

GES is pleased to have been selected the official service contractor by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

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

- ✓ Online Ordering
- ✓ Furnishings
- ✓ GEM Exhibits & Accessories
- ✓ Signs & Graphics
- ✓ Installation & Dismantling Labour
- ✓ In-Booth Forklift
- ✓ Material Handling
- ✓ GES Logistics / Shipping

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **June 20, 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 G.S.T. when exhibiting in Alberta.

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



Show Information

West Def. Conference

July 4-6, 2017

Coast Plaza Hotel

All orders are governed by the GES Payment Policy and GES Terms & Conditions of contract as specified in this Exhibit Service Kit

Official Services Contractor

Global Experience Specialists, Inc. (GES)
#25, 5805-76th Avenue SE, Great Plains Building 2
Calgary, Alberta, Canada
T2C 5L8

Phone: 403-243-2212
Fax: 403-243-3868
Web Site: www.gesexpo.ca

Toll Free: 1-800-636-8235
E-Mail: exhibitorserviceswest@ges.com

Show Information

Booth Size: 10' x 10'

Backwall Drape: Black 8' high

Sidewall Drape: Black 3' high

Aisle Carpet Colour: N/A

Booth Packages Includes: Exhibitor selected table & chair package, wastebasket, and 2 Folding Chairs.

Important Dates *Be sure to check all supplier order forms for **additional deadlines***

Discount Deadline Date:

Tuesday June 20, 2017 4:00 PM PST GES orders must be received **with payment** by this date.

Advance Warehouse Receiving Dates:

Wednesday May 31, 2017 to Wednesday June 28, 2017
Receiving Days: Monday to Friday
Receiving Hours: 9:00 AM PST to 3:00 PM PST

Exhibitor Move In:

Tuesday July 04, 2017 12:00 PM PST to 5:00 PM PST

* Please note that shipping to exhibit site is NOT recommended.

Show Hours:

Wednesday July 05, 2017 8:00 AM PST to 9:00 PM PST

Thursday July 06, 2017 8:00 AM PST to 4:30 PM PST

Exhibitor Move Out:

Thursday July 06, 2017 4:30 PM PST to 9:00 PM PST

Shipping Addresses

Advance Warehouse Shipping Address

(Your Company Name & Booth #)
West Def. Conference 2017 c/o GES
75 Dufferin Pl. SE
Calgary, AB T2C 4M3
Canada

* Please use the shipping label as provided in the exhibitor manual.
Note the receiving dates above.



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

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

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



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

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



Experience a difference with Expresso.

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





CREDIT CARD AUTHORIZATION

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

SHOW: West Def 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**

TO:	GES
FAX:	(403) 243-3868
DATE:	_____
FROM:	_____
SHOW NAME:	_____
COMPANY:	_____
BOOTH #:	_____

✓ To help us ensure we have received your entire order, please check off those forms you are sending us:

- ☐ Third Party Billing
- ☐ Credit Card Authorization
- ☐ Furnishings
- ☐ Exhibit Accessories
- ☐ Signs
- ☐ Installation & Dismantle Labour Services
- ☐ Material Handling
- ☐ GES Logistics / Shipping

Please call to confirm receipt of your order.

***To receive Discount Pricing send your order in
by the Discount Price Deadline Date - June 20, 2017***

Thank you from GES



SHOW: West Def 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 Advanced Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

Exhibiting Company

Name of Exhibiting Company

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

Third Party / Exhibit House

Name of Third Party/Exhibit House

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:

DISCOUNT PRICING:

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

METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, Cheque and Bank Wire Transfers. Purchase Orders are not considered payment. **Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

BANK WIRE TRANSFER INFORMATION:

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

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

PAYMENT SCHEDULE:

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

THIRD PARTY BILLING:

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

ADJUSTMENTS AND CANCELLATIONS:

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

ALL EXHIBITORS MUST PAY 5% GST 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: West Def 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



Grey Fabric Side Chair



Grey Fabric
Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High
Pedestal Table



30" Round / 18" High
Coffee Table



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



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



furnishings



Coat Tree



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



Easel



Gold Ballot Drum



Plexi Pocket



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



Bag Holder 41"H



Stanchions
6" Belt



Plastic
Wastebasket



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

SHOW: West Def Conference	DISCOUNT PRICE DEADLINE DATE: June 20, 2017
EXHIBITOR INFORMATION	
BOOTH #: _____	
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	
CREDIT CARD AUTHORIZATION	
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EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	

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

FURNISHINGS				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Grey Fabric Side Chair	\$41.00	\$57.00	
	Grey Fabric Counter Stool	\$89.50	\$125.50	
	Grey Fabric Arm Chair	\$42.00	\$74.50	
	Steno Chair	\$58.00	\$81.00	
	Cocktail Table 40" High	\$90.00	\$125.50	
	30" Round 30" High Pedestal Table	\$74.50	\$104.50	
	30" Round 18" High Coffee Table	\$57.00	\$79.50	
	Coat Tree	\$32.00	\$45.00	
	22" x 28" Chrome Sign Holder (Sign Extra)	\$48.50	\$68.00	
	Easel	\$41.00	\$57.50	
	Ballot Drum	\$65.00	\$91.00	
	Garment Rack on Wheels	\$46.50	\$65.00	
	White Counter Storage Unit 40" H	\$139.50	\$195.50	
	Bag Holder 41"H	\$68.00	\$95.50	
	Tape Stanchion	\$43.50	\$60.50	
	Wastebasket	\$22.50	\$32.00	

DRAPED DISPLAY TABLES 30" HIGH				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$85.50	\$119.50	
	6 Ft. Long x 2 Ft. Wide	\$94.00	\$131.50	
	8 Ft. Long x 2 Ft. Wide	\$101.50	\$142.50	
	Drape Fourth Side	Add \$37.00 ea.		

RAISED DRAPED DISPLAY TABLES 42" HIGH				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$97.50	\$136.50	
	6 Ft. Long x 2 Ft. Wide	\$120.00	\$168.00	
	8 Ft. Long x 2 Ft. Wide	\$147.00	\$206.00	
	Drape Fourth Side	Add \$37.00 ea.		

CUSTOM BOOTH DRAPING				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
	3 Ft. High (Per Linear Ft.)	\$7.00	\$10.00	
	8 Ft. High (Per Linear Ft.)	\$8.00	\$11.00	

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled draped tables or custom booth draping once delivered. 50% refund on furnishings cancelled prior to show opening.

SUBTOTAL 5% GST TOTAL	
	GST #R104060264

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

Signature

Date

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

SHOW: West Def Conference

DISCOUNT PRICE DEADLINE DATE:

June 20, 2017

EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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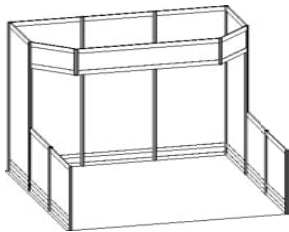
EXPIRY DATE ____ / ____

CARDHOLDER NAME

CARDHOLDER SIGNATURE

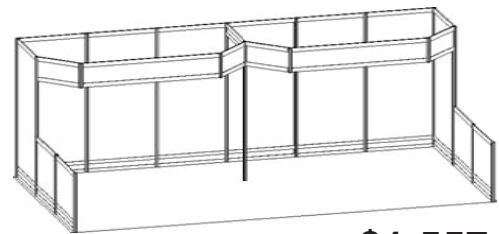
☐ CHEQUE ATTACHED (PAYABLE TO GES)

Show Special

→ Spend less → Sell More → Look great

\$1000.50
PACKAGE A: 10'x10' BOOTH

- Header Sign - 12"x78"
- Infill Panels
- Colour Coordinated 10'x10' Carpet
- Price after Deadline Date: **\$1,400.50**

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


\$1,557.50
PACKAGE B: 10'x20' BOOTH

- 2 Header Signs - 12"x78" each
- Infill Panels
- Colour Coordinated 10'x20' Carpet
- Price after Deadline Date: **\$2,180.50**

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

Date

Time

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

PACKAGE B:
☐ 10'x20'

Infill Panel

Colour: White Only

Carpet Colour: ☐ Black

☐ Blue

☐ Red

☐ Grey

(All panel & carpet colours subject to availability.)

Package A Identification Sign to Read: _____

Package B Identification Sign to Read: Left: _____ Right: _____

☐ Custom Header to be added

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

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

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

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

Signature

Date

SUBTOTAL
5% GST
TOTAL

GST #R104060264



10' x 10' Exhibit Rentals

STANDARD



Early Order \$1106.87
Late Order \$1579

ITEM #GER001

Model 1

ENHANCED



\$1764
\$1236.56

ITEM #GER002

Model 2



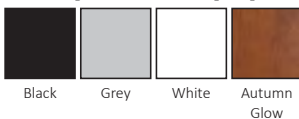
\$1712
\$1200.11

ITEM #GER003

Model 3



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics,
contact **David Ryman:**

403.218.7424
DRYMAN@GES.COM



10' x 20' Exhibit Rentals

STANDARD

ENHANCED

Model 4



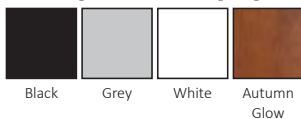
Model 5



Model 6



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics,
contact **David Ryman:**

403.218.7424

DRYMAN@GES.COM



GES STANDARD EXHIBITS

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403-243-2212 Fax: 403-243-3868 Toll Free: 1-800-636-8235
exhibitorserviceswest@ges.com www.ges.com/ca

SHOW:

**ADVANCE PRICE
DEADLINE DATE:**

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)

Item #	Advance Price	Regular Price	Item #	Advance Price	Regular Price
GEM001	\$1,106.87	\$1,579.00	GEM004	\$1,643.14	\$2,344.00
GEM002	\$1,236.56	\$1,764.00	GEM005	\$1,827.50	\$2,607.00
GEM003	\$1,200.11	\$1,712.00	GEM006	\$1,788.25	\$2,551.00

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

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

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR

*Upgrade options available. Contact Exhibitor Services.
Other panel colours available upon request. Contact Exhibitor Services.
(All panel & carpet colours subject to availability.)*

ITEM #:

Infill Panel Colour: ☐ Black ☐ Grey ☐ White Carpet Colour: ☐ Black ☐ Blue ☐ Grey ☐ Red

Models 1, 2, 3, 4, 5, 6, 8 or 9 Identification Sign to Read: _____

Models 7 or 10 Identification Sign to Read: Left: _____ Right: _____

Indicate Date & Time for Arrival: _____

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 **cgraphics@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

- Payment may be made by cheque up to two weeks prior to the 1st day of move in.
- 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.
- Charges are for rental of equipment only. All items remain the property of GES.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
TOTAL	
GST #104060264RT0001	

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

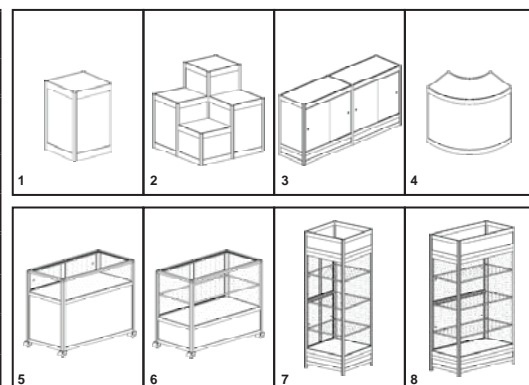
Signature

Date

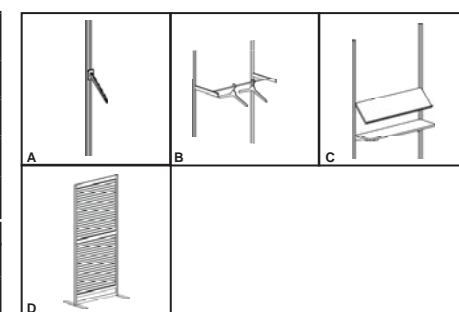
#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 5L8 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: West Def Conference	DISCOUNT PRICE DEADLINE DATE: June 20, 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	
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	
ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWCASES (ELECTRICAL SERVICES EXTRA)	

QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1	Pedestal (White) 20"L x 20"W □ 28"H or □ 36"H	\$91.50	\$128.00	
	2	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$458.50	\$642.00	
	3	Storage Counter (White) 80"L X 20"W X 40"H	\$272.50	\$381.50	
	4	Curved Counter (White) 60"L X 20"W X 40"H	\$187.00	\$262.00	
	5	99A Showcase (White/Glass) 40"L X 20"W X 40"H	\$187.00	\$262.00	
	6	99B Showcase (White/Glass) 40"L X 20"W X 40"H	\$190.50	\$266.50	
	7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$276.00	\$386.00	
	8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$390.00	\$546.00	



QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	A	Waterfall With Eight Balls	\$18.50	\$25.50	
	C	Garment Rail 39"W	\$47.50	\$66.50	
	D	Shelves □ Flat □ Angled 37"L X 12"W	\$40.00	\$56.00	
	E	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$110.50	\$154.50	
To Be Able To Rent These Accessories, You Must Order a GEM Hardwall Booth From GES					



Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall. Grid Panels Cannot Be Installed In Corners.

Terms & Conditions

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Discount Price Date will be processed at the Regular Price.

SUBTOTAL	
5% GST	
TOTAL	
	GST #R104060264

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

Signature

Date

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

SHOW: West Def Conference	DISCOUNT PRICE DEADLINE DATE: June 20, 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	
<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> </div> </div>	
EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	

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

SIGN LAYOUT	Sign Sizes	Discount Price	Regular Price
<div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> ← Width → ↑ Height ↓ </div> <div style="border: 1px solid black; width: 100px; height: 100px; position: relative;"> <div style="position: absolute; top: 0; right: 0; width: 50px; height: 30px; border: 1px solid black;"></div> <div style="position: absolute; bottom: 0; right: 0; width: 50px; height: 30px; border: 1px solid black;"></div> </div> <div style="margin-left: 10px; text-align: center;"> Inches Wide By Inches High </div> </div>	11" x 14"	\$ 45.50	\$ 63.50
	14" x 22"	\$ 64.00	\$ 89.50
	22" x 28"	\$ 99.50	\$139.50
	7" x 44"	\$ 64.00	\$ 89.50
	28" x 44"	\$170.50	\$238.50
	40" x 60"	\$259.50	\$363.50
LOGOS ARE NOT INCLUDED IN PRICING			

PLEASE PRINT OR TYPE WORDING REQUIRED:

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

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular Price.
- There are no refunds/exchanges on signs.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
5% GST	
TOTAL	
GST #R104060264	

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

Signature

Date

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

SHOW: West Def Conference	DISCOUNT PRICE DEADLINE DATE: June 20, 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 <div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> </div>	
EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)	

PRICE LIST

Quantity	Item #	Description	Discount Price	Regular Price	Total Price
Electrical - 110 Volt					
	EL1500W	1500 Watt Duplex Outlet	\$ 77.00	\$ 107.50	
	EL2000W	2000 Watt Duplex Outlet	\$ 141.00	\$ 197.50	
Electrical - 220 Volt - Single Phase					
	EL MISC	220 V / 20 Amp Single Phase (Additional labour charges may apply)	\$ 172.00	\$ 240.50	
	ELMISC	220 V / 30 Amp Single Phase (Additional labour charges may apply)	\$ 206.00	\$ 288.50	
	ELMISC	220 V / 50 Amp Single Phase (Additional labour charges may apply)	\$ 257.50	\$ 360.50	
Lighting (Does Not Include Power)					
	ELD150F	Flood Light Stand, 2 - 75 Watt Flood Bulbs	\$ 68.00	\$ 95.00	
	ELQL	65 Watt clamp on arm light	\$ 87.00	\$ 122.00	
	ELMISC	Special Hookups & Specialty Lighting Available upon request			

Please Note the Following:

- ☐ 24 Hour power - add 50% to the above prices

☐ Outside power - add 100 % to the above prices

☐ Electrician Charge Extra, If Required

☐ Additional labour charges may apply for special connections or special wiring

Payment & Credit Card Charge Authorization form MUST Accompany this form

Notes	TOTAL OF ALL ITEMS ORDERED 5% GST PAYMENT ENCLOSED
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All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
 Cancellation Policy: Orders cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

Company Name:	Email Address:	Booth #
Authorized Signature	Authorized Contact	Date

SAVE TIME WITH GES ON-LINE ORDERING AT www.gesexpo.ca

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

SHOW: West Def Conference <hr/> <div style="background-color: black; color: white; text-align: center; padding: 2px;">EXHIBITOR INFORMATION</div> <hr/> BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	<div style="background-color: black; color: white; text-align: center; padding: 2px;">DISCOUNT PRICE DEADLINE DATE:</div> <div style="text-align: right; padding-top: 5px;">June 20, 2017</div> <hr/> <div style="background-color: black; color: white; text-align: center; padding: 2px;">CREDIT CARD AUTHORIZATION</div> <hr/> <div style="text-align: center;"> <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX </div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> </div> <div style="text-align: center; padding-top: 5px;">EXPIRY DATE _____ / _____</div> <hr/> <div style="text-align: center; padding-top: 5px;">CARDHOLDER NAME _____</div> <hr/> <div style="text-align: center; padding-top: 5px;">CARDHOLDER SIGNATURE _____</div> <div style="text-align: center; padding-top: 5px;"> <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES) </div>
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**CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS
METHOD OF PAYMENT FOR THIS SERVICE**

IN-BOOTH FORKLIFT SERVICE IS AVAILABLE TO EXHIBITORS REQUIRING ASSISTANCE WITH POSITIONING OF EXHIBITOR MATERIALS WITHIN YOUR BOOTH SPACE. (**MINIMUM CHARGE OF 1 HOUR.**)

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

<div style="border: 2px solid black; border-radius: 15px; padding: 10px; background-color: white;"> <p>Straight Time 8:00am - 4:00pm Monday - Friday</p> </div> <p>\$110.50 PER HOUR</p>	<div style="border: 2px solid black; border-radius: 15px; padding: 10px; background-color: white;"> <p>Overtime 4:00pm - 6:00pm Monday - Friday 8:00am - 4:00pm Sat & Sun</p> </div> <p>\$165.50 PER HOUR</p>
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A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS.
ALL RATES INCLUDE FORKLIFT AND DRIVER (5% GST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:

SUPERVISOR NAME: _____ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: _____

Day	Date	Month	# of Hours	# of Forklifts
-----	------	-------	------------	----------------

DISMANTLING TIME REQUIRED: _____

Day	Date	Month	# of Hours	# of Forklifts
-----	------	-------	------------	----------------

APPROXIMATE TIMES:

MOVE-IN Start: _____ ☐ am ☐ pm Finish: _____ ☐ am ☐ pm Total Hours: _____

MOVE-OUT Start: _____ ☐ am ☐ pm Finish: _____ ☐ am ☐ pm Total Hours: _____

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.

Terms & Conditions

- Exhibitor must check forklift/driver 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.
- GES Limits of Liability apply.

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

_____ Signature	_____ Date
---------------------------	----------------------

GST #R104060264

SHOW: West Def Conference	DISCOUNT PRICE DEADLINE DATE: June 20, 2017
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> EXPIRY DATE _____ / _____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE _____ <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received by: June 28, 2017
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: **Pounds**
- Rate **\$64.00** per 100lbs. (200lb. minimum)
- Shipment(s) received after June 28, 2017 will be charged at the direct shipment rate.

No Direct Shipments permitted on this event.

SMALL PACKAGES: (Maximum 50lbs / Shipment):

- Rate of **\$39.00** First Package
 - Rate of **\$10.00** for each additional package (in the same shipment) to a 50lb. Maximum
- **If over 50lbs., Rates for Advance or Direct Shipments will apply**

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

- Shipments of loose, padded or uncrated materials. Special unloading requirements, such as ground side door/ constricted or stacked unloading.
- Shipments without certified weight ticket or proven inaccurate weight ticket.

PLEASE COMPLETE THE FOLLOWING:

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

Goods are scheduled for delivery to: ☐ 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.

SUBTOTAL	
5% GST	
TOTAL	
GST #R104060264	

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

Signature

Date

ADVANCE WAREHOUSE *SHIPPING LABEL*

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: GES / West Def Conference
75 Dufferin Pl. SE
Calgary, Alberta, Canada
T2C 4M3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

JUNE 28, 2017

LIMITS OF LIABILITY & RESPONSIBILITY

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.

logistics



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

GES Logistics Services

Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line

24-Hour Tracking

Call toll free 1-800-636-8235 for immediate information on the status of your shipment

On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 403-243-2212 or 1-800-636-8235
- Fax: 403-243-3868

Ship everywhere with GES Logistics Services.

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

PICK UP INFORMATION

COMPANY NAME: _____	PICK UP DATE: _____	PICK UP TIME: _____
ADDRESS: _____	BUSINESS HOURS: _____	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY: _____ PROV/STATE: _____ CODE: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONTACT: _____	IF YES, CUSTOMS BROKER: _____	
PHONE: _____	CONTACT: _____	
FAX: _____ EMAIL: _____	PHONE: _____	

I will be shipping to: ☐ ADVANCED WAREHOUSE

DESTINATION

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

SERVICE REQUIRED
☐ ONE WAY ☐ ROUND TRIP

☐ SAME DAY ☐ OVERNIGHT ☐ 2ND DAY ☐ 3-5 DAY ☐ GROUND

ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
_____ CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
_____ CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
_____ CRATES (WOODEN)	H _____ x W _____ x L _____	
_____ SKIDS/PALLETS	H _____ x W _____ x L _____	
_____ CARPET/COLOUR: _____	H _____ x W _____ x L _____	
_____ OTHER LIST: _____	H _____ x W _____ x L _____	
_____ TOTAL	TOTAL WEIGHT:	

BILLING AND PAYMENT INFORMATION

COMPANY NAME: _____	ADDRESS: _____	CITY: _____
PROV/STATE: _____ CODE: _____	EMAIL: _____	TEL: _____ FAX: _____
CREDIT CARD NUMBER: _____	EXPIRY DATE: _____	
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES CANADA to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

By signing this order form, shipper agrees to be bound by all its terms and conditions.

X _____ Date: _____

Please Print Name: _____