

GES is pleased to have been selected the official service contractor by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **ADVANCE PRICES** and order forms for each of the many services being provided by **GES**.

For your convenience, we will be offering the following services:

- ✓ **Expresso Online Ordering**
- ✓ **Furnishings**
- ✓ **Carpet & Underpadding**
- ✓ **Specialty Furnishings**
- ✓ **GES Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Plants**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**
- ✓ **GES Logistics / Shipping**
- ✓ **GES Customs**

To take advantage of our **ADVANCE PRICING**, all order forms and full payment must be received on or before the Advance Date of **January 4, 2017** as indicated on each form. **GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of H.S.T. when exhibiting in Ontario.

On Site Pricing: All orders received beginning on the first day of show move-in through the completion of the event, will be subject to On Site Pricing.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500.**
torontoexhibitorservices@ges.com



HRPA 2017

Metro Toronto Convention Centre, South, Hall E
February 1 - 3, 2017

Venue Shipping Address	Advance Warehouse Shipping Address
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Metro Toronto Convention Centre	GES/Show Name
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South Building	Company Name & Booth #
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222 Bremner Blvd.	6130 Netherhart Rd.
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Toronto, Ontario, Canada	Mississauga, Ontario, Canada
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M5V 3L9	L5T 1B7
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* See shipping label in the exhibitor manual. Note receiving dates below.	* See shipping label in the exhibitor manual. Note receiving dates below.
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Official Services Contractor

Global Experience Specialists, Inc. (GES)	Phone	905-283-0500
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5675 McLaughlin Road	Fax	905-283-0501
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Mississauga, Ontario, Canada	Web Site	www.gesexpo.ca
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L5R 3K5	E-Mail	torontoexhibitorservices@ges.com
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Show Information

Booth Size	10 x 10 and larger
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Backwall Drape	Black
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Sidewall Drape	Black
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Aisle Carpet Colour	Pepper
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Booth Packages Includes	<i>Draped booth</i>
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Important Dates - Prior to Show

Discount Deadline for GES orders received with payment	Wednesday, January 4, 2017
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Advance Shipments may begin arriving at the Warehouse	Tuesday, January 3, 2017 (9AM - 4PM)
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Last day for Advance Shipments to arrive at the Warehouse	Monday, January 23, 2017 (9AM - 4PM)
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Direct Shipments may arrive at Exhibit Site	Tuesday, January 31, 2017 @ 12noon
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Last day for Direct Shipments to arrive at Exhibit Site	Tuesday, January 31, 2017 @ 6PM
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Important Dates - At the Show

Move In	Tuesday, January 31, 2017	12Noon - 8PM
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Show Hours	Wednesday, February 1, 2017	9AM - 4:30PM
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Thursday, February 2, 2017	9AM - 4:30PM
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Friday, February 3, 2017	9:30AM - 1PM
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Move Out	Friday, February 3, 2017	1PM - 6PM
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GES On-Site Service Centre

GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Material Handling.

The Service Desk will be open during the following times:

Tuesday, January 31, 2017	12Noon - 8PM
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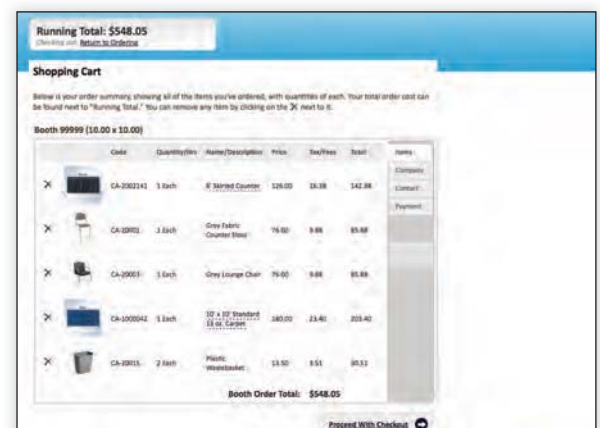
Wednesday, February 1, 2017	7AM - 11AM
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Accelerate your experience with Expresso exhibit planning, ordering and management.

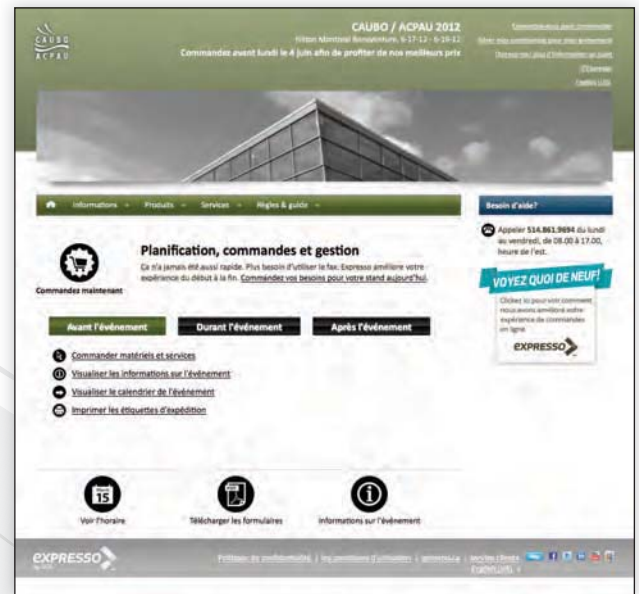
Exhibitors can order everything they need for their tradeshow exhibit through Expresso, our simple to navigate, picture-driven system that satisfies your need for speed. With just a few clicks exhibitors can order GES products and services including:

- Booth furniture.
- Carpet and flooring.
- Material handling.
- Booth labour.
- And much more.



Expresso is more than just an online exhibitor manual. Exhibitors can:

- Order exhibit products and services.
- Print shipping labels.
- View important show and event information.
- Download the show schedule into Outlook or iCalendar.
- View account order status and history.



Experience a difference with Expresso.

- Each show has their own custom website.
- Runs on all browsers for PCs, Macs and tablets.
- Everything in one place; all organizer and show information, ordering and even third party forms.
- Keeps you on-time and on-budget.





GES *Global
Experience
SpecialistsSM*

CREDIT CARD AUTHORIZATION

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW: **HRPA 2017**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

IMPORTANT - READ CAREFULLY

Please fill out The Credit Card Authorization below if:

- You or your company are forwarding payment to GES in the form of a cheque.
- There is any possibility you or your representative will be ordering any service on-site.
- You are ordering Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services.

PLEASE COMPLETE THE FOLLOWING

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS
☐ CORPORATE ☐ PERSONAL

EXPIRY DATE:

CARD #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDER'S NAME (PRINT): _____

CARDHOLDER'S SIGNATURE: _____

Cardholder's Billing Address: _____

City: _____ Prov/State: _____ Code/Zip: _____

Tel: _____ Fax: _____

This authorization allows GES to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF)

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW:

HRPA 2017
EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

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

Exhibiting Company

Name of Exhibiting Company

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

Third Party / Exhibit House

Name of Third Party/Exhibit House

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

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

ADVANCE PRICING:

To qualify for **Advance Pricing**, orders must be received **with payment in full on or before the deadline date.** After the Deadline Date, orders will be charged the **Regular Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Regular Price**.

ON SITE PRICING:

Orders placed on site (i.e. During move-in) will be charged 5% additional to the Regular Price.

METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, Cheques, Bank Wire and Electronic Funds Transfers (EFT).

Exhibitors will be charged a \$25.00 fee for returned NSF cheques.

BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:

To properly credit your account, please complete the **BANK WIRE / EFT FORM** included with the GES order forms.

NOTE: There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all Wire and EFTs. Any additional Wire Transfer and EFT fees are the exhibitors responsibility and may vary depending on the processing bank.

Please ensure the transfer is made a minimum of 10 days prior to the show.

PAYMENT SCHEDULE:

Payment for all services must be pre-paid in full. **GES** will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's **CREDIT CARD AUTHORIZATION FORM** on file.

THIRD PARTY BILLING:

You may arrange for an exhibit house or Third Party to manage your exhibit and order services on your behalf. **GES** will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to your invoice **will not be made after the close of the show.** Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

**Please complete and return this form to: Jolanta Baloniak, Accounts Receivable
GES Exposition Services (Canada) Limited
Email: ar@ges.com Fax: 905-283-0501**

Your Company Name: _____
Contact Name: _____
Contact Number: _____
Booth Number: _____ **Event Name:** HRPA 2017

GES BANK INFORMATION

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

Beneficiary's Name: **GES Exposition Services (Canada) Limited**
Bank Name: Bank of Montreal
Address: 350 - 7th Avenue SW
Calgary, AB
T2P 3N9

IF YOU ARE SENDING
CANADIAN DOLLARS (\$CDN)



EFT/Direct Deposit

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

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



Institution code #: 001
Transit #: 00109
Account #: 4773-410

Wire Transfers

Account #: 1967-990
Beneficiary's Bank: //CC000100109
Swift Code: BOFMCAM2

Account #: 4773-410
Beneficiary's Bank: //CC000100109
Intermediary bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNBUS3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: _____

Date of Transfer: _____

***Minimum Bank Charge:** \$20.00 (North American) \$40.00 (International)

Total: _____

Please Note: Please ensure transfer is made by the deadline date on your Order Form or Quotation.
Additional charges will be incurred for late payments, and services may be delayed.
*Minimum Bank Charges as shown above, reflect GES's bank charges only.
Any additional wire transfer and EFT fees are the exhibitor's responsibility.

An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as exclusive to a designated provider, or by the show organizer in a contract as an exclusive service for the general or official service provider or other 3rd party.

If you are hiring an EAC please submit this form along with a valid Certificate of Insurance to **GES** by 30 days prior to show start. The Notice of Intent to use an EAC must be completed for every third party (as well as any other third party ordering or requesting services from **GES** on behalf of Exhibitor) at the above Show.

Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from **GES** and may be able to supervise the installation and dismantling only.

All companies are to abide by Canadian Labour laws, and governing union jurisdiction within the venue/facility.

Exhibiting Company: _____ Booth#: _____

Authorized Name & Title: _____

☐ Yes - We will employ the services of (name of EAC): _____

☐ Certificate of Insurance Attached

☐ Certificate of Insurance to Follow

Full Name of EAC: _____

Complete Address: _____

City, Province/State: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

EAC "Show Site" Representative: _____

Type of Service to be performed: _____

Return this form to:
GES c/o HRP 2017
Exhibitor Services Department
5675 McLaughlin Road,
Ph: (905) 283-0500 Fax (905) 283-0501
torontoexhibitorservices@ges.com
www.gesexpo.ca

GES shall have no liability to any party for damage or injuries caused by exhibitor or its 3rd party agents. It is the exhibitor's responsibility to provide its exhibitor appointed contractors with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Service Manual. Exhibitor agrees to indemnify and defend **GES** for the actions of its agents and exhibitor appointed contractors. The exhibitor is responsible for any losses, damages or injuries that are caused by or attributed to exhibitor appointed contractors that are not covered or provided by exhibitor appointed contractor's insurance.



GES *Global
Experience
Specialists*

furnishings



Plastic Contour Chair



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Grey Lounge Chair



Steno Chair



30" Round / 30" High
Starbase Table



30" Round / 18" High
Coffee Table



4' and 6' Long
Skirted Counter with White Vinyl Top



4', 6', or 8' Long
Skirted Table with White Vinyl Top



furnishings



Coat Tree



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



Easel



Gold Ballot Drum



Plexi Pocket
(Wall Mountable only,
not self-standing)



40" W x 20" D x 41" H
White Counter Storage Unit



Bag Holder 41"H



Stanchions
6' Belt



Plastic
Wastebasket



SHOW: HRPA 2017	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">ADVANCE PRICE DEADLINE DATE:</td> <td>January 4, 2017</td> </tr> </table>	ADVANCE PRICE DEADLINE DATE:	January 4, 2017						
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EXPIRY DATE _____ / _____									
CARDHOLDER NAME _____									
CARDHOLDER SIGNATURE _____									
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)									

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

QTY	Item #	Description	Advance Price	Regular Price	Total
	300050	Plastic Contour Chair	\$48.96	\$68.00	
	FGFSC	Grey Fabric Side Chair	\$54.35	\$75.48	
	FGFAC	Grey Fabric Arm Chair	\$68.44	\$95.06	
	FGFCS	Grey Fabric Counter Stool	\$95.68	\$132.89	
	FGFLC	Grey Lounge Chair	\$90.09	\$125.13	
	FSC	Steno Chair	\$92.89	\$129.01	
	FPEDT	Starbase Table - 30" Round x 30" High	\$97.08	\$134.83	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$74.03	\$102.82	
	FCT	Coat Tree	\$41.90	\$58.20	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$85.20	\$118.34	
	FESL	Easel	\$52.38	\$72.75	
	FSBD	Gold Ballot Drum	\$99.87	\$138.71	
	GPLP	Plexi Pocket (wall mountable only)	\$39.11	\$54.32	
	FCSU	White Counter Storage Unit 41" H	\$243.74	\$338.53	
	FBH	Bag Holder 41"H	\$77.52	\$107.67	
	FCS	1 Pair of Stanchions	\$146.66	\$203.70	
	FWB	Plastic Wastebasket	\$18.16	\$25.22	

Terms & Conditions

- All orders received after the Advance Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings cancelled prior to show opening.

SUBTOTAL	
13% HST	
TOTAL	
	HST #R104060264

Signature

Date

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E-MAIL _____			
PHONE _____ FAX _____			
CONTACT NAME _____			
CREDIT CARD AUTHORIZATION			
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX			
<div style="display: flex; justify-content: space-between;"> ____ ____ ____ ____ </div>			
EXPIRY DATE ____ / ____			
CARDHOLDER NAME _____			
CARDHOLDER SIGNATURE _____			
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)			

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

QTY	Item #	SKIRTED TABLES 30" HIGH	Advance Price	Regular Price	Total
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	DT4	4 Ft. Long x 2 Ft. Wide	\$91.49	\$127.07	
	DT6	6 Ft. Long x 2 Ft. Wide	\$108.25	\$150.35	
	DT8	8 Ft. Long x 2 Ft. Wide	\$136.89	\$190.12	
	DTS4	Skirted Fourth Side Additional Charge	\$41.21	\$57.23	
SKIRTED COUNTER 42" HIGH <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	\$136.89	\$190.12	
	RD6	6 Ft. Long x 2 Ft. Wide	\$155.04	\$215.34	
	RD4S	Skirted Fourth Side Additional Charge	\$42.60	\$59.17	
NON SKIRTED TABLES 30" HIGH					
	UD4	4 Ft. Long x 2 Ft. Wide	\$67.05	\$93.12	
	UD6	6 Ft. Long x 2 Ft. Wide	\$87.16	\$121.06	
	UD8	8 Ft. Long x 2 Ft. Wide	\$100.57	\$139.68	
NON SKIRTED TABLES 42" HIGH					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$108.95	\$151.32	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$141.64	\$196.72	
CUSTOM BOOTH DRAPING <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	D3	3 Ft. High (Per Linear Ft.)	\$12.57	\$17.46	
	D8	8 Ft. High (Per Linear Ft.)	\$17.46	\$24.25	

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SUBTOTAL	
13% HST	
TOTAL	
	HST #R104060264

Signature

Date

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

BOOTH CARPET - STANDARD SIZE					
Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.					
QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	C1010	10 Ft. X 10 Ft. Single Booth	\$223.49	\$310.40	
	C1020	10 Ft. X 20 Ft. Double Booth	\$379.93	\$527.68	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

Item #	BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)			
If your booth requires a size not listed above, please complete this section.				
CUSTC	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$2.82/Sq. Ft	\$3.92/Sq. Ft	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				
Item #	UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)			
CACU	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$1.33/Sq. Ft.	\$1.84Sq. Ft.	
Item #	PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)			
CAPC	BOOTH SIZE: ____ Ft. x ____ Ft. = ____ Sq. Ft.	\$0.58/Sq. Ft.	\$0.81/Sq. Ft.	

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

Terms & Conditions

- All orders received after the Advance Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds/exchanges on carpets once delivered.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- If a colour is not chosen, GES will choose a colour for you. *Carpet colour subject to availability.*

SUBTOTAL	
13% HST	
TOTAL	
	HST #R104060264

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

Signature

Date

specialty furniture



Black Ladder Stool



Equino White Stool



White Leather Stool

Red Leather Stool



Black Leather Stool

Chrome Wireback Stool



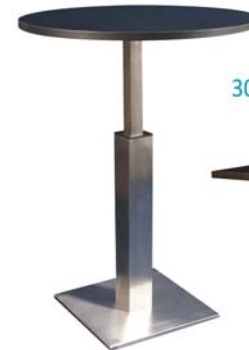
White Sculpted Leather Chair



Also available in black or red

White Sculpted Leather Loveseat

24" Square Chrome/White Cocktail Table



30" Round Cocktail Table Black Top

30" Square Cocktail Table Black Top



Black Corbusier Leather Chair



Also available in white or red

Black Corbusier Leather Loveseat

Throw Pillows



Available in:



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

torontoexhibitorservices@ges.com



GES / *Global
Experience
Specialists*

specialty furniture



42" Round
Black Meeting Table



Grey Leather Ripple
Sled Base Meeting Chair



Black Leather Ripple
Sled Base Meeting Chair



Bar Fridge



Literature
Stand



White Meeting Chair



Round Meeting Chairs



48" Black Coffee Table



72" Chrome & White Meeting Table



48" White Coffee Table



24" Round End Table
Black Top



32" Round Coffee Table
Black Top



32" Round Coffee Table
White Top



24" Round End Table
White Top



Also available in 39" round coffee tables



White Round Tub Chairs

Black Round Tub Chairs



Still can't find it?

For more options please contact the Exhibitor Services Department **905.283.0500**

torontoexhibitorservices@ges.com

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NOTE: 3 Seater Sofa Available Upon Request. On-site orders are subject to availability.																																																																																																																																					

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- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
13% HST	
TOTAL	
	HST #R104060264

Signature

Date

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

torontoexhibitorservices@ges.com www.gesexpo.ca

SHOW:

HRPA 2017
**ADVANCE PRICE
DEADLINE DATE:**
January 4, 2017
EXHIBITOR INFORMATION
BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION
☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

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

QTY	Item #	Description	Advance Price	Regular Price	Total
	SGLMC	Grey Leather Ripple Sled Base Meeting Chair	\$138.28	\$192.06	
	SGLMC	Black Leather Ripple Sled Base Meeting Chair	\$138.28	\$192.06	
	SMCW	White Meeting Chair	\$134.79	\$187.21	
	SLRBTCW	White Leather Round Tub Chairs	\$262.60	\$364.72	
	SLRBTCBK	Black Leather Round Tub Chairs	\$262.60	\$364.72	
	SSWCT	Chrome/White Cocktail Table (24" Square Top, 42" High)	\$174.60	\$242.50	
	SRCT	Round Cocktail Table (Black 30" Diameter Top, 42" High)	\$191.36	\$265.78	
	SSBCT	Square Cocktail Table (Black 30" Top, 42" High)	\$191.36	\$265.78	
	SBMT	42" Black Meeting Table (Round)	\$168.31	\$233.77	
	SCMT72W	72" Chrome & White Meeting Table	\$270.98	\$376.36	
	SCTW	24" X 48" Coffee Table White Top	\$183.68	\$255.11	
	SCTB	24" X 48" Coffee Table Black Top	\$183.68	\$255.11	
	SWRET24	24" Round End Table White Top	\$145.97	\$202.73	
	SBRET24	24" Round End Table Black Top	\$145.97	\$202.73	
	SWRCT32	Round Coffee Table White Top 32"	\$164.82	\$228.92	
	SBRCT32	Round Coffee Table Black Top 32"	\$164.82	\$228.92	
	SWRCT39	Round Coffee Table White Top 39"	\$164.82	\$228.92	
	SBRCT39	Round Coffee Table Black Top 39"	\$164.82	\$228.92	
	SBF	Bar Fridge	\$228.42	\$340.93	
	SLS	Literature Stand	\$167.62	\$232.80	
	STP	18" Throw Pillows <input type="checkbox"/> white <input type="checkbox"/> pink <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow <input type="checkbox"/> black <input type="checkbox"/> green	\$28.63	\$39.77	

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SUBTOTAL
13% HST
TOTAL

HST #R104060264

Signature

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torontoexhibitorservices@ges.com www.gesexpo.ca

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EXPIRY DATE ____ / ____			
CARDHOLDER NAME _____			
CARDHOLDER SIGNATURE _____			
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)			

GES SHOW SPECIAL INCLUDES:

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



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

QTY	Item #	Description	Advance Price	Regular Price	Total Price
	SS001	Package A - 10' x 10'	\$942.14	\$1,308.53	
	SS002	Package B - 10' x 20'	\$1,413.56	\$1,963.28	

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:

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

(All panel & carpet colours subject to availability.)

Package A Identification Sign to Read: _____

Package B Identification Sign to Read: Left: _____ **Right:** _____

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

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

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

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

Terms & Conditions

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

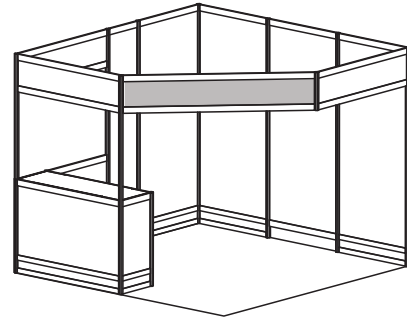
SUBTOTAL	
13% HST	
TOTAL	
	HST #R104060264

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

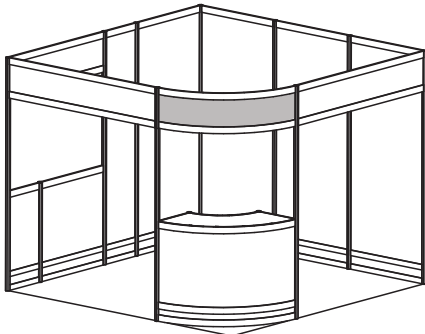
Signature

Date

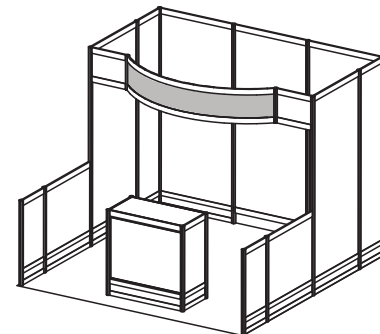
standard exhibit rentals



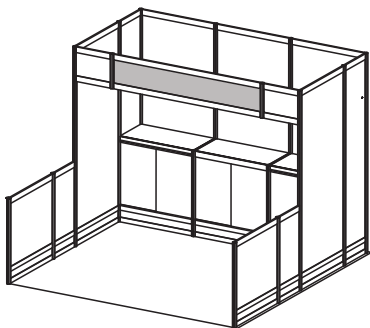
● GEM Model #1 - 10'x10' Corner



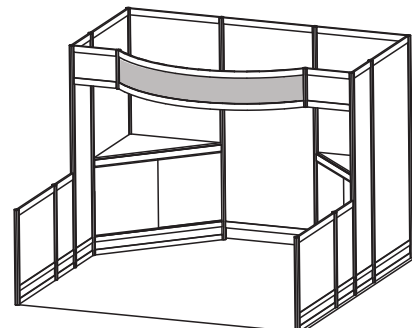
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'



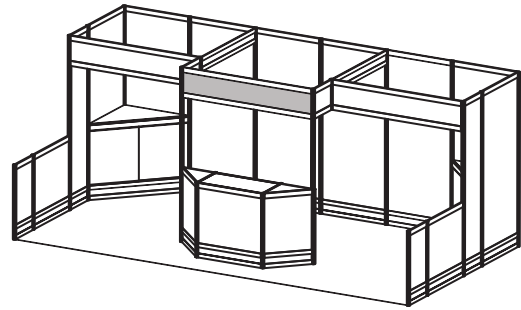
● GEM Model #5 - 10'x10'

3 Easy Steps →

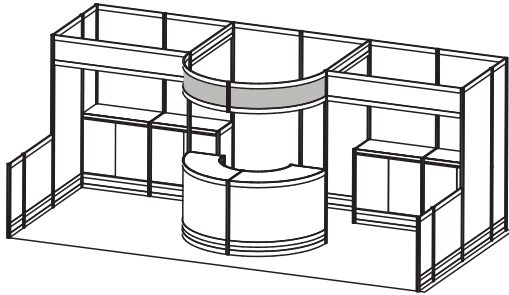
- ① Select the model number that suits your needs
- ② Choose carpet and panel colours on the GEM Exhibit Rental order form
- ③ Complete & send order form

Grey indicates standard header sign(s)

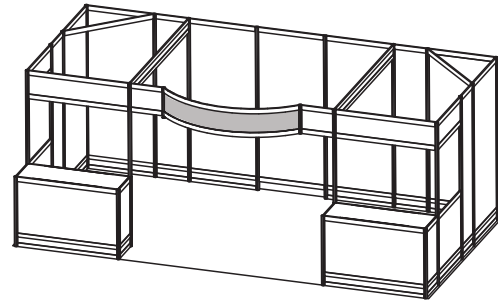
standard exhibit rentals



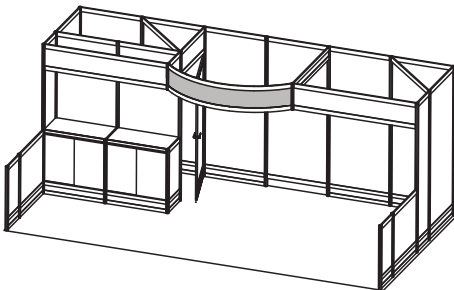
● GEM Model #6 - 10'x20'



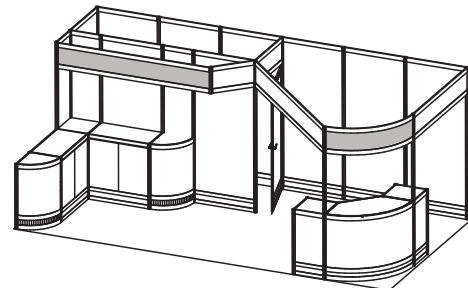
● GEM Model #7 - 10'x20'



● GEM Model #8 - 10'x20'



● GEM Model #9 - 10'x20'



● GEM Model #10 - 10'x20' Corner

3 Easy Steps →

- 1 Select the model number that suits your needs
- 2 Choose carpet and panel colours on the GEM Exhibit Rental order form
- 3 Complete & send order form

Grey indicates standard header sign(s)

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Item #	Advance Price	Regular Price	Item #	Advance Price	Regular Price
GEM001	\$1,952.73	\$2,712.12	GEM006	\$4,129.64	\$5,735.61
GEM002	\$1,730.64	\$2,403.66	GEM007	\$4,273.51	\$5,935.43
GEM003	\$2,060.98	\$2,862.47	GEM008	\$3,982.28	\$5,530.94
GEM004	\$2,472.34	\$3,433.80	GEM009	\$4,189.70	\$5,819.03
GEM005	\$2,293.55	\$3,185.48	GEM010	\$4,704.42	\$6,533.92

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

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

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR

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

ITEM #:
Infill Panel Colour: ☐ Black ☐ Grey ☐ White **Carpet Colour:** ☐ Black ☐ Blue ☐ Grey ☐ Red

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

Models 7 or 10 Identification Sign to Read: Left: _____ Right: _____

Indicate Date & Time for Arrival: _____

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

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

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

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

Terms & Conditions

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<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <div style="display: flex; justify-content: space-around;"> <div><div style="width: 20px; height: 20px; border: 1px solid black;"></div></div> <div><div style="width: 20px; height: 20px; border: 1px solid black;"></div></div> <div><div style="width: 20px; height: 20px; border: 1px solid black;"></div></div> <div><div style="width: 20px; height: 20px; border: 1px solid black;"></div></div> <div><div style="width: 20px; height: 20px; border: 1px solid black;"></div></div> <div><div style="width: 20px; height: 20px; border: 1px solid black;"></div></div> <div><div style="width: 20px; height: 20px; border: 1px solid black;"></div></div> <div><div style="width: 20px; height: 20px; border: 1px solid black;"></div></div> </div>	
EXPIRY DATE _____ / _____	
CARDHOLDER NAME _____	
CARDHOLDER SIGNATURE _____	
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)	

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

QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	PED001	Pedestal (White) 20"L x 20"W 28"H	\$143.17	\$198.85	
	PED002	Pedestal (White) 20"L x 20"W 36"H	\$149.46	\$207.58	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$549.64	\$763.39	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$453.96	\$630.50	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$361.07	\$501.49	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$361.07	\$501.49	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$361.07	\$501.49	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$545.45	\$757.57	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$545.45	\$757.57	



QTY	Item #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$44.70	\$62.08	
	GGP	Grid Panels - 38"W X 44"H White Panels (2" Squares)	\$149.46	\$207.58	
	GGR	Garment Rail 39"W	\$53.08	\$73.72	
	GFS	Shelves - Flat 37"L X 12"W	\$45.40	\$63.05	
	GAS	Shelves - Angled 37"L X 12"W	\$45.40	\$63.05	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$126.41	\$175.57	



*Designed to fit GES Modular booths only.
Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall.
Grid Panels Cannot Be Installed In Corners.*

Terms & Conditions

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Advance Price Date will be processed at the Regular Price.

SUBTOTAL	
13% HST	
TOTAL	
	HST #R104060264

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

Signature

Date

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

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

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

Jodi Anastasakis ☎ 905-283-0559
✉ janastasakis@ges.com

20' x 20' island



10' x 20' inline



20' x 30' island



10' x 20' corner



GRAPHICS AND DESIGN

SHOW: HRPA 2017	ADVANCE PRICE DEADLINE DATE: January 4, 2017
EXHIBITOR INFORMATION	
BOOTH #: _____	
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	
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ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

CUSTOM GRAPHICS

We offer complete graphics services from Design to Print!

We can create custom graphics almost any size to fit any of your needs, including:

- Pressure sensitive vinyl (PSV) Booth wraps (the same as vehicle wraps)
- Vinyl or mesh banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut graphics for eye-catching effects
- Printing on specialized / unique materials
- Double sided applications
- Carpet / Floor Decals

For more information or a quote, please email us at
torontoexhibitorservices@ges.com

PER SQ. FT. PRICE

Item #	Description	Advance	Regular
SIG022	1/8" PVC s/s	\$7.98	\$11.08
SIG023	Coroplast s/s	\$6.35	\$8.82
SIG024	1/2" Gatorfoam	\$12.28	\$17.06
SIG025	Banner s/s	\$5.93	\$8.24
SIG026	Poster paper	\$5.61	\$7.79
CRT01	Design time (per hour)	\$73.42	\$101.97

* All prices include delivery to show site.

Please upload artwork here:

<https://file.ges.com/>

Use "Recipient email address":

toupload@ges.com

IMPORTANT NOTE:

Make sure to include the your company name, event, and booth number under "comments".

STANDARD SIGN PRICE LIST

Item #	Description	Advance	Regular
SIG027	8"W x 11"H vertical sign (with easel)	\$13.75	\$19.10
S744	44"W x 7"H horizontal sign (with holes)	\$75.43	\$104.76
S2228	22"W x 28"H vertical sign	\$101.97	\$141.62
S2844	28"W x 44"H vertical sign	\$131.30	\$182.36
SIG028	38"W x 84"H vertical sign (with feet)	\$498.19	\$691.92

* All prices include delivery to show site.

PLACE ORDER HERE

Item #	Description	Price	Qty	Total
				\$
				\$
				\$
				\$
				\$
				\$
A.	Subtotal			\$
B.	13% HST (HST# R104060264)			\$
C.	Total			\$
I agree in placing this order that I have read and accepted GES Payment Policy and GES Terms & Conditions.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT				DATE

Terms & Conditions

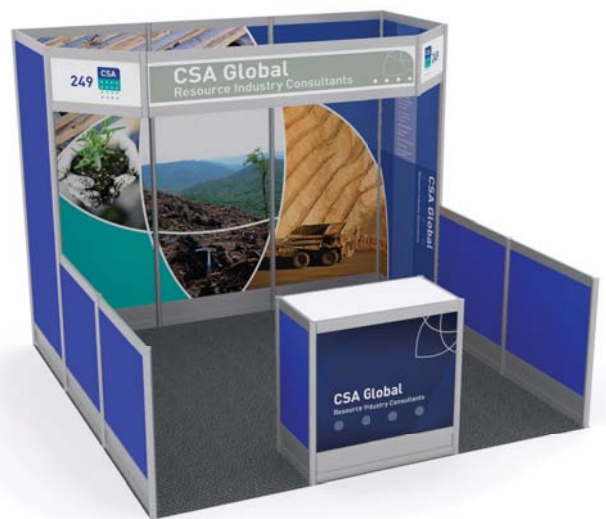
- All orders received after the Advance Price Date will be processed at the Regular Price.
- There are no refunds/exchanges on signs.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SIGN INFO

*If you do not have a print file to submit, but need copy to be set/basic layout please write in the text and description for your sign order below or attach separate page.

ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK.

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact Jodi Anastasakis: 905.283.0559

or email: janastasakis@ges.com

Accepted file formats:

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

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

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

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

Important layout notes:

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

Colour:

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

GES file transfer site:

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

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

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

Create a Lasting Impression!



GREEN FLOOR PLANTS					
QTY	ITEM #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	TOTAL
	PFP25	2 ft. to 5 ft. Tall	\$85.90	\$119.31	
	PFP68	6 ft. to 8 ft. Tall	\$167.62	\$232.80	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	\$251.42	\$349.20	
GREEN TABLE PLANTS					
	PBF	Boston Fern	\$62.86	\$87.30	
	PTP	Table Plant - 10"	\$62.86	\$87.30	
	PMUM	Mums	\$37.71	\$52.38	
FLOWERING PLANTS & SPECIAL REQUESTS					
	PFAS	Standard Fresh Flower Arrangement	\$123.62	\$171.69	
	PFAP	Premium Fresh Flower Arrangement	\$228.38	\$317.19	
	PFAE	Exotic Arrangement	\$157.14	\$218.25	



PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and our Exhibitor Service Department will check on availability and price:

Terms & Conditions

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

SUBTOTAL	
13% HST	
TOTAL	
HST #R104060264	

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

Signature

Date

Factoring Green into Exhibition



We integrate sustainable business practices, both internally and with preferred vendors in the exhibition industry.

With the future in mind, we are dedicated to providing green product options and services to all our show organizers and exhibitors. As the need to conserve resources grows, we will continue to explore ways to deliver sustainable solutions.

Our green exhibition products:

- 100% recyclable graphics, use of bioboard (60% recycled content) and biobanner (an oxo-biodegradable alternative to vinyl)
- 100% recyclable carpet and carpet padding made with 98% pre- and post-consumer content
- Using EspressoSM, our online ordering system, for most shows reduces the use of paper exhibitor manuals

Our green operational efforts:

- Recycling carpet and padding
- Utilizing energy efficient lighting
- Recycling paper and ink cartridges from printers
- Purchasing recycled paper and signage products
- Recycling steel and aluminum exhibit structures



Please consider the environment before printing this page.



GES / *Global Experience Specialists*

LABOUR INSTALLATION AND DISMANTLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.gesexpo.ca

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CARDHOLDER NAME _____					
CARDHOLDER SIGNATURE _____					
<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)					

EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

LABOUR INSTALLATION AND DISMANTLING				
Item #	Item #	DESCRIPTION		PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm		\$113.30
LINOT	LOOT	Overtime Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm		\$170.98
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours		\$221.45

INSTALLATION	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <small>(Exhibitor <u>MUST</u> be Present to Supervise)</small>
	<input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____ AM PM <small>Day / Date/ Month / Year</small>	
NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____	
DISMANTLING	
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <small>(Exhibitor <u>MUST</u> be Present to Supervise)</small>
	<input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____ AM PM <small>Day / Date/ Month / Year</small>	
NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____	

Terms & Conditions

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- 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.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	
	HST #R104060264

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

Signature

Date



IN BOOTH FORKLIFT INSTALLATION AND DISMANTLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
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<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)											

In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor materials within your booth space.
Minimum charge of 1 hour per order. (Includes installation and dismantling).

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

IN BOOTH INSTALLATION AND DISMANTLING				
Item #	Item #	DESCRIPTION		PER HOUR
IBIRFL	IBORFL	Straight Time	Monday-Friday 8:00am - 4:00pm	\$246.17
IBIOTFL	IBOOTFL	Overtime	Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$295.61
IBIDTFL	IBODTFL	Double Time	Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$350.20

A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:					
SUPERVISOR NAME: _____ (EXHIBITOR <u>MUST</u> BE PRESENT TO SUPERVISE)					
INSTALLATION TIME REQUIRED: _____					
	Day	Date	Month	# of Hours	# of Forklifts
DISMANTLING TIME REQUIRED: _____					
	Day	Date	Month	# of Hours	# of Forklifts
INSTALLATION Start: _____ AM PM Finish: _____ AM PM Est. Total Hours _____					
DISMANTLING Start: _____ AM PM Finish: _____ AM PM Est. Total Hours _____					
SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.					

Terms & Conditions

- Exhibitor must check forklift/driver in and out at the GES Service Centre.
- 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.
- GES Limits of Liability apply.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	
GST #R104060264	

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

Signature

Date

LIMITS OF LIABILITY & RESPONSIBILITY

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.

ADVANCE WAREHOUSE SHIPPING LABEL

HRPA 2017

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: GES/HRPA 2017
6130 Netherhart Rd.
Mississauga, Ontario, Canada
L5T 1B7

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BETWEEN

Tuesday, January 3, 2017 9am - 4pm

Monday, January 23, 2017 9am - 4pm

DIRECT TO SHOW SITE SHIPPING LABEL

HRPA 2017

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: GES/HRPA 2017
Metro Toronto Convention Centre
South Building, Hall E
222 Bremner Blvd.
Toronto, Ontario, Canada
M5V 3L9

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:

Tuesday, January 31, 2017 12 NOON - 6:00 PM

logistics



GES Logistic Services

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

Your Choice of Reliable Service Options

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

24-Hour Tracking

Call toll free 1-877-437-4247 for immediate information on the status of your shipment

On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

Ship everywhere with GES Logistics Services.

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

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

GES Logistics Services *Local, Regional, International*

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

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

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

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

- Common Carrier
- LTL trucking to handle national, regional and local shipping
- Full truck load for economy
- Air, 3 - 5 day service.

Want to find out more?

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

Company Name:	Phone:
Contact:	Fax:

SHIPPING

PICK UP INFORMATION

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

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

DESTINATION

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: HRPA 2017	DELIVERY DATE: _____ DELIVERY TIME: _____
FACILITY: Metro Toronto Convention Centre, South, Hall E	
ADDRESS: 222 Bremner Blvd.	
CITY: Toronto PROV/STATE: Ontario POSTAL CODE: M5V 3L9	

SERVICE REQUIRED

☐ ONE WAY ☐ ROUND TRIP

☐ TIME CRITICAL ☐ 3-5 DAY ☐ GROUND

ITEMS TO BE SHIPPED

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

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
_____ CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
_____ CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
_____ CRATES (WOODEN)	H _____ x W _____ x L _____	
_____ SKIDS/PALLETS	H _____ x W _____ x L _____	
_____ CARPET/COLOUR: _____	H _____ x W _____ x L _____	
_____ OTHER LIST: _____	H _____ x W _____ x L _____	
_____ TOTAL	TOTAL WEIGHT:	

BILLING AND PAYMENT INFORMATION

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

TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

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

X _____ Date: _____

Please Print Name: _____



5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.gesexpo.ca

ADVANCE WAREHOUSE ORDER FORM

Warehouse Location: 6130 Netherhart Rd., Mississauga, Ontario, Canada L5T 1B7

BILLING INFORMATION

Company Name: _____	Expected Date of Arrival to Warehouse: _____
Address: _____	Crated or Loose Items: <input type="checkbox"/> YES <input type="checkbox"/> NO
City: _____ Prov/State: _____ Postal Code: _____	Customs Paperwork Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO
Contact: _____	If yes, Customs Broker: _____
Phone: _____	Contact: _____
Fax: _____ Email: _____	Phone: _____

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

DESTINATION

Show Name: HRPA 2017	Booth # : _____
Facility: Metro Toronto Convention Centre, South, Hall E	
Address: 222 Bremner Blvd.	Delivery Date: _____ Delivery Time: _____
City: Toronto Prov/State: Ontario Postal Code: M5V 3L9	
Company Name: _____	
Contact: _____	Phone: _____

ITEMS TO BE SHIPPED

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

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES	ESTIMATED WEIGHT
CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
CRATES (WOODEN)	H _____ x W _____ x L _____	
SKIDS/PALLETS	H _____ x W _____ x L _____	
CARPET/COLOUR: _____	H _____ x W _____ x L _____	
OTHER LIST: _____	H _____ x W _____ x L _____	
TOTAL	TOTAL WEIGHT	

ADVANCE SHIPMENTS TO WAREHOUSE: \$49.00 PER 100LBS. min. 300lbs

Advance Warehouse services do not include Material Handling Services and charges.

ADVANCE WAREHOUSE SERVICES INCLUDES DELIVERY TO SHOW SITE ONLY

YOUR CARRIER MUST PICK UP YOUR MATERIALS DIRECTLY FROM SHOW SITE AT CONCLUSION

PAYMENT OPTIONS

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CREDIT CARD NUMBER: _____	EXPIRY DATE: _____	
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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

X _____ Date: _____

Please Print Name: _____

customs



GES Customs Services

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

Reliable and Efficient Service

- Experienced and reliable staff you can depend on who specialize in trade show Customs procedures
- Personnel are accessible at all times

Value Added Service

- Save time and money by making fewer calls

Personalized Service

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

On-Site Representation

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the trade show floor

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.gesexpo.ca
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

Leave all your shipping, customs clearance and furniture rentals to GES.

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES
FOR (PLEASE CHECK ONE)

☒ Customs Clearance
And Transportation

☐ Customs Clearance
Only

☐ Transportation
Only

SECTION 1

EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: **ABC MACHINE COMPANY** Email Address: _____
 U.S. Tax # or U.S. IRS ID #: **31-2293941**
 Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW 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: _____ Email Address: _____
U.S. Tax # or U.S. IRS ID #: _____
Event Name & Booth #: _____ Booth #: _____
Facility Name: _____
Shipment Date: _____ From (City): _____ Carrier Name: _____
It Consists of (# Cartons): _____ Weight: _____ ☐ lbs. ☐ kgs.
Our Rep @ Event: _____ Staying At (Hotel): _____ Tel: _____

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2

RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: _____
Delivery Address: _____
City: _____ Province/State: _____ Postal / Zip: _____
Name: _____ Telephone: _____ Fax Number: _____
Ship Via: ☐ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3

CREDIT CARD AUTHORIZATION (NOTE – THIS SECTION MUST BE COMPLETED)

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS
Credit Card Number: _____ Expiry: _____ / _____
Cardholder's Name: _____ Title: _____
Cardholder's Signature: _____

ORIGINAL SIGNATURE REQUIRED

SECTION 4

INVOICE / STATEMENT INFORMATION

Company Name: _____
Mailing Address: _____
City: _____ Province/State: _____ Postal / Zip: _____
Attention: _____ Telephone: _____ Fax Number: _____
Email: _____

SECTION 5

ORDER AUTHORIZED BY

This Form Was Completed By: _____
(Please Print Full Name)
Title: _____ Date: _____

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page 1 of 1
de

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.		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada GES LOGISTICS NEW YORK, NY		10 Currency of Settlement / Devises du paiement USD			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00	
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00	
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00	
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00	
XI.1 Total Number of Pieces / Nombre total de pièces 6					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
		Net. Weight N/A	Gross Wt./ Brut 1,500 lbs		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5 TH AVENUE NEW YORK, NY 10012-1010 Contact: BILL SMITH Tel: 212-268-2140 Fax: 212-268-2511			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) N/A					

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page of
de

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? 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		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 Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
		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:			