

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

**October 12, 2016**

## CREDIT CARD AUTHORIZATION

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)**ADVANCE SHIPMENT(S) TO WAREHOUSE:**

- ## Pounds

**DIRECT SHIPMENT(S) TO SHOWSITE:**

- Shipment(s) may arrive at Show Site on: November 2nd, 2016
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$87.00** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

## Pounds

**SMALL PACKAGES: (Maximum 50lbs / Shipment):**

- Rate of **\$42.00** First Package
- Rate of **\$10.00** for each additional package (in the same shipment) to a 50lb. Maximum

**\*\*If over 50lbs., Rates for Advance or Direct Shipments will apply\*\***

**SPECIAL HANDLING: (30% Surcharge Applies to Entire Shipment):**

- All shipments of loose, padded or uncrated materials. All special unloading requirements, such as ground side door/constricted or stacked unloading.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.

**PLEASE COMPLETE THE FOLLOWING:**

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.

HST #R104060264

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

Date \_\_\_\_\_