



TOPS+ Toronto
September 14, 2017
Beanfield Centre

GES is pleased to have been selected the official service partner 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 on **Discount Pricing dates** and order forms for each of the many services bring 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**

Take advantage of up to a 40% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of **August 21, 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 is applicable to all orders received beginning on the first day of show move-in through to the completion of the event. **On Site Pricing** is calculated at an increase of 10% to the Standard Price listed on the order forms.

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



Show Information

TOPS+ Toronto
Beanfield Centre - Ballroom B
September 14, 2017

Venue Shipping Address

Beanfield Centre

Ballroom B
105 Princes' Boulevard
Toronto, Ontario, Canada
M6K 3C3

* See shipping label in the exhibitor manual.
Note receiving dates below.

Official Services Contractor

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

Show Information

Booth Size	10' x 10'
Backwall Drape	8' White & Red
Sidewall Drape	3' White
Aisle Carpet Colour	(Carpeted Facility)
Booth Packages Includes	10' x 10' White & Red Material Handling 1st Booth carpet vacuum (prior to show opening)

Important Dates - Prior to Show

Advance Price Deadline Date	Monday, August 21	
Direct Shipments may arrive at Exhibit Site	Wednesday, September 13	1:00pm - 7:00pm
Last day for Direct Shipments to arrive at Exhibit Site	Wednesday, September 13	must arrive by 7:00pm

Important Dates - At the Show

Move In	Wednesday, September 13	1:00pm - 7:00pm
Show Hours	Thursday, September 14	10:00am - 4:30pm
Move Out	Thursday, September 14	4:30pm - 9:30pm
Stranded/ Forced Freight Time	Thursday, September 14	11:00pm*

(* any freight not picked up by the designated carrier will be considered stranded and removed from the floor by the official show carrier - additional charges may be incurred)

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:

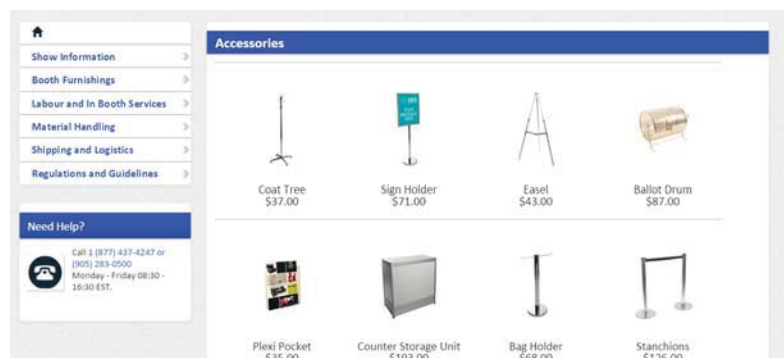
Wednesday, September 13	1:00pm - 7:00pm
Thursday, September 14	8:00am - 11:00am



Accelerate your experience using the Expresso planning, ordering and management tool.

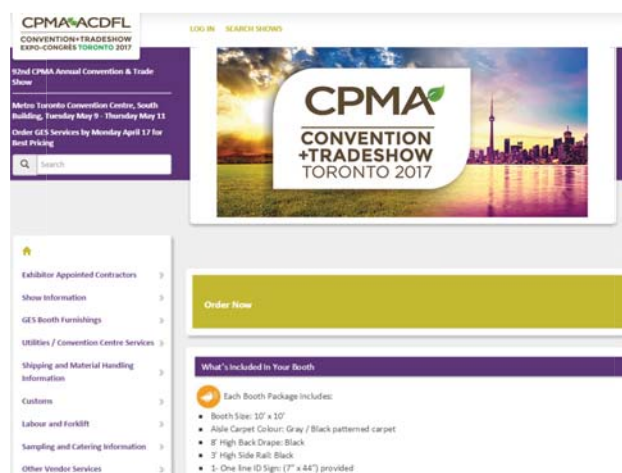
With just a few clicks, exhibitors can order GES products and services through Expresso including:

- Booth furnishings
- Carpet and Flooring
- Material handling
- Booth labour
- Signs and Graphics (custom)
- And much more



Experience a difference with Expresso.

- Each show has their own custom website
- Print shipping labels
- Download the show schedule and forms
- View order history
- View important show and event information
- Keeps you on-time and on-budget





PAYMENT POLICY INFORMATION SHEET

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.ges.com/ca

DISCOUNT PRICING:

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

ON SITE PRICING: All orders received beginning on the first day of show move-in through to the completion of the event will be charged the On Site rate. **On Site Pricing** is calculated at an increase of 10% to the Standard Price listed on the order forms.

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 stand builder 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.



ELECTRONIC FUNDS/WIRE TRANSFER FORM

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 Canada Limited
Email: ar@ges.com Fax: 905-283-0501

Your Company Name: _____
Contact Name: _____
Contact Number: _____
Booth Number: _____ Event Name: TOPS+ Toronto

GES BANK INFORMATION

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

Beneficiary's Name: GES 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.



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.ges.com/ca

SHOW: **TOPS+ Toronto**

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



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 TOPS+ Toronto
Exhibitor Services Department
5675 McLaughlin Road, Toronto, Ontario L5R 3K5
Ph: (905) 283-0500 Fax (905) 283-0501
torontoexhibitorservices@ges.com
www.ges.com/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.



THIRD PARTY BILLING

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SHOW: **TOPS+ Toronto**

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:

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





FURNISHINGS

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BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: **August 21, 2017**

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	Discount Price	Standard Price	Total
	300050	Plastic Contour Chair	\$56.25	\$75.00	
	FGFSC	Grey Fabric Side Chair	\$97.50	\$130.00	
	FGFAC	Grey Fabric Arm Chair	\$108.00	\$144.00	
	FGFCS	Grey Fabric Counter Stool	\$120.00	\$160.00	
	FGFLC	Grey Lounge Chair	\$99.75	\$133.00	
	FSC	Steno Chair	\$103.00	\$137.00	
	FPEDT	Starbase Table - 30" Round x 30" High	\$107.50	\$143.00	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$81.75	\$109.00	
	FCT	Coat Tree	\$37.50	\$50.00	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$94.25	\$125.50	
	FESL	Easel	\$48.75	\$65.00	
	FSBD	Gold Ballot Drum	\$110.50	\$147.50	
	GPLP	Plexi Pocket (wall mountable only)	\$43.25	\$57.75	
	FCSU	White Counter Storage Unit 41" H	\$269.50	\$359.50	
	FBH	Bag Holder 41"H	\$75.00	\$100.00	
	FCS	1 Pair of Stanchions	\$162.50	\$216.50	
	FWB	Plastic Wastebasket	\$20.00	\$26.75	

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard 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 #104060264RT0001	

Signature

Date



FURNISHINGS

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SHOW: **TOPS+ Toronto**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: **August 21, 2017**

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 #	SKIRTED TABLES 30" HIGH	Discount Price	Standard 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	\$101.50	\$135.00	
	DT6	6 Ft. Long x 2 Ft. Wide	\$119.50	\$159.50	
	DT8	8 Ft. Long x 2 Ft. Wide	\$151.50	\$202.00	
	DTS4S	Skirted Fourth Side Additional Charge	\$45.50	\$60.75	
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	\$151.50	\$202.00	
	RD6	6 Ft. Long x 2 Ft. Wide	\$171.50	\$228.50	
	RD4S	Skirted Fourth Side Additional Charge	\$47.00	\$62.75	
NON SKIRTED TABLES 30" HIGH					
	UD4	4 Ft. Long x 2 Ft. Wide	\$74.25	\$99.00	
	UD6	6 Ft. Long x 2 Ft. Wide	\$96.50	\$128.50	
	UD8	8 Ft. Long x 2 Ft. Wide	\$111.50	\$148.50	
NON SKIRTED TABLES 42" HIGH					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$120.50	\$160.50	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$157.00	\$209.00	
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.)	\$14.00	\$18.50	
	D8	8 Ft. High (Per Linear Ft.)	\$19.25	\$25.75	

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- 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 #104060264RT0001	

Signature

Date



CARPET AND UNDERPADDING

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.ges.com/ca

SHOW: TOPS+ Toronto	DISCOUNT PRICE DEADLINE DATE: August 21, 2017								
EXHIBITOR INFORMATION									
BOOTH #: _____									
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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 <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table>									
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)

The Beanfield Centre is a carpeted facility. To rent an alternative colour, please complete this form.

BOOTH CARPET - STANDARD SIZE					
Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.					
QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	C1010	10 Ft. X 10 Ft. Single Booth	\$247.00	\$329.50	
	C1020	10 Ft. X 20 Ft. Double Booth	\$420.50	\$560.50	
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.	\$3.10/Sq. Ft	\$4.15/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.	\$1.45/Sq. Ft.	\$1.95/Sq. Ft.	
Item #	PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)			
CAPC	BOOTH SIZE: ____ Ft. x ____ Ft.= ____ Sq.Ft.	\$0.70/Sq. Ft.	\$0.95/Sq. Ft.	

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY

IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

YES NO

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard 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 #104060264RT0001	

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



Throw Pillows



Available in:



Black Corbusier Leather Chair



Also available in white or red

Black Corbusier Leather Loveseat

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

torontoexhibitorservices@ges.com

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 White Top



24" Round End Table Black Top



Also available in 39" round coffee tables

32" Round Coffee Table Black Top



32" Round Coffee Table White Top



White Round Tub Chairs

Black Round Tub Chairs





SPECIALTY FURNITURE

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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SHOW: TOPS+ Toronto	DISCOUNT PRICE DEADLINE DATE: August 21, 2017												
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION												
BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> 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	Discount Price	Standard Price	Total
	SBCS	Black Ladder Stool (Cloth Seat)	\$171.50	\$228.50	
	SEWS	Equino White Stool	\$206.50	\$275.00	
	SLSW	White Leather Stool	\$206.50	\$275.00	
	SLSR	Red Leather Stool	\$206.50	\$275.00	
	SBLS	Black Leather Stool	\$206.50	\$275.00	
	SWBCSG	Chrome Wireback Stool	\$214.00	\$285.50	
	SRMCW	White Round Meeting Chairs	\$135.50	\$180.50	
	SRMCR	Red Round Meeting Chairs	\$135.50	\$180.50	
	SRMCBLK	Black Round Meeting Chairs	\$135.50	\$180.50	
	SCLCW	White Corbusier Leather Chair	\$385.50	\$514.00	
	SCLCR	Red Corbusier Leather Chair	\$385.50	\$514.00	
	SCLCBK	Black Corbusier Leather Chair	\$385.50	\$514.00	
	SCLLW	White Corbusier Leather Loveseat	\$454.00	\$605.50	
	SCLLR	Red Corbusier Leather Loveseat	\$454.00	\$605.50	
	SCLLBK	Black Corbusier Leather Loveseat	\$454.00	\$605.50	
	SWSC	White Sculpted Leather Chair	\$296.50	\$395.50	
	SSLCR	Red Sculpted Leather Chair	\$296.50	\$395.50	
	SSLCB	Black Sculpted Leather Chair	\$296.50	\$395.50	
	SWSLS	White Sculpted Leather Loveseat	\$403.00	\$537.50	
	SLLR	Red Sculpted Leather Loveseat	\$403.00	\$537.50	
	SLLB	Black Sculpted Leather Loveseat	\$403.00	\$537.50	

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

Terms & Conditions

- Colours, sizes and styles may vary slightly.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for 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 #104060264RT0001	

Signature

Date



SPECIALTY FURNITURE

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.ges.com/ca

SHOW: TOPS+ Toronto	DISCOUNT PRICE DEADLINE DATE: August 21, 2017
EXHIBITOR INFORMATION	
BOOTH #: _____	
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
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-around;"> □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ </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	Discount Price	Standard Price	Total
	SGLMC	Grey Leather Ripple Sled Base Meeting Chair	\$153.00	\$204.00	
	SBLMC	Black Leather Ripple Sled Base Meeting Chair	\$153.00	\$204.00	
	SMCW	White Meeting Chair	\$149.50	\$199.00	
	SLRBTCW	White Leather Round Tub Chairs	\$290.50	\$387.50	
	SLRBTCBK	Black Leather Round Tub Chairs	\$290.50	\$387.50	
	SSWCT	Chrome/White Cocktail Table (24" Square Top, 42" High)	\$193.00	\$257.50	
	SRCT	Round Cocktail Table (Black 30" Diameter Top, 42" High)	\$211.50	\$282.00	
	SSBCT	Square Cocktail Table (Black 30" Top, 42" High)	\$211.50	\$282.00	
	SBMT	42" Black Meeting Table (Round)	\$186.00	\$248.00	
	SCMT72W	72" Chrome & White Meeting Table	\$299.50	\$399.50	
	SCTW	24" X 48" Coffee Table White Top	\$203.50	\$271.00	
	SCTB	24" X 48" Coffee Table Black Top	\$203.50	\$271.00	
	SWRET24	24" Round End Table White Top	\$161.50	\$215.50	
	SBRET24	24" Round End Table Black Top	\$161.50	\$215.50	
	SWRCT32	Round Coffee Table White Top 32"	\$182.50	\$243.00	
	SBRCT32	Round Coffee Table Black Top 32"	\$182.50	\$243.00	
	SWRCT39	Round Coffee Table White Top 39"	\$182.50	\$243.00	
	SBRCT39	Round Coffee Table Black Top 39"	\$182.50	\$243.00	
	SBF	Bar Fridge	\$256.00	\$341.00	
	SLS	Literature Stand	\$185.50	\$247.00	
	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	\$31.75	\$42.25	

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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 #104060264RT0001	

Signature

Date



TURNKEY BOOTH SPECIAL FORM

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.ges.com/ca

SHOW: **TOPS+ Toronto**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: **August 21, 2017**

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMEX

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

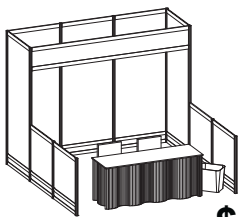
EXPIRY DATE ____/____/____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

CHEQUE ATTACHED (PAYABLE TO GES CANADA)

SHOW SPECIAL

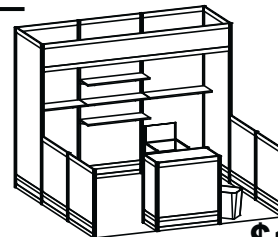


\$932.00
(compare at \$1,073.00)

PACKAGE A: 10'x10' BOOTH

- Header Sign - 12"x116.75"
- 1 - 6' skirted table
- 2 - Grey side chairs
- 1 - Wastebasket
- Price after Deadline Date: **\$1,399.00**
- * 10' x 20' booth packages available upon request

- ✓ Installed and Dismantled
- ✓ Ready before you arrive
- ✓ No Labour Costs
- ✓ No Trucking Costs
- ✓ Includes Header Sign(s)
- ✓ Choice of Colours
- ✓ Accessories Available



\$1,349.00
(compare at \$1,402.00)

PACKAGE B: 10'x10' BOOTH

- 1 - Header Sign - 12"x116.75"
- 5 - Shelves flat angled
- 1 - Counter storage unit - white
- 1 - Grey counter stool
- 1 - Wastebasket
- Price after Deadline Date: **\$2,024.00**

The Beanfield Centre is a carpeted facility. To rent an alternative colour please complete the Carpet Order Form.

Indicate Date and Time you plan to arrive to merchandise your exhibit: _____ Date _____ Time _____

PLEASE COMPLETE THE FOLLOWING:

SIZE ORDERED: _____ PACKAGE A: 10'x10' PACKAGE B: 10'x10'

Infill Panel Colour: Black Grey White (All panel & table skirt colours subject to availability.)

Table Skirt Colour: Black Blue Green Red Silver White

Header sign to read: _____

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 tupload@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 Discount Price Date will be processed at the Regular Price.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.

SUBTOTAL	_____
13% HST	_____
TOTAL	_____
	HST #R104060264

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

Signature

Date



Customized Rental Exhibits

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

- Exceed your expectations
- Highlight your corporate 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



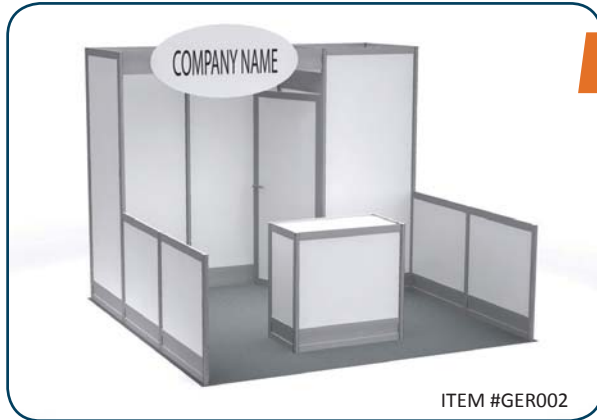
10' x 10' Exhibit Rentals

STANDARD



Model 1

ENHANCED



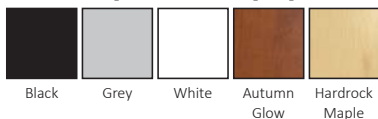
Model 2



Model 3



Choice of coloured infill panels



Choice of carpet colour

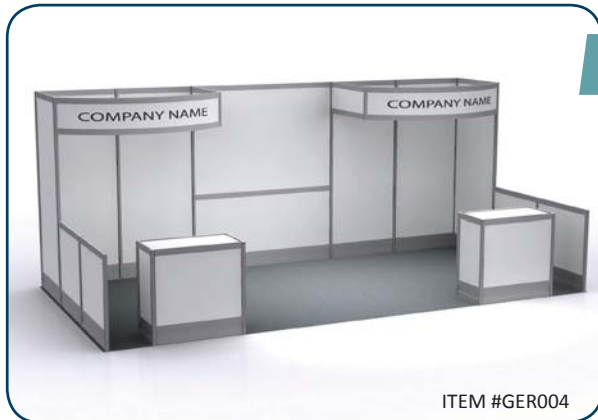


**To upgrade with graphics,
contact Jodi Anastasakis:**

**905-283-0559
JANASTASAKIS@GES.COM**

10' x 20' Exhibit Rentals

STANDARD



ITEM #GER004

Model 4

ENHANCED



ITEM #GER005

Model 5

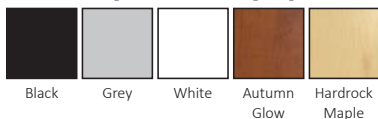


ITEM #GER006

Model 6



Choice of coloured infill panels



Choice of carpet colour



**To upgrade with graphics,
contact Jodi Anastasakis:**

**905-283-0559
JANASTASAKIS@GES.COM**



EXHIBIT RENTALS

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.ges.com/ca

SHOW: **TOPS+ Toronto**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: **August 21, 2017**

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)

Item #	Discount Price	Standard Price
GER001	\$2,020.00	\$2,693.00
GER002	\$2,289.00	\$3,052.00
GER003	\$2,464.00	\$3,285.00

Item #	Discount Price	Standard Price
GER004	\$3,215.00	\$4,286.00
GER005	\$3,512.00	\$4,683.00
GER006	\$3,479.00	\$4,639.00

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 Autumn Glow Hardrock Maple Carpet Colour: Black Grey Red Blue

Models 1, 2, 5 Identification Sign to Read: _____

Models 4 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

- Payment may be made by cheque up to two weeks prior to the 1ST day of move in.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- 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 #104060264RT0001	

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

Signature

Date



GES EXHIBIT ACCESSORIES

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.ges.com/ca

SHOW: **TOPS+ Toronto**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: **August 21, 2017**

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMEX

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

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	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	PED001	Pedestal (White) 20"L x 20"W 28"H	\$158.50	\$211.00	
	PED002	Pedestal (White) 20"L x 20"W 36"H	\$165.50	\$220.50	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$608.00	\$810.50	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$502.00	\$669.50	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$399.50	\$532.50	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$399.50	\$532.50	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$399.50	\$532.50	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$603.50	\$804.50	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$603.50	\$804.50	



QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$49.50	\$66.00	
	GGP	Grid Panels - 38"W X 44"H White Panels (2" Squares)	\$165.50	\$220.50	
	GGR	Garment Rail 39"W	\$58.75	\$78.25	
	GFS	Shelves - Flat 37"L X 12"W	\$50.25	\$67.00	
	GAS	Shelves - Angled 37"L X 12"W	\$50.25	\$67.00	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$140.00	\$186.50	



*Designed to fit GES Hardwall 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.
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SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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

Signature

Date



Graphic Design & Production

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



GRAPHICS AND DESIGN

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STREET _____	EXPIRY DATE _____ / _____										
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E-MAIL _____	CARDHOLDER SIGNATURE _____										
PHONE _____ FAX _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)										
CONTACT NAME _____											

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

STANDARD SIGN PRICE LIST

QTY	Item #	Description	Discount Price	Standard Price	Total
	SIG027	8"W x 11"H vertical sign (with easel)	\$14.25	\$19.00	
	S744	44"W x 7"H horizontal sign (with holes)	\$83.25	\$111.00	
	S2228	22"W x 28"H vertical sign	\$113.00	\$150.50	
	S2844	28"W x 44"H vertical sign	\$145.00	\$193.50	
	SIG028	38"W x 84"H vertical sign (with feet)	\$519.00	\$692.00	

** All prices include delivery to show site.*

CUSTOM GRAPHICS

PLEASE UPLOAD ARTWORK HERE

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 effect
- Printing on specialized / unique material
- Double Sided applications
- Carpet / Floor Decals

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

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

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

SIGN INFO

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

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

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

Terms & Conditions

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

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

Signature

Date



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.ges.com/ca

SHOW: TOPS+ Toronto									
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STREET _____	CARDHOLDER NAME _____								
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E-MAIL _____	<input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES CANADA)								
PHONE _____ FAX _____									
CONTACT NAME _____									

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	\$113.50
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$171.00
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$221.50

INSTALLATION	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____	Delivery Date/Time: _____ AM PM <small style="margin-left: 100px;">Day / Date/ Month / Year</small>
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____	AM PM <small style="margin-left: 100px;">Day / Date/ Month / Year</small>
NUMBER OF PEOPLE REQUIRED _____	X HOURS PER PERSON _____ = TOTAL EST. HRS. _____
DISMANTLING	
Carrier: _____	Delivery Date/Time: _____ AM PM <small style="margin-left: 100px;">Day / Date/ Month / Year</small>
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED: _____	AM PM <small style="margin-left: 100px;">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 #104060264RT0001

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

Signature

Date

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.

DIRECT TO SHOW SITE SHIPPING LABEL

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/ TOPS+ Toronto
Beanfield Centre - Ballroom B
105 Princes' Blvd.
Toronto, ON M6K 3C3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE BETWEEN:

September 13, 2017 1:00PM - 7:00PM