



All orders are governed by the GES Payment Policy and GES Terms & Conditions of contract as specified in this Exhibit Service Kit

### Official Services Contractor

Global Experience Specialists, Inc. (GES)  
#25, 5805 - 76 Ave. SE  
Calgary, Alberta, Canada  
T2C 5L8

Phone: 403-243-2212      Toll Free: 1-800-636-8235  
Fax: 403-243-3868      E-Mail: [wstoner@ges.com](mailto:wstoner@ges.com)  
Web Site: [www.gesexpo.ca](http://www.gesexpo.ca)

### Show Information

**Booth Size:** 10' x 10', 10' x 20', or 20' x 20'  
\* Please note:  
20x20 booths will not have any drape unless specifically pre-ordered through SPE/URC Canada.  
Corner booths will only have one side wall on the side adjacent to a neighbor.

**Backwall Drape:** Black 8' high  
**Sidewall Drape:** Black 3' high  
**Aisle Carpet Colour:** Black  
**Booth Packages Includes:** Pipe & drape package and ID sign.

### Important Dates *Be sure to check all supplier order forms for additional deadlines*

#### Discount Deadline Date:

Tuesday January 31, 2017      4:00 PM PST      GES orders must be received **with payment** by this date.

#### Advance Warehouse Receiving Dates:

Wednesday January 11, 2017      to      Wednesday February 08, 2017  
**Receiving Days:**      Monday      to      Friday  
**Receiving Hours:**      9:00 AM PST      to      3:00 PM PST

#### Exhibitor Move In:

Tuesday February 14, 2017      8:00 AM PST      to      5:00 PM PST  
\* Please note that shipping to exhibit site is **NOT** recommended.

#### Show Hours:

Wednesday February 15, 2017      7:30 AM PST      to      5:00 PM PST  
Thursday February 16, 2017      7:30 AM PST      to      3:00 PM PST

#### Exhibitor Move Out:

Thursday February 16, 2017      3:30 PM PST      to      8:00 PM PST

### 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 February 14, 2017      8:00 AM PST      to      5:00 PM PST

### Shipping Addresses

#### Advance Warehouse Shipping Address

(Your Company Name & Booth #)  
**SPE URC/CHOC Conference 2017 c/o GES**  
75 Dufferin Pl. SE  
Calgary, AB T2C 4M3  
Canada

\* Please use the shipping label as provided in the exhibitor manual.  
Note the receiving dates above.

#### Venue Shipping Address

(Your Company Name & Booth #)  
**SPE URC/CHOC Conference 2017 c/o GES**  
**BMO Centre Hall D**  
20 Roundup Way SE  
Calgary, AB T2G 2W1  
Canada

\* Please use the shipping label as provided in the exhibitor manual.  
Shipments **MUST** arrive on Tuesday February 14, 2017.