

We are delighted to have you exhibiting, and to announce that GES CANADA has been selected as your Official Service Contractor for the APCO CANADA 2016 Conference & Trade Show . We trust you'll find the exhibit opportunity to be an effective market place for your products and services. Listed below is some general information to help with your preparations for this event.

Following is the exhibitor service manual.

Venue: Fairmont Banff Springs Conference Centre

Each **10'x10'** draped display includes

8' high backwall & 3' high sidewall drape

Exhibitor goods: Anything sent for the booth is shipped to GES either at the warehouse or direct, and materials handling applies. Fairmont does not handle exhibitor goods. You may bring and handle and store your own goods during show hours and materials handling is not required.

Shipping Small boxes: Please note the Fairmont Banff Springs does not handle exhibitor goods, Boxes and displays are to be shipped to GES, not the hotel. If you are shipping a few boxes we can hold in our office, please contact our office for the small shipment materials handling service form and address label BEFORE Shipping.

Warehouse: GES offers Logistics/Transportation & Customs, as well as materials handling services and a 10% discount applies to warehouse materials handling if it and round trip logistics are ordered. To hire GES as your shipper as well as materials handler, please see pages 3 and 19. For shipments to the warehouse not requiring GES logistics, please refer to the materials handling form, page 3, address labels are on page 5. Pre show storage is in Calgary, pick ups are from show site in Banff - goods are not returned to Calgary for pick up. If not using GES Logistics, pick up at the Fairmont Banff Springs Conference Centre would need to be arranged by your company Wednesday, trucks checked in by 5:30 pm. Small loose pieces can be held for courier pick up Thursday but will be charged storage. Skids and crates are not held. Please refer to the materials handling order form for details, and if you have other questions, please contact our office.

Direct (Large) Shipments May arrive at show site Monday November 7th during exhibitor move in - materials handling is required. Please contact our office for the Direct to site Materials handling form and address label.

Carpet: The exhibit area is fully carpeted. If you would like carpet for your booth please see page 11.

Power: GES Canada is proud to be the exclusive provider of power of temporary power and lighting to exhibits at the Fairmont Banff Springs. If you require any electricity for your booth, please see page 12.

Exhibit Hours:

Move In / Installation - Monday November 7th - noon - 9 pm & Tuesday 8th - 7 am - 9:30 am

Exhibits Open - Tuesday November 8th 10 am - 1:00 pm & 3:15 -5:15 pm

Wednesday November 9th 10:30 am - 2:00 pm

Move out / Dismantle - Wednesday November 9th 2:00 pm - 6:00 pm

Following is the exhibitor service manual with information and order forms for a variety of services. Please note there is a discount offered on items ordered 2 weeks in advance. Please review each of the forms, complete the forms for services you require and return them to our office promptly. The payment and credit card charge authorization form is provided to summarize and pay for your total order.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our team at **(403) 762-2828**, or you can reach us by email at **BANFF@GES.COM**.

We are looking forward to a successful meeting and appreciate your support.
Thank you for your participation and please let us know if we can assist you in any way.



Booth #

APCO CANADA 2016

November 8 - 9, 2016

Fairmont Banff Springs Conference Centre

Payment & Credit Card Charge Authorization

DISCOUNT DATE:

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

October 19, 2016

COMPANY NAME		EMAIL ADDRESS	
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	EXT	FAX	
CONTACT NAME		DIRECT PHONE OR EXTENSION	

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

PLEASE SIGN _____
AUTHORIZED SIGNATURE

_____ DATE

_____ AUTHORIZED NAME - PLEASE PRINT

Payment Policy

Payment for Services - GES CANADA requires payment in full at the time services are ordered. Further, GES CANADA 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 CANADA 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 Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. GES CANADA 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 CANADA 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 non-participation may be subject to cancellation fees of 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES CANADA 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 CANADA at 403.762.2828 or visit the GES CANADA 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, or cheque, however, we require your credit card charge authorization to be on file with GES CANADA.

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.

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.

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard
 VISA
 American Express

Account # _____

_____ CARDHOLDER'S NAME PLEASE PRINT

PLEASE SIGN _____

_____ CARDHOLDER'S SIGNATURE DATE

Calculation of Orders

Material Handling (pg 3-5)	\$
Furniture & Accessories (pg 6)	\$
Specialty Items (pg 8)	\$
Lounge Furniture (pg 10)	\$
Carpets and Cleaning (pg 11)	\$
Electrical & Lighting (pg 12)	\$
Graphics & Signs (pg 13)	\$
Installation & Dismantle (pg 14)	\$
GEM Exhibits & Displays (pg 15)	\$
GEM Counters & Showcases (pg 18)	\$
Transportation (pg 19)	\$
Customs (pg 20-23)	\$
Subtotal	\$
5% GST	\$
FULL PAYMENT DUE:	\$
Charge my credit card in the amount above <input type="checkbox"/>	GST #R104060264
Enclosed is a cheque in the amount above <input type="checkbox"/>	

Material Handling Order Form

PO Box 960 Banff Alberta T1L 1J4 Phone: 403 762-2828 Fax: 403 762-2777 Email: 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
 APCO CANADA 2016
 Booth # _____

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

\$375.00 MINIMUM CHARGE (UP TO 500LBS)

Late shipments, call our office with details/instructions, do not ship to the Fairmont.

ALL WAREHOUSE SHIPMENTS RECEIVED AFTER Nov 2nd 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 and 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 500lbs will be charged \$75 per 100lbs or part of above 500lbs. Pieces that taller than 7'6" that will not fit on a standard power tailgate or cannot be moved with a pallet jack, would incur additional attention and charges. Please contact our office if extra services are required for a quote.

Return: Freight is not returned to Calgary for pick up, Post show pick up is from GES at the conference centre dock at the Fairmont Banff Springs will need to be arranged by your company and is required by Wednesday 6pm, trucks checked in by 5pm or freight will be sent forced. GES Transportation should be hired, 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 pickup, and the rep on site will need to provide a waybill with account number, remove old labels and label each piece for return. Not doing so will incur extra charges. If shipping via courier (under 200 lbs & unskidded only) arrange pick up Wednesday or outgoing storage fees will apply (\$65.00/100lbs ordered in advance, \$125.00/100 lbs arranged on site), and will be charged, and will be daily if not picked up the following business day.

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:
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We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly. 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	Outgoing Storage if required \$
	TOTAL ESTIMATED CHARGES: \$
	Carry this total to the payment and credit card authorization form

Material Handling Information

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

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by the beginning of exhibitor move-in (schedule permitting).
- The hotel does not have facilities or procedures for receiving, storing or handling exhibitor freight
- Saves valuable set-up time.

How to ship goods

- Remove all old shipping and empty storage labels.
- Ensure goods are well labeled as yours for this event
- Complete the appropriate Material Handling order form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- If shipping internationally, we recommend using a customs broker that specializes in clearing goods on a temporary basis - the broker assigned to your show is best.
- Your company/representative on site is responsible for all customs documents in AND OUT of Canada pre and post show (a hired broker would prepare these for you), proper labeling and filling out the waybill properly.
- If goods are sent incorrectly straight to site, and cannot be stored, they will be redirected to Calgary for storage and delivery at the proper time at the exhibitor's expense. If materials handling was not ordered, the goods may not be released to your booth until the service is ordered and paid for in full.
- Goods left to be shipped out that are not prepared (not taped, not labeled) by the exhibitor will incur full labour rates for this service.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES CANADA cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.

- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES CANADA Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

A clearly completely filled out Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**, if required, and must be completed by the exhibitor. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product. If your designated carrier does not pick up or make destination delivery of your shipment on time, neither show management nor **GES CANADA** will be liable for any resulting delays, or expenses arising thereof.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES CANADA has published GES CANADA Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES CANADA negligence.
 - **Measure of Damage** - If GES CANADA was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
 - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.
- GES CANADA does not offer or sell insurance. GES CANADA is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES CANADA.

GES BNF

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

TO: _____

EXHIBITING COMPANY

APCO CANADA 2016

NAME OF EXHIBITION

BOOTH NUMBER

75 Dufferin PL S.E.
Calgary, Alberta T2C 4M3
Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE
November 2, 2016



Number _____ of _____ pieces

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

GES BNF

EXHIBITION FREIGHT

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ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM.

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BOOTH NUMBER

75 Dufferin PL S.E.
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Attention: GES Banff

SHIPMENT SHOULD ARRIVE ON OR BEFORE
November 2, 2016



Number _____ of _____ pieces

PICK UP ADDRESS IS DIFFERENT, WILL BE FROM BANFF

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Make copies as needed.

Furniture & Accessories Order Form

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

Discount if ordered by
October 19, 2016

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Skirted Tables 2' deep x 29" high					
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour below:</i>					
	DT4	Skirted 4' Table, Skirted 4 Sides	\$ 110.00	\$ 143.00	\$
	DT6	Skirted 6' Table	\$ 110.00	\$ 143.00	\$
	DT8	Skirted 8' Table	\$ 132.00	\$ 170.00	\$
	DMS	Skirting colour change	\$ 34.00	\$ 44.00	\$
	DMS	4th Side Skirted, Optional	\$ 34.00	\$ 44.00	\$
Skirted Raised Tables 2' deep x 36" high					
<i>Skirting for Raised Tables - White Vinyl Top & Pleated Skirt on 3 Sides, Choose Colour below:</i>					
	RD4	Skirted 4' Counter, Skirted 4 Sides	\$ 136.00	\$ 180.00	\$
	RD6	Skirted 6' Counter	\$ 136.00	\$ 180.00	\$
	DMS	4th Side Skirted, Optional	\$ 47.00	\$ 61.00	\$
Pedestal Tables 30" Diameter (finished top, unskirted)					
	FCOFT	Round Coffee Table, 18" Tall	\$ 99.00	\$ 128.00	\$
	FPEDT	Starbase Table, 30" Tall	\$ 99.00	\$ 128.00	\$
	FPEDT	Cocktail Table, 42" Tall	\$ 114.00	\$ 148.00	\$
		Spandex Cover for 42" Table (Black)	\$ 32.00	\$ 41.00	\$
Chairs					
	FGFAC	Arm Chair, Padded Grey	\$ 48.00	\$ 62.00	\$
	FGFCS	Counter Stool, Padded Grey	\$ 87.00	\$ 114.00	\$
	FGFSC	Side Chair, Padded Grey	\$ 48.00	\$ 62.00	\$

Table/Raised Table Skirts/Drape Colours:

Show colour will be provided if no colour is indicated below:

Included table is in show colour(s) unless skirting colour change is ordered.

Black, Blue, Burgundy, Charcoal, Forest Green, White.

TOTAL OF ALL ITEMS ORDERED: \$

Carry total to the payment and credit card authorization form

All orders governed by the GES CANADA payment policy & GES CANADA 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

AUTHORIZED CONTACT



furnishings

Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High Pedestal Table



30" Round / 18" High Coffee Table



4', 6', OR 8' Long Raised Draped Table with White Vinyl Top



4', 6', OR 8' Long Draped Table with White Vinyl Top



Specialty Items/Plants Order Form

Discount if ordered by
 October 19, 2016

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

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	FMISC	10' POP UP BOOTH UNIT (velcro compatible)	\$ 580.00	\$750.00 CALL FOR AVAILABILITY	\$

FS® FOLDING STACKABLE SYSTEMS (velcro compatible)

	FMISC	FS TABLE TOP MODEL (6'10" across 35"h)	\$ 190.00	\$ 240.00 CALL FOR AVAILABILITY	\$
	FMISC	FS TABLE TOP WITH HEADER (47" h)	\$ 260.00	\$ 320.00 CALL FOR AVAILABILITY	\$
	FMISC	FS FULL HEIGHT MODEL (6'10" x 6'10")	\$ 390.00	\$ 510.00 CALL FOR AVAILABILITY	\$

Display Items

	FCSH	Signholder	\$ 62.00	\$ 79.00	\$
	FESL	Easel	\$ 49.00	\$ 62.00	\$
	FCT	Coat Tree	\$ 63.00	\$ 80.00	\$
	FGR	Garment Rack on Wheels	\$ 63.00	\$ 80.00	\$
	FCS	Stanchion 1 pair with one tape/rope	\$ 135.00	\$ 175.00	\$
	FSBD	Ballot Drum, Table Size	\$ 79.00	\$ 100.00	\$
	FSBD	Plexi lock box w/slot	\$ 110.00	\$ 139.00	\$
	FLR	Literature stand (Accordion style floor standing 6 shelves)	\$ 127.00	\$ 160.00	\$
	FBH	Bag Stand	\$ 80.00	\$ 100.00	\$
	FWB	Wastebasket	\$ 22.00	\$ 28.00	\$

Green Floor Plants

	PFP25	2' to 5' Tall (silk plant)	\$ 79.00	\$ 100.00	\$
	PFP56	5' to 6' Tall (silk tree)	\$ 119.00	\$ 150.00	\$
	PMUM	Mums or Seasonal flowering plant	\$ 56.00	\$ 71.00	\$
		Other arrangements, contact our office with details			\$

ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT

Notes:		
	TOTAL OF ALL ITEMS ORDERED: \$	
Carry total to the payment and credit card authorization form		

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

Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT



furnishings

Coat Tree



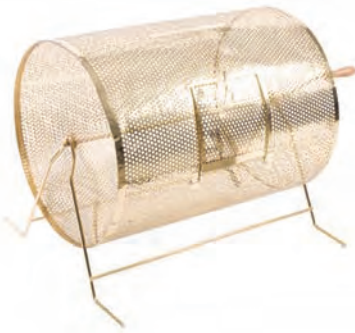
22" W X 28" H
Chrome Sign Holder
(sign extra)



Easel



Gold Ballot Drum



Plexi Pocket



40" W x 20" D x 36" H
White Counter Storage Unit



Bag Holder 41"H



Stanchions
6" Belt



Plastic
Wastebasket



Lounge Furniture

Discount if available & ordered by
 October 19, 2016

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

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
		Padded White Leather Stool	\$ 165.00	\$ 250.00	\$
		White Leather/Mock Leather Couch (match)	\$ 575.00	\$ 805.00	\$
	A	White Leather/Mock Leather Love Seat (match)	\$ 430.00	\$ 580.00	\$
		White Leather/Mock Leather Chair (match)	\$ 285.00	\$ 385.00	\$
	B	Wrought Iron Glass Coffee Table	\$ 230.00	\$ 310.00	\$
		Black Leather/Mock Leather Couch (match)	\$ 575.00	\$ 805.00	\$
	C	Black Leather/Mock Leather Love Seat (match)	\$ 430.00	\$ 580.00	\$
		Black Leather/Mock Leather Chair (match)	\$ 285.00	\$ 385.00	\$
	D	White Chair w/chrome	\$ 275.00	\$ 385.00	\$
	E	White Loveseat	\$ 385.00	\$ 520.00	\$

Quantities are limited stock, please order early availability will not be confirmed until order is placed

If other furnishings are required, please contact our office.

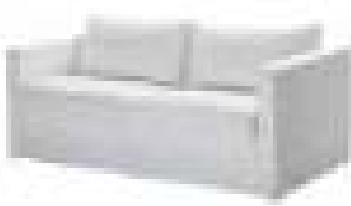
A

B

c

D

E



Equipment may be slightly different than photo samples

ONSITE ORDERS WILL NOT BE AVAILABLE FOR THIS EQUIPMENT

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

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



Carpet & Cleaning Order Form

Discount if ordered by
 October 19, 2016

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

CLEANING PRICE LIST

Initial Cleaning Service

Service performed prior to show opening. Carpets are vacuumed counters dusted and waste baskets are emptied.

If exhibitor sets up late, service may not be provided.

BCICB	Per Single Booth	\$ 60.00	\$ 75.00	\$
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Initial & Daily Cleaning Service

Carpets are vacuumed counters dusted and waste baskets are emptied. Pre show & Daily

BCDC100	Per Single Booth	\$ 115.00	\$ 155.00	\$
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CARPET PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Standard Carpet					
	C0810_	Per single booth 16 oz. Standard Booth Carpet	\$ 200.00	\$ 270.00	\$
	C0820_	Per double booth 16 oz Standard Booth Carpet	\$ 380.00	\$ 495.00	\$

Plastic Covering For Protection

CAPC	_____ ' X _____ ' = _____ Sq.Ft.	.60 per sq ft	.85 per sq ft	\$
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Prices includes delivery, installation, rental, and removal.

Please Indicate Choice

Carpet Colour:

- | | |
|-------|------|
| Black | Red |
| Blue | Grey |

The exhibit floor is fully carpeted in hotel patterned carpet

DAMAGE CLAUSE: Please be advised that any damages to the carpet, which may include metal filling, fluid spills (including hydraulic fluid, varsol, engine leaks, etc.), engine cleaner, tire cleaner, mud etc. will be charged directly to the client, if required.

Notes:

TOTAL OF ALL ITEMS ORDERED: \$
Carry this total to the payment and credit card authorization form

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

Electrical & Lighting Order Form

Discount if ordered by
 October 19, 2016

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

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	On Site Order \$	Total Price
Electrical - 110 Volt						
	EL1500W	1500 Watt Duplex Outlet	\$ 120.00	\$ 130.00	\$ 165.00	\$
	EL2000W	2000 Watt Duplex Outlet	\$ 145.00	\$ 155.00	\$ 185.00	\$
Electrical - Miscellaneous Requirements						
	ELPB	Power Bars	\$ 26.00	\$ 27.00	\$ 30.00	\$
	ELEC	Extension Cords	\$ 26.00	\$ 27.00	\$ 30.00	\$
Lighting (Does Not Include Power)						
	ELD150F	8' Flood Light Stand, 2 - 75 Watt Flood Bulbs	\$ 95.00	\$ 107.00	\$ 127.00	\$
	ELMISC	1 - 25w LED (as 200 watt) clamp on arm light	\$ 85.00	\$ 97.00	\$ 117.00	\$
	ELQL	500 Watt Quartz Light	\$ 155.00	\$ 200.00	N/A	\$
	ELMISC	Special Hookups & Specialty Lighting Available upon request				\$

For Specialty or 3 phase Power please contact our office with details for further information and to receive a quote.

Please Note the Following:

- 24 Hour power - add 50% to the above prices
- Electrician Charge Extra, if required
- Additional labour charges may apply for special connections or special wiring

Notes:

TOTAL OF ALL ITEMS ORDERED: \$
 Carry this total to the payment and credit card authorization form

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

Graphics & Signage Order Form

Discount if ordered by
 October 19, 2016

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

GES CANADA maintains a fully-equipped graphics shop that offers:

Graphic Design	Graphics Presentation	Lamination
Desktop Publishing	Large Format Printing	Logo Reproduction
Backlit Graphics	Custom Signage	Vinyl Graphics

For custom work and quotations, please call the GES CANADA office listed above.

All prices include delivery to the show. Signs ordered after October 19 may require shipping charges.

PRICES

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Signs					
	S2228	22" x 28"	\$ 80.00	\$ 100.00	\$

Other sizes available, please contact our office with details.
 Standard signs include up to 10 words and a selection of colours.
 All standard signs are digitally produced on coroplast or sintra.

Vinyl Banners

		3' x 8'	\$ 370.00	tba	\$
		3' x 10'	\$ 470.00	tba	\$
		4' x 8'	\$ 500.00	tba	\$
		4' x 10'	\$ 610.00	tba	\$

Banners include grommets for hanging. Other sizes available, prices on request. 3' minimum height.

Please Indicate Choice

Background Colour

- Black
- Blue
- Green
- Red
- White
- Yellow

Copy Colour

- Black
- Blue
- Green
- Red
- White
- Yellow

Indicate Physical Alignment

ABC	Horizontal
A B C	Vertical

COMPLETE COPY 

Logos? Please see the sign standards sheet for compatible formats.

TOTAL OF ITEMS ORDERED: \$
Carry this total to the payment and credit card authorization form

All orders governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.
 Cancellation Policy: Orders cancelled will be charged at 100% of original cost once production has started.

Installation & Dismantle Labour Order Form

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

Discount if ordered by
October 19, 2016

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 client owned 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. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

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.

Straight Time
 8:00 am - 4:00 pm
 Monday - Friday
 \$ 95.00 Discounted
 \$ 130.00 Regular

Overtime
 After 4:00 pm Weekdays
 ALL Day Sat, Sun and holidays
 \$ 135.00 Discounted
 \$ 170.00 Regular

Labour rates are charged per person at a minimum charge of one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

A 30% surcharge will be applied to on-site orders.

EXHIBITOR MUST REPORT TO GES CANADA SERVICE CENTRE TO RECEIVE THEIR LABOUR

INSTALLATION

Set up Drawings or Photos Attached yes no

SUPERVISION

By Exhibitor (Name of Rep): _____ OR **By GES - 30% surcharge applies**
 (Exhibitor MUST be present and Supervise) (Exhibitor does not have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ am pm
Day/Date/Month/Year

NUMBER OF PEOPLE REQUIRED x TIMES HOUR PER PERSON = TOTAL HOURS X PRICE =

DISMANTLE

Carrier: _____ Pick up Date _____ Pick up Time: _____

SUPERVISION

By Exhibitor (Name of Rep): _____ OR **By GES - 30% surcharge applies**
 (Exhibitor MUST be present and Supervise) (Exhibitor does not have to be present)

DATE LABOUR REQUIRED: _____ START TIME REQUIRED: _____ am pm
Day/Date/Month/Year

NUMBER OF PEOPLE REQUIRED x TIMES HOUR PER PERSON = TOTAL HOURS X PRICE =

Terms & Conditions

When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Desk

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.

We reserve the right to change labourers and/or rates as shifts change

All claims or discrepancies must be settled within one week of show closing

Uncancelled labour will be charged a minimum fee of 1 hour per person

GES Limits of Liability apply

Total Labour Ordered	\$	<input type="text"/>
----------------------	----	----------------------

Notes:

Carry this total to the payment and credit card authorization form

Internal codes: LINDT LINOT LODT LOOT GES SUPERVISED GLINDT GLINOT GLODT GLOOT

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

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

GEM Exhibit System Order Form

Discount if ordered by
 October 19, 2016

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

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
GEM Exhibits					
	GM1	GEM Model # 1 - 10' x 10' Corner	\$ 1,750.00	\$ 2,500.00	\$
	GM2	GEM Model # 2 - 10' x 10' Corner	\$ 1,725.00	\$ 2,300.00	\$
	GM3	GEM Model # 3 - 10' x 10'	\$ 1,850.00	\$ 2,470.00	\$
	GM4	GEM Model # 4 - 10' x 10'	\$ 2,200.00	\$ 2,940.00	\$
	GM5	GEM Model # 5 - 10' x 10'	\$ 2,350.00	\$ 3,140.00	\$
	GM6	GEM Model # 6 - 10' x 20'	\$ 3,700.00	\$ 5,000.00	\$
	GM7	GEM Model # 7 - 10' x 20'	\$ 4,000.00	\$ 5,350.00	\$
	GM8	GEM Model # 8 - 10' x 20'	\$ 3,400.00	\$ 4,550.00	\$
	GM9	GEM Model # 9 - 10' x 20'	\$ 4,150.00	\$ 5,550.00	\$
	GM10	GEM Model # 10 - 10' x 20' Corner	\$ 4,540.00	\$ 6,000.00	\$

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

Please Indicate Choice

Infill Panel Colour

- Black
- Blue
- Burgundy
- Green
- Grey
- White

Font Style

- Futura
- Humanist
- PosterBodini
- Times New Roman
- Arial

Font Colour

- Black
- Blue
- Burgundy
- Green
- Red
- Teal

Identification Sign(s) To Read:

Models 1, 2, 3, 4, 5,
6, 8 or 9 **COMPLETE COPY**

Left: _____

Models 7 or 10 **COMPLETE COPY**

Left: _____

Right: _____

Indicate Date & Time of Arrival

Date: _____

Time: _____

Notes:

TOTAL OF ALL ITEMS ORDERED: \$
 Carry this total to the payment and credit card
 authorization form

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

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

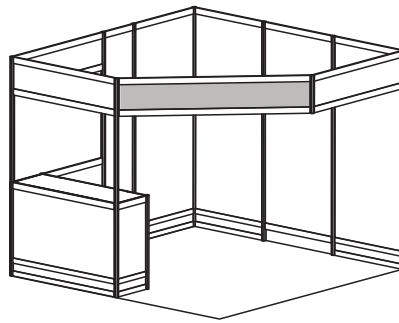
COMPANY NAME

EMAIL ADDRESS

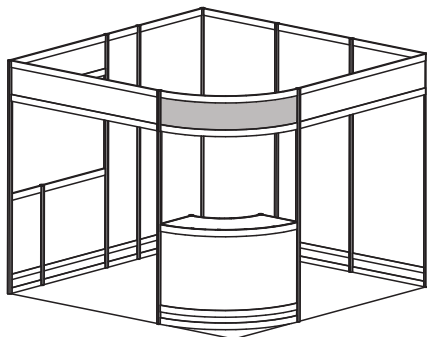
AUTHORIZED CONTACT



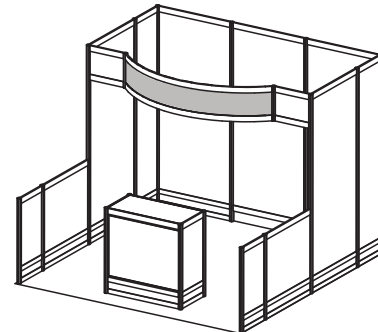
standard exhibit rentals



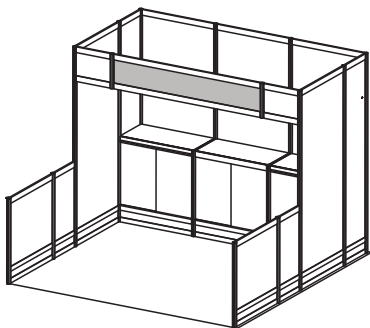
● GEM Model #1



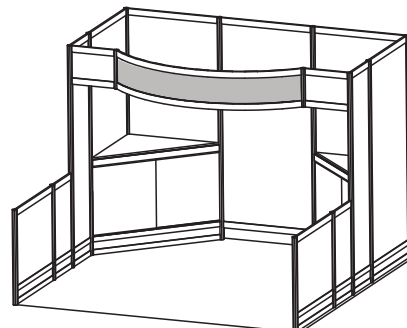
● GEM Model #2



● GEM Model #3



● GEM Model #4



● GEM Model #5

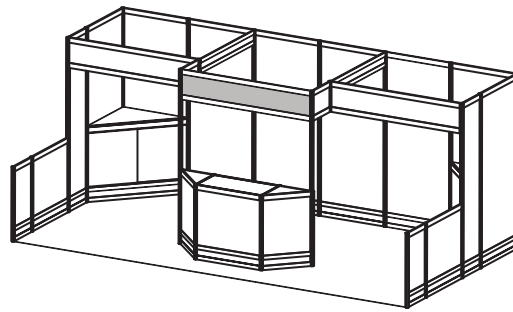
3 Easy Steps

- 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

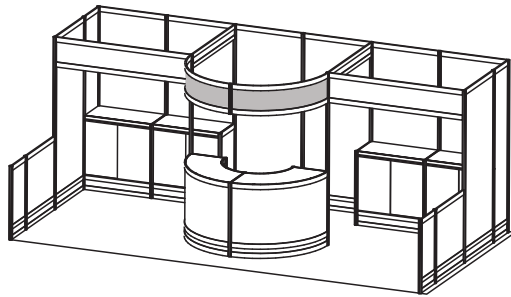
Grey indicates standard header sign(s)



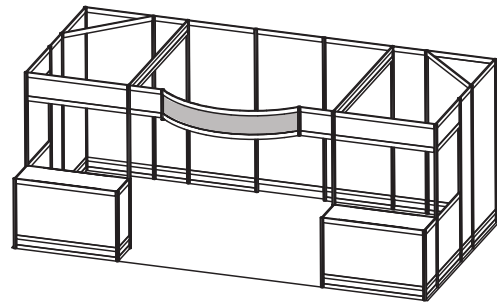
standard exhibit rentals



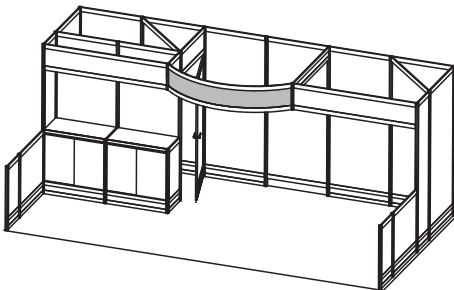
● GEM Model #6



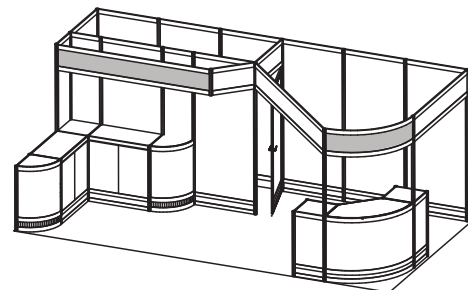
● GEM Model #7



● GEM Model #8



● GEM Model #9



● GEM Model #10

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

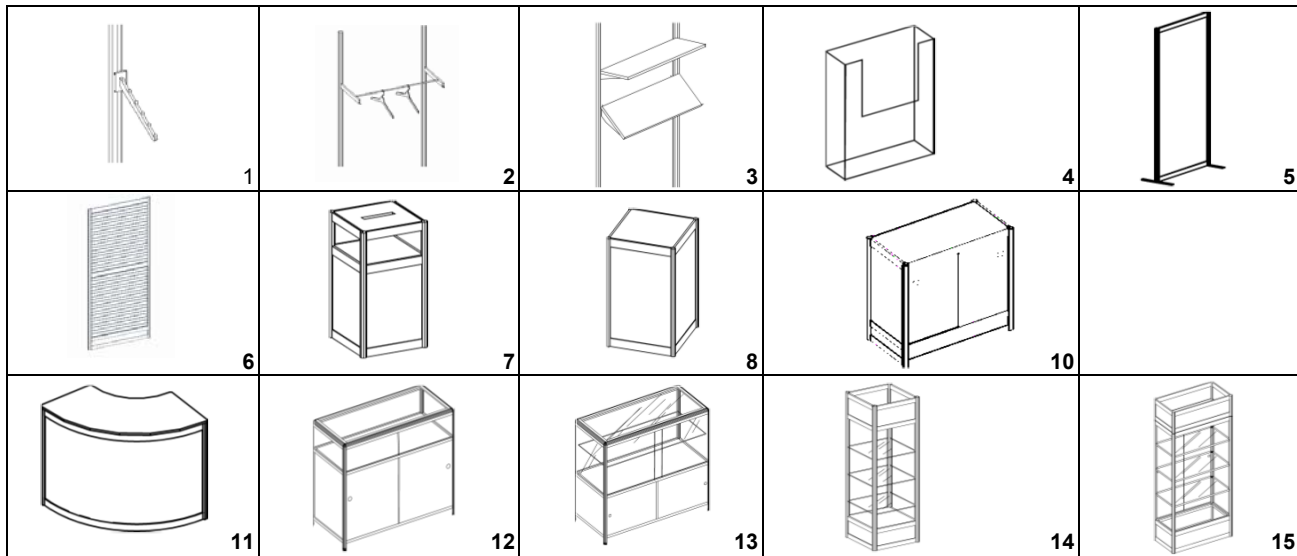
Grey indicates standard header sign(s)

GEM Accessories Order Form

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

Discount Date
 October 19, 2016

GEM EXHIBIT ACCESSORIES



PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
	1 GWF	Waterfall with eight balls	\$ 40.00	\$ 60.00	\$
	2 GGR	Garment Rail 39" wide	\$ 48.00	\$ 72.00	\$
	3 GFS/GAS3	Shelves Flat Angled	\$ 41.00	\$ 61.00	\$
	4 GPLP	8.5" x 11" Clear Plexi Literature Pocket	\$ 37.00	\$ 51.00	\$
	5 GFSP	Free Standing Panel	\$ 150.00	\$ 210.00	\$
	6 GSWP	Slatwall Panels - 37"W X 96"H Grey (upgrade for standard panels)	\$ 115.00	\$ 170.00	\$
	7 GBB	Ballot Bin - 20"L X 20"W X 36"H	\$ 154.00	\$ 216.00	\$
	8 GPS	Pedestal White - 20"L X 20"W X 36"H	\$ 136.00	\$ 200.00	\$
		Add your logo to your counter - sign quality logo required, contact our office for details and a quote			\$
	10 GCSU	Storage Counter (White with lock, \$30.00 key not returned) 40"L X 20"W X 40" H	\$ 325.00	\$ 440.00	\$
	11 GCC	Curve Counter (White) 60"L X 20"W X 36"H	\$ 350.00	\$ 475.00	\$
	12 G99A	99A Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 325.00	\$ 440.00	\$
	13 G99B	99B Showcase (White/Glass) 40"L X 20"W X 36"H	\$ 345.00	\$ 465.00	\$
	14 G99C	99C Showcase (White) 20"L X 20"W X 96"H	\$ 450.00	\$ 600.00	\$
	15 G99D	99D Showcase (White) 40"L X 20"W X 96"H	\$ 490.00	\$ 660.00	\$
		Plexi panels to enclose 99C or 99D	call		\$

Notes:

Items 17 & 18 are not enclosed systems, glass shelves only

TOTAL OF ALL ITEMS ORDERED: \$

Carry this total to the payment and credit card authorization form

All order governed by the GES CANADA payment policy & GES CANADA Terms & Conditions of Contract as specified in this Exhibitor's Kit.
 Cancellation Policy: Items cancelled will be charged 50% of o

COMPANY NAME

EMAIL ADDRESS

AUTHORIZED CONTACT

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

Transportation Order Form

Arrange before
October 19, 2016

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

SHIPPER INFORMATION		IF SHIPPING FROM ANOTHER SHOW PLEASE FILL IN THIS SECTION:	
COMPANY/EXHIBITOR:		SHIPPING FROM A SHOW: <input type="checkbox"/> YES <input type="checkbox"/> NO	BOOTH #
FACILITY/BUSINESS PICKING UP FROM:	ADDRESS:	SHOW NAME:	
CITY:	PR/ST POSTAL / ZIP CODE	MOVE-OUT DATE:	MOVE-OUT TIMES:
COUNTRY:	CONTACT:	SHOW CONTRACTOR:	MARSHALLING YARD: <input type="checkbox"/> YES <input type="checkbox"/> NO
PHONE:	FAX:	I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO	

TAILGATE PICK UP REQUIRED? YES NO
 LOADING DOCK? YES NO
 PICK UP HOURS:

DESTINATION INFORMATION (Return after show)		IF SHIPPING TO ANOTHER SHOW PLEASE FILL IN THIS SECTION:	
COMPANY/EXHIBITOR:		SHIPPING TO A SHOW: <input type="checkbox"/> YES <input type="checkbox"/> NO	BOOTH #
FACILITY/BUSINESS DELIVERING TO:	ADDRESS:	SHOW NAME:	
CITY:	PR/ST POSTAL / ZIP CODE	MOVE-IN DATE:	MOVE-IN TIMES:
COUNTRY:	CONTACT:	SHOW CONTRACTOR:	MARSHALLING YARD: <input type="checkbox"/> YES <input type="checkbox"/> NO
PHONE:	FAX:	I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO	

TAILGATE DELIVERY REQUIRED? YES NO
 LOADING DOCK? YES NO
 DROP OFF HOURS:

CUSTOMS INFORMATION			
CUSTOMS BROKER:	CUSTOMS BROKER CONTACT:	CUSTOMS BROKER PHONE:	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO

PLEASE INDICATE SERVICE REQUIRED

ONE WAY
 ROUND TRIP
 REGULAR GROUND
 EXPEDITED GROUND

ITEMS TO BE SHIPPED		SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS	
TOTAL # 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# OF PIECES	TOTAL WEIGHT	

CREDIT CARD CHARGE AUTHORIZATION		MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/>	
CARDHOLDER'S NAME	PLEASE PRINT	Account #	
CARDHOLDER'S BILLING ADDRESS	CITY		
PROVINCE / STATE	POSTAL CODE		EXPIRATION DATE
		CARDHOLDER'S SIGNATURE	DATE

TERMS AND CONDITIONS

GES CANADA 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 CANADA 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 CANADA 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 CANADA shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage. 2) GES CANADA shall not be responsible for loss, theft, or disappearance of exhibitors material after the same has been delivered to exhibitor's booth. 3) GES CANADA 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 CANADA 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 CANADA shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES CANADA's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50 per item, or \$1000.00 per shipment, whichever is less. 6) GES CANADA 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 exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES CANADA 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 shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by federal, state and local laws.

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

AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	COMPANY NAME	EMAIL ADDRESS
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Customs / Transportation Order Form

EXAMPLE

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**

U.S. Tax # or U.S. IRS ID #: **31-2293941**

Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW 1430**

Booth #: _____

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 - 5TH 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 - 5TH 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: _____
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

1 Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC MACHINE COMPANY 100-5 TH 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. <div style="font-size: small; margin-top: 5px;"> 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 </div>		
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 numeros, description generale et caracteristiques. P. Ex. Classe, qualite)	13 Quantity (State Unit) Quantite (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 pieces 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 a 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 (Nome et adresse) ABC MACHINE COMPANY 100-5 TH AVENUE NEW YORK, NY 10012-1010 Contact: BILL SMITH Tel: 212-268-2140 Fax: 212-268-2511		
21 Departmental Ruling (if applicable) Decision ministerielle (s'il y a lieu) N/A				

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)			
		6 Country of Transshipment / Pays de transbordement			
		7 Country of Origin of Goods Pays d'origine des marchandises		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?		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.)			
YES <input type="checkbox"/> OUI		NO <input type="checkbox"/> NON			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
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	
XI.1 Total Number of Pieces / Nombre total de pièces					
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		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
Commercial Invoice No. / No. De la facture commerciale		Net. Weight	Gross Wt./ Brut		
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)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact: Tel: Fax:			

Graphics & Signage Information

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

Sending your graphic and image files to the GES CANADA Creative Services Department

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving and in order to ensure the best quality graphics and images from your digital files and to make file transfers as seamless as possible, we are pleased to provide you with the guidelines for submission of your art to GES CANADA. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES CANADA representative for details.

Acceptable Media: All media should be formatted for use on a PC*

- <http://file.ges.com>
- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R only)
- Email attachment

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of Event*

** For disk types not listed above, please contact a Creative Services Professional (see the *Still have Questions? Section Below)*

Acceptable File Formats**

VECTOR

This type of artwork is resolution independent and hence can be enlarged or reduced without any loss of quality.

<u>EXTENSION</u>	<u>PROGRAM</u>	<u>VERSION</u>
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs (vector .eps preferred)
.ai	Adobe Illustrator	Version 10.0 or earlier

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or.gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above.

*** For file types not listed here (QuarkExpress, FreeHand, InDesign or .PDF files), please contact a Creative Services Professional*

Typeface/Font Handling

Convert all fonts to outlines before saving your file for transfer. If you do not convert your font to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Proofs and Colours:

IMPORTANT: Always send 100% accurate proofs (colour laser prints) with your disk. Identify all specific spot colours (PMS) within your file and on the provided proofs. In the absence of colour specifications, all graphics will be produced as is without colour corrections.

Still Have Questions?

If you still have questions or concerns about your artwork, file formats and method of delivery, please call the GES CANADA office listed above and ask to speak to a Creative Services Representative.

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.