

**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**
- ✓ **Specialty Furnishings**
- ✓ **Signs & Graphics**
- ✓ **Installation & Dismantling Labour**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of April 26, 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

ICEF NORTH AMERICA WORKSHOP  
WESTIN HARBOUR CASTLE  
MAY 12-14, 2016

### Venue Shipping Address

**WESTIN HARBOUR CASTLE**  
METROPOLITIAN BALLROOM  
1 HARBOUR SQUARE  
TORONTO, ONTARIO

SEE SHIPPING LABEL IN THE ICEF PARTICIPANT INFORMATION PACK.

### Official Services Contractor

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

### Show Information

HARDWALL BOOTHS 2M X 2M - 8FT. WALLS	HARDWALL BOOTHS 2M X 3M - 8FT. HIGH WALLS
1-2M FASCIA BLACK LETTERS ON WHITE BACKGROUND	1-3M FASCIA BLACK LETTERS ON WHITE BACKGROUND
1-4FT. WHITE DRAPED TABLE	1-6FT. WHITE DRAPED TABLE
4-CHAIRS	4-CHAIRS
1-WASTEBASKET	1-WASTEBASKET
1-LITERATURE RACK	1-LITERATURE RACK
2-ARM LIGHTS	3-ARM LIGHTS
1-STANDARD OUTLET	1-STANDARD OUTLET
FACILITY IS CARPETED	FACILITY IS CARPETED

### Important Dates - Prior to Show

Discount Deadline for GES orders received with payment	Date: APRIL 26, 2016
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### Important Dates - At the Show

Move In	Date: MAY 12	Time: 5.00PM - 7.00PM
	Date: MAY 13	TIME: 7.00AM - 9.00AM
Show Hours	Date: MAY 13	Time: 9.00AM-7.00PM
	Date: MAY 14	Time: 9.00AM-6.00PM
Move Out	Date: MAY 14	Time: 6.00PM - 7.00PM

### 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 Material Handling.

The Service Desk will be open during the following times:

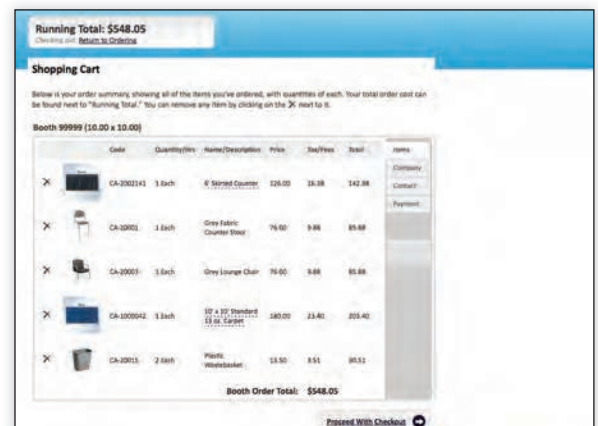
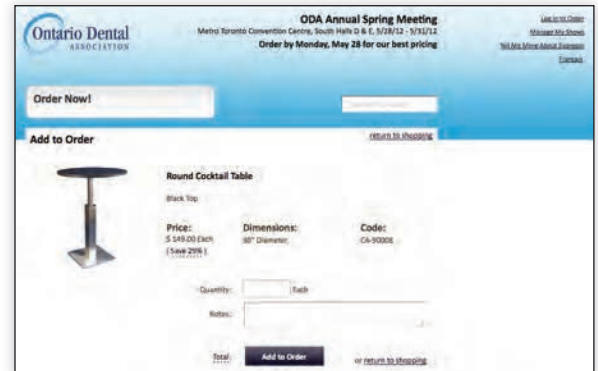
Date: MAY 12	Time: 4.00PM - 7.00 PM
Date: MAY 13	Time: 7.00AM - 9.00 AM



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

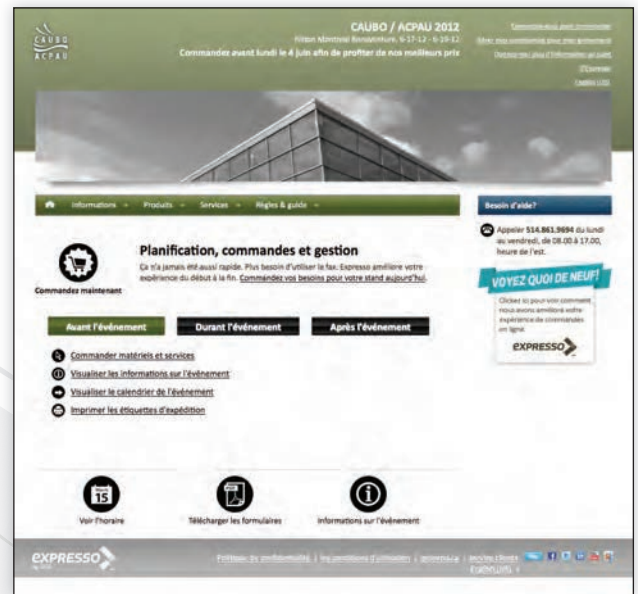
Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

- 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.





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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.**



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**CREDIT CARD AUTHORIZATION**

SHOW: **ICEF North America Workshop Toronto**

**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    EXPIRY DATE:   
 CORPORATE     PERSONAL

**CARD #**

CARDHOLDER'S NAME (PRINT): \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Code/Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION**

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



**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:** ICEF North America Workshop

**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: PNBPUS3NNYC

**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.

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](mailto:janastasakis@ges.com)





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# GRAPHICS ORDER FORM

SHOW: **ICEF North America Workshop Toronto**

**DISCOUNT PRICE DEADLINE DATE:** **April 26, 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)**

PRICE LIST				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Panel dimensions: 1 m x 244 cm	\$336.00	\$451.00	
	Fascia dimensions: 2 m x 28 cm	\$105.00	\$135.00	
	Fascia dimensions: 3 m x 28 cm	\$145.00	\$185.00	
	Logo dimensions: 1 m x 28 cm	\$48.00	\$68.00	
OTHER GRAPHICS				
	Printing on foam core / per square foot	\$15.00	\$20.00	
	Printing on other material / per square foot	\$25.00	\$35.00	

**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.

<b>EST. SUBTOTAL</b>	
<b>13% HST</b>	
<b>EST. TOTAL</b>	
HST #R104060264	

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

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**



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# SIGN ORDER FORM

SHOW: **ICEF North America Workshop Toronto**

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**EXHIBITOR INFORMATION**

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

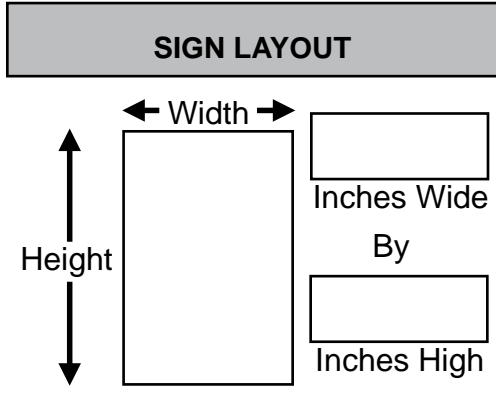
E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>April 26, 2016</b>										
<b>CREDIT CARD AUTHORIZATION</b>											
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table>											
EXPIRY DATE _____ / _____											
CARDHOLDER NAME _____											
CARDHOLDER SIGNATURE _____											
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)											

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



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

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #R104060264	

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

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

# specialty furniture



Black Ladder Stool



Equino White Stool



White Leather Stool

Red Leather Stool



Black Leather Stool

Chrome Wireback Stool



White Sculpted Leather Chair



*Also available in black or red*

White Sculpted Leather Loveseat

24" Square Chrome/White Cocktail Table



30" Round Cocktail Table Black Top

30" Square Cocktail Table Black Top



Throw Pillows



Available in:



**Q** Still can't find it?

For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

# 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



White Meeting Chair



Round Meeting Chairs



48" Black Coffee Table



72" Chrome & White Meeting Table



48" White Coffee Table



24" Round End Table White Top



24" Round End Table Black Top



Also available in 39" round coffee tables

32" Round Coffee Table Black Top



32" Round Coffee Table White Top



Black Round Tub Chairs



White Round Tub Chairs



Still can't find it?

For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

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<b>SHOW: ICEF North America Workshop Toronto</b>	<b>DISCOUNT PRICE DEADLINE DATE: April 26, 2016</b>
<b>EXHIBITOR INFORMATION</b>	
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	
<b>CREDIT CARD AUTHORIZATION</b>	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table style="width:100%; border: 1px solid black; height: 20px; margin: 5px 0;"></table> EXPIRY DATE ____ / ____ / ____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE _____ <input type="checkbox"/> 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
	Black Ladder Stool (Cloth Seat)	<b>\$148.00</b>	\$222.00	
	Equino White Stool	<b>\$177.00</b>	\$267.00	
	Leather Stool <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$177.00</b>	\$267.00	
	Chrome Wireback Stool	<b>\$181.00</b>	\$277.00	
	Sculpted Leather Chair <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$255.00</b>	\$384.00	
	Sculpted Leather Loveseat <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$348.00</b>	\$522.00	
	Chrome/White Cocktail Table (24" square top, 42" high)	<b>\$167.00</b>	\$250.00	
	Round Cocktail Table (Black 30" diameter top, 42" high)	<b>\$182.00</b>	\$274.00	
	Square Cocktail Table (Black 30" top, 42" high)	<b>\$182.00</b>	\$274.00	
	Corbusier Leather Chair <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$299.00</b>	\$449.00	
	Corbusier Leather Loveseat <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$391.00</b>	\$588.00	
	18" Throw Pillows <input type="checkbox"/> white <input type="checkbox"/> pink <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow <input type="checkbox"/> black <input type="checkbox"/> green	<b>\$28.00</b>	\$41.00	

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	42" Black Meeting Table (Round)	<b>\$161.00</b>	\$241.00	
	Leather Ripple Sled Base Meeting Chair <input type="checkbox"/> grey <input type="checkbox"/> black	<b>\$132.00</b>	\$198.00	
	Bar Fridge	<b>\$220.00</b>	\$331.00	
	Literature Stand	<b>\$195.00</b>	\$240.00	
	White Meeting Chair	<b>\$129.00</b>	\$193.00	
	72" Chrome & White Meeting Table	<b>\$238.00</b>	\$388.00	
	Round Meeting Chairs <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black	<b>\$116.00</b>	\$175.00	
	24"x48" Coffee Table <input type="checkbox"/> white top <input type="checkbox"/> black top	<b>\$174.00</b>	\$263.00	
	24" Round End Table <input type="checkbox"/> white top <input type="checkbox"/> black top	<b>\$139.00</b>	\$209.00	
	Round Coffee Table <input type="checkbox"/> 32" <input type="checkbox"/> 39" <input type="checkbox"/> white top <input type="checkbox"/> black top	<b>\$157.00</b>	\$236.00	
	Round Tub Chairs <input type="checkbox"/> white <input type="checkbox"/> black	<b>\$250.00</b>	\$376.00	
<b>NOTE* 3 Seater Sofa Available Upon Request. On-site orders are subject to availability.</b>				

**Terms & Conditions**

- Colours, sizes and styles may vary.
- 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.
- There will be no refunds/exchanges for 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.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #R104060264	

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**GES** *Global  
Experience  
Specialists*

# 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



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**SHOW: ICEF North America Workshop Toronto**

**EXHIBITOR INFORMATION**

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**DISCOUNT PRICE DEADLINE DATE:** **April 26, 2016**

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

SKIRTED TABLES 30" HIGH				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	<b>\$87.00</b>	\$131.00	
	6 Ft. Long x 2 Ft. Wide	<b>\$103.00</b>	\$155.00	
	Skirted Fourth Side	Add \$59.00 ea.		

SKIRTED COUNTER 42" HIGH				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	<b>\$131.00</b>	\$196.00	
	6 Ft. Long x 2 Ft. Wide	<b>\$148.00</b>	\$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"/> 42" H <input type="checkbox"/> 4 Ft. <input type="checkbox"/> 6 Ft.				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
		<b>\$64.00</b>	\$96.00	
		Add \$60.00 ea.		

CUSTOM BOOTH DRAPING				
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	3 Ft. High (Per Linear Ft.)	<b>\$12.00</b>	\$18.00	
	8 Ft. High (Per Linear Ft.)	<b>\$16.00</b>	\$25.00	

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

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #R104060264	

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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: <b>ICEF North America Workshop Toronto</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>April 26, 2016</b>				
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>				
BOOTH #: _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX				
COMPANY _____	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></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 _____					

**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	<b>\$110.00</b>	
LINOT	LOOT	Overtime Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$166.00</b>	
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$215.00</b>	

<b>INSTALLATION</b>	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>
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
<b>DATE/TIME LABOUR REQUIRED:</b> _____	AM PM <small>Day / Date/ Month / Year</small>
<b>NUMBER OF PEOPLE REQUIRED</b> _____	<b>X HOURS PER PERSON</b> _____ = <b>TOTAL EST. HRS.</b> _____
<b>DISMANTLING</b>	
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
<b>SUPERVISION</b>	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES <b>30% surcharge applies</b> <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
<b>DATE/TIME LABOUR REQUIRED:</b> _____	AM PM <small>Day / Date/ Month / Year</small>
<b>NUMBER OF PEOPLE REQUIRED</b> _____	<b>X HOURS PER PERSON</b> _____ = <b>TOTAL EST. HRS.</b> _____

**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.

<b>EST. SUBTOTAL</b>	
<b>13% HST</b>	
<b>EST. TOTAL</b>	
	<small>HST #R104060264</small>

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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.