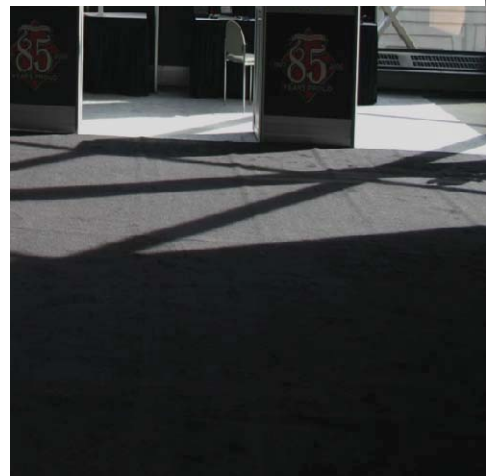




EXHIBITOR SERVICES & FORMS

World Resource and Investment Conference



SHOW INFORMATION



Welcome to Vancouver and the World Resource and Investment Conference

We are pleased that GES has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success.

Please review our payment policy carefully. As a reminder, GES requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labour and freight handling not included with your initial payment.

Take advantage of our substantial price discounts! Just return your order with payment by the advance price deadline(s) on the order forms and use the lower price.

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

- | | |
|------------------------------|-------------------------------------|
| ✓ Furnishings | ✓ GES Logistics/Shipping |
| ✓ Specialty Furnishings | ✓ Signs & Graphics |
| ✓ Carpet & Underpadding | ✓ Installation & Dismantling Labour |
| ✓ GEM Show Specials | ✓ In-Booth Forklift |
| ✓ GEM Exhibits & Accessories | ✓ Material Handling |
| ✓ Plants | |

Official General Contractor:

GES
Unit #4 - 7978 North Fraser Way
Burnaby, BC V5J 0C7

Main: 778-452-6220
Fax: 778-452-6221

Erika Imada - Exhibitor Services
Ph# 778-452-6223
eimada@ges.com

Show Information: Each Display Booth Includes the Following items:

Booth Size: 10' x 10'

8' High Back Wall Drape			
3' High Side Wall Drape			
6' Skirted Table	1	Electrical Outlet (VCC)	1
Grey Fabric Side Chair(s)	2		
Wastebasket	1		
7"x44" Booth ID Sign	1		

Production Timeline Be sure to check all order forms for **additional** deadlines.

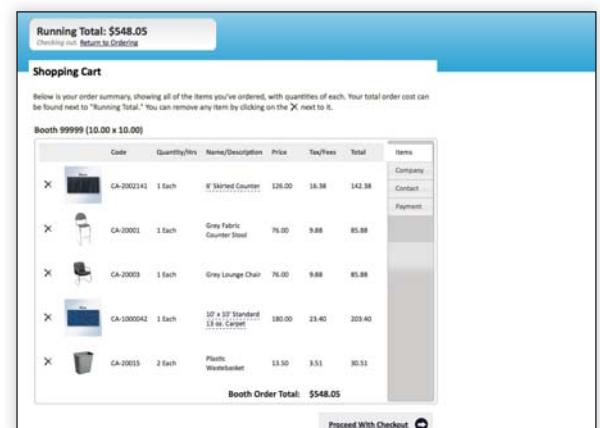
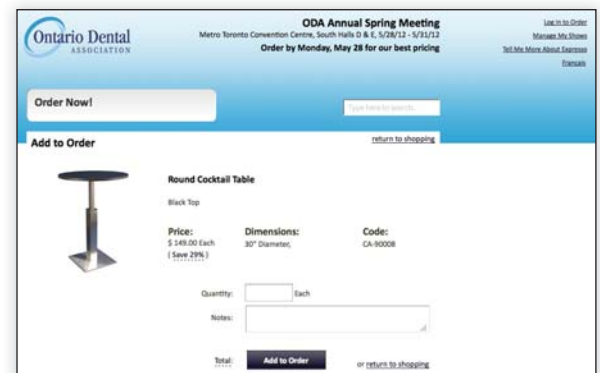
Discount Deadline	May 10, 2013	Orders received with payment 14 days prior to exhibitor move-in
Advance Shipments	April 26, 2013	May begin arriving at Warehouse.
Advance Shipments Cut Off	May 22, 2013	Final Day for Advance Shipment
Direct Shipments	May 25, 2013	Shipments will be received on showsite
General Exhibitor Move-In	May 25, 2013 May 26, 2013	4:00pm-8:00pm 7:00am-9:00am
Show Hours:	May 26, 2013 May 27, 2013	10:00am-5:00pm 10:00am-5:00pm
General Exhibitor Move-Out	May 27, 2013	5:00pm-8:00pm



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

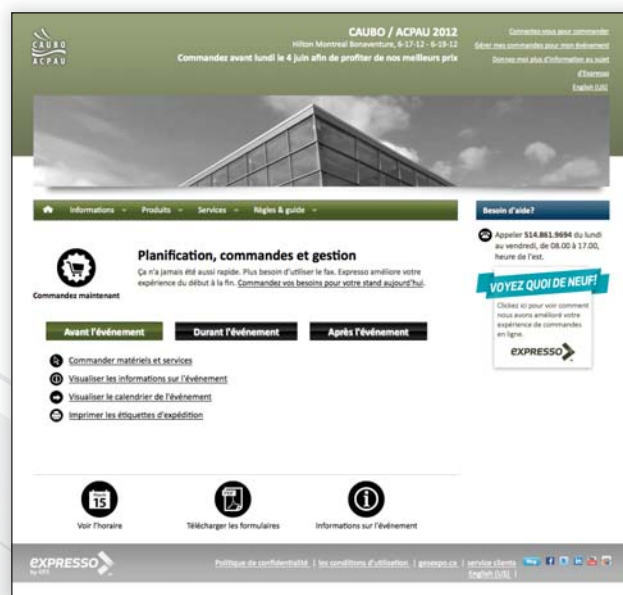
Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

- 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.



online ordering



**Ordering products and services online is fast...
simple and secure.**

- Step 1** To access online ordering go to: www.gesexpo.ca
- Step 2** Select event city, click “Online Ordering”
- Step 3** Click “Login & Order Online” beside your show
- Step 4** You will need to create a permanent Online Ordering account:
- > Click “Sign Up”
 - > Click “New Exhibitor”
 - > Complete Add Exhibitor Information, click “Save”
 - > Complete “User Profile”, click “Next”
 - > Read the “Terms and Conditions”
 - > To continue, click “I Agree”, click “Finish”
 - > Select your Show, proceed with your order

**Please keep your User ID and Password for future ordering on
shows and events serviced by GES.**

Remember to order early to avoid extra costs.

Thank you for your order.



Payment & Credit Card Charge Authorization

DEADLINE DATE:
May 10, 2013

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

COMPANY NAME	EMAIL ADDRESS		BOOTH #
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	FAX	P.O. #	
SHOWSITE CONTACT		SHOWSITE CONTACT EMERGENCY #	

Payment Policy

Payment for Services - GES requires payment in full at the time services are ordered. Further, GES 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 - GES accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques.

Third Part Billing - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt - If you are tax exempt in Canada you must provide a GST 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 exempt certificate prior to the deadline.

Adjustments & Cancellations - No adjustments will be made to invoices after the close of the show. Please refer to the individual forms for cancellation fees. 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 GES set up costs or expenses. 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 GES at 855.526.7182 or visit the GES 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 form to be on file with GES.

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.

Bank wire transfer information:

GES CANADA Exposition Services Ltd.
 Canadian Imperial Bank of Commerce, 939 Lawrence Avenue E.
 North York, Ontario, Canada, M2C 1P9
 Canadian Dollars: Account # 73-07616 Transit # 00132 Swift Code: CIBCCATT
 Routing/BIC/NCC/BSC or ABA # 026009593
 American Dollars: Account # 0267015 Transit # 00132 Swift Code: CIBCCATT
 Routing/BIC/NCC/BSC or ABA # 026009593
To properly credit your account, send the following information to the GES address listed on the order forms: • exhibiting company name, show name and the booth # • date and amount of the transfer
 • bank and country where transfer originated.

I agree in placing this order that I have accepted GES payment policy and GES Terms & Conditions of Contract

PLEASE

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

☐ MasterCard
☐ VISA
☐ American Express

Account #

CARDHOLDER'S NAME

PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS

CITY

PROVINCE / STATE

POSTAL CODE

PLEASE

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

Furnishings (Page E9-2)	\$
Specialty Furnishings (Page E9-3)	\$
Carpet (Page E9-4)	\$
Cleaning (Page E9-5)	\$
Graphics & Signage (Page E9-6)	\$
Plants & Greenery (Page E9-7)	\$
Exhibit System Rentals (GEM) (Page E9-8A)	\$
GEM Accessories (Page E9-8B)	\$
GEM Show Special (Page E9-8C)	\$
Installation & Dismantling Labour (Page E9-9)	\$
In-Booth Forklift (Page E9-10)	\$
Material Handling (Page E9-11)	\$
Electrical Services (Page E9-12)	\$
Wire Transfer Fee - Add \$10.00	\$
FULL PAYMENT DUE:	\$

To simplify payment, send a cheque payable to GES for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a cheque in the amount of: \$

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

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

Third Party Billing Request

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

COMPANY NAME	EMAIL ADDRESS	BOOTH #
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You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

EXHIBITING FIRM	THIRD PARTY
STREET ADDRESS	STREET ADDRESS
CITY PROVINCE P/C	CITY PROVINCE P/C
PHONE FAX	PHONE FAX

The items checked below are to be invoiced to the Third Party:

- ☐ Check here to receive a copy of our invoice sent to your 3rd Party
- | | |
|---|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Material Handling |
| <input type="checkbox"/> I & D Labour | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Hardwall Systems |
| <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Other (Please Specify) | |

The items checked below are to be invoiced to the Third Party:

- | | |
|---|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Material Handling |
| <input type="checkbox"/> I & D Labour | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Hardwall Systems |
| <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Other (Please Specify) | |

I agree in placing this order that I have accepted GES payment policy and GES Terms & Conditions of Contract

PLEASE

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

I agree in placing this order that I have accepted GES payment policy and GES Terms & Conditions of Contract

PLEASE

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ MasterCard
☐ VISA
☐ American Express

Account #

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CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

PROVINCE / STATE POSTAL CODE

PLEASE

CARDHOLDER'S SIGNATURE

DATE

Third Party Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ MasterCard
☐ VISA
☐ American Express

Account #

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CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

PROVINCE / STATE POSTAL CODE

PLEASE

CARDHOLDER'S SIGNATURE

DATE

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

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

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" X 28"
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



Plastic
Wastebasket



Furniture & Accessories Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Skirted Tables					
		<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour:</i>			
	24 (DT4)	Skirted 4' Table, Skirted 4 Sides	\$ 95.00	\$ 133.00	\$
	26 (DT6)	Skirted 6' Table	\$ 95.00	\$ 133.00	\$
	28 (DT8)	Skirted 8' Table	\$ 95.00	\$ 133.00	\$
	(DMS)	4th Side Skirted, Optional	\$ 32.00	\$ 45.00	\$
Skirted Counter					
		<i>Skirting for Counter - White Vinyl Top & Pleated Skirt on 3 Sides, Choose Colour:</i>			
	24H (RD4)	Skirted 4' Counter, Skirted 4 Sides	\$ 114.00	\$ 160.00	\$
	26H (RD6)	Skirted 6' Counter Table	\$ 125.00	\$ 175.00	\$
	28H (RD8)	Skirted 8' Counter Table	\$ 136.00	\$ 190.00	\$
	(DMS)	4th Side Skirted, Optional	\$ 32.00	\$ 45.00	\$
Unskirted Tables					
	(UD4)	Unskirted Table, (30" high) w/vinyl top 4' 6' 8' (please indicate size)	\$ 58.00	\$ 81.00	\$
	(UD6)	Unskirted Table, (40" high) w/vinyl top 4' 6' 8' (please indicate size)	\$ 83.00	\$ 116.00	\$
Round Tables					
	23 (FCOFT)	Round Coffee Table, 18" Tall	\$ 78.00	\$ 109.00	\$
	21 (FPEDT)	Round Starbase Table, 30" Tall	\$ 84.00	\$ 118.00	\$
	(FPEDT40)	Round Cocktail Table, 40" Tall	\$ 93.00	\$ 130.00	\$
Chairs					
	12 (FFC)	Plastic Folding Chair	\$ 28.00	\$ 39.00	\$
	14 (FGFAC)	Arm Chair, Padded Grey	\$ 65.00	\$ 91.00	\$
	16 (FGFCS)	Counter Stool, Padded Grey	\$ 100.00	\$ 140.00	\$
	17 (FGFSC)	Side Chair, Padded Grey	\$ 48.00	\$ 67.00	\$
Display Accessories					
	55 (FCSH)	Signholder	\$ 67.00	\$ 94.00	\$
	70 (FESL)	Easel	\$ 42.00	\$ 59.00	\$
	58 (FCT)	Coat Tree	\$ 48.00	\$ 67.00	\$
	(FWB)	Wastebasket	\$ 20.00	\$ 28.00	\$
	(FLR)	Literature Holder - Single Sided	\$ 75.00	\$ 105.00	\$
	(FSBD)	Ballot Drum, Table Size	\$ 68.00	\$ 95.00	\$
	(FBH)	Bag Stand	\$ 60.00	\$ 84.00	\$
	(F4X8PB)	Posterboard 4' x 8'	\$ 95.00	\$ 133.00	\$
	(DU)	Upright, 8' (with base)	\$ 16.00	\$ 22.00	\$
	(DCB)	Telescoping Crossbar	\$ 12.00	\$ 17.00	\$
Custom Booth Drape					
		<i>8' Back Drape & 3' Side Drape, 4 feet minimum order (Includes drape & hardware)</i>			
	10 (D3)	Linear feet of Side Drape per foot (3' High)	\$ 12.00	\$ 17.00	\$
	11 (D8)	Linear feet of Back Drape per foot (8' High)	\$ 15.00	\$ 21.00	\$

Table/Raised Table Skirts/Drape Colours: Grey will be provided if no colour is indicated below: Black, Blue, Burgundy, Forest Green, Grey, Red, White.	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	7% PST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit. Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

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

specialty furniture



Black Ladder Stool



Equino White Stool

Wire Back Chrome Stool



Black Leather Stool

Black Zebrano Stool



Black Corbusier
Leather Chair



Black Corbusier
Leather Loveseat

24" Square Chrome/White
Cocktail Table



30" Round Cocktail Table
Black Top

30" Square Cocktail Table
Black Top



White Sculpted
Leather Chair



White Sculpted
Leather Loveseat

Black Leather Square Back
Tub Chair





GES | *Global
Experience
Specialists*

specialty furniture



42" Round
Black Meeting Table



Grey Leather Ripple
Sled Base Meeting Chair



Black Leather Ripple
Sled Base Meeting Chair



Bar Fridge



Literature
Stand



Mahogany Coffee Table



Mahogany End Table



24" Round End Table
White Top



24" Round End Table
Black Top



32" Round Coffee Table
Black Top



32" Round Coffee Table
White Top



39" Round Coffee Table
Black Top



39" Round Coffee Table
White Top



DEADLINE DATE:
May 10, 2013

Specialty Furniture Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	SRCT	Round Cruiser Table (Black 30" Diameter)	\$ 143.00	\$ 200.00	\$
	SSWCT	24" Square Chrome/White Cruiser Table	\$ 134.00	\$ 188.00	\$
	SBL5	Black Leather Stool	\$ 143.00	\$ 200.00	\$
	SEWS	Equino White Stool	\$ 143.00	\$ 200.00	\$
	SBCS	Black Ladder Stool	\$ 143.00	\$ 200.00	\$
	SWCSGS	Wire Back Chrome Stool	\$ 150.00	\$ 210.00	\$
	BS-23	Black Diamond Back	\$ 150.00	\$ 210.00	\$
	SBMT	42" Black Meeting Table (Round)	\$ 133.00	\$ 186.00	\$
	SBLMC	Black Leather Ripple Sled Base Meeting Chair	\$ 210.00	\$ 294.00	\$
	SGLMC	Grey Leather Ripple Sled Base Meeting Chair	\$ 210.00	\$ 294.00	\$
	SBCLS	Black Corbusier Leather Love Seat	\$ 318.00	\$ 445.00	\$
	SBLCC	Black Corbusier Leather Chair	\$ 243.00	\$ 340.00	\$
	SWSLS	White Sculpted Leather Loveseat	\$ 280.00	\$ 392.00	\$
	SWSC	White Sculpted Leather Chair	\$ 210.00	\$ 294.00	\$
	SMCT	Mahogany Coffee Table (24" x 48")	\$ 120.00	\$ 168.00	\$
	SMET	Mahogany End Table (24" x 24")	\$ 104.00	\$ 146.00	\$
	SWRCT39	Round Coffee Table - 39" Diameter White Top	\$ 126.00	\$ 176.00	\$
	SBRCT39	Round Coffee Table - 39" Diameter Black Top	\$ 126.00	\$ 176.00	\$
	SWRCT32	Round Coffee Table - 32" Diameter White Top	\$ 126.00	\$ 176.00	\$
	SBRCT32	Round Coffee Table - 32" Diameter Black Top	\$ 126.00	\$ 176.00	\$
	SWRET24	Round End Table - 24" Diameter White Top	\$ 111.00	\$ 155.00	\$
	SBRET24	Round End Table - 24" Diameter Black Top	\$ 111.00	\$ 155.00	\$
	SBL5QC	White or Black Leather Square Back Tub Chair	\$ 205.00	\$ 287.00	\$
	SS-92	White or Black Leather Round Back Tub Chair	\$ 190.00	\$ 266.00	\$
	SLS	Literature Stand - Double Sided	\$ 160.00	\$ 224.00	\$
	SBF	Bar Fridge	\$ 177.00	\$ 248.00	\$

ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	7% PST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

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

Carpet Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Standard Carpet					
	C1010	10' x 10' 16 oz. Standard Booth Carpet	\$ 171.00	\$ 239.00	\$
	C1020	10' x 20' 16 oz. Standard Booth Carpet	\$ 342.00	\$ 479.00	\$
	C1030	10' x 30' 16 oz. Standard Booth Carpet	\$ 513.00	\$ 718.00	\$

Custom-Cut Carpet

Custom-cut carpet is required for all booths larger than 300 sqft., booths configured as an island or peninsula or sizes other than standard.

	CMISC	' X ' = Sq.Ft.	\$ 2.24	\$ 3.09	\$
<i>Rental price include delivery, installation, and removal.</i>					

Under Padding

	CACU	10' x 10' Under Padding	\$ 111.00	\$ 155.00	\$
	CACU	10' x 20' Under Padding	\$ 222.00	\$ 311.00	\$
	CACU	10' x 30' Under Padding	\$ 333.00	\$ 466.00	\$
	CACU	' X ' = Sq.Ft.	\$ 1.11	\$ 1.55	\$

Plastic Covering For Protection

	CAPC	' X ' = Sq.Ft.	\$ 0.95	\$ 1.33	\$
<i>Exhibitor is responsible for the removal of the plastic covering prior to show opening.</i>					

Carpet Packages

		10' x 10' Carpet Package	\$ 277.00	\$ 388.00	\$
		10' x 20' Carpet Package	\$ 559.00	\$ 783.00	\$
		10' x 30' Carpet Package	\$ 841.00	\$ 1,177.00	\$
		' X ' = Sq.Ft.	\$ 3.38	\$ 5.00	\$
<i>Rental price includes carpet, under pad, delivery, installation and removal.</i>					

Please Indicate Choice

Carpet Colour: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy		Electrical Under Carpet? <input type="checkbox"/> Forest Green <input type="checkbox"/> Grey <input type="checkbox"/> Red		<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--	---	--	---

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	7% PST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Carpet 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

DEADLINE DATE:
 May 10, 2013

Plants & Greenery Order Form

 Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Green Floor Plants					
	PFP25	2' to 4' Tall	\$ 56.00	\$ 78.00	\$
	PFP68	5' to 6' Tall	\$ 93.00	\$ 130.00	\$
Green Table Plants					
	PBF	Boston Ferns	\$ 48.00	\$ 67.00	\$
	PTP	Table Plants - 10" Pot	\$ 44.00	\$ 62.00	\$
	PHB	Hanging Basket	\$ 43.00	\$ 60.00	\$
Flowering Plants & Special Requests					
	PMUM	Mums	\$ 32.00	\$ 64.00	\$
	PF10	Flowering Plants	Upon Request		\$
	PFA	Floral Arrangements	Upon Request		\$



Notes:

TOTAL OF ALL ITEMS ORDERED:	\$
5% GST	\$
7% PST	\$
PAYMENT ENCLOSED:	\$

All order governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
X		

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

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

Graphics & Signage Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Standard Signs					
		Digital Per Square Foot	\$ 19.00	\$ 27.00	\$
	S2228	22" x 28"	\$ 92.00	\$ 129.00	\$
	S744	7" x 44"	\$ 59.00	\$ 83.00	\$
	SDG	12" x 8'	\$ 132.00	\$ 185.00	\$
	SDG	30.5" x 38.25"	\$ 122.00	\$ 171.00	\$
	SDG	36" x 36"	\$ 139.00	\$ 195.00	\$
	SDG	38.25" x 86.5"	\$ 330.00	\$ 462.00	\$
	LREGMISC	Design Layout Work (if required)	\$ 98.00	\$ 137.00	\$
<i>All standard signs are digitally produced on coroplast. Standard signs include up to 10 words and a selection of colours.</i>					

Please Indicate Choice

Background Colour <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Yellow	Copy Colour <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Yellow	Indicate Physical Alignment <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> Horizontal </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 10px;"></div> Vertical </div>
--	--	---

Custom Signs

<i>GES maintains a fully-equipped graphics shop that offers:</i>		
Graphic Design	Graphics Presentation	Lamination
Desktop Publishing	Large Format Printing	Logo Reproduction
Backlit Graphics	Vinyl Graphics	Vinyl Banners
<i>For custom work and quotations, please call the GES office listed above.</i>		

**COMPLETE
COPY**

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

5% GST \$

7% PST \$

PAYMENT ENCLOSED: \$

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 at 100% of original cost once production has started.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

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

Graphics & Signage Information

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

Sending your graphic and image files to the GES Creative Services Department

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving and in order to insure the best quality graphics and images from your digital files and to make file transfers as seamless as possible, we are pleased to provide you with the guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

Acceptable Media: All media should be formatted for use on a PC*

- **Floppy disk - 3.5"**
- **CD-ROM (CD-R or CD-RW)**
- **DVD-ROM (DVD-R only)**
- **Email attachment (limited to maximum size of 2mb)**

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of Event*

** For disk types not listed above, please contact a Creative Services Professional (see the *Still have Questions? Section Below)*

Acceptable File Formats**

VECTOR

This type of artwork is resolution independent and hence can be enlarged or reduced without any loss of quality.

<u>EXTENSION</u>	<u>PROGRAM</u>	<u>VERSION</u>
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs (vector .eps preferred)
.ai	Adobe Illustrator	Version CS.2 or earlier

BITMAP: If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 - 300 dpi. Lower resolutions or ratios will result in lower image quality. File size should not exceed 100 MB.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or.gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above.

*** For file types not listed here (QuarkExpress, FreeHand, InDesign or .PDF files), please contact a Creative Services Professional*

Typeface/Font Handling

Convert all fonts to outlines before saving your file for transfer. If you do not convert your font to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

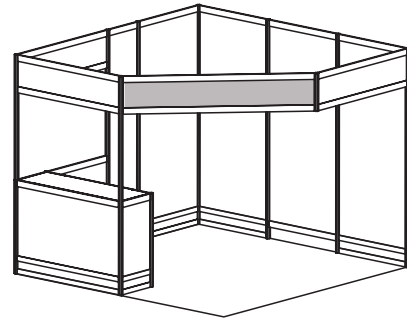
Proofs and Colours:

IMPORTANT: *Always send 100% accurate proofs (colour laser prints) with your disk. Identify all specific spot colours (PMS) within your file and on the provided proofs. In the absence of colour specifications, all graphics will be produced as is without colour corrections.*

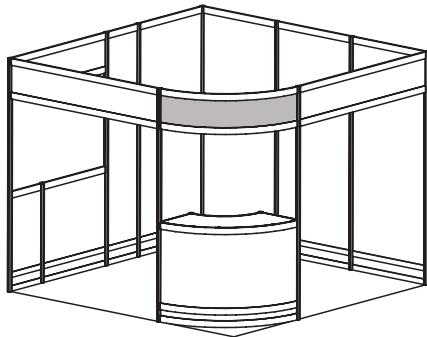
Still Have Questions?

If you still have questions or concerns about your artwork, file formats and method of delivery, please call the GES office listed above and ask to speak to a Creative Services Representative.

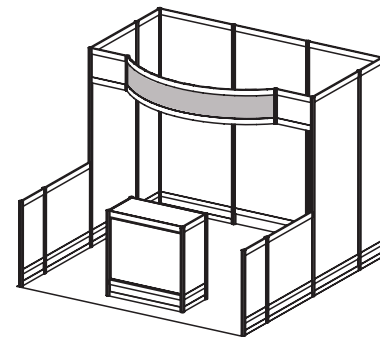
standard exhibit rentals



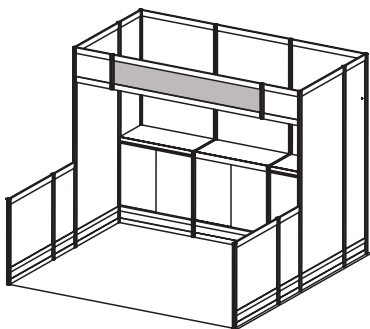
■ GEM Model #1 - 10'x10' Corner



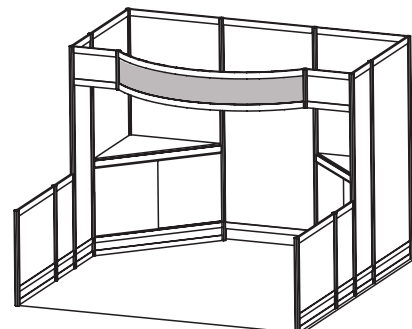
■ GEM Model #2 - 10'x10' Corner



■ GEM Model #3 - 10'x10'



■ GEM Model #4 - 10'x10'



■ GEM Model #5 - 10'x10'

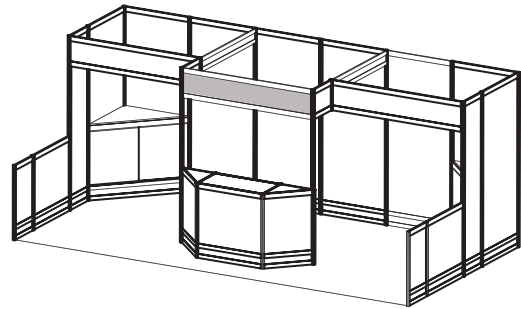
3 Easy Steps →

- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

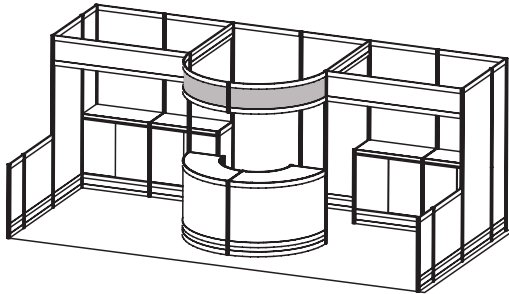
Grey indicates standard header sign(s)



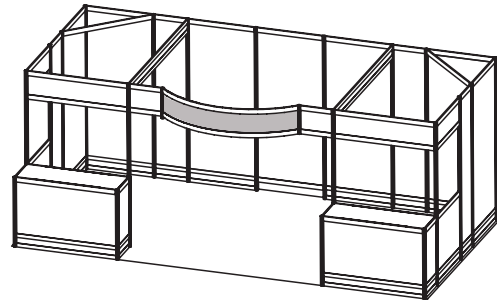
standard exhibit rentals



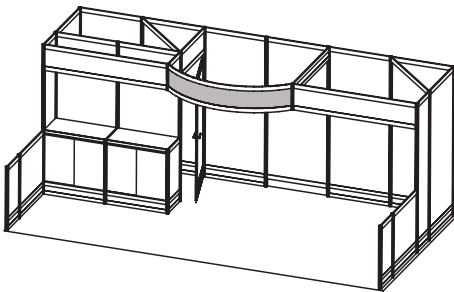
■ GEM Model #6 - 10'x20'



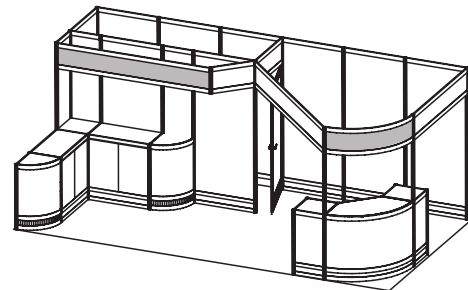
■ GEM Model #7 - 10'x20'



■ GEM Model #8 - 10'x20'



■ GEM Model #9 - 10'x20'



■ GEM Model #10 - 10'x20' Corner

3 Easy Steps →

- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

Grey indicates standard header sign(s)

DEADLINE DATE:
May 10, 2013

GEM Exhibit System Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
GEM Exhibits					
	GGRE	GEM Model # 1 - 10' x 10' Corner	\$ 1,103.00	\$ 1,544.00	\$
	GGRE	GEM Model # 2 - 10' x 10' Corner	\$ 1,146.00	\$ 1,604.00	\$
	GGRE	GEM Model # 3 - 10' x 10'	\$ 1,263.00	\$ 1,768.00	\$
	GGRE	GEM Model # 4 - 10' x 10'	\$ 1,502.00	\$ 2,103.00	\$
	GGRE	GEM Model # 5 - 10' x 10'	\$ 1,553.00	\$ 2,174.00	\$
	GGRE	GEM Model # 6 - 10' x 20'	\$ 2,105.00	\$ 2,947.00	\$
	GGRE	GEM Model # 7 - 10' x 20'	\$ 2,789.00	\$ 3,905.00	\$
	GGRE	GEM Model # 8 - 10' x 20'	\$ 2,255.00	\$ 3,157.00	\$
	GGRE	GEM Model # 9 - 10' x 20'	\$ 2,583.00	\$ 3,616.00	\$
	GGRE	GEM Model # 10 - 10' x 20' Corner	\$ 3,132.00	\$ 4,385.00	\$

Package Includes: Installation and Dismantle, Choice of Panel Colour, Choice of Carpet Colour, Company ID Sign

Please Indicate Choice

Carpet Colour	Infill Panel Colour	Font Style	Font Colour
<input type="checkbox"/> Black	<input type="checkbox"/> Black	<input type="checkbox"/> Futura	<input type="checkbox"/> Black
<input type="checkbox"/> Blue	<input type="checkbox"/> Blue	<input type="checkbox"/> Humanist	<input type="checkbox"/> Blue
<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> PosterBodini	<input type="checkbox"/> Burgundy
<input type="checkbox"/> Grey	<input type="checkbox"/> Green	<input type="checkbox"/> Times New Roman	<input type="checkbox"/> Green
<input type="checkbox"/> Red	<input type="checkbox"/> Grey	<input type="checkbox"/> Arial	<input type="checkbox"/> Red
	<input type="checkbox"/> White		<input type="checkbox"/> Teal

Identification Sign(s) To Read:

Models 1, 2, 3, 4, 5, 6, 8 or 9	COMPLETE COPY	Centre:
Models 7 or 10	COMPLETE COPY	Left:
		Right:

Indicate Date & Time of Arrival

Date:	Time:
-------	-------

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	7% PST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

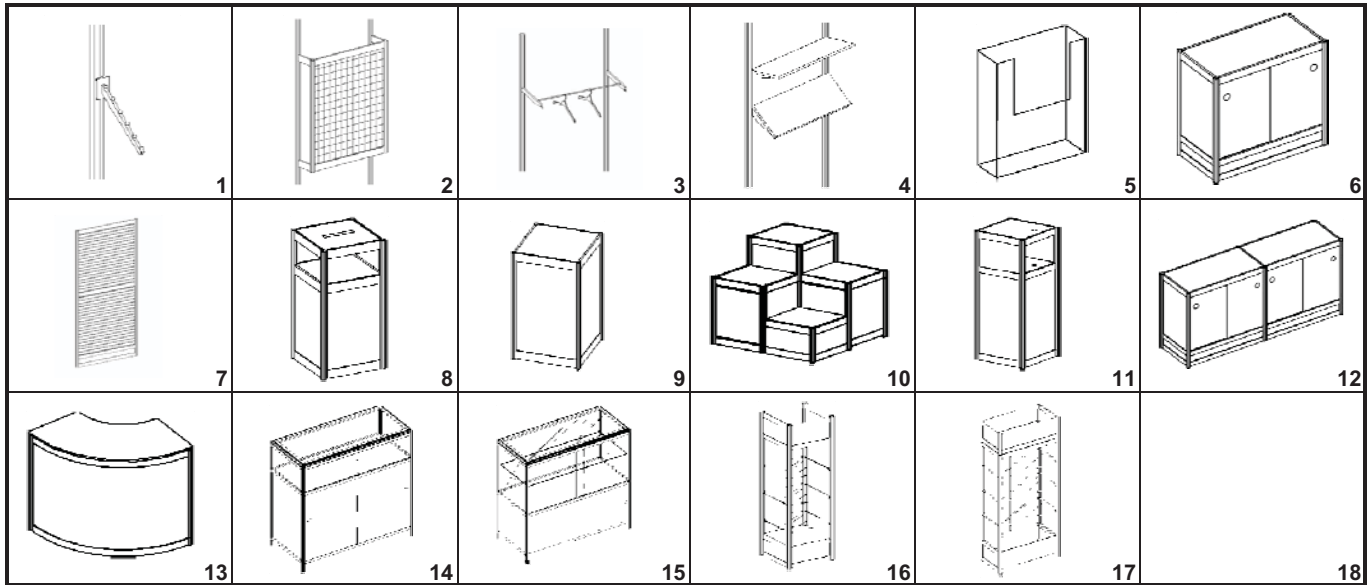
Cancellation Policy: Due to material and labour costs, order cancelled before move-in begins will be charge 50% of original price. Similarly, order cancelled after move-in begins will be charge 100%

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

GEM Accessories Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

GEM EXHIBIT ACCESSORIES



PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	1	Waterfall with eight balls	\$ 16.00	\$ 22.00	\$
	2	Grid Panel - 38" x 44" (2" squares)	\$ 116.00	\$ 162.00	\$
	3	Garment Rail 39" wide	\$ 30.00	\$ 42.00	\$
	4	Shelves <input type="checkbox"/> Flat <input type="checkbox"/> Angled	\$ 46.00	\$ 64.00	\$
	5	8.5" x 11" Clear Plexi Literature Pocket	\$ 26.00	\$ 36.00	\$
	6	Counter Storage Unit - 40"L x 20"W x 40" H	\$ 194.00	\$ 272.00	\$
	7	Slatwall Panels - 37"W X 96"H Grey (additional cost per panel)	\$ 131.00	\$ 183.00	\$
	8	Ballot Bin - 20"L X 20"W X 40"H	\$ 108.00	\$ 151.00	\$
	9	Pedestal White - 20"L X 20"W X 40"H	\$ 85.00	\$ 119.00	\$
	10	Pedestal White - 40"L X 40"W - Unit Heights - 16"/28"/40"	\$ 424.00	\$ 594.00	\$
	11	A/V Pedestal (White) 26"L X 26"W x 56"H	\$ 179.00	\$ 251.00	\$
	12	Storage Counter (White) 80"L X 20"W X 40"H	\$ 248.00	\$ 347.00	\$
	13	Curve Counter (White) 60"L X 20"W X 40"H	\$ 296.00	\$ 414.00	\$
	14	99A Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 273.00	\$ 382.00	\$
	15	99B Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 283.00	\$ 396.00	\$
	16	99C Showcase (White/Glass) 20"L X 20"W X 96"H	\$ 299.00	\$ 419.00	\$
	17	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$ 371.00	\$ 519.00	\$
	18	Sliding Doors / Showcase Locks	\$ 5.00	\$ 7.00	\$

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

5% GST \$

7% PST \$

PAYMENT ENCLOSED: \$

All order governed by the payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME

EMAIL ADDRESS

BOOTH #

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT

DATE

X

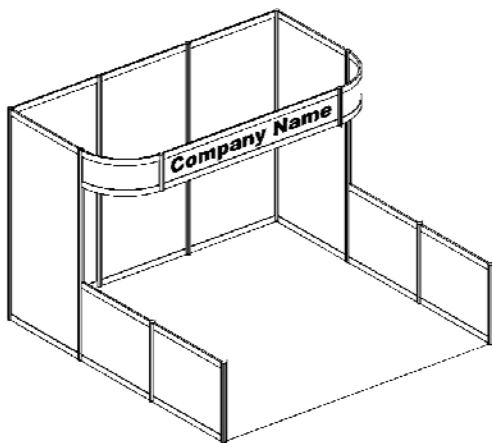
SAVE TIME WITH GES ON-LINE ORDERING AT www.gesexpo.ca

DEADLINE DATE:
May 10, 2013

GEM Show Special Order Form

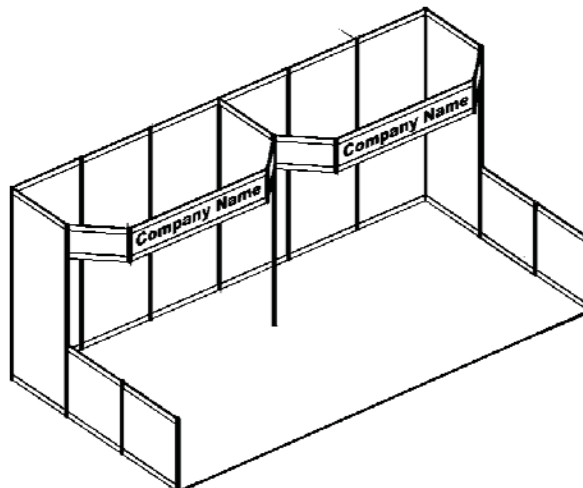
Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

GEM Show Special



Includes:

- Header Sign
- White Infill Panels
- Carpet - Choice of Colour
- Installation & Dismantle



Includes:

- Header Sign
- White Infill Panels
- Carpet - Choice of Colour
- Installation & Dismantle

10' Show Special

20' Show Special

#	Description	Discount \$	Regular \$	#	Description	Discount \$	Regular \$
1	10' Show Special Rental Exhibit	\$ 925.00	\$ 1,295.00	2	20' Show Special Rental Exhibit	\$ 1,450.00	\$ 2,030.00

Please Indicate Choice

Please Indicate Choice

Header Sign

COMPLETE
COPY

Carpet Colour

- | | |
|--------------------------------|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Grey |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Red |
| <input type="checkbox"/> Green | <input type="checkbox"/> Burgundy |

Header Sign

COMPLETE
COPY

Left:

Right:

Carpet Colour

- | | |
|--------------------------------|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Grey |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Red |
| <input type="checkbox"/> Green | <input type="checkbox"/> Burgundy |

Notes:

TOTAL OF ALL ITEMS ORDERED: \$

5% GST \$

7% PST \$

PAYMENT ENCLOSED: \$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

Cancellation Policy: Due to material and labour costs, order cancelled before move-in begins will be charge 50% of original price. Similarly, order cancelled after move-in begins will be charge 100%

COMPANY NAME

EMAIL ADDRESS

BOOTH #

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT

DATE

X

Installation & Dismantling Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOUR NEEDED.

TO DETERMINE IF YOU NEED DISPLAY LABOUR, PLEASE READ THIS FORM CAREFULLY

- Display Labour is used for installation and dismantling of exhibits, including signs and floor covering installation.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. For all other starting times, check in one-half (1/2) hour before time requested. Labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labour and materials costs.

HOURLY RATES	Times	Discount \$	Regular \$
Straight Time	Between 8:00 AM and 5:00 PM Weekdays	\$ 79.50	\$ 111.00
Over time	4:00 PM to Midnight Weekdays / All day Saturday and Sunday	\$ 119.25	\$ 167.00
Double Time	Midnight to 8:00 AM 7 Days a week	\$ 159.00	\$ 223.00

The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

PLEASE INDICATE SERVICE

PLACE ORDER HERE

☐ **GES SUPERVISED (OK TO PROCEED)**

GES CANADA will supervise labour to:

- Unpack and install display before exhibitor arrival at showsite.
- Dismantle and pack display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI. Labour.

A 30% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

☐ **EXHIBITOR SUPERVISED (DO NOT PROCEED)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling.
- GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

☐ **GES is responsible for the following type of booth:**

- ☐ Pop-up
☐ Custom
☐ Other:

SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	LABOUR RATE	TOTAL
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

1. Total Labour Ordered

2. 30% (\$50.00) GES Supervision

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

GES Vancouver employs members of the Communications, Energy & Paperworkers Union Local 1928

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	7% PST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

DEADLINE DATE:
May 10, 2013

In-Booth Forklift Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOUR NEEDED.

TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOUR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labour may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. Confirm labour and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the service desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the service desk and approve the work order. Equipment and labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker and forklift will apply.

The minimum charge for labour and equipment is one (1) hour per worker and forklift. Equipment and labour thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labour and materials costs.

HOURLY RATES		Forklift & Driver		Labourers	
	Times	Discount \$	Regular \$	Discount \$	Regular \$
Straight Time	Between 8:00 AM and 5:00 PM Weekdays	\$ 123.00	\$ 172.00	\$ 79.50	\$ 111.00
Over time	4:00 PM to Midnight Weekdays / All day Saturday and Sunday	\$ 184.50	\$ 258.00	\$ 119.25	\$ 167.00
Double Time	Midnight to 8:00 AM 7 Days a week	\$ 246.00	\$ 344.00	\$ 159.00	\$ 223.00

PLEASE INDICATE SERVICE

PLACE ORDER HERE

► **GES IS RESPONSIBLE FOR THE FOLLOWING:**

- ☐ Uncrating
- ☐ Unskidding
- ☐ Positioning
- ☐ Leveling
- ☐ Dismantling
- ☐ Recrating
- ☐ Reskidding

SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	LABOUR RATE	TOTAL
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

EXHIBITOR MUST BE PRESENT TO SUPERVISE

GES Vancouver employs members of the Communications, Energy & Paperworkers Union Local 1928

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	7% PST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE



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
- 30 Days Free Storage

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.

Transportation Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com
SHIPPER INFORMATION

COMPANY:		PHONE:	FAX:
ADDRESS:		PICK UP DATE:	PICK UP TIME:
CITY:	PROV/STATE	BUSINESS HOURS:	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
POSTAL / ZIP CODE:		CUSTOMS BROKER:	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO
CONTACT:	EMAIL ADDRESS:	CUSTOMS BROKER CONTACT:	CUSTOMS BROKER PHONE#:
I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE: <input type="checkbox"/> YES <input type="checkbox"/> NO			

DESTINATION

SHOW NAME:		FACILITY:	
		VCC-West Halls C & B3	
ONSITE CONTACT:		ADDRESS:	
		1055 Canada Place	
PHONE:	BOOTH #	CITY	PROV/STATE
		Vancouver, BC	
DELIVERY DATE:	DELIVERY TIME	POSTAL / ZIP CODE	
		V6C 0C3	

PLEASE INDICATE SERVICE REQUIRED
☐ ONE WAY ☐ ROUND TRIP ☐ REGULAR GROUND ☐ EXPEDITED GROUND

ITEMS TO BE SHIPPED
SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS

TOTAL # 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 ____ "	
		H ____ " x W ____ " x L ____ "	
		H ____ " x W ____ " x L ____ "	
	TOTAL# OF PIECES	TOTAL WEIGHT	

RELEASE SIGNATURE:

X

To Authorize Delivery Without Obtaining Signature

DECLARED VALUE: \$

TERMS AND 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 exhibitor's material after the same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES 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 per item, or \$1000.00 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 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 shipper) of the terms and conditions set forth.

Notes:

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

BY SIGNING THIS FORM, SHIPPER AGREES TO BE BOUND BY ALL ITS TERMS & CONDITIONS

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

customs



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

GES Customs Services

Reliable and Efficient Service

- Experienced and reliable staff you can depend on who specialize in Tradeshow Customs procedures
- Personnel are accessible at all times

Value Added Service

- Save time and money by making fewer calls

Personalized Service

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

On-Site Representation

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

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

Leave all your shipping, customs clearance and furniture rentals to GES.



Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES
FOR (PLEASE CHECK ONE)

☐ Customs Clearance
And Transportation

☐ Customs Clearance
Only

☐ Transportation
Only

SECTION 1

EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: _____
U.S. Tax # or U.S. IRS ID #: _____
Event Name & Booth #: _____ Booth #: _____
Facility Name: _____
Shipment Date: _____ From (City): _____ Carrier Name: _____
It Consists of (# Cartons): _____ Weight: _____ ☐ lbs. ☐ kgs.
Our Rep @ Event: _____ Staying At (Hotel): _____ Tel: _____

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2

RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: _____
Delivery Address: _____
City: _____ Province/State: _____ Postal / Zip: _____
Name: _____ Telephone: _____ Fax Number: _____
Ship Via: ☐ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3

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

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

CREDIT CARD INFORMATION MUST BE COMPLETED

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

ORIGINAL SIGNATURE REQUIRED

SECTION 4

INVOICE / STATEMENT INFORMATION

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

SECTION 5

ORDER AUTHORIZED BY

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

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page of
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6 Country of Transshipment / Pays de transbordement	
		7 Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON					
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
Commercial Invoice No. / No. De la facture commerciale		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu)		Contact: Tel: Fax:			

North American Free Trade Agreement Certificate of Origin

Please Print or Type

1 Exporter's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	2 Blanket Period <div style="display: flex; justify-content: space-between;"> From <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> To <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> DD MM YY DD MM YY </div>
3 Producer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	4 Importer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>

5 Description of Goods	6 HS Tariff Classification Number	7 Preference Criterion	8 Producer	9 Net Cost	10 Country of Origin

11 I CERTIFY THAT:

- The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document;
- I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given, of any changes that would affect the accuracy or validity of this Certificate;
- The goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North America Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; and
- This Certificate consists of ____ pages, including all attachments.

Authorized Signature:	Company:
Name:	Title:
Date: <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> DD MM YY </div>	Telephone: <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>
FAX: <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>	

Material Handling Information

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).
- Some convention 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 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.

How to Ship to Exhibit Site

- Consign all shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- 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" deliver 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 hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on 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 Servicentre** or from your GES Service Executive 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.

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 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 has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Customs & Brokerage Fees

GES is not responsible for the brokerage fees, duty or GST resulting from exhibitor materials entering Canada from another country. GES is not responsible for any delays in delivery of exhibitor materials to show site or the advance warehouse due to Canada Custom inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES negligence.

- **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:

- a. Measure of damages in all situations (including b. 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 does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES.

Advance Material Handling Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

ADVANCE WAREHOUSE SHIPMENTS

WAREHOUSE SHIPMENTS (up to 30 days free storage)

Rates for this service includes receiving at the warehouse and delivery to the receiving area at the:

World Resource and Investment

Rates include: Unloading freight, storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs, applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth, picking up, storing and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

WEIGHT OF SHIPMENT WILL BE VERIFIED UPON DELIVERY

Crated Materials			
Service	Rates		Minimum Charge
On Target Shipments	\$	80.00 per cwt.	\$ 160.00
Shipments after: 05/22/13	\$	112.00 per cwt.	\$ 224.00

Materials Requiring Special Handling			
Service	Rates		Minimum Charge
On Target Shipments	\$	128.00 per cwt.	\$ 256.00
Shipments after: 05/22/13	\$	179.00 per cwt.	\$ 358.00

ARRIVAL DATES & SURCHARGES FOR SHIPMENTS:

Advance Date:

- **04/26/13** Advance shipments may begin to arrive at warehouse.
- **05/22/13** Last day for crated shipments to arrive at advance warehouse without surcharge.
- **ADVANCE WAREHOUSE RECEIVING HOURS ARE : Monday - Friday 9:00am - 3:00pm only.**

PLEASE REFER TO THE SHIPPING LABELS IN THIS MANUAL

GES shall not be responsible for damage to 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. **Claims must be filed before the close of the show.**

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.

CALCULATION OF MATERIAL HANDLING CHARGES

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

Our shipment will be sent to the warehouse on date:			Total Pieces:
Carrier:			
Total Weight (200 lbs minimum per shipment):	/ 100	x Rate	= \$

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES TERMS & CONDITIONS OF CONTRACT.	TOTAL ESTIMATED CHARGES:	\$
	5% GST	\$
	7% PST	\$
	PAYMENT ENCLOSED:	\$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO:

EXHIBITING COMPANY

World Resource and Investment Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES CANADA EXPOSITION SERVICES LTD
3985 STILL CREEK AVENUE
BURNABY, BC V5C 4E2

SHIPMENT SHOULD ARRIVE ON OR BEFORE
May 22, 2013

Carrier _____

Number _____ of pieces  **GES** Global Experience Specialists

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

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BOOTH NUMBER

C/O GES CANADA EXPOSITION SERVICES LTD
3985 STILL CREEK AVENUE
BURNABY, BC V5C 4E2

SHIPMENT SHOULD ARRIVE ON OR BEFORE
May 22, 2013

Carrier _____

Number _____ of pieces  **GES** Global Experience Specialists

BC11-11E

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

Showsite Material Handling Order Form

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

DIRECT TO SHOWSITE SHIPMENTS

Rates include: Unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from show site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

WEIGHT OF SHIPMENT WILL BE VERIFIED UPON DELIVERY

Crated Materials			
Service	Rates		Minimum Charge
Direct to Showsite	\$	63.00 per cwt.	\$ 126.00

Materials Requiring Special Handling			
Service	Rates		Minimum Charge
Direct to Showsite	\$	94.50 per cwt.	\$ 189.00

ARRIVAL DATES & SURCHARGES FOR SHIPMENTS:

Direct to Showsite Shipments:

- **5/25/13** First Day for Direct to Showsite Shipments
- **5/26/13** Last day for shipments to arrive at the exhibit site.

PLEASE REFER TO THE SHIPPING LABELS IN THIS MANUAL

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 100 lbs. per shipment, per delivery. Includes UPS, Federal Express, Canada Post and Purolator Courier Shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.	First Carton	\$ 55.00
	Each Additional Carton	\$ 32.00
	SP Handling/Carton	\$ 28.00

GES shall not be responsible for damage to 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. **Claims must be filed before the close of the show.**

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 and additional costs. Freight leaving a show must be picked up prior to the end of the scheduled move out time for the show. Please check with your carriers to ensure they can pick up your shipment on the day and time required. Some carriers don't work weekends.

CALCULATION OF MATERIAL HANDLING CHARGES

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

Our shipment will be sent Direct to Showsite on date:		Total Pieces:
Carrier:		
Total Weight (200 lbs minimum per shipment):	/ 100	x Rate = \$

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES TERMS & CONDITIONS OF CONTRACT.	TOTAL ESTIMATED CHARGES:	\$
	5% GST	\$
	7% PST	\$
	PAYMENT ENCLOSED:	\$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

RUSH!**EXHIBITION FREIGHT****FROM:****DIRECT SHIPMENT****TO:**

EXHIBITING COMPANY

World Resource and Investment Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES CANADA EXPOSITION SERVICES LTD.
 VCC-West Halls C & B3
 1055 Canada Place
 Vancouver, BC V6C 0C3

**IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
 EXHIBITOR'S KIT**

Carrier _____

 Number _____ of _____ pieces 
RUSH!**EXHIBITION FREIGHT****FROM:****DIRECT SHIPMENT****TO:**

EXHIBITING COMPANY

World Resource and Investment Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES CANADA EXPOSITION SERVICES LTD.
 VCC-West Halls C & B3
 1055 Canada Place
 Vancouver, BC V6C 0C3

**IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
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Carrier _____

 Number _____ of _____ pieces 
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**IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
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Carrier _____

 Number _____ of _____ pieces 
RUSH!**EXHIBITION FREIGHT****FROM:****DIRECT SHIPMENT****TO:**

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World Resource and Investment Conference

NAME OF EXHIBITION

BOOTH NUMBER

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 VCC-West Halls C & B3
 1055 Canada Place
 Vancouver, BC V6C 0C3

**IMPORTANT! PLEASE REFER TO THE MOVE-IN DATES IN THIS
 EXHIBITOR'S KIT**

Carrier _____

 Number _____ of _____ pieces 

GES Terms & Conditions of Contract (Page 1 of 2)

GES TERMS AND CONDITIONS ARE SUBJECT TO
CHANGE AT GES' DISCRETION WITHOUT NOTICE TO
ANY PARTIES

Unit 4 - 7978 N. Fraser Way Burnaby, BC V5J 0C7 Phone: 778.452.6220 Fax: 778.452.6221 Toll Free: 855.526.7182 vancouvercustomerservice@ges.com

I. Definitions:

Agents: GES's agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting services from GES.

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 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.

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. 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, 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 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 or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' 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 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 provided to GES, GES 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 deliver will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:

Indemnification:

Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES 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 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 to Customer: To the extent of GES's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES 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 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 Liability for Loss or Damage to Goods

Negligence standard: GES 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.

Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES 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 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 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 assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES 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 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 its' own Good for any and all risk of loss.

Labour: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided labour. If GES supervises labour for a fee, GES 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 and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.

GES Terms & Conditions of Contract (Page 2 of 2)

GES TERMS AND CONDITIONS ARE SUBJECT TO
CHANGE AT GES' DISCRETION WITHOUT NOTICE TO
ANY PARTIES

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Empty Storage: GES 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 Service Desk for empty container storage. Damage that is the direct result of GES's negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES 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 its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES 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 is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select on of the provided options will result in re-routing at GES's discretion, and at Customer's expense assuming the Goods are labeled for return. GES 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 shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.

Unattended Booth: GES 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 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's 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 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 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 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 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 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, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES 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) years of the date of declaration 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 British Columbia.

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's liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES's sole negligence. GES's 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 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's immediate control. GES is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES 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 as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES 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 OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

factoring green



Into your event

Green Philosophy

GES is dedicated to being good stewards of our environment, by providing green product options and services to all our event organizers and exhibitors. As the need to conserve resources grows, we will continue to explore ways to deliver sustainable solutions.

Green Teams

As a value-based company providing innovative solutions, we are constantly striving to put our Green Philosophy into practice. Each Canadian city or region has implemented a Green Advocate who is responsible to discuss, evaluate, communicate and implement local as well as national opportunities.

Eco-friendly Advantages

We are a certified transport partner in the EPA SmartWay Transport Partnership program to increase energy efficiency while considerably reducing emissions.



Facility Relationships

GES is fortunate to be considered the official or preferred supplier in all of our associated facilities across Canada. Because of these strong relationships within the facilities and their team members, we are able to take advantage of temporary and permanent equipment storage areas. This allows us the opportunity to consolidate equipment needs for subsequent events and minimize transportation emissions.

Warehousing

Each GES office has a warehouse close to the major facilities. Because of the proximity to parts and equipment, transportation emissions are reduced.



GES Environmentally Responsible Products and Efforts

Bioboard - made of 60% recycled content and 100% recyclable; alternative to foamcore used for graphic panels

Bamboo Banner Stands - we use eco-intelligent polyester and water based inks

Biobanner - will oxo-biodegrade in landfill in as little as 9 months; alternative to vinyl banner

Carpet Under Padding - GES uses carpet under padding made from 100% recycled synthetic fibers

Carpet Recycling Program - when carpet can no longer be used as aisle or booth carpet, it is recycled for other uses such as covering dollies or lining crates

Cleaning Supplies - GES and its cleaning contractors use biodegradable and non-toxic cleaning supplies

Eco-Friendly Carpet Choices - our Pepper and BlueJay coloured carpets are 100% recyclable

Exhibitor Kit Paper Reduction - In 2009, 90% of GES Exhibitor Kits were provided electronically in lieu of standard paper kits

GES Online - allows exhibitors to place orders online, reducing the use of paper

Graphics - we use water based inks in our digital printers that produce little to no VOCs and retrieve recyclable graphic material at showsite to repurpose and/or recycle

Graphic Storage - graphic panels are collected from showsite and stored in our warehouse to be used the next year; we encourage our clients not to put dates on graphics and to reuse a “look” for several years

Ink Cartridges and Printheads - 100% recyclable; we partner with HP’s Planet Partners program

Office Supplies - GES purchases recycled/recyclable office supplies

Panel Inserts - we use LEED compliant and formaldehyde-free composite wood

Q-tops - 100% recyclable, form fitted vinyl table covers used to top tables with no waste

Recycle - GES offices and warehouses recycle paper, cardboard, aluminum, wood, plastic, and Plexiglas

Visqueen - GES uses visqueen that is 100% recyclable and made from 50% recycled content

GES is currently working with vendors to develop more eco-friendly, cost effective alternatives. We continue to raise the bar, seeking environmental solutions that make sense for our clients, the environment and our company.



Eco-friendly Events

For many years we have provided modular system structures made from recycled aluminum. These structures/exhibits are installed and dismantled for numerous events and returned to our warehouse to be reconfigured and reused. Now we are able to compliment these structures with infill panels and graphics that allow our clients to reach their “green” vision.

IIDEX/NeoCon



As Canada’s largest exposition and conference for the design, construction and management of the built environment, IIDEX/NeoCon Canada has recently launched a three year initiative to make their event more sustainable by using green suppliers and contractors. They have been working to create a carbon neutral show as well as collaborating with the facility they work within to reduce the total environmental footprint of the event. GES is proud to partner with MMPI to provide innovations and products such as our 100% recyclable aisle carpet.

International Council of Shopping Centres



In 2009 ICSC made arrangements with LivClean to help provide clean power and carbon offsets in exchange for booth space. They also implement standard procedures for their show such as recycling badge holders, no plastic bags, and water stations instead of bottled water. GES was able to provide environmentally friendly graphic substrate and media options as well as the repurposing of returned graphic panels.

Green Living



In conjunction with the Green Living Show’s own green initiatives, GES was able to offer biodegradable signage to meet their “Green Screen” standards. All suppliers are evaluated and assessed for environmental performance in business activities directly related to their supply chain, operations, products and/or services.

Canada Green Building Council



The mission of the CGBC is to lead and accelerate the transformation to high-performing, healthy green buildings, homes and communities throughout Canada with the end vision being a transformed built environment leading to a sustainable future. GES was proud to provide bioboard and biobanner signage as well as 100% recyclable carpet for this client.

Futurallia Québec



An international business event, for their part selected the Zero Waste with Offsets package, in collaboration with the Foundation de la Faune du Québec. “We are aware of our participants’ concern with these issues. In addition to reducing our waste, we would like to show the way through actions that benefit Québec’s biodiversity” GES was directly involved with the organizing committee and followed through on its commitments to reduce the waste associated with the exhibit portion of the event as well as to recycle all event signage and graphics.

Safety First!

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

GES 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 representative. 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 and do it safely. Thank you for your Cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit hall. Please be sure all cigarettes are fully extinguished.
- 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 personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES 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 a 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.
- Use good housekeeping. Dispose of 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 representative of any safety issues or concerns.

