

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

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

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

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

- ✓ **Expresso Online Ordering**
- ✓ **Furnishings**
- ✓ **GEM Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **Material Handling**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **May 3, 2016** as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of H.S.T. when exhibiting in Ontario.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500.**

**Show Information**

CANADA SALES CONGRESS 2016

May 25, 2016

Allstream Centre

Venue	Venue Shipping Address
Allstream Centre 105 Prince's Blvd Toronto ON. CANADA M6K 3C3	Allstream Centre 105 Prince's Blvd. Toronto ON. CANADA M6K 3C3

Official Services Contractor		
Global Experience Specialists, Inc. (GES)	Phone	905-283-0500
5675 McLaughlin Road	Fax	905-283-0501
Mississauga, Ontario, Canada	Web Site	www.gesexpo.ca
L5R 3K5	E-Mail	torontoexhibitorservices@ges.com

Show Information	
Booth Size	10' x 10'
Backwall Drape	Black
Sidewall Drape	Black
Aisle Carpet Colour	N/A
Booth Packages Includes	SOLD BY SHOW MANAGEMENT: GEM BOOTH: 10' SHELL COMPLETE WITH HEADER OPTION 1: 1 - 6' TABLE, 2SIDE CHAIRS, 1 WASTE BASKET OPTION 2: 1 - WHITE COUNTER, 2 STOOLS, 1 WASTEBASKET

Important Dates - Prior to Show		
Discount Deadline for GES orders received with payment	Tues. May 3rd. 2016	
Direct Shipments may arrive at Exhibit Site	Fri. May 20th. 2016	9am. - 4pm.
Last day for Direct Shipments to arrive at Exhibit Site	Tues. May 24th. 2016	1pm. - 7 pm.

Important Dates - At the Show		
Move In	Tues. May 24th. 2016	1pm. - 7 pm.
Show Hours	Wed. May 25th. 2016	7 am - 6 pm.
Move Out	Wed. May 25th. 2016	6 pm. - 11:59 pm.

GES On-Site Service Centre	
GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Carpet	
The Service Desk will be open during the following times:	Tues. May 24th. 1pm. - 5 pm. ESE will work from the office

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.

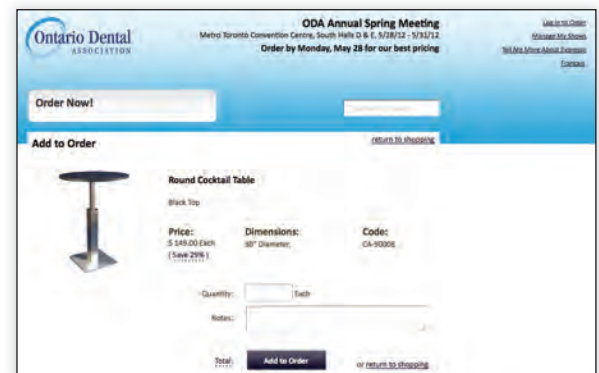




Accelerate your experience with Expresso exhibit planning, ordering and management.

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.





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

CREDIT CARD AUTHORIZATION

SHOW: **Canada Sales Congress 2016**

May 3, 2016

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

IMPORTANT - READ CAREFULLY

Please fill out The Credit Card Authorization below if:

- You or your company are forwarding payment to GES in the form of a cheque.
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

PLEASE COMPLETE THE FOLLOWING

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS
☐ CORPORATE ☐ PERSONAL

EXPIRY DATE:

CARD #

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CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

Cardholder's Billing Address: _____

City: _____ Prov/State: _____ Code/Zip: _____

Tel: _____

Fax: _____

This authorization allows GES to charge any fees outstanding after show closing to this credit card
(including funds owed due to a cheque returned NSF)

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**



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torontoexhibitorservices@ges.com www.gesexpo.ca

PAYMENT POLICY INFORMATION SHEET

DISCOUNT PRICING:

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

METHOD OF PAYMENT:

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

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

BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:

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

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

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

PAYMENT SCHEDULE:

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

THIRD PARTY BILLING:

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

ADJUSTMENTS AND CANCELLATIONS:

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

ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.



ELECTRONIC FUNDS/WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable
GES Exposition Services (Canada) Limited
Email: ar@ges.com Fax: 905-283-0501

Your Company Name: _____

Contact Name: _____

Contact Number: _____

Booth Number: _____ Event Name: Canada Sales Congress 2016

GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Account Name: GES Exposition Services (Canada) Limited

Bank Name: Bank of Montreal
Address: 350-7th Avenue SW
Calgary, AB
T2P 3N9

*IF YOU ARE SENDING CANADIAN DOLLARS

*IF YOU ARE SENDING AMERICAN DOLLARS

EFT/Direct Deposit

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

Institution code #: 001
Transit #: 00109
Account #: 4773-410

Wire Transfers

Account #: 1967-990
Beneficiary's Bank: //CC000100109
Swift Code: BOFMCAM2

Account #: 4773-410
Beneficiary's Bank: //CC000100109
Intermediary Bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNBPU33NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: _____

Date of Transfer: _____

*Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)

Total: _____

Please Note: Ensure transfer is made a minimum of 10 days prior to the show move in date.

*Minimum Bank Charges as shown above, reflect GES's bank charges only.

Any additional wire transfer and EFT fees are the exhibitor's responsibility.

furnishings



Grey Fabric Side Chair



Grey Fabric
Counter Stool



Grey Fabric Arm Chair



Grey Lounge Chair



Steno Chair



30" Round / 30" High
Starbase Table



30" Round / 18" High
Coffee Table



4' and 6' Long
Skirted Counter
with White Vinyl Top



4', 6', or 8' Long
Skirted Table
with White Vinyl Top



furnishings



Coat Tree



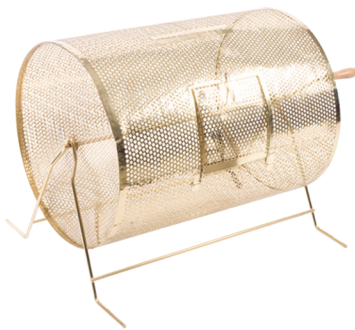
22" W X 28" H
Chrome Sign Holder
(sign extra)



Easel



Gold Ballot Drum



Plexi Pocket
(Wall Mountable only,
not self-standing)



40" W x 20" D x 41" H
White Counter Storage Unit



Bag Holder 41"H



Stanchions
6' Belt



Plastic
Wastebasket



FURNISHINGS ORDER FORM

SHOW: **Canada Sales Congress 2016**
**DISCOUNT PRICE
DEADLINE DATE:**
May 3, 2016

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

FURNISHINGS

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Grey Fabric Side Chair	\$45.00	\$68.00	
	Grey Fabric Counter Stool	\$92.00	\$137.00	
	Grey Fabric Arm Chair	\$65.00	\$98.00	
	Grey Lounge Chair	\$86.00	\$129.00	
	Steno Chair	\$89.00	\$133.00	
	Starbase Table 30" Round 30" High	\$93.00	\$139.00	
	30" Round 18" High Coffee Table	\$71.00	\$106.00	
	Coat Tree	\$39.00	\$60.00	
	22" x 28" Chrome Sign Holder (Sign Extra)	\$82.00	\$122.00	
	Easel	\$50.00	\$75.00	
	Gold Ballot Drum	\$96.00	\$143.00	
	Plexi Pocket (wall mountable only)	\$37.00	\$56.00	
	White Counter Storage Unit 41" H	\$233.00	\$349.00	
	Bag Holder 41"H	\$74.00	\$111.00	
	1 Pair of Stanchions	\$140.00	\$210.00	
	Plastic Wastebasket	\$17.00	\$26.00	

SKIRTED TABLES 30" HIGH

☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GREEN ☐ RED ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$87.00	\$131.00	
	6 Ft. Long x 2 Ft. Wide	\$103.00	\$155.00	
	8 Ft. Long x 2 Ft. Wide	\$131.00	\$196.00	
	Skirted Fourth Side	Add \$59.00 ea.		

SKIRTED COUNTER 42" HIGH

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$131.00	\$196.00	
	6 Ft. Long x 2 Ft. Wide	\$148.00	\$222.00	
	Skirted Fourth Side	Add \$59.00 ea.		

NON SKIRTED TABLES

	<input type="checkbox"/> 4 Ft. <input type="checkbox"/> 6 Ft. <input type="checkbox"/> 8 Ft.	\$64.00	\$96.00	
	42" H <input type="checkbox"/> 4 Ft. <input type="checkbox"/> 6 Ft.	Add \$60.00 ea.		

CUSTOM BOOTH DRAPING

☐ BLACK ☐ BLUE ☐ RED ☐ SILVER ☐ WHITE

	3 Ft. High (Per Linear Ft.)	\$12.00	\$18.00	
	8 Ft. High (Per Linear Ft.)	\$16.00	\$25.00	

SUBTOTAL
13% HST
TOTAL

HST #R104060264

Terms & Conditions

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

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

Signature

Date

GEM EXHIBIT ACCESSORIES ORDER FORM

SHOW: **Canada Sales Congress 2016**
**DISCOUNT PRICE
DEADLINE DATE:**
May 3, 2016
EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

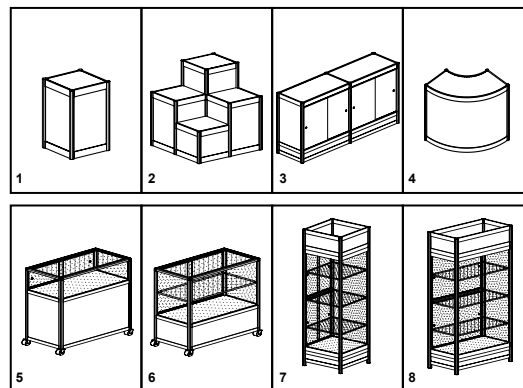
CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

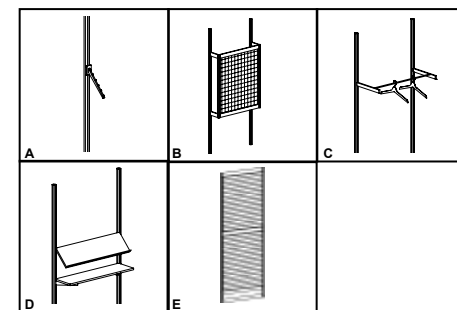
☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1	Pedestal (White) 20"L x 20"W □ 28"H or □ 36"H	\$144.00	\$214.00	
	2	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16" - 28" & 28" - 40")	\$522.00	\$787.00	
	3	Storage Counter (White) 80"L X 20"W X 40"H	\$434.00	\$650.00	
	4	Curved Counter (White) 60"L X 20"W X 40"H	\$345.00	\$517.00	
	5	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$345.00	\$517.00	
	6	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$345.00	\$517.00	
	7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$521.00	\$781.00	
	8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$521.00	\$781.00	



QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	A	Waterfall With Eight Balls	\$42.00	\$64.00	
	B	Grid Panels - 38"W X 44"H White Panels (2" Squares)	\$144.00	\$214.00	
	C	Garment Rail 39"W	\$51.00	\$76.00	
	D	Shelves □ Flat □ Angled 37"L X 12"W	\$43.00	\$65.00	
	E	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$121.00	\$181.00	


Accessories A to E are designed to fit GES Hardwall booths only
Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall. Grid Panels Cannot Be Installed In Corners.
Terms & Conditions

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

SUBTOTAL	
13% HST	
TOTAL	
	HST #R104060264

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

Signature

Date

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



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact Jodi Anastasakis: 905.283.0559

or email: janastasakis@ges.com

SIGN ORDER FORM

SHOW: **Canada Sales Congress 2016**

**DISCOUNT PRICE
DEADLINE DATE:**

May 3, 2016

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE ____ / ____

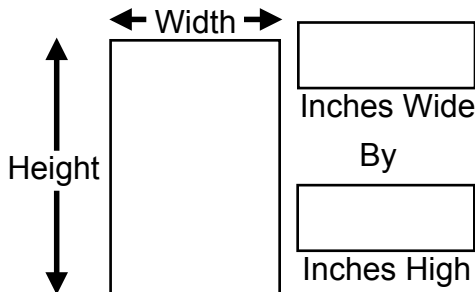
CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

SIGN LAYOUT



Sign Sizes	Discount Price	Regular Price
11" x 14"	\$ 42.00	\$ 63.00
14" x 22"	\$ 75.00	\$113.00
22" x 28"	\$ 98.00	\$146.00
7" x 44"	\$ 72.00	\$108.00
28" x 44"	\$125.00	\$188.00
40" x 60"	\$276.00	\$414.00

LOGOS ARE NOT INCLUDED IN PRICING

PLEASE PRINT OR TYPE WORDING REQUIRED:

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

Terms & Conditions

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

SUBTOTAL	
13% HST	
TOTAL	
HST #R104060264	

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

Signature

Date

PLANT ORDER FORM

SHOW: Canada Sales Congress 2016		DISCOUNT PRICE DEADLINE DATE: May 3, 2016	
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION	
BOOTH #: _____		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> </div>	
COMPANY _____		EXPIRY DATE _____ / _____	
STREET _____		CARDHOLDER NAME _____	
CITY _____ PROV/STATE _____ CODE _____		CARDHOLDER SIGNATURE _____	
E-MAIL _____		<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	
PHONE _____ FAX _____			
CONTACT NAME _____			
ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)			

Create a Lasting Impression!



GREEN FLOOR PLANTS					
QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	PFP25	2 ft. to 5 ft. Tall	\$81.00	\$123.00	
	PFP68	6 ft. to 8 ft. Tall	\$160.00	\$240.00	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	\$240.00	\$360.00	
GREEN TABLE PLANTS					
	PBF	Boston Fern	\$60.00	\$90.00	
	PTP	Table Plant - 10"	\$60.00	\$90.00	
	PMUM	Mums	\$36.00	\$54.00	
FLOWERING PLANTS & SPECIAL REQUESTS					
	PFAS	Standard Fresh Flower Arrangement	\$117.00	\$177.00	
	PFAP	Premium Fresh Flower Arrangement	\$217.00	\$327.00	
	PFAE	Exotic Arrangement	\$149.00	\$225.00	



PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price:

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show. No refunds, exchanges or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
13% HST	
TOTAL	
HST #R104060264	

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

Signature

Date

LABOUR SERVICE ORDER FORM

SHOW: Canada Sales Congress 2016	<table border="1" style="width:100%"> <tr> <td style="width:50%">DISCOUNT PRICE DEADLINE DATE:</td> <td style="width:50%">May 3, 2016</td> </tr> </table>	DISCOUNT PRICE DEADLINE DATE:	May 3, 2016
DISCOUNT PRICE DEADLINE DATE:	May 3, 2016		
EXHIBITOR INFORMATION			
BOOTH #: _____			
COMPANY _____			
STREET _____			
CITY _____ PROV/STATE _____ CODE _____			
E-MAIL _____			
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CONTACT NAME _____			
CREDIT CARD AUTHORIZATION			
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 2px;"></div> </div> </div>			
EXPIRY DATE _____ / _____			
CARDHOLDER NAME _____			
CARDHOLDER SIGNATURE _____			
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)			

EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

LABOUR INSTALLATION AND DISMANTLING

CODE	CODE	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm	\$110.00
LINOT	LOOT	Overtime Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$166.00
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$215.00

INSTALLATION	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____ Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>	
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____ AM PM <small>Day / Date/ Month / Year</small>	
NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____	
DISMANTLING	
Carrier: _____ Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>	
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____ AM PM <small>Day / Date/ Month / Year</small>	
NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____	

Terms & Conditions

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per person.
- GES Limits of Liability apply.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	
	HST #R104060264

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

Signature

Date

IMPORTANT – PLEASE READ CAREFULLY

MATERIAL HANDLING SERVICE INFORMATION

Exhibitors are permitted to receive and unload their own shipment(s) providing a representative of their company is present to receive the shipment(s) at the time of delivery, and they are able to unload their shipment(s) without the use of a forklift.

**If unable to meet these requirements, GES has been appointed by
Show Management to perform these services for
Canada Sales Congress 2016
at the expense of the exhibitor.**

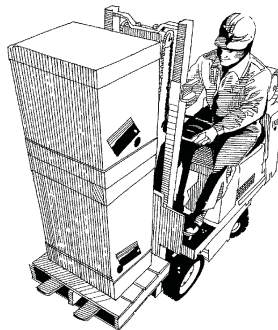
Material Handling services are billed per each shipment received, per each forklift used, based on a 1 hour minimum charge (including move in and move out).

**Please note: billing is based on Straight Time, Overtime or Double Time
depending on the date and time the shipment(s) are received.**

Material Handling Service Includes

- UNLOADING OF YOUR CARRIER & DELIVERY TO YOUR BOOTH
- REMOVING OF EMPTY CONTAINERS/CRATES/SKIDS FROM BOOTH TO STORAGE
- RETURNING OF EMPTY CONTAINERS/CRATES/SKIDS TO BOOTH AFTER SHOW
- RETURN OF YOUR CONTAINERS/CRATES/SKIDS TO THE LOADING DOCK
- RELOADING OF SHIPMENT(S) FROM DOCK TO CARRIER

If this additional service is required please fill out the
Material Handling Order Form included in this kit.





MATERIAL HANDLING ORDER FORM

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

SHOW: Canada Sales Congress 2016	DISCOUNT PRICE DEADLINE DATE: May 3, 2016										
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION										
BOOTH #: _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX										
COMPANY _____	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
STREET _____	EXPIRY DATE _____ / _____										
CITY _____ PROV/STATE _____ CODE _____	CARDHOLDER NAME _____										
E-MAIL _____	CARDHOLDER SIGNATURE _____										
PHONE _____ FAX _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)										
CONTACT NAME _____											

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

MATERIAL HANDLING SERVICE WILL BE AVAILABLE TO ASSIST EXHIBITORS WITH IN AND OUT HANDLING OF EXHIBITOR MATERIALS AT A **MINIMUM CHARGE OF ONE HOUR** PER SHIPMENT **PER FORKLIFT DRIVER**. SERVICES OVER 1 HOUR WILL BE CHARGED IN 1/2 HOUR INCREMENTS. (INCLUDES MOVE-IN AND MOVE-OUT).

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

All Rates Include Forklift Driver

Straight Time 8:00am - 4:00pm Monday - Friday \$232.00 PER HOUR	Overtime 4:00pm - 6:00pm Monday - Friday 8:00am - 4:00pm Sat & Sun \$279.00 PER HOUR	Double Time After 6:00pm Mon-Fri After 4:00pm Sat & Sun All Holiday Hours \$331.00 PER HOUR
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A 30% SURCHARGE WILL APPLY TO THE FOLLOWING:

- Shipments that are uncrated, stacked, pad-wrapped or contain loose pieces.
- Material Handling orders placed on-site.

PLEASE COMPLETE THE FOLLOWING:

Goods are scheduled for delivery to: ☐ Show Site ☐ Advance Warehouse

Date goods are scheduled to arrive: _____ Total Weight: _____ lbs. _____ kg.
Month/Day

Carrier Name: _____ Number of Pieces: _____

Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- GES Limits of Liability & Responsibility apply to this service.

SUBTOTAL	
13% HST	
TOTAL	
	HST #R104060264

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

Signature

Date

DIRECT TO SHOW SITE SHIPPING LABEL

Canada Sales Congress 2016

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

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

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

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

C/O: GES/ Canada Sales Congress 2016
Allstream Centre
100 Princes' Boulevard
Toronto, Ontario, Canada
M6K 3C3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE BETWEEN:

Friday May 20, 9am - 4pm - Tuesday May 24, 1pm - 7pm

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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