

Material Handling Information

CSRS 2016

Westin Harbour Castle Hotel

November 30 - December 2, 2016

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

Benefits of Advance Shipping to the GES Warehouse

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

How to ship in Advance to the GES Warehouse

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

How to ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

Estimating Material Handling Charges

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

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

- **Special Handling** – Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts, including certified weight ticket.
- **Off Target/Overtime Surcharges** – Shipments received outside the assigned freight move-in time will be considered off target, and surcharges will apply. Shows that move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

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

Outgoing Shipments

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

Machinery Labour and Equipment

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

Insurance

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

GES Limits of Liability & Excess Declared Value

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

CSRS 2016 MATERIAL HANDLING RATES

ADVANCE SHIPMENTS TO WAREHOUSE		November 1 - 22, 2016 9:00 am - 4:00 pm
◆ Crated or Skidded Shipment(s)		\$110.00 Per 100lbs.
◆ Special Handling Shipment(s)		\$143.00 Per 100lbs.
◆ Shipments Received After November 22, 2016		Add 30% Surcharge
◆ Shipments Received Outside Straight Time Hours (Straight Time Hours are Monday-Friday 8am to 4pm)		Add 30% Surcharge
DIRECT SHIPMENTS TO SHOW SITE:		November 29, 2016 12:00 noon - 7:00 pm
◆ Crated or Skidded Shipment(s)		\$ 99.00 Per 100lbs.
◆ Special Handling Shipment(s)		\$128.70 Per 100lbs.
◆ Uncrated, Pad-Wrapped, Loose Shipment(s)		\$128.70 Per 100lbs.
◆ Shipments Received Outside Straight Time Hours (Straight Time Hours are Monday-Friday 8am to 5pm)		Add 30% Surcharge
SMALL PACKAGES:		(Maximum 50lbs/Shipment)
◆ First Package		\$ 47.00
◆ Each Additional Package in Shipment (Up to 50lbs.)		\$ 26.00
** If over 50lbs. Maximum – Rates for Advance or Direct Shipments Apply. **		
SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling.		

NOTE: 1. All shipment weights when totalled are rounded up to the next 100lbs.

2. All shipments have a minimum billing of 200lbs.

LABELLING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **November 1 - 22, 2016 9:00 am - 4:00 pm**

NAME OF EXHIBITING COMPANY – BOOTH NUMBER C/O GES / CSRS 2016 6130 Netherhart Road Mississauga, Ontario, Canada, L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE: **November 29, 2016 12:00 noon - 7:00 pm**

NAME OF EXHIBITING COMPANY – BOOTH NUMBER C/O GES / CSRS 2016 Westin Harbour Castle Hotel 1 Harbour Square Toronto, Ontario, Canada, M5J 1A6

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

MATERIAL HANDLING ORDER FORM

SHOW: CSRS 2016	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DISCOUNT PRICE DEADLINE DATE:</td> <td style="width: 50%;">November 8, 2016</td> </tr> </table>	DISCOUNT PRICE DEADLINE DATE:	November 8, 2016																
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EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION																		
BOOTH #: _____ COMPANY: _____ STREET: _____ CITY: _____ PROV/STATE: _____ CODE: _____ E-MAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> MASTERCARD</td> <td><input type="checkbox"/> VISA</td> <td><input type="checkbox"/> AMEX</td> </tr> <tr> <td style="text-align: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </td> </tr> <tr> <td colspan="3">EXPIRY DATE _____ / _____</td> </tr> <tr> <td colspan="3">CARDHOLDER NAME _____</td> </tr> <tr> <td colspan="3">CARDHOLDER SIGNATURE _____</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)</td> </tr> </table>	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> AMEX	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	EXPIRY DATE _____ / _____			CARDHOLDER NAME _____			CARDHOLDER SIGNATURE _____			<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)		
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A certified weight ticket (CWT) must accompany Shipment(s). If shipment(s) arrive without certified weight ticket GES will weigh the shipment(s) on site and special handling charges will apply (minimum shipment is 200 lbs.)

IMPORTANT



**PLEASE
COMPLETE
AND
RETURN
THIS FORM
BY**

November 8, 2016

<input type="checkbox"/>	I WILL BE SHIPPING MY MATERIALS TO THE ADVANCE WAREHOUSE
<ol style="list-style-type: none"> Will your shipment be crated and/or skidded? Yes <input type="checkbox"/> No <input type="checkbox"/> Both <input type="checkbox"/> Will your shipment require Special Handling? Yes <input type="checkbox"/> No <input type="checkbox"/> Estimated total number of pieces: _____ Pcs. Estimated total weight of shipment: _____ lbs. Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Weight Hundred Weight Rate </div> 	
<input type="checkbox"/>	I WILL BE SHIPPING MY MATERIALS DIRECTLY TO SHOW SITE
<ol style="list-style-type: none"> Will your shipment be crated and/or skidded? Yes <input type="checkbox"/> No <input type="checkbox"/> Both <input type="checkbox"/> Will your shipment be Uncrated or Loose Material? Yes <input type="checkbox"/> No <input type="checkbox"/> Will your shipment require Special Handling? Yes <input type="checkbox"/> No <input type="checkbox"/> Estimated total number of pieces: _____ Pcs. Estimated total weight of shipment: _____ lbs. Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Weight Hundred Weight Rate </div> 	
<input type="checkbox"/>	I WILL BE SHIPPING SMALL PACKAGES DIRECTLY TO SHOW SITE
<ol style="list-style-type: none"> Indicate who will transport the Small Packages: _____ Estimated total number of pieces: _____ Pcs. Estimated charge is: Total Number of Packages _____ x \$ _____ = \$ _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Number Rate </div> 	

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

TOTAL ESTIMATED CHARGES	
13% HST	
TOTAL	

HST #R104060264

Terms & Conditions

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

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

Signature

Date