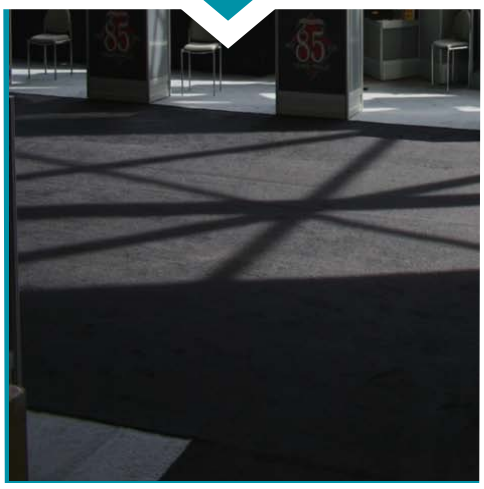
GES Spécialiste mondial de l'événement
Clarkson-Conway

EXHIBITOR SERVICES & FORMS

2016 Insurance and Investment Convention

November 17th 2016



Dear Exhibitor,

We are pleased that GES Global Experience Specialists has been selected as your Official Service Contractor for:

2016 Insurance and Investment Convention

We strive to offer you the best possible service to facilitate a successful show experience. Please review this manual carefully. It contains information and order forms for each of the many services offered by GES Global Experience Specialists. In order to provide efficient service for you it is most important that you return these forms to us promptly.
By placing your orders in advance, you can **have a valuable rebate** on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary. GES Global Experience Specialists requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, as well as cheques.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at 514-861-9694 from Monday to Friday from 8:30am until 4:30pm and ask to speak to a Customer Service Representative (CSR). In addition, our GES Global Experience Specialists Servicecentre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a successful event.

Save time, order online.
Place orders and manage your budget in one place.
ORDER NOW

Sincerely,
Customer Service Team

GES Global Experience Specialists
Clarkson-Conway
800, de la Gauchetière W. St., suite 1165
Montréal, QC, H5A 1K6
Tél.: 514-861-9694 Fax.: 514-392-1577
clarkson@ges.com

SHOW INFORMATION

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

BOOTH EQUIPMENT (Each Exhibit space includes)
Nothing is included.

Exhibitors are responsible for providing all additional furniture, equipment, power and lighting for their booths.

ELECTRICITY

Electricity is not included with the space. For all electrical needs please refer to the order form and return to the electrical supplier, the Palais des congrès de Montréal.

EXHIBIT HALL CARPET
The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by:

Nov. 3, 2016

SHOW SCHEDULE

EXHIBITOR MOVE-IN
November 16th 2016 ● 1pm-8pm

GES SERVICE DESK
November 16th 2016 ● 1pm-8pm

EXHIBIT HOURS
November 17th 2016 ● 7am-5pm

EXHIBITOR MOVE-OUT
November 17th 2016 ● 6pm-11pm

SHIPPING INFORMATION

Please review this section of the Exhibitor Kit thoroughly for: the proper shipping address to the facility, all information relating to advance freight, storage, and materials handling of your goods during the move-in and move-out process.

OFFICIAL DECORATOR

GES CANADA / Clarkson-Conway
800 Place Bonaventure, Suite 1165
Montréal, Québec H5A 1K6
Phone: 514 861-9694 Fax: 514 392-1577

OFFICIAL CARRIER & CUSTOMS BROKER

North American Logistics Services (NALSI)

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

COMPANY NAME			NAME	
STREET		PHONE	FAX	EMAIL
CITY	PROVINCE/STATE	POSTAL CODE	SHOW SITE CONTACT AND PHONE NUMBER	

Payment for Services - Global Experience Specialists requires payment in full at the time services are ordered. Further, GES Global Experience Specialists requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.
Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment - Global Experience Specialists accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a 35.00 fee for NSF cheques or wire transfers (to cover the bank fees).

Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt - If you are tax exempted in Canada you must provide a GST and/or QST Exemption Certificate. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice if you do not submit your tax exemption certificate prior to the deadline.

Adjustments & Cancellations - It is the responsibility of the exhibitor to advise GES Global Experience Specialists on-site representative(s) of any problem(s) with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or Global Experience Specialists set up costs or expenses. Please refer to the individual forms for cancellation fees. A minimum non-refundable deposit of $25.00 will be applied toward the invoice unless there is a cancellation of your order.
If you have any questions regarding our payment policy please call Global Experience Specialists at 514-861-9694 or visit the Global Experience Specialists Servicentre at the show.
Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with Global Experience Specialists.
You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.
For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted GES Global Experience Specialists payment Policy and Terms & Conditions of Contract

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

Credit Card Charge Authorization
(All Information Must Be Provided)

Credit card number	Expiry date
	Security
□ VISA □ MC □ AMEX	

Cardholder's Name

Cardholder Signature

FULL PAYMENT DUE	$

To simplify payment, send a cheque payable to GES / Clarkson-Conway

Enclosed is a cheque in the amount of:	$
COMPANY	BOOTH

Please send your order by:
Fax: 514-392-1577 or E-mail: clarkson@ges.com

GES Spécialiste mondial de l'événement
Clarkson-Conway

WIRE TRANSFER

Please return confirmation by fax that this Wire Transfer has been sent to :
GHISLAIN BOUCHER, Accounting Deparment
GES Canada / Clarkson-Conway Inc.
T. 514 861-9694, x 19 F. 514 392-1577 gboucher@ges.com

Your company name : _____

Booth number : _____ **Show name :** _____

Amount of invoice : $ _____ **Date of transfer :** _____

Minimum Bank Charge : $ _____ **$15.00 North American $35.00 International**

Total amount of transfer : $ _____

Bank Information

If you are sending Canadian Dollars :

Please include all of the following information to ensure your funds reach our bank.

Bank Name : CIBC (Canadian Imperial Bank of Commerce)
Bank Address : 1155, boul. René-Lévesque W Montréal, Québec, H3B 3Z4
Account name : Clarkson-Conway Inc.
Account # : 2408414
Branch Number : 010
Transit number : 00001
Swift Code : CIBCCATT

The Swift Bank Identification Code (BIC) is the Bank Code required for all international transfers.

IBAN Number : N/A in Canada

If you are sending American Dollars :

Please include all of the following information to ensure your funds reach our bank.

Bank Name : CIBC (Canadian Imperial Bank of Commerce)
Bank Address : 1155, boul. René-Lévesque W Montréal, Québec, H3B 3Z4
Account name : Clarkson-Conway Inc.
Account # : 2408414
Branch Number : 010
Transit number : 00001
US Intermediary Bank : Wells Fargo Bank, N.A. NY, USA
Swift Code : PNBPUS3NNYC
ABA Routing # : 026005092

The ABA Routing # is the routing code of US based banks and is required for all EFT´s within the US.

IBAN Number : N/A in Canada

MATERIAL HANDLING INFORMATION

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 Global Experience Specialists Warehouse

- Storage of materials for up to 15 days prior to your show.
- Delivery of shipments to your booth on your first day of move-in (schedule permitting).
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Global Experience Specialists Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- Complete the enclosed Advance 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.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.
- Please note that when utilizing a ground carrier other than the official, U.S. shipments will require customs clearance before delivery to the advance warehouse. Clearance delays may occur.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Global Experience Specialists.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- 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 showsite. 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 hundredweight and rounded up to the nearest hundred. A minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES Global Experience Specialists cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded or is 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.
- **Overtime Surcharges** - Shows that move-in or 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 may 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 Global Experience Specialists Servicentre** of from your GES Global Experience Specialists Service Representative and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Forced Freight

Shipments left on-site after dismantle hours will be transferred to a storage warehouse. Charges relating to such shipping and handling will be charged to the exhibitor.

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 Global Experience Specialists Servicentre**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. 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

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour 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 Global Experience Specialists has published GES Global Experience Specialists 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

- **Liability** - GES Global Experience Specialists is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES Global Experience Specialists negligence.
- **Measure of Damage** - If GES Global Experience Specialists 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. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.

b. The lesser of $0.30 per pound per piece, $50 per piece, or $1000 per occurrence.

GES Global Experience Specialists does not offer or sell insurance. GES Global Experience Specialists is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES Global Experience Specialists.

MANUTENTION À L'AVANCE
ADVANCE MATERIAL HANDLING

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517
A/S (C/O) GES c/o Démark
9235, rue Boivin
Lasalle, QC, H8R 2E8

The rate for this service includes unloading at the warehouse and delivery to: Palais des congrès de Montréal

Shipment arriving between: **October 28th to November 14th 2016**

Ce service n'inclut pas le retour à l'entrepôt à la fin de l'exposition. Votre transporteur doit ramasser votre matériel au débarcadère du lieu de l'exposition avant la fin du démontage sinon des frais d'entreposage vous seront chargés.

This service does not include returning the shipments to the warehouse at the end of the show. Your transporter must pick-up your shipment(s) at the loading dock of the venue before the end of the move-out or you will be charged for storage or for transport fees.

IDENTIFIEZ ET ADRESSEZ TOUT VOTRE MATÉRIEL "TOUS FRAIS PRÉPAYÉS" / MARK AND CONSIGN SHIPMENTS "BILL ALL CHARGES TO SHIPPER"
Veuillez vous référez aux étiquettes d'expédition de ce manuel. / Please refer to the shipping labels in this manual.

GES Spécialiste mondial de l'événement n'assumera aucune responsabilité pour la marchandise non emballée, mal emballée ou avec des dommages déjà apparents, la perte, le vol ou la disparition de toute marchandise après qu'elle soit livrée au kiosque de l'exposant ni avant la cueillette au kiosque de l'exposant pour le chargement après l'exposition. . / GES Global Experience Specialists shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building.

Si vos transporteurs désignés ne ramassent ou ne livrent vos matériaux à temps, ni le promoteur ni GES Spécialiste mondial de l'événement ne sera responsable des délais subséquents. / If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

MÉTHODE DE CALCUL DES FRAIS / METHOD OF CALCULATION OF CHARGES
Il est entendu que votre calcul est un estimé. La facturation sera faite à partir du poids réel. Les ajustements seront effectués en conséquence. / We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Notre marchandise sera expédiée à l'entrepôt le / Our shipment will be sent to the warehouse on:		
Nombre de morceaux / Total Pieces:	Poids de la plus grosse unité / Weight of largest piece:	
Dimensions de la plus grosse unité / Size of largest piece:		
75,00$/100 lbs. ≥ 50 lbs. 200 lbs (150,00$ Minimum charge)		75.00 $
49,00$ ≤ 50 lbs. Envoi / Shipment		49.00 $
Manutention spéciale/ Special handling (Minimum charge 188,00$)		94.00 $

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant. / All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.

INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.

Montant / Amount:	
R100992197 - TPS 5% GST	
1000169915 - TVQ 9.975% QST	
TOTAL	
COMPAGNIE - # STAND **COMPANY - BOOTH #**	

Faite parvenir votre commande par / Please send your order by:
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

GES Spécialiste mondial de l'événement
Clarkson-Conway

MATÉRIAUX D'EXPOSITION

EXPÉDITION À L'AVANCE

À: _____

NOM DE LA COMPAGNIE

2016 Insurance and Investment Convention

NOM DE L'EXPOSITION

_____

NUMÉRO DE STAND

A/S (C/O)

GES c/o Démark
9235, rue Boivin
Lasalle, QC, H8R 2E8

HEURES D'OUVERTURE DE L'ENTREPÔT:
LUNDI AU VENDREDI 8:00 À 16:00

Transporteur _____

Nombre _____ de _____ morceaux

GES Spécialiste mondial de l'événement
Clarkson-Conway

MATÉRIAUX D'EXPOSITION

EXPÉDITION À L'AVANCE

À: _____

NOM DE LA COMPAGNIE

2016 Insurance and Investment Convention

NOM DE L'EXPOSITION

NUMÉRO DE STAND

A/S (C/O)

GES c/o Démark
9235, rue Boivin
Lasalle, QC, H8R 2E8

HEURES D'OUVERTURE DE L'ENTREPÔT:
LUNDI AU VENDREDI 8:00 À 16:00

Transporteur

Nombre _____ de _____ morceaux

GES Spécialiste mondial de l'événement
Clarkson-Conway

EXHIBITION FREIGHT

ADVANCE SHIPMENT

TO: _____

COMPANY NAME

2016 Insurance and Investment Convention

NAME OF EXHIBITION

_____

BOOTH NUMBER

A/S (C/O)

GES c/o Démark
9235, rue Boivin
Lasalle, QC, H8R 2E8

WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 8:00 AM TO 4:00 PM

Carrier _____

Number _____ of _____ pieces

GES Spécialiste mondial de l'événement
Clarkson-Conway

EXHIBITION FREIGHT

ADVANCE SHIPMENT

TO:

COMPANY NAME

2016 Insurance and Investment Convention

NAME OF EXHIBITION

BOOTH NUMBER

A/S (C/O)

GES c/o Démark
9235, rue Boivin
Lasalle, QC, H8R 2E8

WAREHOUSE HOURS ARE
MONDAY TO FRIDAY 8:00 AM TO 4:00 PM

Carrier

Number _____ of _____ pieces

GES Spécialiste mondial de l'événement
Clarkson-Conway

SERVICE DE MAIN D'ŒUVRE
INSTALLATION & DISMANTLING

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

COMPAGNIE / COMPANY	# STAND / BOOTH #

RENSEIGNEMENTS IMPORTANTS ET TARIFS / IMPORTANT INFORMATION AND RATES

TARIFS HORAIRES / HOURLY RATES	HEURES / TIME	PAR OUVRIER / PER MAN
Temps régulier / Straight Time	Lundi au vendredi entre 08h00 et 16h00 / Between 8:00AM and 4:00 PM Weekdays	75.00 $
Temps supplémentaire/ Overtime	Avant 08h00 et entre 16h00 et 18h00 du lundi au vendredi; Entre 08h00 et 16h00 le samedi et dimanche. / Before 8:00AM and between 4:00PM and 6:00PM Weekdays; Between 8:00AM and 4:00PM Saturdays and Sundays	112.00 $
Temps double / Double time	Après 18h00 du lundi au vendredi; Après 16h00 le samedi et dimanche et lors de congés fériés. / After 6:00PM Weekdays; After 4:00PM Saturdays and Sundays and on all holidays.	148.00 $

Veuillez indiquer le plan choisi / Please indicate service

☐ AGISSEZ SANS LA PRÉSENCE DE L'EXPOSANT / GES SUPERVISED
(OK TO PROCEED)
GES supervisera tout le travail effectué pour: / GES will supervise labour to:

- Déballer et installer le materiel d'exposition avant l'arrivée de l'exposant.
  Unpack and install display before exhibitor arrival at showsite.
- Démonter et emballer le materiel à la fin du salon.
  Dismantle and pack display after show closing.

Une surcharge de 25% ($50.00 minimum) du total de la facture de main-d'œuvre sera ajoutée pour ce service additionnel. / A 25% ($50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

Veuillez cocher les cases appropriées / Please check off the appropriate boxes:
Photos / Photos - Directives ci-incluses - Set-up instructions attached
☐ Dans la caisse / in crate ☐ ci-incluses / attached

☐ SUPERVISÉE PAR L'EXPOSANT / *EXHIBITOR SUPERVISED (DO NOT PROCEED)*
Le travail est fait sous la supervision de l'exposant. / Exhibitor will supervise.

- L'heure du début des travaux ne peut être garantie que lorsque la main-d'œuvre est réservée pour le début de la journée (à compter de 8h00). / *Starting time can only be guaranteed where labourers are requested for the start of the working day, which is 8:00am.*
- L'exposant doit se présenter au comptoir de services pour prendre en charge les ouvriers réservés. et après que le travail soit terminée / *The exhibitor representative has to check in at the service desk to pick up labourers ordered. The exhibitor representative also has to check labourers out at the service desk upon completion of the work.*

GES ne sera pas responsable pour aucune perte ou dommage causé durant l'installation, le déballage, le démontage ou l'emballage du matériel de l'exposant. / *GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property.*

NOTES

Placez la commande ici / Place order here

	# d'ouvrier / # of labourers	Dates / Dates	Heure début / Start Time	Heure fin / End Time	Total d'heures / Total hours	Tarif / Rate	Total
Installation / Set-Up							
Démontage / Dismantle							

LES POURBOIRES, INCLUANT ARGENT COMPTANT OU HEURES POUR TRAVAIL NON-EFFECTUÉS NE SONT PAS PERMIS PAR GES Spécialiste mondial de l'événement. GES Spécialiste mondial de l'événement demande le plus haut niveau d'intégrité de tous ses employés. *GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES Global Experience Specialists. GES Global Experience Specialists requires the highest standards of integrity from all employees.*

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.
Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.
INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.

Montant / Amount	$
*Surcharge de 25 % / 25% surcharge	$
R100992197 - TPS 5% GST	$
1000169915 - TVQ 9.975% QST	$
TOTAL	$

Faite parvenir votre commande par / Send your order by :
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

GES Spécialiste mondial de l'événement
Clarkson-Conway

AMEUBLEMENT
FURNITURE

Chaises / Chairs

0503

Chaise tissu gris
Side chair grey fabric

0504

Fauteuil tissu gris
Armchair grey fabric

0502-5

Fauteuil "Déco" noir
"Deco" armchair black

0502

Fauteuil aluminium
Aluminium armchair

Tabourets / Stools

0514-AL

Tabouret Alice
Alice Stool

0512

abouret de bar noir
Black bar stool

514

Tabouret tissu gris
High stool grey fabric

Tables / Tables

0521

Table à café 30" x 18"H
Coffee table

0523

Table 30" x 30"H
Table

0527 A30

Table carrée aluminium 24" x 30"H
Square aluminium table

0527 A40

Table ronde aluminium 24" x 43"H
Round aluminium table

0553
0551

Table avec jupe 72" x 24" x 30"H
Draped table

Table avec jupe 48" x 24" x 30"H
Draped table

Disponible 42" haut / Available 42"high

GES Spécialiste mondial de l'événement
Clarkson-Conway

COMPTOIRS, PRÉSENTOIRS, DIVERS
COUNTERS, DISPLAYS, MISC ITEMS

Comptoirs, bureau / Counters, Desk

0651-CC-06

Comptoir courbé, portes coulissantes
Curved counter with sliding doors
40" x 32" X 40"H

0651-06

Comptoir, portes coulissantes
Counter with sliding doors
40" x 20" x 40"H

0650-06

Comptoir vitrine
Showcase counter
40" x 20" x 40"H

Présentoirs / Displays

0532

Chevalet
Tripod easel
61" H

0632-A

Porte affiche
Sign holder
60" H

0654-0

Présentoir vitrine
Showcase
40" x 20" x 80"H
20" de large aussi disponible / 20" wide also available

0621

Présentoir vitrine
Showcase
20" x 20" x 80"H
40" de large aussi disponible / 40" wide also available

Divers / Miscellaneous

0608

Boîte de tirage pour table
Raffle cube for table
12" x 12" x 12"H

0606-06

Boîte de tirage
Raffle Box
18.5" x 18.5" x 40"H

0661

Présentoirs
Display Units
Dimensions disponibles sur demande
Dimensions available upon request

0532-A

Support à brochure
Literature rack
9" x 55"H

GES Spécialiste mondial de l'événement
Clarkson-Conway

AMEUBLEMENT
FURNITURE

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

Deadline date for discount price: Nov. 3, 2016

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	$ Escompté Discount $	$ Régulier Regular $	Total
		Tables avec jupes Table / Skirted Tables (recouverte de vinyle blanc / White Vinyl Top)			
	0551	Table de 4' de longueur avec jupe 30'' (h) / Skirted 4' long table with 30'' high skirt	81.00 $	118.00 $	
	0553	Table de 6' de longueur avec jupe 30'' (h)/ Skirted 6' long table with 30'' high skirt	92.00 $	134.00 $	
	0541	Table de 4' de longueur avec jupe 42'' (h) / Skirted 4' long table with 42'' high skirt	108.00 $	157.00 $	
	0542	Table de 6' de longueur avec jupe 42'' (h)/ Skirted 6' long table with 42'' high skirt	115.00 $	167.00 $	
	0549	Jupe 4e côté (optionnel) / 4th side skirted (optional)	26.00 $	38.00 $	
		Couleur de jupe/ Skirt color : Noir - Black □ Bleu - Blue □ Vert - Green □ Rouge - Red □ Blanc - White □ Gris -Grey □			
		Tables sans jupes (recouvert de vinyle seulement) / Un-skirted Tables (White Vinyl Top Only)			
	0550	Table de 4' de longueur et 30'' (h) / 4' long and 30'' high table	49.00 $	72.00 $	
	0552	Table de 6' de longueur et 30'' (h)/ 6' long and 30'' high table	55.00 $	80.00 $	
	0544	Table de 4' de longueur et 42'' (h) / 4' long and 42'' high table	64.00 $	93.00 $	
	0545	Table de 6' de longueur et 42'' (h) / 6' long and 42'' high table	69.00 $	101.00 $	
		Tables			
	0521	Table à café blanche 18'' (h) / 18''H Round, White Coffee Table	60.00 $	87.00 $	
	0522	Table à café noire 18'' (h) / 18''H Round, Black Coffee Table	60.00 $	87.00 $	
	0523	Table blanche 30''x30'' (h) / 30''x30''H Round, White Table	83.00 $	121.00 $	
	0524	Table noire 30''x30'' (h) / 30''x30''H Round, Black Table	83.00 $	121.00 $	
	0527-A-40	Table de cocktail 43'' (h) / 43''H cocktail table	82.00 $	119.00 $	
	0527-A-30	Table carrée en aluminium 30'' (h) / 30''H Aluminum square table	92.00 $	134.00 $	
		Chaises / Chairs			
	0502-A	Fauteuil aluminium / Aluminium Armchair	62.00 $	90.00 $	
	0502-5	Fauteuil déco noir / Black Deco Armchair	62.00 $	90.00 $	
	0503	Chaise de tissu gris (sans bras) / Grey Side Chair	41.00 $	60.00 $	
	0504	Fauteuil de tissu gris / Grey Arm Chair	50.00 $	73.00 $	
	0510	Chaise sténo / Steno Chair	62.00 $	90.00 $	
	0512	Tabouret de bar noir (sans dossier) / Black Bar Stool (no back)	41.00 $	60.00 $	
	0514	Tabouret de tissu gris (avec dos) / Grey Stool (with back)	71.00 $	103.00 $	
	0514-AL	Tabouret Alice Noir / Black Alice Stool	98.00 $	143.00 $	
		Comptoirs / Counters			
	0651-06	Comptoir blanc avec portes 40'' x 20'' x 40''H White counter with doors	231.00 $	335.00 $	
	0651-CC-06	Comptoir courbé blanc 40'' x 32'' x 40''H White curved counter	277.00 $	402.00 $	
	0650-06	Comptoir vitrine 40'' x 20'' x 40''H Showcase counter	259.00 $	376.00 $	

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.
Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant. / All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.
INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.

Montant / Amount	$
R100992197 - TPS 5% GST	$
1000169915 - TVQ 9.975% QST	$
TOTAL	$

COMPAGNIE / COMPANY		**STAND \ BOOTH**	

Faite parvenir votre commande par / Send your order by :
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

GES Spécialiste mondial de l'événement
Clarkson-Conway

TAPIS
CARPET

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

Deadline date for discount price: Nov. 3, 2016

**** Avant de commander votre tapis, assurez-vous que la salle n'est pas déjà recouverte de tapis * ***
Before ordering a carpet, please verify that the room is not already carpeted

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	$ Escompté Discount $	$ Régulier Regular $	Total
Tapis standard / Standard Carpet					
	0576	10' x 10' Tapis standard / Standard Carpet	174.00 $	253.00 $	
	0577	10' x 20' Tapis standard / Standard Carpet	347.00 $	504.00 $	
	0579	10' x 30' Tapis standard / Standard Carpet	520.00 $	754.00 $	
Tapis grandeur spéciale / Custom-Cut Carpet					
Le tapis de grandeur spéciale est requis, sans exception, pour tout espace plus long que 30' ou pour tout espace en îlot ou en péninsule.					
Custom-cut carpet is required for all booths larger than 30', or for booths configured as an island or peninsula. No Exceptions.					
	0578	_____' X _____' = _____ Pi.Ca/ Sq. Ft.	2.66 $	3.86 $	
Sous-tapis / Underpadding					
	0564-B	Sous-tapis 10' x 10' Under Padding	125.00 $	182.00 $	
	0564-B	Sous-tapis 10' x 20' Under Padding	250.00 $	363.00 $	
	0564-B	Sous-tapis 10' x 30' Under Padding	375.00 $	544.00 $	
	0564-B	_____' X _____' = _____ Pi.Ca/ Sq. Ft.	1.76 $	2.56 $	
Recouvrement de plastique / Plastic Covering for Protection					
	0564	_____' X _____' = _____ Pi.Ca/ Sq. Ft.	0.49 $	0.72 $	
Forfait Tapis (Inclut le tapis et le sous-tapis) / Carpet Package (Includes carpet and underpadding)					
	N/A	Forfait tapis 10' x 10' Carpet Package	259.00 $	376.00 $	
	N/A	Forfait tapis 10' x 20' Carpet Package	520.00 $	754.00 $	
	N/A	Forfait tapis 10' x 30' Carpet Package	780.00 $	1,131.00 $	
	N/A	_____' X _____' = _____ Pi.Ca/ Sq. Ft.	3.97 $	5.76 $	

Couleur de tapis / Colour Choice

❒ Noir/Black ❒ Bleu/Blue ❒ Gris/Grey ❒ Rouge/Red

Le gris sera la couleur choisie par défaut si aucun choix n'a été fait. Grey will be provided if no other colour choice has been made.

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.
INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the

Montant / Amount	$
R100992197 - TPS 5% GST	$
1000169915 - TVQ 9.975% QST	$
TOTAL	$
COMPAGNIE / COMPANY	**STAND - BOOTH**

Faite parvenir votre commande par / Send your order by :
Télécopieur / Fax: 514-392-1577 ou Courriel: / Email clarkson@ges.com

ACCESSOIRES
ACCESSORIES

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

Deadline date for discount price: Nov. 3, 2016

LISTE DE PRIX / PRICE LIST					
Qté/Qty	**Code**	**Description**	**$ Escompté Discount $**	**$ Régulier Regular $**	**Total**
Accessoires divers / General Accessories					
	0282	Projecteur ajustable sur tige noire 75 watts / *75 watt Black Arm-Clamp Spotlight*	47.00 $	69.00	
	0532	Chevalet / *Tripod Easel*	43.00 $	63.00	
	0532-A	Présentoir à littérature / *Literature Rack*	97.00 $	141.00	
	0534	Corbeille à papier / *Wastebasket*	17.00 $	25.00	
	0533	Bac de recyclage / *Recycling bin*	17.00 $	25.00	
	0539	Porte manteaux en chrome / *Chrome Garment Rack*	76.00 $	111.00	
	0606	Boîte de tirage 20''x20''x40''H *Raffle Box*	108.00 $	157.00	
	0621	Présentoir Vitrine 20'' x 20'' x 80''H *Showcase*	411.00 $	596.00	
	0632-A	Porte affiche 60''h / 60''H *sign holder*	52.00 $	76.00	
	0654-0	Présentoir (ouverte sur 4 côtés) 40'' x 20'' x 80'' H *Showcase (open on 4 sides)*	542.00 $	786.00	
	0661-40H	Cube 18'' x 18'' x 40''H *cube* *(plus d'options (couleurs, dimensions) disponibles / More options (colours, size) available)*	110.00 $	160.00	
	0693-4	Panneau d'affichage 4'x8' / *4'x8' Poster Panel*	117.00 $	170.00	
	0694	Support pour sac / *Bag holder*	58.00 $	85.00	

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.
INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.

Montant / Amount	$
R100992197 - TPS 5% GST	$
1000169915 - TVQ 9.975% QST	$
TOTAL	$

COMPAGNIE / COMPANY	**# STAND BOOTH #**

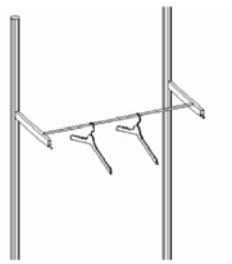
Faite parvenir votre commande par / Send your order by :
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

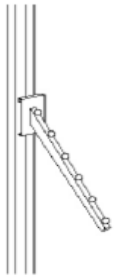
PANNEAUX & ACCESSOIRES MODULAIRES
MODULAR PANEL & ACCESSORIES

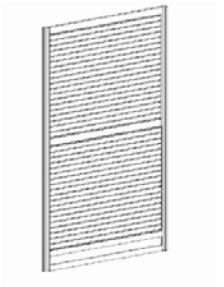
2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

Deadline date for discount price: Nov. 3, 2016

LISTE DE PRIX / PRICE LIST					
Qté/Qty	**Code**	**Description**	**$ Escompté Discount $**	**$ Régulier Regular $**	**Total**
Accessoires pour panneaux du système modulaire / Accessories for panels from modular system					
	0681	Tablette en mélamine / Melamine Shelf ☐ Droite/Straight ☐ Inclinée / Angled	26.00	38.00	
	0687-C	Rail vestimentaire / Barre d'accrochage 1M (Cintre non-inclus) 1M wide Garment Rail / Hanging Bar (Hangers not included)	43.00	63.00	
	0689	Cascade avec six crochets / Waterfall with six hooks	35.00	51.00	
	0690	Pochette à littérature en plexiglass 8 1/2" X 12" Clear Plexi Literature Pocket	30.00	44.00	
Panneaux muraux spéciaux / Special Wall Panels					
	1000-6	Panneau fibrex blanc 38 1/8" x 91"(H) White Fibrex Panel	113.00	164.00	
	1000-5	Panneau velcro 38 1/8" x 91" (H) Velcro Panel	98.00	143.00	
	1008	Panneau rainuré blanc 38 1/8" x 91"(H) White Slatwall Panel	145.00	211.00	
	1009	Panneau perforé blanc 38 1/8" x 85"(H) White pegboard Panel	111.00	161.00	


0687-C


0689


1008

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.
INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.

Montant / Amount	$
R100992197 - TPS 5% GST	$
1000169915 - TVQ 9.975% QST	$
TOTAL	$
COMPAGNIE / COMPANY	**STAND #**

Faite parvenir votre commande par / Send your order by :
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

GES Spécialiste mondial de l'événement
Clarkson-Conway

AMEUBLEMENT DISTINCTIF
SPECIALTY FURNITURE

Fauteuil en cuir noir
Black leather tub chair
11A

CHB-WLT
Fauteuil en cuir blanc
White leather tub chair

Sofa « retro » en cuir noir
Retro black leather sofa
5000-E

Causeuse « retro » en cuir noir
Retro black leather loveseat
5001

5002
Fauteuil « retro » en cuir noir
Retro black leather chair

Causeuse en tissu couleur charbon
Charcoal fabric loveseat
2B

2A
Fauteuil en tissu couleur charbon
Charcoal fabric chair

CHB-PORI
Chaise Pori
Pori Chair

CHB-GHO
Chaise fantôme
Ghost chair

CHB-BOU
Chaise Bounce
Bounce chair

Chaise en cuir blanc Barcelona
White Barcelona chair
BAR-CW

Pouffe en cuir blanc Barcelona
White Barcelona ottoman
BAR-OW

BAR-CR
Chaise en cuir
rouge Barcelona
Red Barcelona chair

7G
Chaise dossier bas - cuir noir / exécutive
Low back executive swivel chair

7L
Chaise dossier haut - cuir noir / exécutive
High back executive swivel chair

GES Spécialiste mondial de l'événement
Clarkson-Conway

AMEUBLEMENT DISTINCTIF
SPECIALTY FURNITURE

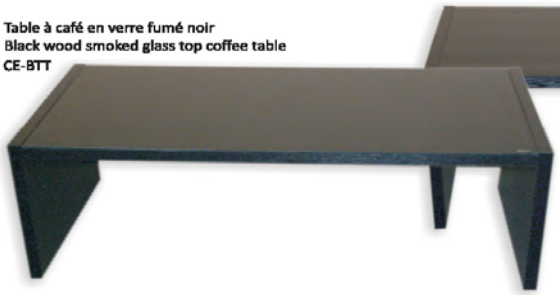


Table de coin en verre fumé noir
Black wood smoked glass end table
CE-BTE

Table à café en verre fumé noir
Black wood smoked glass top coffee table
CE-BTT

CE-ACG
Table de coin en verre, base en métal chromé, hauteur ajustable
Ajustable height round table, glass/chrome

Table de coin en verre fumé noir, base en métal chromé
Chrome metal smoked glass top end table
CE-BCE

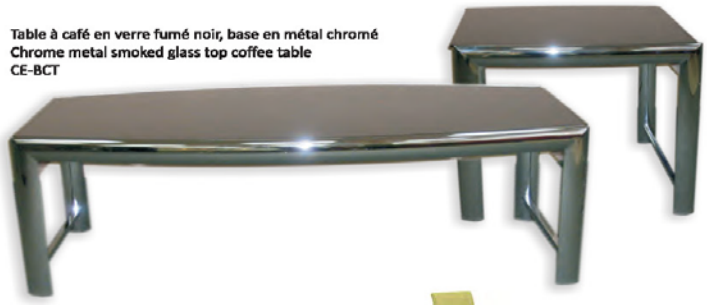


Table à café en verre fumé noir, base en métal chromé
Chrome metal smoked glass top coffee table
CE-BCT

Table ronde bistro 30"
30" round bar table
5A

Table de conférence 42"
42" round meeting table
3A

Tabouret de bar Tintori
Tintori bar stool
CHB-TIN

Tabouret en cuir noir
Black banana stool
5B

Tabouret noir dossier haut
Black fanback stool
5D

CE-GBW
Table à café en verre, base en bois
Coffee table, glass/black wood base

AMEUBLEMENT DISTINCTIF
SPECIALTY FURNITURE

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

Deadline date for discount price: Nov. 3, 2016

CET INVENTAIRE N'EST PAS GARANTI POUR LES COMMANDES PLACÉES APRÈS LA DATE BUTOIR - PRIX POUR 1 À 7 JOURS DE LOCATION
INVENTORY MAY NOT BE AVAILABLE FOR ORDERS PLACED AFTER THE DEADLINE DATE - PRICES FOR 1 TO 7 DAYS OF RENTAL

LISTE DE PRIX / PRICE LIST

Qté Qty	Code	Description	$ Escompté Discount $	$ Régulier Regular $	Total
	11A CHB-WLT	Fauteuil en cuir noir □ ou blanc □ / *Black □ or white □ leather tub chair*	144.00	209.00	
	2B	Causeuse en tissu couleur charbon / *Charcoal fabric loveseat*	214.00	311.00	
	2A	Fauteuil en tissu couleur charbon / *Charcoal fabric chair*	144.00	209.00	
	7L	Chaise exécutive, dossier haut en cuir noir / *High back, black leather executive swivel chair*	110.00	160.00	
	7G	Chaise exécutive, dossier bas en cuir noir / *Low back, black leather executive swivel chair*	92.00	134.00	
	5000-E	Sofa "retro" en cuir noir / *Retro black leather sofa noir/black □ blanc/white □*	446.00	647.00	
	5001	Causeuse "retro" en cuir noir / *Retro black leather loveseat noir/black □ blanc/white □*	317.00	460.00	
	5002	Fauteuil "retro" en cuir noir / *Retro black leather chair noir/black □ blanc/white □*	223.00	324.00	
	BAR-CR-CW-CB	Chaise en cuir rouge □ blanc □ noir □ Barcelona *Red □ white □ black □ leather Barcelona chair*	352.00	511.00	
	BAR-OW	Pouffe en cuir blanc Barcelona / *White leather Barcelona ottoman*	185.00	269.00	
	CE-BTT	Table à café en verre fumé noir, base en bois noir / *Black wood base, smoked glass top coffee table*	121.00	176.00	
	CE-BTE	Table de coin en verre fumé noir, base en bois noir / *Black wood base, smoked glass top end table*	92.00	134.00	
	CE-BCT	Table à café en verre fumé noir, base en métal chromé / *Chrome metal base, smoked glass top coffee table*	121.00	176.00	
	CE-BCE	Table de coin en verre fumé noir, base en métal chromé / *Chrome metal base, smoked glass top end table*	99.00	144.00	
	5B	Tabouret en cuir noir / *Black banana stool*	104.00	151.00	
	5D	Tabouret noir dossier haut / *Black leather fanback stool*	104.00	151.00	
	CHB-TIN	Tabouret de bar Tintori / *Tintori bar stoo* l bleu/*blue* □ gris/*grey* □ vert/*green* □	125.00	182.00	
	CE-ACG	Table de coin rond en verre, base en métal chromé (hauteur ajustable) / *Chrome metal base, glass top, round end table (adjustable height)*	110.00	160.00	
	5A	Table rond bistro 30"d / *30"d round bar table*	104.00	151.00	
	3A	Table de conférence 42"d / *42"d round meeting table*	104.00	151.00	
	CE-GBW	Table à café en verre, base en bois / *Coffee table, glass top, black wood base*	221.00	321.00	
	CHB-BOU	Chaise Bounce/ *Bounce chair*	168.00	244.00	
	CHB-GHO	Chaise Fantome / *Ghost chair*	70.00	102.00	
	CHB-PORI	Chaise Pori / *Pori arm chair* rouge/red □ vert/green □ bleu/blue □	168.00	244.00	

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.
INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 50% du coût original et à 100% après la livraison.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 50% of the original price and 100% after installation.

Montant / Amount	$
R100992197 - TPS 5% GST	$
1000169915 - TVQ 9.975% QST	$
TOTAL	$
COMPAGNIE / COMPANY	**# STAND BOOTH #**

Faite parvenir votre commande par / Send your order by :
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

PLANTES & FLEURS
PLANTS & FLOWERS

2016 Insurance and Investment Convention
November 17th 2016
PALAIS DES CONGRÈS DE MONTRÉAL + Room 517

Deadline date for discount price: Nov. 3, 2016

LISTE DE PRIX / PRICE LIST

Qté/Qty	Code	Description	$ Escompté Discount $	$ Régulier Regular $	Total
	0110	Plantes tropicales vertes / *Green tropical plantes* (3' - 5' haut/tall)	76.00	111.00	
	0110-A	Plantes tropicales vertes / *Green tropical plantes* (6' - 8' haut/tall)	104.00	151.00	
	0113	Fougère / *Boston Fern*	82.00	119.00	
	0111	Chrysanthème / *Chrysanthemums*	43.00	63.00	
	0112	Azalées / *Azaleas*	72.00	105.00	

0110

0114-A

0113

0111

0112

	0115	Arrangement de fleurs fraîchement coupées Fresh cut flower arrangement	Selon votre budget/ Based on your budget	

Idéal pour comptoirs et tables!
Ideal for counters and tables!

Pour tous les concepts!
For all designs!

Préparation sur demande, en fonction de vos besoins, des couleurs de votre compagnie et de votre budget!

Communiquez avec nous!

Custom-designed as per your needs, brand colors and budget!

Contact us!

clarkson@ges.com
514 861-9694

Vous devez OBLIGATOIREMENT joindre le formulaire d'autorisation de carte de crédit à ce formulaire / The payment & credit card authorization form MUST accompany this form.

Toutes les commandes sont soumises aux politiques de paiement et aux limites de responsabilités de GES Spécialiste mondial de l'événement stipulées dans ce manuel de l'exposant.
All orders are governed by the GES Global Experience Specialists Payment Policy and Limits of Liability & Responsibility as specified in this Exhibitor Kit.
INDEMNITÉ D'ANNULATION: Après le début du montage de salon, toute annulation sera facturée à 100% du coût original.
CANCELLATION CLAUSE: Items cancelled after move-in begins will be charged at 100% of the original price.

Montant / Amount	$
R100992197 - TPS 5% GST	$
1000169915 - TVQ 9.975% QST	$
TOTAL	$

COMPAGNIE / COMPANY	# STAND BOOTH #

Faite parvenir votre commande par / Send your order by :
Télécopieur / Fax: 514-392-1577 ou Courriel / Email: clarkson@ges.com

GES Spécialiste mondial de l'événement
Clarkson-Conway
Place Bonaventure
800 De la Gauchetière O.
bureau 1165
Montréal, QC, H5A 1K6
T. 514.861.9694
F. 514.392.1577
gesexpo.ca

Graphics Department
COMPUTER DATA EXCHANGE PROTOCOL

Transport:

CD-ROM & DVD (IBM or Macintosh), e-mail, FTP (complete information available upon request).

Platforms:

PC & Macintosh. All type (fonts) must be converted to curve or outline, or you must supply fonts (screen and printer).

File formats :

- High Resolution PDF
- Vector file : .EPS, .AI, .CDR
- Bitmap files (TIF, JPG, BMP, PSD) must be at 100 d.p.i. at final size
  (a good tip: work with 400 d.p.i. files as usual, but at 25% of the final size of your sign).

Supported colour mode is CMYK

Always send a printed proof with all the Pantone color correspondance. For E-Mails and the FTP Users, be sure to include a detailed PDF copy with all the Pantone color correspondance with your file.

Office Programs, logos and or graphics used for your WEB site are useless to produce large format printing.

Supported programs:

Coreldraw X4, Photoshop CS4, Illustrator CS4, Adobe Acrobat (PDF high resolution)

DO NOT FORGET TO INDICATE THE SOURCE AND NAME OF YOUR FILES (COREL, PHOTOSHOP, ILLUSTRATOR, ETC.)

N.B. Quark XPress is not standard for trade show graphics, save your file as PDF (high resolution).

If you have any questions, please do not hesitate to contact us,

FTP site is accessible via your web browser.
http://gesexpo.ca/upload/clarkson-conway

If you have any questions, please do not hesitate to contact us,

TERMS & CONDITIONS OF CONTRAT AND LIMITS OF LIABILITY & RESPONSABILITY

I. Definitions:
Agents: GES Global Experience Specialists' agents, sub-contractors, carriers, and the agents of each.
Customer: Exhibitor or other party requesting services from GES Global Experience Specialists.
Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.
Shipper: Party who tenders Goods to Carrier for transportation.
Goods: Exhibits, property, and commodities of any type for which GES Global Experience Specialists is requested to perform services.
Cold Storage: Holding of Goods in a climate controlled area.
Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.
Services: Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.
Show Site: The venue or place where an exposition or event takes place.
Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES Global Experience Specialists.
Un-Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES Global Experience Specialists. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:
These Terms and Conditions shall be binding upon Customer, GES Global Experience Specialists, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.
By acceptance of services of GES Global Experience Specialists or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:
Payment for Services. Customer shall be liable for all unpaid charges for services performed by GES Global Experience Specialists or Agents. Customer authorizes GES Global Experience Specialists to charge it's credit card directly for services rendered on it"s behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.
Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES Global Experience Specialists has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES Global Experience Specialists, GES Global Experience Specialists is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:
Indemnification:
Customer to GES Global Experience Specialists: Except to the extent of GES Global Experience Specialists' own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES Global Experience Specialists from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.
Customer agrees to indemnify and hold GES Global Experience Specialists harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.
GES Global Experience Specialists to Customer: To the extent of GES Global Experience Specialist's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES Global Experience Specialists shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES Global Experience Specialists assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Global Experience Specialists Liability for Loss or Damage to Goods
Negligence standard: GES Global Experience Specialists shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES Global Experience Specialists.
Condition of Goods: GES Global Experience Specialists shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES Global Experience Specialists shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
Receipt of Goods: GES Global Experience Specialists shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.
Force Majeure: GES Global Experience Specialists shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.
Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES Global Experience Specialists assumes no liability or responsibility for Cold Storage.
Accessible Storage: GES Global Experience Specialists assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
Unattended Goods: GES Global Experience Specialists assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring it's own Goods for any and all risk of loss.
Labour: GES Global Experience Specialists assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES Global Experience Specialists provided labour. If GES Global Experience Specialists supervises labour for a fee, GES Global Experience Specialists shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES Global Experience Specialists and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.

TERMS & CONDITIONS OF CONTRAT AND LIMITS OF LIABILITY & RESPONSABILITY

Empty Storage: GES Global Experience Specialists assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES Global Experience Specialists Servicentre for empty container storage. Damage that is the direct result of GES Global Experience Specialists' negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES Global Experience Specialists shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove it"s Goods on or before the targeted time. If Goods remain on the floor after this point, GES Global Experience Specialists has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES Global Experience Specialists is authorized to proceed in the manner chosen by the Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES Global Experience Specialists' discretion, and at Customer's expense assuming the Goods are labeled for return. GES Global Experience Specialists retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES Global Experience Specialists shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES Global Experience Specialists shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES Global Experience Specialists will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of Damage: GES Global Experience Specialists' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be $0.30 (thirty cents) per pound per piece, $50 (fifty dollars) per article or $1000.00 (one thousand dollars) per shipment.

No Insurance: GES Global Experience Specialists is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES Global Experience Specialists performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES Global Experience Specialists within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES Global Experience Specialists within sixty (60) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Global Experience Specialists Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute with GES Global Experience Specialists, Customer will not withhold payment or any amount due GES Global Experience Specialist for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES Global Experience Specialists prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES Global Experience Specialists shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES Global Experience Specialists reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) yearsof the date of declination of any part of a claim.

VII. Jurisdiction, Choice of Forum.

This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Quebec.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.

All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES Global Experience Specialists' liability for Customer's Goods:

The responsibility of GES Global Experience Specialists with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES Global Experience Specialists shall be liable only for loss or damage to Goods caused by GES Global Experience Specialists' sole negligence. GES Global Experience Specialists' liability is limited to sixty ($0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES Global Experience Specialists is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES Global Experience Specialists' immediate control. GES Global Experience Specialists is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES Global Experience Specialists is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES Global Experience Specialists. In no event shall GES Global Experience Specialists be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES Global Experience Specialists as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES Global Experience Specialists recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES CANADA OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

SÉCURITÉ D'ABORD!
SAFETY FIRST!

La sécurité est très importante pour toutes les personnes qui travaillent dans la salle d'exposition – surtout la vôtre !

GES Spécialiste mondial de l'événement s'engage à la sécurité dans notre compagnie et à travers les fonctions que nous effectuons. Nous vous demandons de prioriser la sécurité lors de vos activités pendant l'évènement. Si vous êtes témoin d'une action qui représente un danger, veuillez s.v.p. la rapporter à un superviseur de GES Spécialiste mondial de l'événement. En témoignant des actions non-sécuritaires, vous aiderez à rendre l'évènement plus sécuritaire et agréable pour vous et vos confrères exposants.
Veuillez vous référer et respecter la liste des conseils de prévention de pertes que vous trouverez ci-dessous. Ces directives aideront à améliorer la sécurité de l'évènement en général et de prévenir des blessures aux exposants, aux employés et à vous. Amusez-vous et faites-le en toute sécurité ! Merci de votre collaboration !

Guide de conseils de prévention de perte pour les exposants sur le site de l'événement.

- Il est strictement interdit de fumer dans le hall d'exposition.
- Il est INTERDIT de monter debout sur les chaises, tables ou tout autre mobilier. Veuillez utiliser une échelle ou demander de l'aide auprès du personnel de GES Spécialiste mondial de l'événement
- Seuls les employés autorisés de GES Spécialiste mondial de l'événement ont l'autorisation d'opérer les chariots élévateurs ainsi que les transpalettes. Demandez de l'aide.
- Faites attention aux chariots élévateurs qui circulent dans les allées et sur les débarcadères. Veuillez s.v.p. vous tenir loin de ces appareils, surtout lorsqu'ils transportent une charge ou une palette.
- Ne jamais courir dans le hall d'exposition. S.V.P. veuillez marcher. Attention où vous mettez les pieds dans les allées et restez loin des débarcadères.
- Les fils électriques ainsi que les extensions peuvent être dangereux s'ils sont effilochés ou étendus dans une allée. S.V.P. veuillez vérifier l'état des fils. Pour toute assistance ou pour remplacer un fil endommagé, veuillez aviser le responsable des services électriques. Ne pas surcharger les prises électriques.
- S.V.P. veuillez garder les sorties de feu dégagées. Si vous êtes témoin d'un feu, veuillez le signaler immédiatement ou actionner l'alarme de feu le plus près.
- Si vous renversez quelque chose, ou apercevez un liquide renversé, veuillez le signaler immédiatement.
- Gardez votre espace propre. Jetez les débris et disposez votre matériel de façon sécuritaire.
- Les allées doivent restées propres et sans débris.
- Assurez-vous que vos effets de grandes valeurs sont placés dans un endroit sécuritaire dans le hall d'exposition. Les articles laissés sans supervision dans les kiosques, peuvent être des cibles pour le vol.
- Si vous avez des préoccupations ou des questions par rapport à la sécurité, veuillez vous adresser à un représentant de GES Spécialiste mondial de l'événement.

Safety is very important for everyone working in the exhibit hall - especially you!

GES Global Experience Specialists is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Global Experience Specialists supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES Global Experience Specialists personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES Global Experience Specialists personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Apply good housekeeping. Dispose of any waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES Global Experience Specialists representative of any safety issues or concerns.