

## Material Handling Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: [banff@ges.com](mailto:banff@ges.com)

### MATERIALS HANDLING SERVICE

The Fairmont Banff Springs does not handle exhibitor goods

Ship Prepaid Only — Collect shipments will be refused.

All charges are based on weight/cubed/outbound largest (min. charge applies), and are per shipment received, consolidate your goods to one shipment.

Call our office if you have more than one shipment

Rates Include:

- **Storage** at the Calgary Warehouse for up to 30 days
- Unloading materials and delivery to your booth
- Removing empty shipping containers from your booth, storing empties, and returning at close of show.
- Reloading materials onto outbound transportation
- If more than one shipment, call our office

**Exhibitors should label and consign shipments as follows:**

**TO: Your Company Name**

75 Dufferin Place SE

Calgary, Alberta T2C 4M3

Attn: GES Banff

NALMS 2016

Booth # \_\_\_\_\_

### PLEASE NOTE:

**small item service is available  
if required please  
contact our office for details  
and office ship to address  
BEFORE shipping**

**\$375.00 MINIMUM CHARGE (UP TO 300LBS)**

Late shipments, contact our office with details/instructions

**ALL WAREHOUSE SHIPMENTS RECEIVED AFTER October 26th ARE SUBJECT TO A LATE HANDLING CHARGE.** Van lines, loose, uncrated or improperly packaged materials may be assessed a special handling fee. GES CANADA is not responsible for concealed damage or damage due to improper packaging. A surcharge is assessed for special trips, handling of shipments arriving late at the warehouse, for shipments arriving at Show-Site after scheduled set-up times, or arriving without service being ordered. 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 or charges. Please see the following page for full details of terms and conditions of this service. Shipments **over 300lbs will be charged \$82 per 100lbs or part of above 300lbs.** Pieces that will not fit on a standard tailgate, or cannot be moved with a pallet jack, may incur additional attention and charges. Please contact our office if extra services are required for a quote, or if you have any questions.

**Return:** Post show pick up is from showsite in Banff, conference center loading dock, Friday by 6pm (truck checked in before 5pm) Freight is not returned to Calgary for pick up. GES Logistics should be arranged in advance if required. If hiring the GES Logistics service this will be scheduled for you and labels & waybills provided by GES. If using another carrier, your company needs to arrange the pick up, and the rep on site will need to provide a waybill with account number, and labels, and customs docs for international shipments. Proper labeling and packing is the exhibitors responsibility. Not doing so will incur extra charges. If shipping small loose items via courier (under 200 lbs & unskidded only) outgoing storage fees will apply (\$85.00/100lbs ordered in advance, \$125.00/100 lbs arranged on site), and will be charged daily if not picked up Monday.

If shipping **internationally**, GES is the broker assigned for this event contact our office for assistance if required

☐ I understand my company must provide a Commercial Invoice (and any other required forms) with all shipments into **and out of Canada**, and that I must check that my courier is clearing my goods **free domicile** and the shipper is responsible for all customs duty and shipping charges for shipments into Canada. Hiring a customs broker is recommended.

☐ Your company must be the importer on record for your shipment.

☐ GES CANADA can not be on ANY customs paperwork, your company is the shipper AND the consignee.

### SHIPMENT DETAILS AND MATERIAL HANDLING CHARGES

Carrier :	Waybill#	# pcs	estimated weight:	estimated price:
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.			Outgoing Storage if required \$	
I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT. SEE NEXT PAGE FOR FULL DETAILS			TOTAL ESTIMATED CHARGES: \$	
Carry this total to the payment and credit card authorization form				