

**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
- ✓ Carpet & Underpadding
- ✓ Specialty Furnishings
- ✓ GEM Exhibits & Accessories
- ✓ Signs & Graphics
- ✓ Plants
- ✓ Installation & Dismantling Labour
- ✓ Material Handling
- ✓ GES Logistics / Shipping
- ✓ GES Customs

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of **October 12, 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

The Institute for Performance and Learning

2016 Conference & Trade Show

Metro Toronto Convention Centre - North Building - Constitution Hall

November 2-4, 2016

### 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

### Advance Shipments to Warehouse Address

c/o GES / The Institute for Performance and Learning  
(your exhibiting company name & booth #)  
6130 Netherhart Road  
Mississauga, Ontario, Canada  
L5T 1B7

### Direct Shipments to Venue Address

c/o GES / The Institute for Performance and Learning  
(your exhibiting company name & booth #)  
**Metro Toronto Convention Centre**  
North Building - Constitution Hall  
255 Front Street West  
Toronto, Ontario, Canada  
M5V 2W6

**\* Shipping Labels are provided in the GES Exhibitor Services Kit \***

### Show Information

Booth Size	10' x 10'
Backwall Drape	Black (8'h)
Sidewall Drape	Black (3'h)
Booth Package Includes	1 - 10' x 10' Draped Booth (Black)

### Important Dates - Prior to the Show

Discount Deadline for GES orders with payment	Wednesday, October 12	
Advance Shipments may begin arriving at the Warehouse	Wednesday, October 5	(Hours for receiving are Monday - Friday, 9:00am - 4:00pm)
Last day for Advance Shipments to arrive at the Warehouse	Wednesday, October 26	(Hours for receiving are Monday - Friday, 9:00am - 4:00pm)
Direct Shipments may arrive at Exhibit Site	Wednesday, November 2	1:00pm - 5:00pm
Last day for Direct Shipments to arrive at Exhibit Site	Wednesday, November 2	1:00pm - 5:00pm

### Important Dates - At the Show

Exhibit Hall Move In	Wednesday, November 2	1:00pm - 5:00pm
Exhibit Hall Hours	Thursday, November 3	9:30am - 4:30pm
	Friday, November 4	9:00am - 1:30pm
Exhibit Hall Move Out	Friday, November 4	1:30pm - 5:30pm
Stranded/Force Freight Time	Friday, November 4	5:30pm
<b>* All exhibitor freight must be removed from the exhibit hall by this time</b>		

### 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, and answer any questions you may have. The Service Desk will be open during the following times:

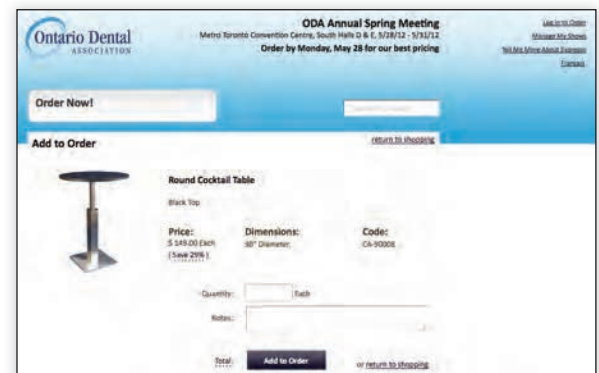
Wednesday, November 2	1:00pm - 5:00pm
Thursday, November 3	8:00am - 12:00pm



## 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.





SHOW:		The Institute for Performance and Learning 2016 Conference & Trade Show	
<b>EXHIBITOR INFORMATION</b>			
BOOTH #:		_____	
COMPANY		_____	
STREET		_____	
CITY	PROV/STATE	CODE	_____
E-MAIL		_____	
PHONE	FAX	_____	
CONTACT NAME		_____	

- 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.

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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**



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

## THIRD PARTY BILLING FORM

SHOW: **The Institute for Performance and Learning  
2016 Conference & Trade Show**

### EXHIBITOR INFORMATION

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

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

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

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

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

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

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

### Exhibiting Company

\_\_\_\_\_  
Name of Exhibiting Company

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

#### CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

☐ CORPORATE ☐ PERSONAL

CARD #

\_\_\_\_\_  
Cardholder's Name (print)

\_\_\_\_\_  
Cardholder's Signature

### Third Party / Exhibit House

\_\_\_\_\_  
Name of Third Party/Exhibit House

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

#### CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

☐ CORPORATE ☐ PERSONAL

CARD #

\_\_\_\_\_  
Cardholder's Name (print)

\_\_\_\_\_  
Cardholder's Signature

**ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:**



**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.**

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:** The Institute for Performance and Learning 2016 Conference & Trade Show

### GES BANK INFORMATION

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

**Beneficiary's 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 (\$CDN)



#### EFT/Direct Deposit

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

IF YOU ARE SENDING  
AMERICAN DOLLARS (\$US)



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: PNBUS3NNYC

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:** Please ensure transfer is made by the deadline date on your Order Form or Quotation.  
Additional charges will be incurred for late payments, and services may be delayed.  
\*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** / *Global  
Experience  
Specialists*

# furnishings



Plastic Contour Chair



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





**GES** / *Global  
Experience  
Specialists*

# 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

<b>SHOW:</b> <b>The Institute for Performance and Learning 2016 Conference &amp; Trade Show</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width:50%;"><b>October 12, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>October 12, 2016</b>
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<b>CITY</b> _____ <b>PROV/STATE</b> _____ <b>CODE</b> _____			
<b>E-MAIL</b> _____			
<b>PHONE</b> _____ <b>FAX</b> _____			
<b>CONTACT NAME</b> _____			
<b>CREDIT CARD AUTHORIZATION</b>			
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX			
<div style="display: flex; justify-content: space-between;"> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div>			
<b>EXPIRY DATE</b> _____ / _____			
<b>CARDHOLDER NAME</b> _____			
<b>CARDHOLDER SIGNATURE</b> _____			
<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)**

FURNISHINGS				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Plastic Contour Chair	<b>\$45.80</b>	\$68.35	
	Grey Fabric Side Chair	<b>\$51.30</b>	\$76.50	
	Grey Fabric Arm Chair	<b>\$65.00</b>	\$98.00	
	Grey Fabric Counter Stool	<b>\$92.00</b>	\$137.00	
	Steno Chair	<b>\$89.00</b>	\$133.00	
	Grey Lounge Chair	<b>\$86.00</b>	\$129.00	
	Starbase Table 30" Round 30" High	<b>\$93.00</b>	\$139.00	
	Coffee Table 30" Round 18" High	<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)	<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	
	8 Ft. Long x 2 Ft. Wide	<b>\$131.00</b>	\$196.00	
	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"/> 8 Ft.	<b>\$64.00</b>	\$96.00	
	42" H <input type="checkbox"/> 4 Ft. <input type="checkbox"/> 6 Ft.	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				
	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

# 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



Black Corbusier  
Leather Chair



Also available in white or red

Black Corbusier  
Leather Loveseat

Throw Pillows



Available in:



Still can't find it? For more options please contact the Exhibitor Services Department **905.283.0500**

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





**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



White Meeting Chair



Round Meeting Chairs



48" Black Coffee Table



72" Chrome & White Meeting Table



48" White Coffee Table



24" Round End Table  
Black Top



24" Round End Table  
White Top



32" Round Coffee Table  
Black Top



32" Round Coffee Table  
White Top



Also available in 39" round coffee tables



White Round Tub Chairs

Black 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)

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247

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<b>CARDHOLDER SIGNATURE</b> _____			
<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

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

<b>SHOW:</b> <b>The Institute for Performance and Learning 2016 Conference &amp; Trade Show</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width:50%; text-align: right;"><b>October 12, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>October 12, 2016</b>						
<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>October 12, 2016</b>								
EXHIBITOR INFORMATION									
<b>BOOTH #:</b> _____									
COMPANY _____									
STREET _____									
CITY _____ PROV/STATE _____ CODE _____									
E-MAIL _____									
PHONE _____ FAX _____									
CONTACT NAME _____									
CREDIT CARD AUTHORIZATION									
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:12.5%; height: 20px;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></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)

BOOTH CARPET - STANDARD SIZE					
Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.					
QTY	Item #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	<b>C1010</b>	10 Ft. X 10 Ft.    Single Booth	<b>\$213.00</b>	\$320.00	
	<b>C1020</b>	10 Ft. X 20 Ft.    Double Booth	<b>\$363.00</b>	\$544.00	
<b>COLOUR SELECTION:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

Item #	BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)			
If your booth requires a size not listed above, please complete this section.				
<b>CUSTC</b>	<b>BOOTH SIZE:</b> _____ Ft. x _____ Ft. = _____ Sq. Ft.	<b>\$2.68/Sq. Ft.</b>	\$4.04/Sq. Ft.	
<b>COLOUR SELECTION:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				
Item #	UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)			
<b>CACU</b>	<b>BOOTH SIZE:</b> _____ Ft. x _____ Ft. = _____ Sq. Ft.	<b>\$1.28/Sq. Ft.</b>	\$1.90/Sq. Ft.	
Item #	PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)			
<b>CAPC</b>	<b>BOOTH SIZE:</b> _____ Ft. x _____ Ft. = _____ Sq. Ft.	<b>\$0.56/Sq. Ft.</b>	\$0.83/Sq. Ft.	

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY  IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
--

### 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 on carpets once delivered.
- 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.
- If a colour is not chosen, GES will choose a colour for you. *Carpet colour subject to availability.*

<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





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## GEM SHOW SPECIAL ORDER FORM

<b>SHOW:</b> The Institute for Performance and Learning 2016 Conference & Trade Show	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width: 50%;"><b>October 12, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>October 12, 2016</b>		
<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>October 12, 2016</b>				
<b>EXHIBITOR INFORMATION</b>					
<b>BOOTH #:</b> _____					
<b>COMPANY</b> _____					
<b>STREET</b> _____					
<b>CITY</b> _____ <b>PROV/STATE</b> _____ <b>CODE</b> _____					
<b>E-MAIL</b> _____					
<b>PHONE</b> _____ <b>FAX</b> _____					
<b>CONTACT NAME</b> _____					
<b>CREDIT CARD AUTHORIZATION</b>					
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX					
<table border="1" style="width: 100%; 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>					
<b>EXPIRY DATE</b> ____ / ____					
<b>CARDHOLDER NAME</b> _____					
<b>CARDHOLDER SIGNATURE</b> _____					
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)					

### GEM SHOW SPECIAL INCLUDES:

• Header Sign(s) - 12"x77.5" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Costs



(No substitutions please. If you require additional furniture, please refer to the GES order forms enclosed in the manual).

QTY	Item #	Description	Discount Price	Regular Price	Total Price
	SS001	Package A - 10' x 10'	\$899.00	\$1,349.00	
	SS002	Package B - 10' x 20'	\$1,349.00	\$2,024.00	

#### PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:

**Infill Panel Colour:** ☐ Black    ☐ Grey    ☐ White    **Carpet Colour:** ☐ Black    ☐ Grey

(All panel & carpet colours subject to availability.)

**Package A Identification Sign to Read:** \_\_\_\_\_

**Package B Identification Sign to Read: Left:** \_\_\_\_\_ **Right:** \_\_\_\_\_

**Custom Header to be added** ☐ **Custom Header Signs/Logos will be charged \$100.00 extra per sign**

You can upload your file(s) to: <https://file.ges.com/>

Enter **toupload@ges.com** in the "Recipient Email Address" field.

**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

#### Terms & Conditions

- Does not include lighting or electrical service.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

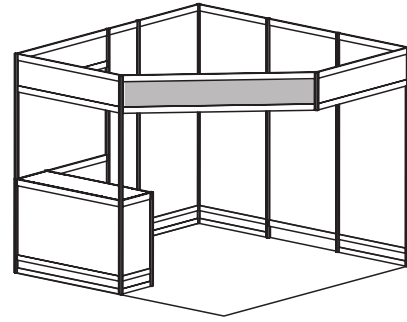
<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #R104060264

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

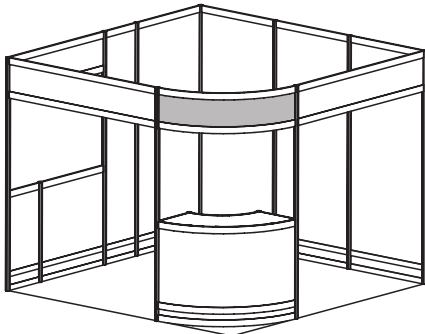
\_\_\_\_\_  
**Signature**

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

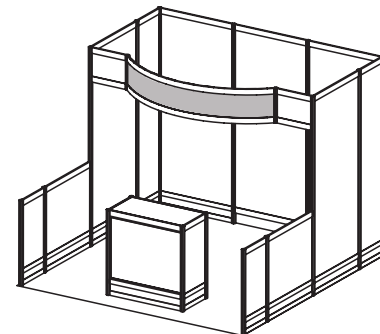
# standard exhibit rentals



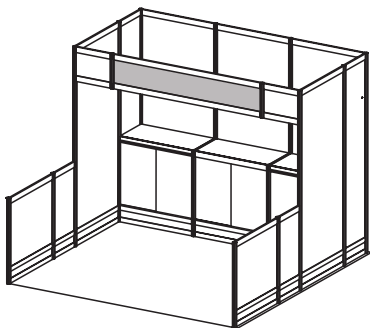
● GEM Model #1 - 10'x10' Corner



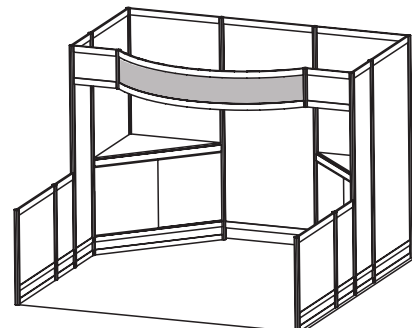
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'



● GEM Model #5 - 10'x10'

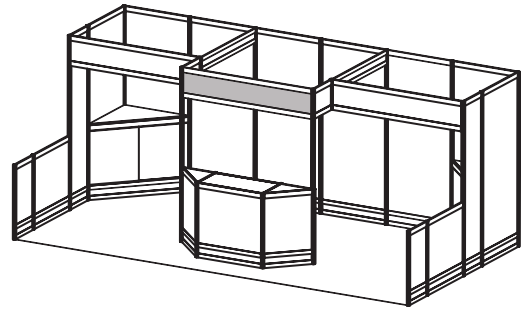
## 3 Easy Steps →

- 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

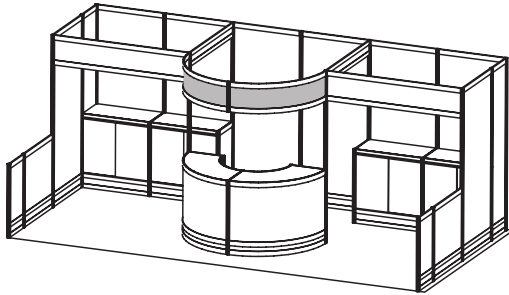
Grey indicates standard header sign(s)



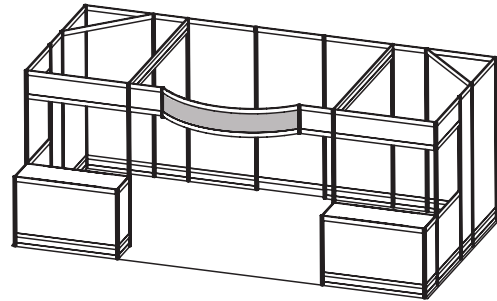
# standard exhibit rentals



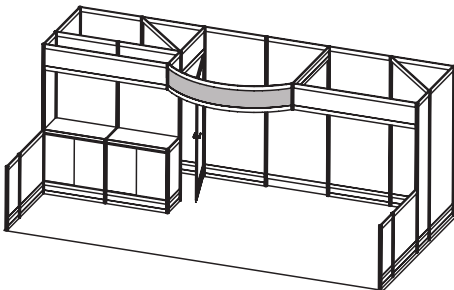
● GEM Model #6 - 10'x20'



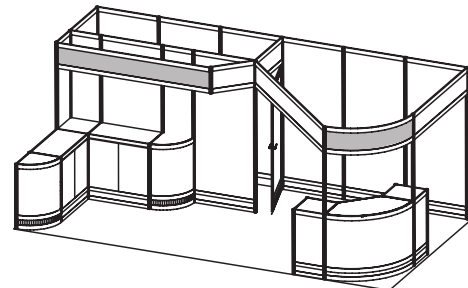
● GEM Model #7 - 10'x20'



● 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)

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<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									
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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)**

Item #	Discount Price	Regular Price	Item #	Discount Price	Regular Price
GEM001	<b>\$1,864.00</b>	\$2,796.00	GEM006	<b>\$3,942.00</b>	\$5,913.00
GEM002	<b>\$1,652.00</b>	\$2,478.00	GEM007	<b>\$4,079.00</b>	\$6,119.00
GEM003	<b>\$1,968.00</b>	\$2,951.00	GEM008	<b>\$3,801.00</b>	\$5,702.00
GEM004	<b>\$2,361.00</b>	\$3,540.00	GEM009	<b>\$3,998.00</b>	\$5,999.00
GEM005	<b>\$2,190.00</b>	\$3,284.00	GEM010	<b>\$4,490.00</b>	\$6,736.00

Package Includes: Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

**Package Does Not Include: Cleaning, Light Fixtures or Electrical Outlets**

**PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR**

Upgrade options available. Contact Exhibitor Services.  
Other panel colours available upon request. Contact Exhibitor Services.  
(All panel & carpet colours subject to availability.)

ITEM #:

Infill Panel Colour: ☐ Black    ☐ Grey    ☐ White     
 Carpet Colour: ☐ Black    ☐ Blue    ☐ Grey    ☐ Red

Models 1, 2, 3, 4, 5, 6, 8 or 9 Identification Sign to Read: \_\_\_\_\_

Models 7 or 10 Identification Sign to Read: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Indicate Date & Time for Arrival: \_\_\_\_\_

Custom Header to be added ☐ Custom Header Signs/Logos will be charged \$100.00 extra per sign

You can upload your file(s) to: <https://file.ges.com/>

Enter **toupload@ges.com** in the "Recipient Email Address" field.

**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

**Terms & Conditions**

- Payment may be made by cheque up to two weeks prior to the 1<sup>st</sup> day of move in.
- 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.
- Charges are for rental of equipment only. All items remain the property of GES.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

<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

# GEM EXHIBIT ACCESSORIES ORDER FORM

SHOW: **The Institute for Performance and Learning  
2016 Conference & Trade Show**

**EXHIBITOR INFORMATION**

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

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

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

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

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

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

**DISCOUNT PRICE DEADLINE DATE:** **October 12, 2016**

**CREDIT CARD AUTHORIZATION**

☐ MASTERCARD ☐ VISA ☐ AMEX

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

EXPIRY DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

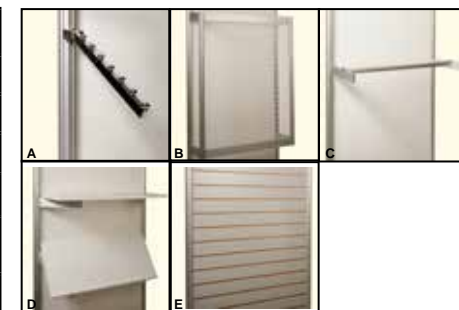
**ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

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



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

<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



**Our Creative Exhibit Team  
will design a cost-effective,  
turnkey exhibit that will**

- Exceed your expectations
- Highlight your brand
- Attract positive attention
- Stay within your budget

**Your successful Tradeshow is just  
a phone call or click away...**

**Jodi Anastasakis** ☎ 905-283-0559  
✉ [janastasakis@ges.com](mailto:janastasakis@ges.com)

**20' x 20' island**



**10' x 20' inline**



**20' x 30' island**




**10' x 20' corner**



# SIGN ORDER FORM

SHOW:	<b>The Institute for Performance and Learning 2016 Conference &amp; Trade Show</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>October 12, 2016</b>
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>	
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)**

SIGN LAYOUT		Sign Sizes	Discount Price	Regular Price
	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">← Width →</div> <div style="border: 1px solid black; width: 100px; height: 100px; position: relative;"> <div style="position: absolute; top: 0; right: 0;">Inches Wide</div> <div style="position: absolute; bottom: 0; right: 0;">By</div> <div style="position: absolute; bottom: 0; left: 0;">Inches High</div> </div> </div>	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
		<b>LOGOS ARE NOT INCLUDED IN PRICING</b>		

You can upload your file(s) to: <https://file.ges.com/>

Enter **toupload@ges.com** in the "Recipient Email Address" field.

**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

**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



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)

### **Accepted file formats:**

**PDF:** Save as "High Quality Print", and under "Options" check "Preserve Illustrator Editing Capabilities"

**Vector files:** .eps, .ai (Adobe Illustrator CC or earlier)

**High resolution bitmaps:** .tif, .jpg, .psd (Adobe Photoshop CC or earlier)

**Note:** Files created in Adobe InDesign should be properly packaged with all links, fonts, and associated files. Files created in Quark Xpress should be saved as "High Quality Print" .pdf files or exported as .eps files.

### **Important layout notes:**

- Vector files are required for all line art and logos.
- Bitmap/photographic image resolution should be no less than 75 ppi (dpi) @ 100% intended output size.
- Please bleed artwork .5" top, bottom and sides, if not, unexpected cropping may occur.
- Please be aware that .5" top, bottom and sides will also be hidden in the channel of our metal system on standard panels.

### **Colour:**

We digitally print in 4 colour process or CMYK mode. All files should be saved for output in CMYK mode to avoid unexpected results. If your logo/file contains specific Pantone colours, please specify. We will match colours as closely as 4 colour process printing will allow.

### **GES file transfer site:**

Please use our GES file transfer utility site to send large files directly to us:

- The file transfer site is located at **<https://file.ges.com/>**
- Enter your email address in the "Your Email Address:" field.
- Enter **toupload@ges.com** in the "Recipient Email Address:" field.
- **IMPORTANT: Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"**
- Click next, browse to find your files and click the upload button to send.
- **NOTE:** This site will work with most browsers, except **Microsoft Internet Explorer**.

# PLANT ORDER FORM

<b>SHOW:</b> <b>The Institute for Performance and Learning 2016 Conference &amp; Trade Show</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td><b>October 12, 2016</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>October 12, 2016</b>								
<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>October 12, 2016</b>										
EXHIBITOR INFORMATION											
<b>BOOTH #:</b> _____											
<b>COMPANY</b> _____											
<b>STREET</b> _____											
<b>CITY</b> _____ <b>PROV/STATE</b> _____ <b>CODE</b> _____											
<b>E-MAIL</b> _____											
<b>PHONE</b> _____ <b>FAX</b> _____											
<b>CONTACT NAME</b> _____											
CREDIT CARD AUTHORIZATION											
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX											
<table border="1" style="width:100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td> </tr> </table>											
<b>EXPIRY DATE</b> _____ / _____											
<b>CARDHOLDER NAME</b> _____											
<b>CARDHOLDER SIGNATURE</b> _____											
<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)											

## Create a Lasting Impression!



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

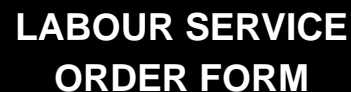
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show. No refunds, exchanges or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims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

<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



SHOW:	The Institute for Performance and Learning 2016 Conference & Trade Show	DISCOUNT PRICE DEADLINE DATE:	October 12, 2016
		CREDIT CARD AUTHORIZATION	
EXHIBITOR INFORMATION		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	
BOOTH #: _____		<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 _____			

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

Date \_\_\_\_\_

**MATERIAL HANDLING SERVICES & SHIPPING INFORMATION****IMPORTANT - PLEASE READ CAREFULLY**

GES has been appointed by Show Management to provide Material Handling services for **The Institute for Performance and Learning 2016 Conference & Trade Show**. Exhibitors must use GES to perform this service which includes:

- ◆ RECEIVING, DOCUMENTING AND INSPECTING YOUR SHIPMENT(S) ON ARRIVAL
- ◆ UNLOADING OF SHIPMENT(S) AT THE SHOW SITE DOCK & DELIVERY TO BOOTH
- ◆ REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- ◆ STORING YOUR EMPTY CONTAINERS IN THE STORAGE AREA
- ◆ RETURNING OF EMPTY CONTAINERS TO BOOTH AFTER SHOW CLOSING
- ◆ MOVING YOUR OUTBOUND SHIPMENT TO THE LOADING DOCK
- ◆ RELOADING OF SHIPMENT(S) FROM DOCK ON TO YOUR CARRIER

GES, as the official Material Handling contractor, is required by Show Management to perform this service. These services are charged per hundred weight with a 200 lb minimum at the expense of the exhibitor. **All Shipments must be accompanied with a Certified Weight Ticket (CWT). If no CWT is available, GES will weigh your shipment on site and special handling charges will apply. For all loose, stacked and uncrated shipments, Special Handling rates will apply.** To avoid additional charges, please complete and return the **MATERIAL HANDLING ORDER FORM** provided.

**Exhibitors shipping to the advance warehouse receive the following additional services:**

- ◆ STORAGE UP TO 30 DAYS IN THE ADVANCE WAREHOUSE
- ◆ DELIVERY OF SHIPMENT(S) FROM ADVANCE WAREHOUSE TO SHOW SITE
- ◆ FIRST PRIORITY UNLOADING STATUS

**\*\* LOOSE AND UNCRATED SHIPMENT(S) WILL NOT BE RECEIVED BY ADVANCE WAREHOUSE\*\***

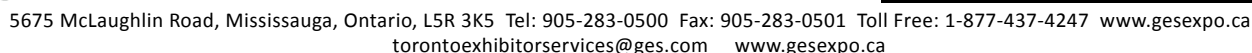
**LABELING YOUR PACKAGES FOR SHIPPING:**

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **October 5, 2016 - October 26, 2016 9am - 4pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**The Institute for Performance and Learning 2016  
Conference and Trade Show**  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **November 2, 2016 1pm - 5pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**The Institute for Performance and Learning 2016  
Conference and Trade Show**  
Metro Toronto Convention Centre  
North Building, Constitution Hall  
255 Front Street West  
Toronto, Ontario, Canada M5V 2W6



SHOW: <b>The Institute for Performance and Learning 2016 Conference &amp; Trade Show</b>		<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>October 12, 2016</b>	
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>	
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____		<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> EXPIRY DATE _____ / _____ _____ CARDHOLDER NAME _____ _____ CARDHOLDER SIGNATURE _____ <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	
<b>CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE</b>			
<b>ADVANCE SHIPMENT(S) TO WAREHOUSE:</b>			
<ul style="list-style-type: none"> <li>• Shipment(s) must be received between: <u>October 5th - October 26th, 2016</u></li> <li>• Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: <div style="border: 1px solid black; width: 150px; height: 30px; display: inline-block;"></div><b>Pounds</b></li> <li>• Rate <b>\$102.00</b> per 100lbs. (200lb. minimum)</li> <li>• Shipments arriving without a certified weight ticket will be subject to Special Handling rates.</li> </ul>			
<b>DIRECT SHIPMENT(S) TO SHOWSITE:</b>			
<ul style="list-style-type: none"> <li>• Shipment(s) may arrive at Show Site on: <u>November 2nd, 2016</u></li> <li>• Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: <div style="border: 1px solid black; width: 150px; height: 30px; display: inline-block;"></div><b>Pounds</b></li> <li>• Rate <b>\$87.00</b> per 100lbs. (200lb. minimum)</li> <li>• Shipments arriving without a certified weight ticket will be subject to Special Handling rates.</li> </ul>			
<b>SMALL PACKAGES: (Maximum 50lbs / Shipment):</b>			
<ul style="list-style-type: none"> <li>• Rate of <b>\$42.00</b> First Package</li> <li>• Rate of <b>\$10.00</b> for each additional package (in the same shipment) to a 50lb. Maximum</li> </ul> <small>**If over 50lbs., Rates for Advance or Direct Shipments will apply**</small>			
<b>SPECIAL HANDLING: (30% Surcharge Applies to Entire Shipment):</b>			
<ul style="list-style-type: none"> <li>• All shipments of loose, padded or uncrated materials. All special unloading requirements, such as ground side door/ constricted or stacked unloading.</li> <li>• All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.</li> </ul>			
<b>PLEASE COMPLETE THE FOLLOWING:</b>			
Carrier Name: _____		Number of Pieces: _____ Total Weight: _____	
Goods are scheduled for delivery to: <input type="checkbox"/> Show Site <input type="checkbox"/> Advance Warehouse			
Date goods are scheduled to arrive: _____ Month/Day _____			

- 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.

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

Date \_\_\_\_\_

# ADVANCE WAREHOUSE SHIPPING LABEL

The Institute for Performance and Learning  
2016 Conference & Trade Show

## EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

**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 / The Institute for Performance and Learning  
2016 Conference & Trade Show  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

**ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED BY:**  
Wednesday, October 5, 2016 - Wednesday, October 26, 2016  
9:00 am - 4:00 pm



# DIRECT TO SHOW SITE SHIPPING LABEL

The Institute for Performance and Learning  
2016 Conference & Trade Show

## 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/ The Institute for Performance and Learning  
2016 Conference & Trade Show  
Metro Toronto Convention Centre  
North Building - Constitution Hall  
255 Front Street West  
Toronto, Ontario, Canada M5V 2W6

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

**DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE BETWEEN:**

**Wednesday, November 2, 2016**

**1:00 pm - 5:00 pm**

# logistics



## GES Logistic Services

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

### Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line

### 24-Hour Tracking

Call toll free 1-877-437-4247 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](http://www.gesexpo.ca)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

**Ship everywhere with GES Logistics Services.**

It's (almost) show time! Are you ready?

GES offers many products and services to help you achieve the results you are looking for. Have you considered...

## GES Logistics Services *Local, Regional, International*

- ✈ **Transportation**
- 🌐 **Tracking & Tracing**
- 🔒 **Warehousing**
- ☑ **Exhibit Management**

**Let GES Logistics handle the details.** We smoothly navigate the many challenges of event management from shipping to tracking to warehousing and more.

Our **GES** Logistics team offers you  
**one-stop shopping for all your tradeshow and event needs.**

**Transportation management you can rely on.**  
With **GES** Logistics, you have a variety of shipping options:

- Common Carrier
- LTL trucking to handle national, regional and local shipping
- Full truck load for economy
- Air, including second-day and deferred

**Want to find out more?**

**Call toll free at 1 877 437-4247 (x573) or complete information below and fax to (905) 283-0501, and let GES take care of your logistics needs from start to finish.**

Company Name:	Phone:
Contact:	Fax:



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

## SHIPPING ORDER FORM

### PICK UP INFORMATION

COMPANY NAME: _____	PICK UP DATE: _____	PICK UP TIME: _____
ADDRESS: _____	BUSINESS HOURS: _____	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY: _____	PROV/STATE: _____	CODE: _____
CONTACT: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
PHONE: _____	IF YES, CUSTOMS BROKER: _____	
FAX: _____	EMAIL: _____	PHONE: _____

I will be shipping to: ☐ ADVANCED WAREHOUSE ☐ SHOW SITE

### DESTINATION

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: The Institute for Performance and Learning 2016 Conference & Trade Show	DELIVERY DATE: _____
FACILITY: Metro Toronto Convention Centre, North Building, Constitution Hall	DELIVERY TIME: _____
ADDRESS: 255 Front Street West	
CITY: Toronto	PROV/STATE: Ontario
POSTAL CODE: M5V 2W6	

### SERVICE REQUIRED

☐ ONE WAY ☐ ROUND TRIP

☐ SAME DAY ☐ OVERNIGHT ☐ 2ND DAY ☐ 3-5 DAY ☐ GROUND

### ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER 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 _____	
TOTAL	TOTAL WEIGHT:	

### BILLING AND PAYMENT INFORMATION

COMPANY NAME: _____	ADDRESS: _____	CITY: _____
PROV/STATE: _____	CODE: _____	EMAIL: _____
CREDIT CARD NUMBER: _____	EXPIRY DATE: _____	FAX: _____
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

### TERMS & 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 exhibitors material after 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's liability 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 \$50.00 per item, or \$1,000.00 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 an 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 other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

By signing this order form, shipper agrees to be bound by all its terms and conditions.

X \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

## **customs**



## **GES Customs Services**

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

### **Reliable and Efficient Service**

- Experienced and reliable staff you can depend on who specialize in trade show 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 trade show floor

### **Simplified Ordering**

For your convenience choose one of the ordering options available:

- Online: [www.gesexpo.ca](http://www.gesexpo.ca)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

**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: **ABC MACHINE COMPANY** Email Address: \_\_\_\_\_  
U.S. Tax # or U.S. IRS ID #: **31-2293941**  
Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW** Booth #: **1430**  
Facility Name: **MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG**  
Shipment Date: **MARCH 3, 2001** From (City): **NEW YORK** Carrier Name: **GES LOGISTICS**  
It Consists of (# Cartons): **6** Weight: **1,500** ☒ lbs. ☐ kgs.  
Our Rep @ Event: **BILL SMITH** Staying At (Hotel): **RYH - ROYAL YORK** Tel: **416-368-2511**

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: **ABC MACHINE COMPANY**  
Delivery Address: **100 - 5<sup>TH</sup> AVENUE**  
City: **NEW YORK** Province/State: **NEW YORK** Postal / Zip: **10012-1010**  
Name: **JOE BROWN** Telephone: **212-286-2140** Fax Number: **212-286-2100**  
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: **123 456 789 012** Expiry: **09 / 03**  
Cardholder's Name: **BILL SMITH** Title: **DIRECTOR OF SALES**  
Cardholder's Signature: **BILL SMITH**

ORIGINAL SIGNATURE REQUIRED

### SECTION 4

#### INVOICE / STATEMENT INFORMATION

Company Name: **ABC MACHINE COMPANY**  
Mailing Address: **100 - 5<sup>TH</sup> AVENUE**  
City: **NEW YORK** Province/State: **NY** Postal / Zip: **10012-1010**  
Attention: **BILL SMITH** Telephone: **212-286-2140** Fax Number: **212-286-2100**

### SECTION 5

#### ORDER AUTHORIZED BY

This Form Was Completed By: **JOE BROWN**  
( Please Print Full Name )

Title: **DIRECTOR OF MARKETING**

Date: **APRIL 17, 2001**



## 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: \_\_\_\_\_ Email Address: \_\_\_\_\_  
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 1 of 1  
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1 Vendor (Name and Address) / Vendeur (Nom et Adresse)  ABC MACHINE COMPANY 100-5 <sup>TH</sup> AVENUE NEW YORK, NY 10012-1010		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)  ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG  222 BREMNER BLVD TORONTO, ON M5V 2E6		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED		6 Country of Transshipment / Pays de transbordement N/A	
		7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.		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?  YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		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.)			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada  GES LOGISTICS NEW YORK, NY		10 Currency of Settlement / Devises du paiement USD			
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	
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00	
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00	
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00	
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00	
XI.1 Total Number of Pieces / Nombre total de pièces 6					
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  Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
		Net. Weight N/A	Gross Wt./ Brut 1,500 lbs		
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) ABC MACHINE COMPANY 100-5 <sup>TH</sup> AVENUE NEW YORK, NY 10012-1010  Contact: BILL SMITH  Tel: 212-268-2140 Fax: 212-268-2511			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)  N/A					

Page	of
	de

Page B1

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.