

Introductory Letter

Dear Exhibitor,

We are pleased that GES has been selected as your Official Service Contractor for the:

SWWA 2016

Please review this manual carefully. It contains information and order forms for each of the many services offered by GES. If we are to serve you efficiently, it is most important that you return these forms to us promptly.

Please find below a list of the display items that are included in each standard booth:

Each standard booth is: 8' x 10' and includes:

- *8' High Back Wall Drape*
- *3' High Side Wall Drape*
- 1 *6' High Skirted Table*
- 2 *Folding Chair(s)*

Online ordering:

We are pleased to be able to offer our online ordering services. To access our online order forms, go to <https://ordering.ges.com>

By placing your orders in advance, you can save up to 40% on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary.

GES requires payment in full at the time services are ordered. For your convenience, we require that you provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, & American Express, as well as cheques.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at 306-347-8280 and ask to speak to an Exhibitor Service Executive (ESE).

In addition, our GES Servicentre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a most successful event.

Show Information

SWWA 2016

November 2 - 3, 2016

TCU Place

SHOW INFORMATION

BOOTH EQUIPMENT

Each exhibit space includes:

8' high background and 3' high side divider drape

1 - 8' Skirted table

2 - Folding chairs

Exhibitors are responsible for providing all additional furniture, equipment, power and lighting for their booths.

EXHIBIT HALL CARPET

Hall is carpeted

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by:
October 19, 2016

SHOW SCHEDULE

EXHIBITOR MOVE-IN & GES SERVICE DESK

Wednesday, November 2, 2016

9:00AM

SHOW DATES

Wednesday, November 2, 2016

4:00PM - 9:30PM

Thursday, November 3, 2016

10:00AM - 1:00PM

EXHIBITOR MOVE-OUT

Thursday, November 3, 2016

1:00PM

SHIPPING INFORMATION

Please review this section of the Exhibitor Kit thoroughly for: the proper shipping address to the facility, all information relating to advance freight, storage, and materials handling of your goods during the move-in and move-out process.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

OFFICIAL DECORATOR

GES - Arianne George

Box 6

#1-1030 Kearns Crescent

Regina, Saskatchewan S4P 2Z5

Ph: 306-347-8280 Fax: 306-569-7484

ageorge@ges.com

SHIPPING, LOGISTICS AND CUSTOMS

GES - Wes Moroz

3030 - 2600 Portland St. SE

Calgary, AB T2G 4M6

Phone: 403-218-7428 Fax: 403-243-3868

wmoroz@ges.com

Payment & Credit Card Charge Authorization

DISCOUNT DEADLINE DATE:
October 19, 2016

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

COMPANY NAME		EMAIL ADDRESS		BOOTH #
STREET	CITY	PROVINCE	POSTAL CODE	
PHONE	FAX	P.O. #		
SHOWSITE CONTACT		SHOWSITE CONTACT EMERGENCY #		

Payment Policy

Payment for Services - GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card

Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment - GES accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques.

Third Part Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt - If you are tax exempt in Canada you must provide a GST Exemption Certificate. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments & Cancellations - No adjustments will be made to invoices after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES set up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please call GES at 347.8280 or visit the GES Servicentre at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES.

You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

Bank wire transfer information:

GES CANADA Exposition Services Ltd.

Canadian Imperial Bank of Commerce, 939 Lawrence Avenue E.
North York, Ontario, Canada, M2C 1P9

Canadian Dollars: Account # 73-07616 Transit # 00132 Swift Code: CIBCCATT
Routing/BIC/NCC/BSC or ABA # 026009593
American Dollars: Account # 0267015 Transit # 00132 Swift Code: CIBCCATT
Routing/BIC/NCC/BSC or ABA # 026009593

To properly credit your account, send the following information to the GES CANADA address listed on the order forms: ● exhibiting company name, show name and the booth # ● date and amount of the transfer
● bank and country where transfer originated.

I agree in placing this order that I have accepted GES payment policy and GES Terms & Conditions of Contract

PLEASE

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ MasterCard
☐ VISA
☐ American Express

Account #

CARDHOLDER'S NAME

PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS

CITY

PROVINCE / STATE

POSTAL CODE

PLEASE

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

Furnishings	\$
Carpet (Room is fully carpeted)	\$
Cleaning	\$
Exhibit System Rentals (GEM)	\$
Installation & Dismantling Labour	\$
Material Handling	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Shop/Stock Supplies (Please add \$5.25 to order)	\$5.25
FULL PAYMENT DUE:	\$

To simplify payment, send a cheque payable to GES CANADA for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a cheque in the amount of: \$

All orders are governed by the GES Payment Policy and GES CANADA Terms & Conditions of Contract as specified in this Exhibitor Kit.

SAVE TIME WITH GES ON-LINE ORDERING AT <https://ordering.ges.com>

Furniture & Accessories Order Form

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
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Skirted Tables

		<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour:</i>			
	24 (DT4)	Skirted 4' Table, Skirted 4 Sides	\$ 75.00	\$ 105.00	\$
	26 (DT6)	Skirted 6' Table	\$ 82.00	\$ 115.00	\$
	28 (DT8)	Skirted 8' Table	\$ 89.00	\$ 125.00	\$
	(DMS)	4th Side Skirted, Optional	\$	31.00	\$

Skirted Raised Tables

		<i>Skirting for Raised Tables - White Vinyl Top & Pleated Skirt on 3 Sides, Choose Colour:</i>			
	24H (RD4)	Skirted 4' Raised Table, Skirted 4 Sides	\$ 85.00	\$ 119.00	\$
	26H (RD6)	Skirted 6' Raised Table	\$ 103.00	\$ 144.00	\$
	28H (RD8)	Skirted 8' Raised Table	\$ 126.00	\$ 176.00	\$
	(DMS)	4th Side Skirted, Optional	\$	31.00	\$

Unskirted Tables

	(UD4/6/8)	Unskirted Table (30" high)	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$ 59.00	\$ 83.00	\$
	(RUD4/6/8)	Unskirted Raised Table (40" high)	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$ 96.00	\$ 134.00	\$

Tables

	23 (FCOFT)	Round Coffee Table, 18" Tall	\$ 50.00	\$ 79.00	\$
	21 (FPEDT)	Round Starbase Table, 30" Tall	\$ 64.00	\$ 99.00	\$
	(FPEDT)	Round Starbase Table, 42" Tall	\$ 78.00	\$ 109.00	\$
	(FMISC)	Black Spandex cover for 42" Starbase Table	\$ 40.00	\$ 56.00	\$

Chairs

	14 (FGFAC)	Side Chair, Padded Grey	\$ 35.00	\$ 41.00	\$
	16 (FGFCS)	Counter Stool, Padded Grey	\$ 65.00	\$ 91.00	\$

Display Accessories

	32 (FCSU)	Counter Storage Unit	\$ 160.00	\$ 210.00	\$
	70 (FESL)	Easel	\$ 40.00	\$ 56.00	\$
	(FLR)	4 Pocket Literature Stand	\$ 75.00	\$ 105.00	\$
	(FBH)	Bag Stand	\$ 52.00	\$ 73.00	\$
	56 (FWB)	Wastebasket	\$ 12.00	\$ 17.00	\$
	(FCS)	Stanchion & Rope	\$ 27.00	\$ 38.00	\$

Custom Booth Drape

		<i>8' Back Drape & 3' Side Drape, 4 feet minimum order</i>			
	10 (D3)	Linear feet of Side Drape per foot (3' High)	\$ 4.75	\$ 6.65	\$
	11 (D8)	Linear feet of Back Drape per foot (8' High)	\$ 5.50	\$ 7.70	\$
		<i>Please include Booth Layout form for placement of items</i>			

Table/Raised Table Skirts/Drape Colours: Black will be provided if no colour is indicated below: Black, Blue, Forest Green, Silver, Red	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST:	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit. Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

All orders are governed by the GES CANADA Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

SAVE TIME WITH GES ON-LINE ORDERING AT <https://ordering.ges.com>

DISCOUNT DEADLINE DATE:
October 19, 2016

Carpet Order Form

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Standard Carpet					
	C1010	10' x 10' 16 oz. Standard Booth Carpet	\$ 135.00	\$ 189.00	\$
	C1020	10' x 20' 16 oz. Standard Booth Carpet	\$ 270.00	\$ 378.00	\$
	C1030	10' x 30' 16 oz. Standard Booth Carpet	\$ 405.00	\$ 567.00	\$

Custom-Cut Carpet

Custom-cut carpet is required for all booths larger than 30', or for booths configured as an island or peninsula. No Exceptions.

	CMISC	' X ' = Sq.Ft.	\$ 1.50	\$ 1.90	\$
<i>Price include delivery, installation, rental, and removal.</i>					

Under Padding

	CACU	10' x 10' Under Padding	\$ 126.00	\$ 176.00	\$
	CACU	10' x 20' Under Padding	\$ 252.00	\$ 353.00	\$
	CACU	10' x 30' Under Padding	\$ 378.00	\$ 529.00	\$
	CACU	' X ' = Sq.Ft.	\$ 1.26	\$ 1.76	\$

Plastic Covering For Protection

	CAPC	' X ' = Sq.Ft.	\$ 0.22	\$ 0.30	\$
<i>Exhibitor is responsible for the removal of the plastic covering prior to show opening.</i>					

Carpet Packages

		10' x 10' Carpet Package	\$ 250.00	\$ 400.00	\$
		10' x 20' Carpet Package	\$ 500.00	\$ 700.00	\$
		10' x 30' Carpet Package	\$ 750.00	\$ 1,050.00	\$
		' X ' = Sq.Ft.	\$ 2.50	\$ 3.15	\$
<i>Includes carpet, under pad, and plastic covering.</i>					

Please Indicate Choice

Carpet Colour:

- | | |
|--------------------------------|--|
| <input type="checkbox"/> Black | <input type="checkbox"/> Forest Green |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Grey (Pepper) |
| <input type="checkbox"/> Red | |

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Carpet cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

SAVE TIME WITH GES ON-LINE ORDERING AT <https://ordering.ges.com>

Booth Cleaning Order Form

DISCOUNT DEADLINE DATE:
October 19, 2016

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Initial Cleaning Service					
<i>Service performed the evening prior to show opening. Carpets are vacuumed and waste baskets are emptied</i>					
	BCICB	10' x 10' Booth	\$ 31.50	\$ 48.00	\$
	BCICSF	10' x 20' Booth	\$ 63.00	\$ 96.00	\$
	BCICSF	10' x30' Booth	\$ 94.50	\$ 144.00	\$
	BCICSF	' X 'X = Sq.Ft.	\$ 0.32	\$ 0.48	\$

Daily Cleaning Service

<i>Service performed prior to show opening and each night at show close for duration of the show. Carpets are vacuumed and wastebaskets are emptied.</i>					
	BCDC100	10' x 10' Booth	\$ 63.00	\$ 138.00	\$
	BCDC100	10' x 20' Booth	\$ 126.00	\$ 276.00	\$
	BCDC100	10' x 30' Booth	\$ 189.00	\$ 414.00	\$
	BCDCSF	' X ' = Sq.Ft. (Booths 400 - 1000 sq.ft.)	\$ 0.64	\$ 0.90	\$
	BCDCSF	' X ' = Sq.Ft. (Booths 1000 sq.ft. or larger)	\$ 0.52	\$ 0.80	\$

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

 SAVE TIME WITH GES ON-LINE ORDERING AT <https://ordering.ges.com>

GEM Exhibit System Order Form

DISCOUNT DEADLINE DATE:
October 19, 2016

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
GEM Exhibits					
	GGRE	GEM Model # 1 - 10' x 10' Corner	\$ 1,035.00	\$ 1,450.00	\$
	GGRE	GEM Model # 2 - 10' x 10' Corner	\$ 1,113.00	\$ 1,558.00	\$
	GGRE	GEM Model # 3 - 10' x 10'	\$ 1,185.00	\$ 1,659.00	\$
	GGRE	GEM Model # 4 - 10' x 10'	\$ 1,409.00	\$ 1,973.00	\$
	GGRE	GEM Model # 5 - 10' x 10'	\$ 1,508.00	\$ 2,111.00	\$
	GGRE	GEM Model # 6 - 10' x 20'	\$ 2,044.00	\$ 2,862.00	\$
	GGRE	GEM Model # 7 - 10' x 20'	\$ 2,616.00	\$ 3,662.00	\$
	GGRE	GEM Model # 8 - 10' x 20'	\$ 2,189.00	\$ 3,065.00	\$
	GGRE	GEM Model # 9 - 10' x 20'	\$ 2,423.00	\$ 3,392.00	\$
	GGRE	GEM Model # 10 - 10' x 20' Corner	\$ 2,938.00	\$ 4,113.00	\$

Package Includes: Installation and Dismantling, Choice of Panel Colour, Choice of Carpet Colour, Company ID Sign

Please Indicate Choice

Carpet Colour <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red	Infill Panel Colour <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> White	Font Style <input type="checkbox"/> Futura <input type="checkbox"/> Humanist <input type="checkbox"/> PosterBodini <input type="checkbox"/> Times New Roman <input type="checkbox"/> Arial	Font Colour <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Teal
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Identification Sign(s) To Read:

Models 1, 2, 3, 4, 5, 6, 8 or 9	COMPLETE COPY	Centre:
Models 7 or 10	COMPLETE COPY	Left:
		Right:

Indicate Date & Time of Arrival

Date:	Time:
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Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

Cancellation Policy: Due to material and labour costs, order cancelled before move-in begins will be charge 50% of original price. Similarly, order cancelled after move-in begins will be charge 100%

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

SAVE TIME WITH GES ON-LINE ORDERING AT <https://ordering.ges.com>

Installation & Dismantling Order Form

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOUR NEEDED.

TO DETERMINE IF YOU NEED DISPLAY LABOUR, PLEASE READ THIS FORM CAREFULLY

- Display Labour is used for installation and dismantling of exhibits, including signs and floor covering installation.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. For all other starting times, check in one-half (1/2) hour before time requested. Labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

The minimum charge for labour is **two** (2) hour per worker. Labour thereafter is charged in **one** (1) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labour and materials costs.

HOURLY RATES	Times	Regular \$
Straight Time	Between 8:00 AM and 4:00 PM Weekdays	\$ 60.00
Over time	Before 8:00 AM and after 4:00 PM Weekdays and all day Saturdays, Sundays and Holidays.	\$ 90.00

The minimum charge for labour is **two** (2) hour per worker. Labour thereafter is charged in **one** (1) hour increments.

PLEASE INDICATE SERVICE

PLACE ORDER HERE

☐ **GES SUPERVISED (OK TO PROCEED)**

GES CANADA will supervise labour to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle and pack display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI. Labour.

A 35% (\$50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

☐ **EXHIBITOR SUPERVISED (DO NOT PROCEED)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling.
- GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

☐ **GES is responsible for the following type of booth:**

- ☐ Pop-up
☐ Custom
☐ Other:

SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	LABOUR RATE	TOTAL
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

1. Total Labour Ordered

\$

2. 35% (\$50.00) GES Supervision

\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST:	\$
	PAYMENT ENCLOSED:	\$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

Advance Material Handling Order Form

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

ADVANCE WAREHOUSE SHIPMENTS

WAREHOUSE SHIPMENTS (up to 30 days free storage)

The rate for this service includes unloading at the warehouse and delivery to your booth at the:

TCU Place

Rates include: Unloading freight, storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs, applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth, picking up, storing and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

WEIGHT OF SHIPMENT WILL BE VERIFIED UPON DELIVERY

Crated Materials		
Service	Rates	Minimum Charge
On Target Shipments	\$65.00 per 100 lbs	\$ 130.00

Materials Requiring Special Handling		
Service	Rates	Minimum Charge
On Target Shipments	Please call for rates per 100 lbs	\$

ARRIVAL DATES & SURCHARGES FOR SHIPMENTS:

Advance Date:

- **10/03/16** Advance shipments may begin to arrive at warehouse.
- **11/02/16** Last day for crated shipments to arrive at advance warehouse without surcharge.

PLEASE REFER TO THE SHIPPING LABELS IN THIS MANUAL

GES CANADA shall not be responsible for damage to improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building. **Claims must be filed before the close of the show.**

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

CALCULATION OF MATERIAL HANDLING CHARGES

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

Our shipment will be sent to the warehouse on date:		Total Pieces:
Carrier:	Tracking #:	Account #:
Total Weight (200 lbs minimum per shipment):	/ 100	x \$65 = \$

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES TERMS & CONDITIONS OF CONTRACT.	TOTAL ESTIMATED CHARGES:	\$
	5% GST:	\$
	PAYMENT ENCLOSED:	\$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

SAVE TIME WITH GES ON-LINE ORDERING AT <https://ordering.ges.com>

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO:

EXHIBITING COMPANY

SWWA 2016

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES

1-1030 KEARNS CRES

REGINA, SK S4P 2Z5

SHIPMENT SHOULD ARRIVE ON OR BEFORE

November 2, 2016

Carrier _____

Number _____ of pieces  **GES** Global Experience Specialists

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO:

EXHIBITING COMPANY

SWWA 2016

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES

1-1030 KEARNS CRES

REGINA, SK S4P 2Z5

SHIPMENT SHOULD ARRIVE ON OR BEFORE

November 2, 2016

Carrier _____

Number _____ of pieces  **GES** Global Experience Specialists

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO:

EXHIBITING COMPANY

SWWA 2016

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES

1-1030 KEARNS CRES

REGINA, SK S4P 2Z5

SHIPMENT SHOULD ARRIVE ON OR BEFORE

November 2, 2016

Carrier _____

Number _____ of pieces  **GES** Global Experience Specialists

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO:

EXHIBITING COMPANY

SWWA 2016

NAME OF EXHIBITION

BOOTH NUMBER

C/O

GES

1-1030 KEARNS CRES

REGINA, SK S4P 2Z5

SHIPMENT SHOULD ARRIVE ON OR BEFORE

November 2, 2016

Carrier _____

Number _____ of pieces  **GES** Global Experience Specialists

E12-11A

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

Post Show Storage Order form
DISCOUNT DEADLINE DATE:
November 19, 2016

Box 6, 1-1030 Kearns Cres Regina, SK S4P 2Z5 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

POST SHOW STORAGE SHIPMENTS

MATERIAL HANDLING CONTRACTOR:

GES CANADA EXPOSITION SERVICE (CANADA) LTD.
1-1030 KEARNS CRES
REGINA, SK S4P 2Z5
(306) 347-8280

The rate for this service includes removal of goods from the show floor and storage for up to three (3) days upon which time GES CANADA reserves the right to ship out your shipment "collect": via a carrier of our choice:

3-Nov-16

\$65.00 per 100 lbs - crated / \$130.00 minimum

Shipments must be picked up on November 3, 2016
or before:

Address Label	
Ship To:	
Address:	
City:	
Prov/State	
Country	
Postal Code:	
Phone	
Contact Name:	

Please refer to the shipping labels in this manual.

GES CANADA shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials prior to GES staff collecting goods from the booth during move out. **Claims must be filed before the close of show.**

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

CALCULATION OF MATERIAL HANDLING CHARGES

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

Carrier:	Account #:	Total Pieces:
Total Weight (200 lbs minimum per shipment):	/ 100	x \$65.00 = \$

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT.	TOTAL ESTIMATED CHARGES:	\$
	5% GST:	\$
	PAYMENT ENCLOSED:	\$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT	DATE

ATTENTION EXHIBITORS!!



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

Are you looking for an economical, reliable way to ship your materials to the 2016 SWWA Conference?

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

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:

Email: wmoroz@ges.com

Phone: 403.218.7428