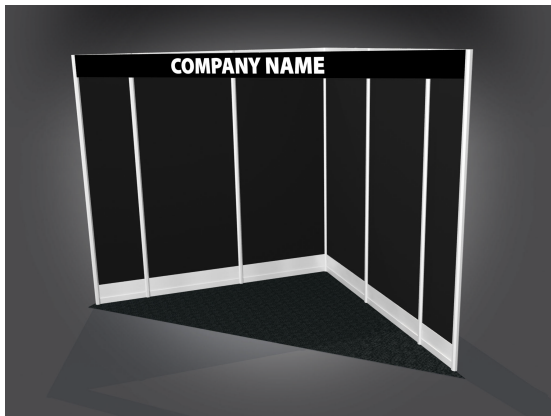
Date



Customize Your Booth

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

Provided by ARCHITECT@WORK



Enhanced Booth



- Branding graphics
- Backwall murals
- TV mount brackets (TV rental not included)

Please contact Jodi Anastasakis: 905.283.0559
or email: janastasakis@ges.com



LABOUR INSTALLATION AND DISMANTLING

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

SHOW: **ARCHITECT@WORK**

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)

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	\$118.97
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$179.53
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$232.52

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

ARCHITECT@WORK

Enercare Centre - Hall D

May 17 & 18, 2017

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 am on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified Weight Tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to ship to Exhibit Site

- Consign all shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Order Form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified Weight Tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges – GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with certified weight tickets – otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **Special Handling** – Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts, including certified weight ticket.

- **Off Target/Overtime Surcharges** – Shipments received outside the assigned freight move-in time will be considered off target, and surcharges will apply. Shows that move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

- **Late Surcharges** – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicer or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form /Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicer. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labour and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** – Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.



MATERIAL HANDLING RATES

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

ARCHITECT@WORK

Item #	ADVANCE SHIPMENTS TO WAREHOUSE	April 10 - May 9, 2017 9:00am - 4:00pm
MHADWT	Crated or Skidded Shipment(s)	\$103.82 Per 100lbs.
MHSHWT	Special Handling Shipment(s)	\$114.64 Per 100lbs.
MHSHWT	Shipments Received After: May 9, 2017	Add 30% Surcharge
MHSHWT	Shipments Received Outside Straight Time Hours (Straight Time Hours are Monday-Friday 9am to 4pm)	Add 30% Surcharge
Item #	DIRECT SHIPMENTS TO SHOW SITE	May 16, 2017 8:00am - 6:00pm
MHDIRWT	Crated or Skidded Shipment(s)	\$ 94.09 Per 100lbs.
MHSHWT	Special Handling Shipment(s)	\$110.31 Per 100lbs.
MHDIRWT	Uncrated, Pad-Wrapped, Loose Shipment(s)	\$149.25 Per 100lbs.
	Shipments Received Outside Straight Time Hours (Straight Time Hours are Monday-Friday 9am to 5pm)	Add 30% Surcharge
Item #	SMALL PACKAGES	(MAXIMUM 50LBS/Shipment)
MHSPWT	First Package	\$ 50.83
MHSPWT	Each Additional Package in Shipment (Up to 50lbs.)	\$ 28.12
** If over 50lbs. Maximum – Rates for Advance or Direct Shipments Apply. **		
SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling.		

NOTE: ♦ All shipment weights when totalled are rounded up to the next 100lbs.

♦ All shipments have a minimum billing of 200lbs.

♦ A certified weight ticket must accompany Shipment(s). If shipment(s) arrive without certified weight ticket GES will weigh the shipment(s) on site and special handling charges will apply (minimum shipment is 200 lbs.)

LABELLING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: Monday, April 10 - Tuesday May 9, 2017

NAME OF EXHIBITING COMPANY – BOOTH NUMBER

C/O GES / ARCHITECT@WORK

6130 Netherhart Road

Mississauga, Ontario, Canada, L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE: Tuesday, May 16, 2017

NAME OF EXHIBITING COMPANY – BOOTH NUMBER

C/O GES / ARCHITECT@WORK

Energicare Centre - Hall D

100 Princes' Boulevard

Toronto, Ontario, Canada M6K 3C3

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



MATERIAL HANDLING BY WEIGHT

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:

ARCHITECT@WORK

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)

A certified weight ticket (CWT) must accompany Shipment(s). If shipment(s) arrive without certified weight ticket GES will weigh the shipment(s) on site and special handling charges will apply (minimum shipment is 200lbs.)

IMPORTANT



**PLEASE
COMPLETE
AND
RETURN
THIS FORM
BY
April 28, 2017**

☐ **I WILL BE SHIPPING MY MATERIALS TO THE ADVANCE WAREHOUSE**

- Will your shipment be crated and/or skidded? Yes ☐ No ☐ Both ☐
- Will your shipment require Special Handling? Yes ☐ No ☐
- Estimated total number of pieces: _____ Pcs.
- Estimated total weight of shipment: _____ lbs. ☐ **I b s .**
- Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____
Weight Hundred Weight Rate

☐ **I WILL BE SHIPPING MY MATERIALS DIRECTLY TO SHOW SITE**

- Will your shipment be crated and/or skidded? Yes ☐ No ☐ Both ☐
- Will your shipment be Uncrated or Loose Material? Yes ☐ No ☐
- Will your shipment require Special Handling? Yes ☐ No ☐
- Estimated total number of pieces: _____ Pcs.
- Estimated total weight of shipment: _____ lbs. ☐ **I b s .**
- Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____
Weight Hundred Weight Rate

☐ **I WILL BE SHIPPING SMALL PACKAGES DIRECTLY TO SHOW SITE**

- Indicate who will transport the Small Packages: _____
- Estimated total number of pieces: _____ Pcs.
- Estimated charge is: Total Number of Packages _____ x \$ _____ = \$ _____
Number Rate

We understand that your calculation is only an estimate.
Invoicing will be done from the rounded up actual weight.
Adjustments will be made accordingly.

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.
- GES Limits of Liability & Responsibility apply to this service.

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

Signature

Date

TOTAL ESTIMATED CHARGES

13% HST

TOTAL

HST #104060264RT0001



CARTLOAD SERVICE

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: **ARCHITECT@WORK**

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)

Special Freight Services - Small Passenger Vehicles Only!

Acceptable POVs include; cars, mini vans, sport utility vehicles, and pick up trucks. The following vehicles DO NOT qualify for this service: step vans, box trucks, trailers, and any commercial vehicles.

This special service is offered exclusively for this show.

- To assist exhibitors with carrying their small exhibit material during move-in and move-out, **GES** is pleased to make available for hire, one (1) labourer with one (1) pushcart. Exhibitors will be charged \$85.00 for each cartload of material in or out.
- This service is for those who have **small hand carry items** all of which must fit on a push cart.
If you arrive with a truck/van or trailer filled with exhibit material you will not qualify for this service and will be redirected to the GES Marshaling Yard.
- A cartload is eight (8) pieces or less (weighing less than 150 lbs. total).
- There must be at least one person with the vehicle.
- **Freight that is too large or heavy must be handled by GES at their freight handling rates** and will be routed through the Marshaling Yard. No personal trucks (1 ton & over), no rental trucks, trailers or bobtails will be unloaded through cartload service. They will be redirected to the GES Marshaling Yard.
- Proceed to the freight desk for your cartload service. Pre-orders will receive preferential service at show site, and you may also order this service at the GES Service Centre on show site.



# of Trips	Description	Price	Total
	Cartload In	\$85.00	
	Cartload Out	\$85.00	

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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: ARCHITECT@WORK	DELIVERY DATE: _____
FACILITY: Energare - Hall D	DELIVERY TIME: _____
ADDRESS: 100 Princes' Boulevard	
CITY: Toronto	PROV/STATE: Ontario
POSTAL CODE: M6K 3C3	

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: _____
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: _____

ADVANCE WAREHOUSE SHIPPING LABEL

ARCHITECT@WORK

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/ ARCHITECT@WORK
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 April 10, 2017 - Tuesday May 9, 2017 9:00am - 4:00pm

DIRECT TO SHOW SITE SHIPPING LABEL

ARCHITECT@WORK

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/ ARCHITECT@WORK
Enercare - Hall D
100 Princes' Boulevard
Toronto, Ontario, Canada
M6K 3C3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:

Tuesday May 16, 2017 8:00am - 6:00pm