

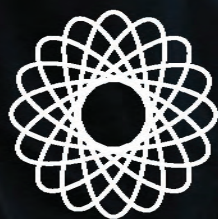
ESTHÉTIQUE SPA INTERNATIONAL

19th Edition

March 19 & 20,
2017

Vancouver
Convention Centre

VANCOUVER



GESSM

EXHIBITOR MANUAL

Esthétique SPA International

Vancouver Convention Centre, West Building

March 19-20, 2017

EXHIBITOR SERVICE MANUAL

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SECTION 1

A. EXHIBITORS' ID BADGES COUNTER

There will be an "ID BADGES" Counter directly on the Show Floor, during the Show Set-up starting Friday March 17 at 12 PM until 6 PM.. If you want to add more staff or change a name (correction), you will be able to do it Friday or Saturday until 6 PM. **If you wish to add other names on Sunday (March 19) or on Monday (March 20), you will have to pay for their admission at the regular price (\$60 CDN)**

INFORMATION: If you have any questions or if you are not able to find Robert Lamarche or Bernard Renaud on the Show floor, just go to the Exhibitors ID Badges Counter. Our friendly staff will be able to help you or they can reach Robert or Bernard by radio and send them to your booth

B. MATERIALS: RECEIVING AND SHIPPING

RECEIVING: We will have forklifts available to unload your materials Friday, March 17, starting at 8 AM until 5 PM; after 5 PM, your trucking company will have to unload your goods or you will have to rent a forklift at your own expense. There will also be forklifts available on Saturday, all day long.

SHIPPING: As you already know, you have to be out of the building on Monday night, March 20, before midnight **BUT you can still have your goods picked up on the next morning (Tuesday, March 21) between 8 AM and 11:30 AM.** After 11:30 AM, we will be forcing the floor, which means that our official transportation company will take charge of your shipment and you will have to pay their rates.

C. EXHIBITORS SETUP SCHEDULE

1. The floor map on page 7 is also a SETUP TIME SCHEDULE based on aisle location. First identify the aisle you are located on, and then read from left to right to find your allotted time frame. For a smooth process, please make sure your people are available for your designated schedule.
2. Goods delivery will start on Saturday, March 18, from 7:00 AM to 4:00 PM. No float will be permitted to circulate once the carpets have been laid in the aisles.

D. BOOTH INSTALLATION

1. To order your settings, you must contact GES Canada, official supplier.
2. EACH BOOTH MUST HAVE A RIGHT OF VIEW.
3. DRAPES ARE STRICTLY FORBIDDEN WITHIN THE BOOTHS.
4. RIGID WALLS AND CARPETS ARE COMPULSORY IN EACH BOOTH.
5. An esthetic overall look to each booth is a must. GES Canada / Exposervice Standard personnel will help you fulfill these requirements.
6. CARDBOARD BOXES ARE STRICTLY FORBIDDEN IN THE BOOTHS DURING THE LENGTH OF THE SHOW.

E. CARDBOARD BOXES

Storage space for all cardboard boxes will be made available to the exhibitors. As soon as your booth is set-up, we will furnish you with empty storage labels (available at the Exhibitors ID Badges Counter). Each box must be identified with a sticker bearing your booth number. When they are

ready, leave all boxes in the aisle where they will be picked up and stored away. They will be made available to you as soon as the show ends.

F. EXHIBITORS' DISMANTLE

Any and all dismantling of settings or products is strictly forbidden before 4 PM MONDAY MARCH 20. In order to allow GES Canada to remove carpets from the aisle, **NO MERCHANDISE can be removed from the booths before 4:30 PM**. Offenders could be refused future registration to ESI exhibits.

G. EXHIBIT DECOR

GES Canada is the official supplier for booth rentals and set-up for Esthétique Spa International exhibits. The following forms all pertain to the services provided according to ESI established standards. Also GES Canada sells custom booth made upon your choice and specifications. For all details regarding setting models, prices and packages available contact:

GES Exhibitor Services

Chelsea McLennan - Exhibitor Services Executive

Main 403.243.2212 | Fax 403.243.3868

Direct 403.218.7430 | Mobile 403.305.3768

Toll Free 800.636.8235 | mchelsea@ges.com

H. PROMOTIONAL MATERIALS

Handing out of promotional materials (flyers, booklets, samples etc.,) is restricted to the area within your stand. It is strictly forbidden to walk in the aisles and give out promotional articles or to leave said articles on tables in the food court or at any other location in the building.

I. TRANSPORT & CUSTOMS BROKER

North American Logistics Services Inc. (NALSI) is the official transportation, advanced warehouse and customs brokerage for ESI Vancouver 2017. NALSI will take care of transportation, and customs clearance into the show and after the show. In addition, North American Logistics Services offers a 30-day free storage service before the show if you use their transport service. It is important not to send anything directly to the Vancouver Convention and Exhibition Centre before March 17, 2017 as it will not be accepted before this date. That's when the advanced warehouse becomes significant. As ESI's Official Transport Company, North American Logistics Services has priority on the receiving platform where the goods will be delivered in the early morning of March 17, 2017

- As your official Customs Brokers, advanced warehouse and Transportation Contractor, North American Logistics Services offers the following services: Transportation service to and from the show from any point in the U.S. and the world.
- On-site experienced personnel from the first move-in day, until the last move-out day
- Pick-up of goods from Exhibitor's location (international and domestic)
- Preparation of all documents for the return of convention and exhibit materials

FOR MORE INFORMATION PLEASE CONTACT:

FERNANDO VERA at fvera@nalsi.com

OR ANDRES VALDES at avaldes@nalsi.com

TEL: (514) 868-6650

TOLL FREE: 1 (877) 332-8987

FAX: (514) 868-6651

Direct Freight:

**VANCOUVER CONVENTION CENTRE
ATTENTION: DOCK OFFICE ESI
ESTHETIQUE SPA INT'L
BOOTH # _____
VIA WATERFRONT ROAD TRUCK ROUTE
1055 CANADA PLACE
VANCOUVER, B.C
V6C 0C3**

J. AUDIO/VISUAL and LEAD RETRIEVAL SCANNER

CT8 Expo & Production is the official supplier for audio and video rental equipment for Esthétique Spa International for our Vancouver Trade Event as well as the lead retrieval scanner. For all details regarding prices and packages available please contact:

**CHRIS DERO
TEL: 1 (514) 213-5105
Chris@CT8Expo.com**

K. HOTEL ACCOMMODATION

CENTURY PLAZA HOTEL & SPA

1015, Burrard St., Vancouver
Tel: (604) 687-0575
Toll Free: 1-800-663-1818
Email: reserve@century-plaza.com
Rates:
Single occupancy Can\$109
Double occupancy Can\$119
One bedroom suite, single Can\$129

PAN PACIFIC VANCOUVER HOTEL

300-999 Canada Place, Vancouver, B.C.
Tel.: (604) 662-3223
Toll Free: Canada 1-800-663-1515
USA 1-800-937-1515
Fax: (604) 895-2469
email: reservations@panpacificvancouver.com
Passkey Booking Link: <https://aws.passkey.com/go/esi2017>
Rates: Single or double occupancy: C\$187 Harbour View room

Don't forget to mention **ESI Vancouver 2017** upon reserving to take advantage of our pre-negotiated rates.

L. STAFF

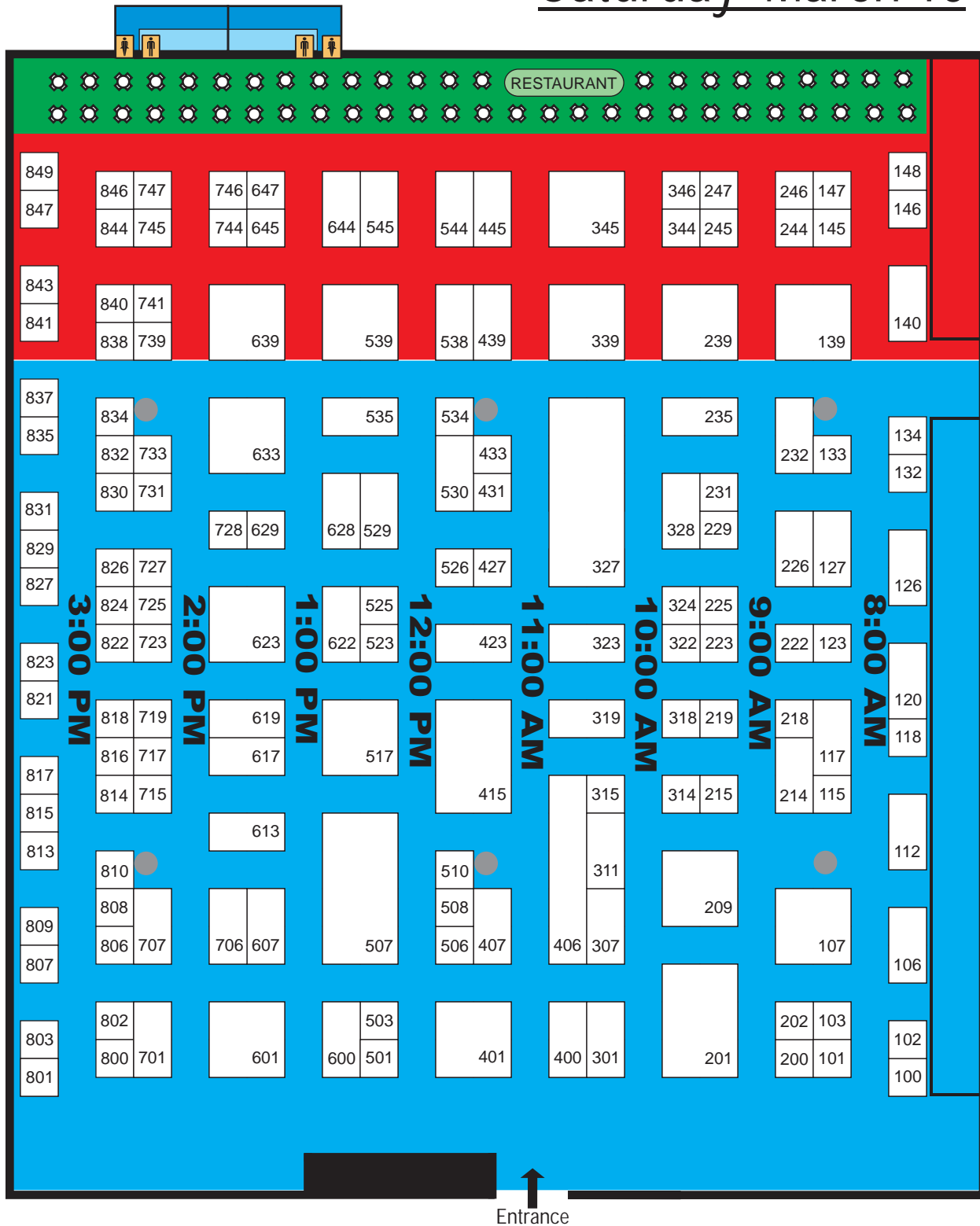
We also offer staff services to work in your booth. If you wish to know their fees or if you need more information, please contact:

ADECCO
Contact: Satinder Grewal
Phone: 604-669-1203
Email: Satinder.Grewal@adecco.ca

M. IMPORTANT NOTICE TO ALL EXHIBITORS

For security and insurance purposes, CHILDREN UNDER 16 ARE NOT ALLOWED on the show floor at all times (setup, exhibition and dismantling)

Move-in Schedule for Exhibitors on Saturday March 18





GES

#25, 5805 - 76 Ave. SE

Calgary, AB T2C 3C4

Tel: 403.243.2212

Toll Free: 800.636.8235

Fax: 403.243.3868

gesexpo.ca

QUICK FACTS

Esthétique Spa International Vancouver

March 19 - 20, 2017

Vancouver Convention Centre, West Building

Vancouver, BC

SERVICE CONTRACTOR: Global Experience Specialists (GES)

EXHIBIT HALL CARPET:

The exhibit area is NOT carpeted. However, the aisles will be carpeted in BLUE (skincare) and RED (nails). Please note that the carpets are compulsory in each booth. Please refer to the carpet order form in the GES Exhibitor Kit to order yours.

DISCOUNT PRICE DEADLINE DATE:

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by March 3, 2017.

EXHIBITOR MOVE-IN:

Friday	March 17, 2017	Only exhibitors who own their booth 10H00 for booths of 400sq.ft. and more 14H00 for booths of 300sq.ft. and less Starting at 07H00
Saturday	March 18, 2017	

EXHIBIT HOURS:

Sunday	March 19, 2017	09H00 – 18H00
Monday	March 20, 2017	09H00 - 16H00

EXHIBITOR MOVE-OUT:

Monday	March 20, 2017	16H00 – 23H59
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All labour services will have overtime charges applied.

SERVICE CENTRE HOURS:

We will have staff available at show site at the Exhibitor Services Centre during the following times:

Friday	March 17, 2017	10H00 – 18H00
Saturday	March 18, 2017	08H00 – 18H00
Sunday	March 19, 2017	08H00 – 12H00
Monday	March 20, 2017	15H30 – 20H00

Show Site Work Rules

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Jurisdiction Information

GES has a friendly, skilled, quality conscious and productive labor force in Vancouver. GES is in partnership with the Construction Maintenance & Allied Workers Union (CMAW). Members of this union claim jurisdiction over all set up and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings. In addition to utilizing the service of the Official Contractor, exhibitors may use fulltime company personnel to assist in certain aspects of display erection. The services of outside display houses can be utilized as long as they comply with notification, safety and insurance provisions. However, union labor is required for certain aspects of your exhibit handling; the following is a description of the work rules and an outline of jurisdiction.

Facility

Facility may provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning and phones. Their work rules and union jurisdictional issues would apply for these services. Should you have any questions concerning the service jurisdiction of any of the facilities please call GES at 800.636.8235.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

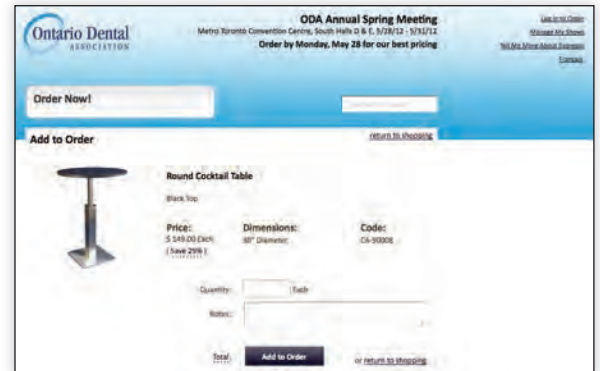
GES expects the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior.



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.



SHOW: Esthétique Spa International - Vancouver 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
 EXPIRY DATE:

CORPORATE
 PERSONAL

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

DISCOUNT PRICING:

To qualify for **Discount Pricing**, orders must be received **with payment in full on or before the deadline date (March 3, 2017)**. Late orders will be charged the **Regular Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Regular Price**.

METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, Cheque and Bank Wire Transfers. Purchase Orders are not considered payment. **Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

BANK WIRE TRANSFER INFORMATION:

To properly credit your account, please complete the **BANK WIRE TRANSFER FORM** included with the GES order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the Bank Wire Transfer Form.

NOTE: There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers.

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 other agent to manage your exhibit & 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 APPLICABLE TAXES ON ALL ORDERS.

TO: **GES**
FAX: **(403) 243-3868**
DATE: _____
FROM: _____
SHOW NAME: **Esthétique Spa International - Vancouver 2017**
COMPANY: _____
BOOTH #: _____

✓ To help us ensure we have received your entire order, please check off those forms you are sending us:

- Third Party Billing
- Credit Card Authorization
- Furnishings
- Carpet & Underpadding
- Exhibit Accessories
- Signs
- Plants
- Installation & Dismantle Labour Services
- Material Handling
- GES Logistics / Shipping

Please call to confirm receipt of your order.

***To receive Discount Pricing send your order in
by the Discount Price Deadline Date - March 3, 2017***

Thank you from GES



SHOW: Esthétique Spa International - Vancouver 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 Advanced 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
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ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:

SHOW SPECIAL ORDER FORM

COMPANY _____

ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

NAME _____ TELEPHONE _____ FAX _____

Esthétique Spa International - Vancouver 2017

SHOW NAME _____

BOOTH NO. _____ PURCHASE ORDER NO. _____

COMPANY CHEQUE CASH

PERSONAL CHEQUES MUST BE CERTIFIED.

CREDIT CARD

VISA MASTER CARD AMERICAN EXPRESS

 CARD NUMBER

 EXPIRY DATE

 CARD HOLDER'S NAME

 AMOUNT

PACKAGE A



- Aluminium modular structure.
- White vinyl covered panels.
- * Carpet is not included
- * Carpet is compulsory

490\$ + taxes
 Price after deadline: 690\$

PACKAGE B



- Aluminium modular structure.
- White vinyl covered panels.
- Carpet 10' x 10'

670\$ + taxes
 Price after deadline: 940\$

PACKAGE C



- Aluminium modular structure.
- Carpet 10' x 10'.
- Choice of 5 panel colors.
- Furniture selection.
- One 28cm x 3m sign (Black on white lettering.)
- 2 Halogene Spot (Power excluded.)
- 3 straight or angled shelves.
- One waste paper basket.

ASK US ABOUT OUR
 CUSTOM MADE BOOTHS

1100\$ + taxes
 Price after deadline: 1540\$

CARPET COLOURS

Grey Blue Red Black

PANEL COLOURS

Vinyl covered
 Upon availability

Blue Black Green Grey White

FURNITURE SELECTION

A 1 Round table (30" diam)
 2 Grey chairs

B 1 6ft. table with white skirt
 2 Grey chairs

C 1 Counter (20" x 40" x 40")
 2 Black stools

Shelves Straight
 Angled

IDENTIFICATION

Sign copy : black text on white background (Extra cost for logo upon request)

FILL IN AND RETURN TO GES CANADA

YOUR SELECTION:

PACKAGE A QUANTITY : _____ PACKAGE B QUANTITY : _____
 PACKAGE C QUANTITY : _____

ALL ORDERS MUST BE PREPAID IN FULL

TERMS AND 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 REGULAR PRICE.
 EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN 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 GEM RENTAL EXHIBITS OR COUNTER STORAGE UNITS.
 CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

Signature _____

Date _____

AMOUNT	\$
GST 5% PST 7%	\$
PAYMENT ENCLOSED	\$



**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 Exposition Services (Canada) Limited
Email: ar@ges.com Fax: 905-283-0501**

Your Company Name: _____
Contact Name: _____
Contact Number: _____
Booth Number: _____ **Event Name:** Esthétique Spa International - Vancouver 2017

GES BANK INFORMATION

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

Account 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

*IF YOU ARE SENDING AMERICAN DOLLARS

EFT/Direct Deposit

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

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: PNBPUS3NNYC

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: Ensure transfer is made a minimum of 10 days prior to the show move in date.
*Minimum Bank Charges as shown above, reflect GES's bank charges only.
Any additional wire transfer and EFT fees are the exhibitor's responsibility.



furnishings

Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High Pedestal Table

***available in black only**



30" Round / 18" High Coffee Table

***available in black only**



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



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





furnishings

Coat Tree



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



Easel



Gold Ballot Drum



Plexi Pocket



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



Bag Holder 41" H



Stanchions
6" Belt



Plastic
Wastebasket



FURNISHINGS ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 3C4 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Esthétique Spa International - Vancouver 2017

DISCOUNT PRICE DEADLINE DATE: March 3, 2017

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMEX

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

EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

CHEQUE ATTACHED (PAYABLE TO GES)

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

FURNISHINGS				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Grey Fabric Side Chair	\$59.00	\$83.00	
	Grey Fabric Counter Stool	\$120.00	\$168.00	
	Grey Fabric Arm Chair	\$79.00	\$111.00	
	Grey Folding Chair	\$35.00	\$49.00	
	Cocktail Table 40" High	\$119.00	\$167.00	
	30" Round 30" High Pedestal Table	\$106.00	\$148.00	
	30" Round 18" High Coffee Table	\$95.00	\$133.00	
	Coat Tree	\$59.00	\$83.00	
	22" x 28" Chrome Sign Holder (Sign Extra)	\$81.00	\$113.00	
	Easel	\$50.00	\$70.00	
	Ballot Drum	\$78.00	\$110.00	
	Garment Rack on Wheels	\$43.00	\$60.00	
	White Counter Storage Unit 40" H	\$211.00	\$295.00	
	Bag Holder 40"H	\$71.00	\$99.00	
	Tape Stanchion	\$69.00	\$97.00	
	Wastebasket	\$25.00	\$35.00	

DRAPED DISPLAY TABLES 30" HIGH

BLACK BLUE BURGUNDY GREEN RED SILVER WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	6 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	8 Ft. Long x 2 Ft. Wide	\$114.00	\$160.00	
	Drape Fourth Side	Add \$39.00 ea.		

RAISED DRAPED DISPLAY TABLES 42" HIGH

BLACK BLUE SILVER WHITE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	4 Ft. Long x 2 Ft. Wide	\$138.00	\$193.00	
	6 Ft. Long x 2 Ft. Wide	\$150.00	\$210.00	
	8 Ft. Long x 2 Ft. Wide	\$163.00	\$228.00	
	Drape Fourth Side	Add \$39.00 ea.		

Terms & Conditions

- All orders received after the Discount 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 draped tables or custom booth draping once delivered. 50% refund on furnishings cancelled prior to show opening.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GES #R104060264	

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

Signature

Date

CARPET ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 3C4 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Esthétique Spa International - Vancouver 2017

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: March 3, 2017

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

CHEQUE ATTACHED (PAYABLE TO GES)

**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.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
1	10 Ft. X 10 Ft. Single Booth	\$207.00	\$290.00	
1	10 Ft. X 20 Ft. Double Booth	\$412.00	\$577.00	

COLOUR SELECTION: BLACK BLUE GREY RED

BOOTH CARPET - CUSTOM SIZE
If your booth requires a size not listed above, please complete this section.

BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft. \$2.71/Sq. Ft. \$3.80/Sq. Ft.

COLOUR SELECTION: BLACK BLUE GREY RED

UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)

BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft. \$1.40/Sq. Ft. \$1.96/Sq. Ft.

PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)

BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft. \$1.14/Sq. Ft. \$1.60/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 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	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date

specialty furniture



Black Ladder Stool



Equino White Stool

Wire Back Chrome Stool



Black Leather Stool

Black Zebrano Stool



Black Corbusier
Leather Chair



Black Corbusier
Leather Loveseat

24" Square Chrome/White
Cocktail Table



30" Round Cocktail Table
Black Top

30" Square Cocktail Table
Black Top



White Sculpted
Leather Chair



White Sculpted
Leather Loveseat

Black Leather Square Back
Tub Chair



specialty furniture



42" Round
Black Meeting Table



Bar Fridge



Literature
Stand



Mahogany Coffee Table



Mahogany End Table



24" Round End Table
White Top



24" Round End Table
Black Top



32" Round Coffee Table
Black Top



32" Round Coffee Table
White Top



39" Round Coffee Table
Black Top



39" Round Coffee Table
White Top



SPECIALTY FURNISHINGS ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 3C4 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW : Esthétique Spa International - Vancouver 2017	DISCOUNT PRICE DEADLINE DATE: March 3, 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: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> EXPIRY DATE ____ / ____ CARDHOLDER NAME _____ CARDHOLDER SIGNATURE _____ <input type="checkbox"/> CHEQUE ATTACHED (PAYABLE TO GES)				

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

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Black Ladder Stool (Cloth Seat)	\$173.00	\$242.00			Chrome/White Cocktail Table (24" Square Top, 42" High)	\$173.00	\$242.00	
	Black Leather Stool	\$177.00	\$248.00			Round Cruiser Table (Black 30" DIA, 42" High)	\$161.00	\$225.00	
	Equino White Stool	\$173.00	\$242.00			42" Black Meeting Table (Round)	\$160.00	\$224.00	
	Wire Back Chrome Stool	\$181.00	\$253.00			Black Round Coffee Table (32" Diameter)	\$151.00	\$211.00	
	Black Diamond Back Stool	\$181.00	\$253.00			Black Round Coffee Table (39" Diameter)	\$151.00	\$211.00	
	Black Corbusier Leather Chair	\$293.00	\$410.00			White Round Coffee Table (32" Diameter)	\$151.00	\$211.00	
	Black Corbusier Leather Loveseat	\$383.00	\$536.00			Black Round End Table (24" Diameter)	\$133.00	\$186.00	
	White Sculpted Leather Chair	\$253.00	\$354.00			White Round End Table (24" Diameter)	\$133.00	\$186.00	
	White Sculpted Leather Loveseat	\$337.00	\$472.00			Mahogany End Table (24" x 48")	\$145.00	\$203.00	
	Black Leather Sq. Back Tub Chair	\$247.00	\$346.00			Mahogany End Table (24" x 24")	\$125.00	\$175.00	
	White Leather Sq. Back Tub Chair	\$247.00	\$346.00			Literature Stand - Accordion	\$90.00	\$126.00	
	Black Leather Rnd Back Tub Chair	\$229.00	\$321.00			Literature Stand - Double Sided	\$134.00	\$188.00	
	White Leather Rnd Back Tub Chair	\$229.00	\$321.00			Bar Fridge	\$213.00	\$298.00	
	Black Ripple Sled Base Meeting Chair	\$150.00	\$210.00		NOTE* 3 Seater Sofa Available Upon Request.				

Terms & Conditions

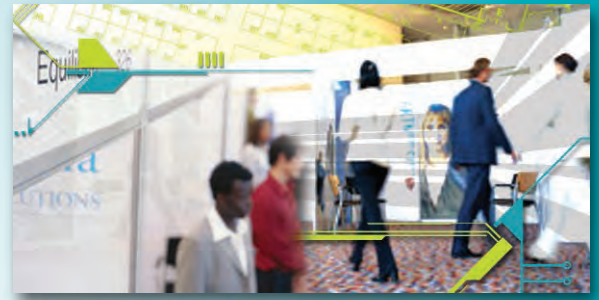
- Colours, sizes and styles may vary.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment 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	
5% GST	
7% PST	
TOTAL	
	GST #R104060264

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

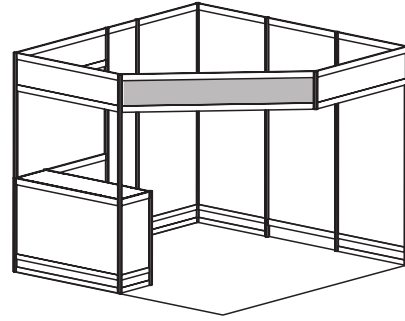
Signature

Date

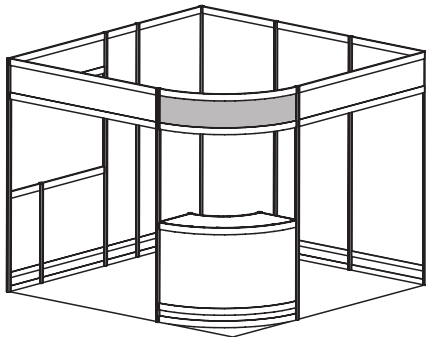


standard exhibit rentals

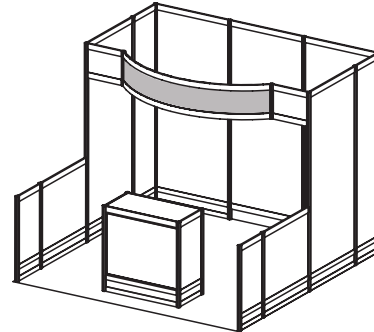
10' X 10'
EXHIBITS



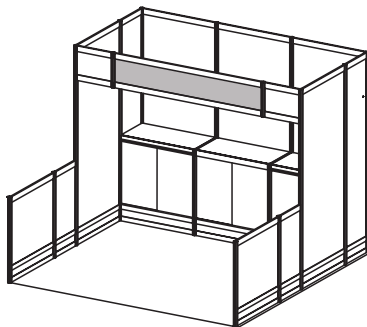
● GEM Model #1 - 10'x10' Corner



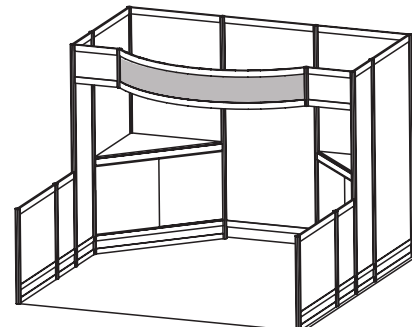
● GEM Model #2 - 10'x10' Corner



● GEM Model #3 - 10'x10'



● GEM Model #4 - 10'x10'



● GEM Model #5 - 10'x10'

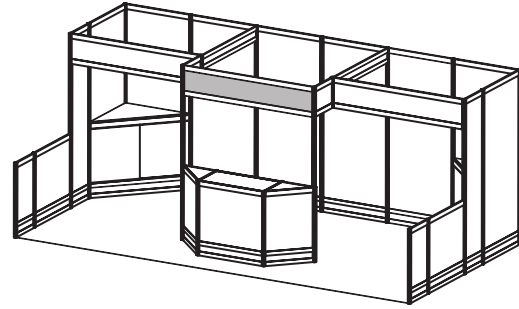
3 Easy Steps →

- 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

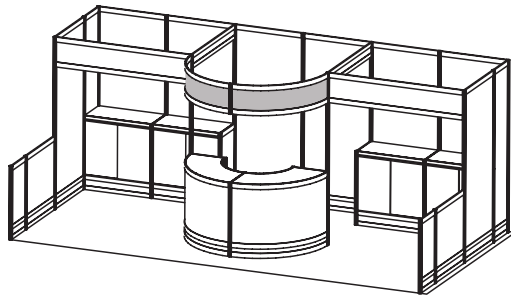
Grey indicates standard header sign(s)



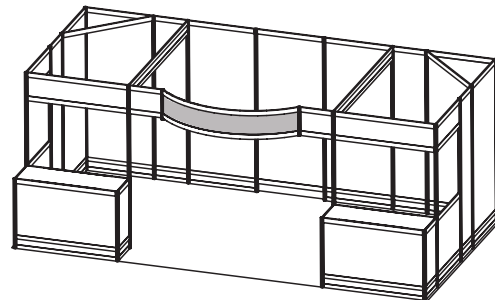
standard exhibit rentals



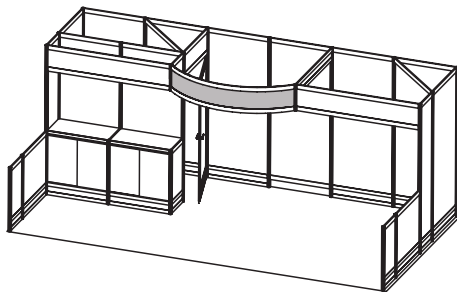
● GEM Model #6 - 10'x20'



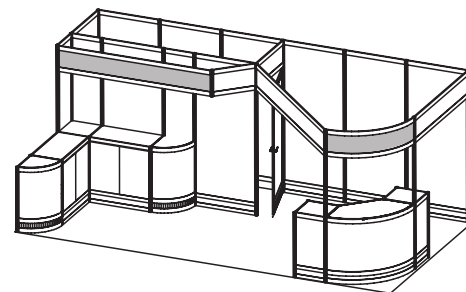
● GEM Model #7 - 10'x20'



● 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)

GEM EXHIBIT SYSTEM ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 3C4 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Esthétique Spa International - Vancouver 2017

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: March 3, 2017

CREDIT CARD AUTHORIZATION

MASTERCARD
 VISA
 AMEX

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EXPIRY DATE _____ / _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

CHEQUE ATTACHED (PAYABLE TO GES)

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

Model Number	Discount Price	Regular Price	Model Number	Discount Price	Regular Price
Model #1	\$1,329.00	\$1,861.00	Model #6	\$2,536.00	\$3,550.00
Model #2	\$1,381.00	\$1,933.00	Model #7	\$3,361.00	\$4,705.00
Model #3	\$1,523.00	\$2,132.00	Model #8	\$2,716.00	\$3,802.00
Model #4	\$1,809.00	\$2,533.00	Model #9	\$3,111.00	\$4,355.00
Model #5	\$1,871.00	\$2,619.00	Model #10	\$3,774.00	\$5,284.00

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 COMPLETE THE FOLLOWING: **MODEL NUMBER:** *Upgrade options available. Contact Exhibitor Services.*

Font Colour: Black

Infill Panel Colour: Black Blue Grey White

Carpet Colour: Black Blue Grey Red *(All panel & carpet colours subject to availability.)*

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 Signs/Logos will be charged \$100.00 extra per sign

**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

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 Regular 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 GEM rental exhibits or counter storage units.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date

GEM EXHIBIT ACCESSORIES ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 3C4 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Esthétique Spa International - Vancouver 2017

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: March 3, 2017

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMEX

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

EXPIRY DATE ____/____/____

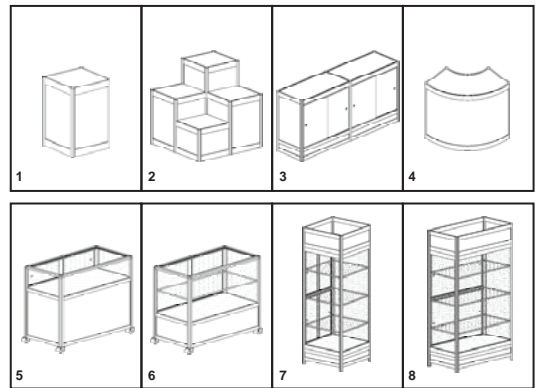
CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

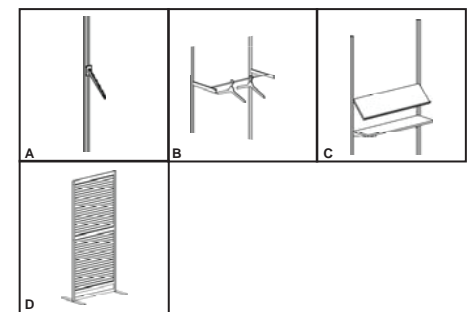
CHEQUE ATTACHED (PAYABLE TO GES)

ALL ORDERS MUST BE PREPAID IN FULL
 (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED) LIGHTS ARE INCLUDED IN SHOWCASES (ELECTRICAL SERVICES EXTRA)

QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1	Pedestal (White) 20"L x 20"W □ 28"H or □ 36"H	\$102.00	\$143.00	
	2	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 41")	\$510.00	\$714.00	
	3	Storage Counter (White) 80"L X 20"W X 40"H	\$298.00	\$417.00	
	4	Curved Counter (White) 60"L X 20"W X 36"H	\$357.00	\$500.00	
	5	99A Showcase (White/Glass) 40"L X 20"W X 40"H	\$329.00	\$461.00	
	6	99B Showcase (White/Glass) 40"L X 20"W X 40"H	\$340.00	\$476.00	
	7	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$360.00	\$504.00	
	8	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$446.00	\$624.00	



QTY	#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	A	Waterfall With Eight Balls	\$19.00	\$27.00	
	B	Garmet Rail 39"W	\$36.00	\$50.00	
	C	Shelves □ Flat □ Angled 37"L X 12"W	\$55.00	\$77.00	
	D	Slatwall Panels - 37"W X 96"H Black (Upgrade for standard panels)	\$158.00	\$221.00	



To Be Able To Rent These Accessories, You Must Order a GEM Hardwall Booth From GES

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 Discount Price Date will be processed at the Regular Price.

SUBTOTAL	_____
5% GST	_____
7% PST	_____
TOTAL	_____
	GST #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...

- 403.243.2212
- calgary@ges.com

20' x 20' island



10' x 20' inline



20' x 30' island



10' x 20' corner



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 403.243.2212
or email: calgary@ges.com

Accepted File Formats:



PDF: High Resolution. Save as “PDF /X-1a”

Vector Files: EPS, .AI (Adobe Illustrator CS6 or earlier)

Bitmaps: TIF, JPG, BMP, PSD (Adobe Photoshop CS6 or earlier)

Important Notes:

Bitmap resolution should be no less than 75 ppi (dpi) @ 100% intended output size. Larger than 150 ppi (dpi) @ 100% intended output size is overkill and will only slow production. Please bleed artwork 0.5” top, bottom & sides. If not, unexpected cropping may occur. Please be aware the 0.5” top, bottom & sides will also be hidden in the channel of our metal system.

Colour:

We digitally print in CMYK mode. All files should be saved for output in this 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.

**PLEASE SAVE ALL NATIVE ADOBE INDESIGN FILES AS PDF/X-1a.
PLEASE BE AWARE THAT QUARK XPRESS IS NOT STANDARD.
FILES CREATED IN QUARK SHOULD BE SAVED AS PDF/X-1a.**

If you experience technical difficulties
please contact a GES representative @ 403.243.2212

GRAPHICS ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 3C4 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Esthétique Spa International - Vancouver 2017

DISCOUNT PRICE DEADLINE DATE: March 3, 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 _____ / _____

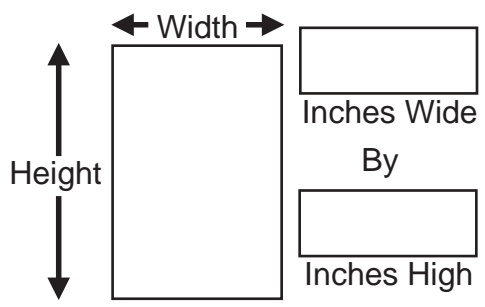
CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

CHEQUE ATTACHED (PAYABLE TO GES)

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

SIGN LAYOUT



Sign Sizes	Discount Price	Regular Price
11" x 14"	\$46.00	\$64.00
14" x 22"	\$81.00	\$113.00
22" x 28"	\$104.00	\$146.00
7" x 44"	\$78.00	\$109.00
28" x 44"	\$134.00	\$188.00
40" x 60"	\$295.00	\$413.00

LOGOS ARE NOT INCLUDED IN PRICING

PLEASE PRINT OR TYPE WORDING REQUIRED:

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

Terms & Conditions

- All orders received after the Discount 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.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date

LABOUR SERVICE ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 3C4 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Esthétique Spa International - Vancouver 2017

DISCOUNT PRICE DEADLINE DATE: March 3, 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)

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

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 40% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

Straight Time
8:00am - 4:00pm
Monday - Friday

\$89.00 PER HOUR

Overtime
4:00pm - 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun

\$133.50 PER HOUR

Double Time
After 6:00pm Mon - Fri After
4:00pm Sat, Sun and
holidays

\$178.00 PER HOUR

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

INSTALLATION Set Up Drawings or Photos Attached: yes no

Carrier: _____ Delivery Date: _____ Delivery Time: _____ am pm
Day / Date/ Month / Year

SUPERVISION By Exhibitor (Provide Name of Rep): _____ By GES (30% surcharge applies)
(Exhibitor **MUST** be Present to Supervise) (Exhibitor does **NOT** have to be present)

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

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS

DISMANTLING

Carrier: _____ Pick-up Date: _____ Pick-up Time: _____ am pm
Day / Date/ Month / Year

SUPERVISION By Exhibitor (Provide Name of Rep): _____ By GES (30% surcharge applies)
(Exhibitor **MUST** be Present to Supervise) (Exhibitor does **NOT** have to be present)

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

NUMBER OF PEOPLE REQUIRED X HOURS PER PERSON = TOTAL HOURS

- 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.

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

GST #R104060264

Signature **Date**



IN BOOTH FORKLIFT ORDER FORM

#25, 5805 - 76 Ave. SE Calgary, Alberta, T2C 3C4 Tel: (403) 243-2212 Fax: (403) 243-3868 Toll Free 1-800-636-8235 www.gesexpo.ca

SHOW: Esthétique Spa International - Vancouver 2017

DISCOUNT PRICE DEADLINE DATE: March 3, 2017

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMEX

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

EXPIRY DATE ____/____/____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

CHEQUE ATTACHED (PAYABLE TO GES)

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

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

Straight Time
8:00am - 4:00pm
Monday - Friday

Overtime
4:00pm - 6:00pm
Monday - Friday
8:00am - 4:00pm Sat & Sun

Double Time
After 6:00pm Monday - Friday
After 4:00pm Sat & Sun
& Holidays

\$148.00 PER HOUR

\$222.00 PER HOUR

\$296.00 PER HOUR

A 40% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS.
ALL RATES INCLUDE FORKLIFT AND DRIVER (5% GST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:

SUPERVISOR NAME: _____ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: _____ Day _____ Date _____ Month _____ # of Hours _____ # of Forklifts

DISMANTLING TIME REQUIRED: _____ Day _____ Date _____ Month _____ # of Hours _____ # of Forklifts

APPROXIMATE TIMES:

MOVE-IN Start: _____ am pm Finish: _____ am pm Total Hours: _____

MOVE-OUT Start: _____ am pm Finish: _____ am pm 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.

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

Signature

Date

GST #R104060264

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.

OTHER SUPPLIER'S FORMS

Audio Visual & Computer Rental	CT8 Expo & Production
Balloon Retrieval Waiver	Convention Centre
Catering Services	Convention Centre
Electrical Services	Convention Centre
Exhibit Fire Prevention	Convention Centre
Internet / Technology Services	Convention Centre
Lead Tracking Barcode Scanner	CT8 Expo & Production
Personal Services	Vancouver Coastal Health
Plumbing Services	Convention Centre
Safety and Reference	Convention Centre
Sign Installation Services	Convention Centre
Transportation / Customs Broker	NALSI
Vinci (Parking)	Convention Centre



Monitors – LCD – Plasma	\$CDN	Qty	Total
17" LCD Monitor	\$95		
42" Plasma	\$985		
50" Plasma	\$1,185		
60" Plasma	\$1,985		
Dual Post Stand for Plasmas	\$95		
Monitor Cart with Skirt	\$55		
Notebooks and Desktop PC(s) Win XP			
P4-1.4 256MB/20GB/DVD/14/56K/NIC-NB	\$265		
P4-1.5 256MB/20GB/CD/FD/32V/NIC	\$175		
P4-2.2 512MB/30GB/CD/FD/64V/NIC	\$205		
AV Equipment			
XGA LCD Projector (2000 Lumens)	\$425		
Projector Cart	\$45		
Tripod Screen	\$40		
DVD Player	\$95		
32" Sony TV	\$345		
Exhibit Audio System (2 speakers, stands, 1 Wireless Kit)	\$495		
Exhibit Audio System (2 speakers, stands, 1 Wireless Kit w/ Wireless Headset)	\$595		
Exhibit Audio System (2 speakers, stands, 1 Wired Mic)	\$265		
Exhibit Audio System (4 speakers, stands, 2 Wireless Kits)	\$725		
Shipping / Labour			
Delivery / Setup / Pickup (up to 3 products)	\$145		
Computer Configuration and Installation (hourly rate)	\$95		
AV Equipment Setup and Strike (hourly rate)	\$45		
Applicable taxes will apply to final invoice			
TOTAL:			

Email: orders@ct8expo.com

Customer / Billing Information

Company:

Address:

City:

Postal/Zip:

Phone:

Fax:

Ordered by:

email:

Date Ordered:

Booth / Room Orders : Information

On site Contact:

Booth / Room #

Please pick up your scanner at the CT8 Expo and Productions Booth on the Show floor

Method of Payment

Card #:

Exp:

CVV:

Postal/Zip Code:

Postal/zip code associated with card

Name:

(as appears on card)

Visa MasterCard Amex

Signature:

Terms and Conditions

(Please contact your Rep for more details)

Rental prices listed above are for the whole show period. The customer is liable for loss or damage to the equipment during the show until CT8Expo employees arrive to remove it at the end of show.

Orders received prior to the Order Deadline indicated above will be processed at the early bird discounted prices shown on this form. Orders received after the order deadline will be at CT8Expo's regular published rates.

Cancellations

1. Cancellation of equipment and services must be received 2 weeks prior to the start of the show;
2. If equipment and services have already been provided at the time of the receipt of the cancellation notice, the full original charges will apply;

Rental Agreement

It is understood and agreed that the customer accepts all responsibility for the safe return of all equipment listed on this page form. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.

Signature:

Official ESI A/V supplier

CT8 EXPO and PRODUCTIONS INC.

550 Elmridge, #34. Dorval, Quebec, H9S 3A2

Tel: (514) 213-5105



BALLOON RETRIEVAL WAIVER FORM

We accept full responsibility for complete retrieval and repair costs incurred should our helium-filled balloon(s) escape during the preparation, display, and dismantling of same.

We understand that the cost of special equipment and labour for balloon retrieval **may** total up to \$1,500.00. We understand and agree to pay any retrieval costs incurred.

Please Print:

Event Name: _____ Location: _____

Exhibitor Co. Name: _____

Booth Number: _____

CONTACT INFORMATION:

Name of Representative: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

Authorized Representative Signature: _____

Date: _____

Event Manager or MOD: _____

Fax # (604) 647-7325



EXHIBITOR CATERING SERVICES 2017 DAILY ORDER FORM

EVENT: ESTHETIQUE SPA INTERNATIONAL 2017

BOOTH NUMBER: _____

COMPANY: _____

TELEPHONE: _____

CONTACT NAME: _____

FAX: _____

E-MAIL: _____

ADDRESS: _____

DELIVERY DATE: _____

DELIVERY TIME: _____

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
- Please use a separate order form for each day an order is required, then **fax directly to the Exhibitor Services Department at 604-647-7325.**
- A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call **604-689-8232** and ask the **Catering Department for assistance.**
- Please allow for a minimum of 10 business days to process booth delivery orders.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- Any orders received within 3 business days prior to service are subject to 15% surcharge.
- On-site orders are subject to additional banquet labour charge of \$140 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to **18% service charge, 7% PST on Rentals, and 5% GST.**
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$35.00/hour, minimum 4 hour shift.
- For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware & glassware.

FOOD: To avoid delay in processing your order, please circle your exact selection.

_____ x Assorted Muffins, Scones and Croissants served with Butter & Assorted Preserves	\$ 48.00 / dozen
_____ x Carrot Squares, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars	\$ 51.00 / dozen
_____ x Assorted House Made Cookies	\$ 48.00 / dozen
_____ x Hearty Sandwiches (One Sandwich per person) (Min Qty 12)	\$ 14.00 / guest
_____ x Hearty Sandwiches with Salad (One Sandwich per person) (Min Qty 12).....	\$ 20.00 / guest
_____ x Individual Natural Yogurts (Min Qty 12).....	\$ 4.25 each
_____ x Sliced Fresh Fruit & Berries Platter (Min Qty 12)	\$ 7.00 / guest
_____ x Fresh Whole Fruit Basket (Min Qty 12)	\$ 3.25 / guest
_____ x Canadian & International Cheese Tray with Baguette and Biscuits (Min Qty12).....	\$ 14.00 / guest
_____ x Fresh Vegetable Crudite with Herb Dip (Min Qty 12)	\$ 6.00 / guest
_____ x Kettle Chips (half pound basket) – (Min Qty 12).....	\$ 17.00 /basket
_____ x Pretzels or Japanese Dry Snacks (1 pound basket) – (Min Qty 12)	\$ 17.00 /basket
_____ x Individual Bags of Chips, Pretzels – (Min Qty 12).....	\$ 3.00 / bag

BEVERAGE:

_____ x Freshly Brewed Moja Certified Organic Coffee or Decaf (serves 10 cups).....	\$ 47.50 / airpot
_____ x Hot Water with Selection of Tea Bags (serves 10 cups).....	\$ 47.50 / airpot
_____ x 6 pack Bottled Orange or Grapefruit Juice (Single Servings).....	\$ 30.00 / pack
_____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite or Ginger Ale (Single Servings).....	\$ 27.00 / pack
_____ x 6 pack Bottled Water (Single Servings).....	\$ 27.00 / pack
_____ x Water Cooler/Equipment Rental (Does not include Water Jug)	\$ 25.00 /day
_____ x Water Jug 18 L (Does not include Equipment Rental).....	\$ 18.00 / each
_____ x Ice (One bin: 20 lbs).....	\$ 20.00 / bin

OTHERS:

_____ x Rental of black or white tablecloth in the size of 53"x53" or 90"x90".....	\$ 20.00 each
_____ x Rental of glass bowl for business cards.....	\$ 10.00 each



EXHIBITOR CATERING SERVICES 2017

DAILY ORDER FORM

EVENT: ESTHETIQUE SPA INTERNATIONAL 2017

BOOTH NUMBER: _____

COMPANY: _____ TELEPHONE: _____

ADDRESS: _____ FAX: _____

_____ E-MAIL: _____

CONTACT
NAME: _____

CREDIT CARD AUTHORIZATION FORM

This fax will authorize the Vancouver Convention Centre to charge the following credit card:

American Express

Visa

MasterCard

TOTAL AMOUNT: _____

CARD NUMBER: _____

NAME OF CARDHOLDER: _____

EXPIRY DATE: _____

SIGNATURE OF CARDHOLDER: _____

All credit card charges will be processed in full prior to the Event.
Any additional charges accrued will be charged post event.

Please fax this form to:
604-647-7325

www.vancouverconventioncentre.com



ELECTRICAL SERVICES REQUEST 2017

EVENT # **43183**

This form is your official invoice – please keep a copy for your records

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

Credit will not be given for orders installed but not used or orders cancelled within 48 hours of installation.

EVENT INFORMATION:

EVENT NAME: **ESTHETIQUE SPA INTERNATIONAL 2017**

BOOTH NUMBER:

EVENT DATES: **MARCH 19 - 20, 2017**

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____
Street City Province Postal/Zip Code

CONTACT NAME: _____ PHONE #: _____

E-MAIL: _____ FAX #: _____

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.

FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A. REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST (pg. 2).

BASIC POWER	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.		(7 days prior to event move-in)	(under 7 days to event move-in)	(under 24h to event move-in)	
<input type="checkbox"/> 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)	_____ @	\$86.00	\$102.00	\$134.00	= _____
<input type="checkbox"/> 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)	_____ @	\$91.00	\$107.00	\$140.00	= _____
ADDITIONAL ITEMS (Does not include Labour or Power Supply)					
<input type="checkbox"/> POWER BAR WITH SURGE PROTECTION	_____ @	\$23.00	\$28.00	\$36.00	= _____
<input type="checkbox"/> 3 M (15 FT.) or 5 M (25 FT) EXTENSION CORD	_____ @	\$23.00	\$28.00	\$36.00	= _____

PRODUCTION or COMMERCIAL POWER (200 Amps and Above, please see Booth Template form for Quote Request)

* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM (page 2).

FOR 60A AND ABOVE, A CAMLOK CONNECTION IS PROVIDED

<input type="checkbox"/> 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$189.00	\$207.00	\$265.00	= _____
<input type="checkbox"/> 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$208.00	\$228.00	\$295.00	= _____
<input type="checkbox"/> 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$340.00	\$378.00	\$488.00	= _____
<input type="checkbox"/> 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$545.00	\$588.00	\$770.00	= _____

LABOUR

*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN'S, INSPECTIONS AND SPECIFIED INSTALL TIMES

<input type="checkbox"/> ELECTRICIAN LABOUR (Weekday hourly rate)	_____ @	\$96.00	\$96.00	\$96.00	= _____
<input type="checkbox"/> ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)	_____ @	\$128.00	\$128.00	\$128.00	= _____

PAYMENT INFORMATION:

Make Cheques Payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax form or for further inquiries:

Call (604) 647-7206 Fax (604) 647-7325

5.00% GST

SUBTOTAL

#100432764

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

TOTAL

CANADIAN

- Cash Cheque American Express Bank Wire Transfer
 Visa MasterCard _____
 (Please inquire for additional details)

Credit Card Number _____ Expiry Date _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature _____

Print Name and Title of Authorized Representative

Please visit us at www.vancouverconventioncentre.com to place your basic order online



BOOTH LAYOUT TEMPLATE

Custom Layouts for Internet & Electrical

EVENT #	43183
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EVENT INFORMATION:

EVENT NAME: ESTHETIQUE SPA INTERNATIONAL 2017

EVENT DATES: MARCH 19 - 20, 2017

BOOTH NUMBER:

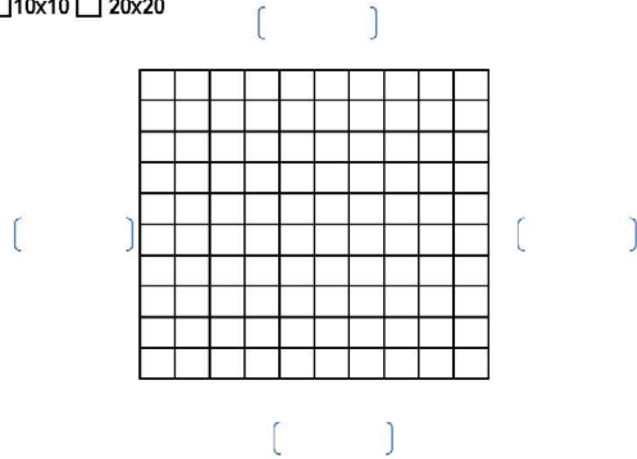
CUSTOMER INFORMATION:

COMPANY NAME: _____

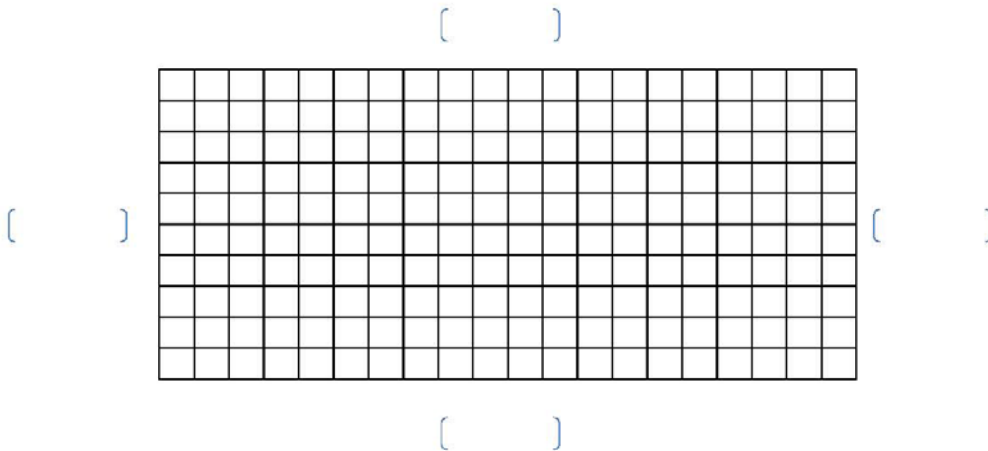
Please Note: ALL POWER WILL BE PROVIDED AT THE REAR OF THE BOOTH UNLESS A FLOOR PLAN IS PROVIDED.
PLEASE SUBMIT ANY FLOOR PLANS WITH SERVICE ORDERS.

PLACE INSIDE THE GRID	
Electrical 750w	e
Electrical 1500w	E
Wired Internet	I
Fax or POS	F or P
Place surrounding booth # in brackets (i.e. 100)	

For 10x10 20x20



For Booth Size 10x20 Only



PRODUCTION & COMMERCIAL POWER – Additional Information	
PLEASE INDICATE THE PLUG TYPE (for 20A and/or 30A)	
TYPE OF EQUIPMENT THAT REQUIRES THE ELECTRICAL	
PLEASE CONFIRM THE TYPE OF FLOORING IN THE BOOTH	CIRCLE ONE : CARPET OR HARDWOOD
QUOTE REQUEST (For 200A and Above or Overhead Power)	
PLEASE INDICATE THE SERVICE REQUIRED	

EXHIBIT FIRE PREVENTION

1. Displays may not block, impede or obstruct a fire exit from view. Should the sight line of such exits be affected, the Vancouver Convention Centre Director of Fire & Safety may provide alternative plans.
2. Displays may not restrict access to or obstruct from view any fire hose cabinet, fire hydrant or fire department connection.
3. When booth layouts are done, care must be taken to avoid dead corridors with appropriate fire aisles designated.
4. Decorative covers or booths shall be flame proofed or properly treated with a flame-retardant chemical.
5. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of natural foliage, treated with an anti-dormant spray:
 - Artificial flowers
 - Plastic materials
 - Textiles
 - Artificial/natural foliage
 - Paper, cardboard or compressed paperboard
 - Any other material used for festive decorationWallpaper is permitted if pasted securely to walls or wallboard backing.
6. The following materials may be used indoors under certain circumstances with special permission:
 - Straw and hay
 - Corrugated paper
 - Paper backed foil
 - Acetate fabrics
 - Flammable liquid
 - Combustible material used for covering tables or for skirting tables
7. It is necessary to flameproof textiles, paper and other combustible merchandise on display. This may be limited to an acceptable quantity.
8. Open flame shall not be used solely for attracting attention.
9. The use of open flame is limited to equipment that requires open flame to demonstrate the function of such equipment. Approval is required from the Vancouver Convention Centre's Director of Fire & Safety who will ensure that the equipment set-up complies with safety standards. An approved fire extinguisher will be required in the display area.
10. Flammable, combustible and/or compressed gasses including propane may be used or displayed with approval of the Vancouver Convention Centre Director of Fire & Safety. Any such installations may be subject to gas inspections by the Gas Inspector. Propane must have an approved restriction device and be no larger than 20 lbs. With regard to aerosols, pressurized containers, not exceeding 500-ml capacity of each product classified as a flammable liquid may be exhibited. Restrictions do not apply to non-flammable products.
11. Internal combustion engines, vehicles or equipment cannot contain more than one-quarter tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle. Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with Vancouver Convention Centre's Guest Services. Vehicles that are equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.
12. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by Show Management or the Vancouver Convention Centre's Director of Fire & Safety.
13. All electrical appliances, electrical cords and electrical connections must be CSA approved. All outlet bars must be fused.
14. Any booth which may pose a particular hazard by the storage or actions within must provide a portable fire extinguisher with a minimum rating of 5 to 20lbs, type ABC. This will include cooking, use of propane, etc. Only one propane tank permitted in a booth at a time. Additional tanks must go to designated storage area.
15. If it is deemed by the Vancouver Convention Centre that a display or action of any exhibitor may affect public safety, the exhibitor shall accept the required changes or Show Management shall be required to evict the exhibitor.
16. These guidelines to fire safety are general requirements only. For more detailed information, please contact your Vancouver Convention Centre's Event Manager.



BELL – INTERNET / TECHNOLOGY SERVICES EXHIBITOR ORDER FORM 2017

This form is your official invoice – please keep a copy for your records
 Prices Subject to Applicable Taxes • All Prices Subject to Change Without Notice
 All orders must be accompanied by payment
 Credit will not be given for orders installed but not used
 or orders cancelled within 48 hours of installation
 (Please see reverse side for terms & conditions)

EVENT # 43183
BOOTH #

Please Include Booth Plan

EVENT INFORMATION:

EVENT NAME: ESTHETIQUE SPA INTERNATIONAL 2017

EVENT DATES: MARCH 19 – 20, 2017

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____
STREET CITY PROVINCE/STATE POSTAL/ZIP CODE

CONTACT NAME: _____ TELEPHONE#: _____

EMAIL: _____ FAX#: _____

Customer provided wireless routers, wired routers, switches, hubs or access points are not permitted anywhere within the Vancouver Convention Centre. All Network devices must be provided by the Convention Centre.

EXHIBITOR WIFI:

A separate access code is required for each device. Access codes are not transferable from one device to another. Each additional device access code will be active for the same time period as the service purchased for first device. This service will work throughout the Vancouver Convention Centre. For private networks or more bandwidth please call for more information 604-647-7206.

Service up to 5Mbps

	Number Required	@	Rate	Total Amount
1 Day Service - First Device		@	\$140.00	
2 Day Service - First Device		@	\$250.00	
3 Day Service - First Device		@	\$295.00	
4 Day Service - First Device		@	\$395.00	
5 Day Service - First Device		@	\$495.00	
*Each Additional Device		@	\$100.00 Per Device	

*Additional Device rates will be active for the same time period chosen as the service for the first device

	Number Required	@	Discount Rate	Standard Rate	On-Site Rate	Total Amount
PRIVATE WIFI NETWORK (DHCP)						
SSID (NAME): _____						
Password : _____ <small style="margin-left: 100px;">8 CHARACTER MINIMUM</small>	First Device	@	\$1395.00	\$1450.00	\$1495.00	
Additional Wireless Devices		@	\$ 130.00	\$ 140.00	\$ 150.00	
Each device accessing the internet must be counted						
WIRED INTERNET SHARED 50Mbps (DHCP)						
Daily Rate	First Device	@	\$ 495.00	\$ 595.00	\$ 795.00	
Conference Rate (3 Days)	First Device	@	\$1395.00	\$1450.00	\$1495.00	
Additional Devices		@	\$ 130.00	\$ 140.00	\$ 150.00	
Each device accessing the internet must be counted						
Switch Rental – 5 or 8 Port		@	\$ 75.00	\$ 75.00	\$ 75.00	
Switch Rental – 12 or 16 Port		@	\$ 125.00	\$ 125.00	\$ 125.00	

WIRED INTERNET DEDICATED Enhanced

	Number Required		Orders placed up to 7 days prior to move in date Discount Rate	Orders placed less than 7 days prior to move in date Standard Rate	Orders placed on-site On-Site Rate	Total Amount
Wired Internet Enhanced – 20Mbps 1 IP Address, Dedicated Bandwidth Daily Rate	First Device	@	\$ 1595.00	\$ 1695.00	\$ 1895.00	
Wired Internet Enhanced – 20Mbps 1 IP Address, Dedicated Bandwidth Conference Rate (3 Days)	First Device	@	\$ 4495.00	\$ 4695.00	\$ 4995.00	
Wired Internet Enhanced – 100Mbps 1 IP Address, Dedicated Bandwidth Conference Rate (3 Days)	First Device	@	\$10995.00	\$11995.00	\$12995.00	
Wired Internet Enhanced: Each Additional Location	_____	@	\$ 595.00	\$ 625.00	\$ 775.00	
Each Additional Device	_____	@	\$ 130.00	\$ 140.00	\$ 150.00	
Each Additional IP Address	_____	@	\$ 130.00	\$ 140.00	\$ 150.00	
Switch rental – 5 or 8 Port	_____	@	\$ 75.00	\$ 75.00	\$ 75.00	
Switch rental – 12 or 16 Port	_____	@	\$ 125.00	\$ 125.00	\$ 125.00	

VOICE CONNECTIVITY

IP Telephone	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	
IP Polycom Set Rental (Per Day)	_____	@	\$ 110.00	\$ 115.00	\$ 175.00	
Fax Line – Equipment Not Included	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	
POS Line – Equipment Not Included	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	

Please check type of **POS** connection required Analog Phone Line Wired Internet (Ethernet)

DIGITAL SIGNAGE

Media Wall – 9 Screen Matrix Main Entrance, 15 Sec. Spot/ 60sec. loop / Day	_____	@	\$ 700.00	\$ 800.00	\$ 1000.00	
Main Entrance Package 3 Entrances, 15 Sec. Spot/ 60sec. loop / Day	_____	@	\$ 1600.00	\$ 1700.00	\$ 1900.00	
Digital Signs – advertising per screen	_____	@	\$ 995.00	\$ 1195.00	\$ 1495.00	
Portable Digital Sign Rental 52" Rate Per Day	_____	@	\$ 550.00	\$ 650.00	\$ 795.00	
Portable Digital Sign Rental 80" Rate Per Day	_____	@	\$ 900.00	\$ 1000.00	\$ 1200.00	
Virtual Presence Device – BEAM Robot Per Day	_____	@	\$ 1200.00	\$ 1400.00	\$ 1500.00	

Payment Information:

Make cheques payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax your form or for further enquiries:
Call (604) 647-7206
Fax (604) 647-7325

Payment method:

- Cash
- Cheque
- Visa
- MasterCard
- American Express
- Bank Wire Transfer - please inquire for additional details

SUB TOTAL	
5% GST #100432764	
7% PST #1001-0174	
TOTAL CANADIAN	

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.


Authorized Signature: _____

Print Name and Title of Authorized Representative

TERMS & CONDITIONS

1. Requests for service and special arrangements at the discount rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
 - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
 - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
 - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
 - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
 - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
 - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
 - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
 - (iii) restriction or inhibition imposed by a third party;
 - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



Lead Tracker	Price	Qty.	Total
<p>“Exhibitor’s Must have!”</p> <ul style="list-style-type: none"> • Simple to use • Point and scan • Store over 2000 barcodes 	\$225		
<p>(*) order instructions</p>			
<p>Applicable taxes will apply to final invoice</p>			
<p>TOTAL:</p>			

Please pick up your scanner at the CT8 Expo and Productions Booth on the Show floor

CT8 EXPO and PRODUCTIONS INC.
EMAIL ORDER TO: orders@ct8expo.com
Official A/V Supplier

** Please fill out this form and the attached Billing Information and email or fax to the above numbers.*
Thank you

Email: orders@ct8expo.com

Customer / Billing Information			
Company:			
Address:			
City:		Postal/Zip:	
Phone:		Fax:	
Ordered by:			
email:			
Date Ordered:			
Booth / Room Orders : Information			
On site Contact:			
Booth / Room #			
<i>Please pick up your scanner at the CT8 Expo and Productions Booth on the Show floor</i>			
Method of Payment			
Card #:	Exp:	CVV:	Postal/Zip Code: <small>Postal/zip code associated with card</small>
Name:			
(as appears on card)			
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex			
Signature:			
Terms and Conditions (Please contact your Rep for more details) Rental prices listed above are for the whole show period. The customer is liable for loss or damage to the equipment during the show until CT8Expo employees arrive to remove it at the end of show. Orders received prior to the Order Deadline indicated above will be processed at the early bird discounted prices shown on this form. Orders received after the order deadline will be at CT8Expo's regular published rates.			
Cancellations			
1. Cancellation of equipment and services must be received 2 weeks prior to the start of the show;			
2. If equipment and services have already been provided at the time of the receipt of the cancellation notice, the full original charges will apply;			
Rental Agreement			
It is understood and agreed that the customer accepts all responsibility for the safe return of all equipment listed on this page form. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.			
Signature:			

Official ESI A/V supplier

CT8 EXPO and PRODUCTIONS INC.

550 Elmridge, #34. Dorval, Quebec, H9S 3A2

Tel: (514) 213-5105

Application Form for Personal Services at a Tradeshow

Event Information:		
Name of Event: Esthetique Spa International	Date(s) & Operating Hours: March 19: 9am to 6pm & March 20: 9am to 4pm	
Location Address: 1055 Canada Place	Event Organizer: Esthetique Spa International	
	Phone Number: 1-450-434-4738	
	Email: info@spa-show.com	
Exhibitor Information:		
Contact Person:	Business Name:	
Mailing Address:	Phone Number:	
	Email:	
	Booth Number:	
Other Operators (1):	(2):	
(3):	(4):	
Services Offered – (Check(✓) All that Apply)		
<input type="checkbox"/> Esthetics	<input type="checkbox"/> Massage	<input type="checkbox"/> Piercing
<input type="checkbox"/> Hair Services	<input type="checkbox"/> Acrylic Nails	<input type="checkbox"/> Micro-pigmentation
<input type="checkbox"/> Micro-dermal abrasion	<input type="checkbox"/> Electrolysis	<input type="checkbox"/> Tattooing
<input type="checkbox"/> Manicure/Pedicure	<input type="checkbox"/> Waxing	<input type="checkbox"/> Other: _____
Cleaning and Disinfection or Sterilization		
Disposable instruments		
1:	4:	7:
2:	5:	8:
3:	6:	9:
Reusable instruments	Level of disinfection/sterilization	Disinfectant or sterilizer product used
1:		
2:		

Reusable instruments	Level of disinfection/sterilization	Disinfectant or sterilizer product used
3:		
4:		
5:		
6:		
7:		
Surfaces and equipment	Level of disinfection/sterilization	Disinfectant or sterilizer product used
1:		
2:		

Describe the hand washing facilities for your booth:

NOTE: Hand washing stations will be provided around the tradeshow floor for hand washing and cleaning of instruments and tools. All vendors must be familiar with the location of the closest hand sink to your booth.

Please acknowledge that there will be copies of written aftercare instructions and consent forms available for each client before invasive services are provided.

Yes I will have printed copies.

Indicate how disposable sharps generated onsite will be stored and disposed:

Signature

Date

PLEASE RETURN FORM AT LEAST 14 DAYS PRIOR TO THE EVENT TO:

VANCOUVER COASTAL HEALTH (SENIOR EHO for PSE) via:

EMAIL: TemporaryEvents@vch.ca at the attention of : SHELLEY BEAUDET

Or

FAX: 604-736-8651 (ATTN: Senior EHO for PSE)



PLUMBING SERVICES REQUEST 2017

EVENT # **43183**

This form is your official invoice – please keep a copy for your records
All plumbing services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

Credit will not be given for orders installed but not used or orders cancelled within 48 hours of installation.

EVENT INFORMATION:

EVENT NAME: **ESTHETIQUE SPA INTERNATIONAL 2017**
EVENT DATES: **MARCH 19 - 20, 2017**

BOOTH NUMBER:

CUSTOMER INFORMATION:

COMPANY NAME: _____
COMPANY ADDRESS: _____
Street City Province Postal/Zip Code
CONTACT NAME: _____ PHONE #: _____
E-MAIL: _____ FAX #: _____

Please note: SINKS WILL BE PROVIDED ALONG BACK OF BOOTH UNLESS FLOOR PLAN PROVIDED. ALL PLUMBED SINK REQUESTS WILL BE REVIEWED TO CONFIRM A PLUMBING PORT IS AVAILABLE PRIOR TO PAYMENT BEING PROCESSED. SERVICES INSTALLED BUT NOT USED WILL NOT BE ISSUED A REFUND. FOR ALL HEALTH CODE REQUIREMENTS PLEASE CONTACT VANCOUVER COASTAL HEALTH.

SINKS	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 1 CONNECTION MAY REQUIRE PLUMBING LABOUR. PLEASE INCLUDE FLOOR PLANS.		(7 days prior to event move-in)	(under 7 days to event move-in)	(under 24h to event move-in)	
<input type="checkbox"/> SELF CONTAINED, TRIPLE BASIN STAINLESS STEEL SINK. HOT/COLD WATER (ONE 5 GALLON TANK, NOT PLUMBED)	_____ @	\$485.00	\$568.00	\$785.00	= _____
<input type="checkbox"/> PLUMBED, TRIPLE BASIN STAINLESS STEEL SINK. HOT/COLD WATER SUPPLY & DRAIN	_____ @	\$545.00	\$628.00	\$854.00	= _____
<input type="checkbox"/> PLUMBED, SINGLE BASIN, LAUNDRY SINK. COLD WATER SUPPLY & DRAIN	_____ @	\$320.00	\$345.00	\$495.00	= _____
WATER SERVICES					
<input type="checkbox"/> COLD WATER SUPPLY & DRAIN	_____ @	\$242.00	\$295.00	\$398.00	= _____
<input type="checkbox"/> COLD WATER SUPPLY ONLY	_____ @	\$183.00	\$208.00	\$292.00	= _____
<input type="checkbox"/> TANK FILL & EMPTY (Less than 50 Imperial Gallons)	_____ @	\$102.00	\$113.00	\$153.00	= _____
<input type="checkbox"/> TANK FILL & EMPTY (Greater than 50 Imperial Gallons)	_____ @	by Quote	by Quote	by Quote	= _____
LABOUR					
<input type="checkbox"/> PLUMBING LABOUR (Weekday hourly rate)	_____ @	\$96.00	\$96.00	\$96.00	= _____
<input type="checkbox"/> PLUMBING LABOUR (Hourly rate after 1700h on Weekdays, on Weekends and Canadian Statutory Holidays)	_____ @	\$128.00	\$128.00	\$128.00	= _____

PAYMENT INFORMATION:

Make Cheques Payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax form or for further inquiries:

Call (604) 647-7206 Fax (604) 647-7325

5.00% GST

SUBTOTAL _____

(#100432764) _____

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds.

TOTAL CANADIAN _____

All orders must be accompanied by payment.

- Cash Cheque American Express Bank Wire Transfer
- Visa MasterCard (Please inquire for additional details)

Credit Card Number _____ Expiry Date _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature _____

Print Name and Title of Authorized Representative _____

Please visit us at www.vancouverconventioncentre.com to place your basic order online

EXHIBITOR REFERENCE LIST 2017

Dear Exhibitor

This reference list of services and informational material is provided to assist you with your upcoming event. Please take a moment to familiarise yourself with this information.

- ◆ Alcohol consumption is prohibited during move-in and move-out of shows.
- ◆ All food and beverage is exclusively provided by the Vancouver Convention Centre. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.
- ◆ Food and beverage sampling is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the Vancouver Convention Centre, and meet the requirements of Vancouver Coastal Health and/or Liquor Control Licensing Board. For enquires please contact the Catering Department at (604) 647-7240.
- ◆ Animals or pets, with the exception of Service Animals are not permitted in the Vancouver Convention Centre. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. To enquire about approvals, please contact your Show Manager who will forward your request.
- ◆ All helium-filled balloons or other inflatable's are permitted if approved by the facility. A deposit is required. All helium tanks are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. Approvals and requests for on-site storage of tanks should be made to your Show Manager who will then contact the facility.
- ◆ Banners can be suspended in some locations inside event space, depending on the regulations of your event. Please fill out Sign/Banner form and submit 3 weeks prior to event to the Coordinator Exhibitor Services at the Vancouver Convention Centre. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.
- ◆ Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. Vancouver Convention Centre storage space is limited and any delivery arriving before scheduled move-in may be turned away and asked to return at the appropriate time.
- ◆ All exhibits are brought into the Vancouver Convention Centre via the Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, and dollies etc to build or transport your exhibit.
- ◆ All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the facility at (604) 647-7299.
- ◆ While on-site at the Vancouver Convention Centre, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone or 604-647-7299 for assistance.
- ◆ In accordance with City of Vancouver Smoking by-law all Vancouver Convention Centre property/facility is designated non- smoking.
- ◆ Please ensure you have completed the necessary forms or placed online orders for the services you require. Online ordering and Exhibitor forms are available on our website www.vancouverconventioncentre.com click on Exhibitors to get started.

The Vancouver Convention Centre is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require further information please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206 during business hours.

EXHIBITOR SAFETY & SECURITY 2017

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention Centre.

- ◆ Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- ◆ Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WorkSafe BC regulations. Proper PPE (Personal Protective Equipment) is required during move-in/out phases at the Vancouver Convention Centre. This may include Hard Hats, Hi-Vis Vests, Safety Goggles and Steel Toed Boots depending upon the type of work engaged in. Please contact the event's On-Site Safety Representative through your Show Manager for further information.
- ◆ In order to regulate and verify deliveries arriving to the facility;
 - Any deliveries to the Vancouver Convention Centre must contain the following shipping information:
 - Name and address of receiver
 - Name and address of sender
 - Event name and booth number
 - Deliveries with incomplete information will not be accepted.
 - Deliveries will not be accepted prior to the first move-in date of the event unless specifically arranged through your Show Manager with the exception of banners.
 - Please ensure all your customs documentation is completed prior to shipping your freight, if coming from outside Canada. We strongly recommend the use of an international freight forwarder and customs broker.
 - Any freight left at the end of a move-out will be forced off-site.
- ◆ In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facilities muster station across the street from the Vancouver Convention Centre.
- ◆ Proper ID is mandatory on-site during all move-in, event and move-out days.
- ◆ Vancouver Convention Centre has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 7500 from any house phone, or (604) 647-7299 from an outside line.
 - Give as much information as possible including your location, age of person requiring assistance, and **Do Not Panic**
 - The nearest hospital is only minutes away and Vancouver Convention Centre will call for EHS immediately once it is required
 - If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet
- ◆ No pedestrian traffic is allowed on the truck route. No off-loading of your vehicle is permitted on the truck route.
- ◆ Children under the age of 15 are not permitted on-site during event move-in or move-out
- ◆ Obey the Truck Route speed limit

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

**SIGN/BANNER INSTALLATION & DISMANTLE
REQUEST 2017**

This form is your official invoice – please keep a copy for your records

EVENT #: 43183



All Orders Must Be Accompanied By Payment

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

LISTED PRICES ARE FOR BANNERS 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET. ALL BANNERS OVER 25LBS & 8 LINEAR FEET WILL REQUIRE CUSTOM QUOTING.

COMPLETED FORM REQUIRED (FEBRUARY 23, 2017) 21 DAYS PRIOR TO EVENT MOVE IN DATE

BANNER (S) MUST ARRIVE ON SITE **MARCH 14, 2017**
EVENT INFORMATION

BOOTH NUMBERS:

EVENT NAME: **ESTHETIQUE SPA INTERNATIONAL 2017**

EVENT DATES: **MARCH 19 – 20, 2017**

METHOD OF SHIPPING: _____

CUSTOMER INFORMATION: DIAGRAM MUST BE COMPLETED FOR APPROVAL TO BE GRANTED (PAGE 2 ATTACHED)

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province/State Postal/Zip Code

CONTACT NAME: _____ TELEPHONE #: () _____

E-MAIL: _____ FAX #: () _____

PRICES AS LISTED ARE FOR 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET– CUSTOM QUOTES ARE REQUIRED FOR BANNERS OVER 25LBS & 8 LINEAR FEET. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.

21 days prior with payment \$595.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment \$745.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN

PAYMENT INFORMATION:

Make cheques payable to:

**VANCOUVER CONVENTION CENTRE
1055 CANADA PLACE
VANCOUVER, BC CANADA
V6C 0C3**

Advance orders with payment are 21 days prior to event move-in date. All orders must be accompanied by payment. Make all payments in Canadian Funds.

To fax your form or for Further inquiries

**Call (604) 647-7206
Fax (604) 647-7325**

Cash Cheque

Visa MasterCard American Express Bank Wire Transfer (Please inquire for additional details)

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2017
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #: 43183

EVENT INFORMATION:EVENT NAME: ESTHETIQUE SPA INTERNATIONAL 2017BOOTH
NUMBERS:EVENT DATES: MARCH 19 – 20, 2017

DIAGRAM REQUIRED – Please draw or attach diagram of Exhibition Booth and show Banner placement. Indicate number of hanging points for sign/banner.

PLEASE NOTE:

Sign/Banners must arrive at Vancouver Convention Centre 2 business days prior to event move-in (see your arrival date indicated below).

SIGN/BANNER SPECIFICATIONS:

BOOTH SIZE _____	BANNER MATERIAL _____
BANNER LENGTH _____	# OF SIGNS/BANNERS TO BE HUNG _____
BANNER PLACEMENT (ie: centred to table): _____	BANNER HEIGHT FROM GROUND _____
INSTALL DATE & TIME _____	BANNER WEIGHT _____
	DISMANTLE DATE & TIME _____

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON FEBRUARY 23, 2017

(Your order must be received at the Vancouver Convention Centre 21 days prior to event move-in date. Your banner must arrive on site 2 business days prior to move-in date.)

YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON MARCH 14, 2017

SHIPPING INSTRUCTIONS:

All shipments must have all of the below information attached to the outside of each piece of your shipment.

Show Name: _____ Booth # _____
c/o Vancouver Convention Centre
With full mailing address to either the East or the West Building
dependent on where your event is scheduled to take place.

NORTH AMERICAN LOGISTICS SERVICES INC.

OFFICIAL SUPPLIER



MARCH 19TH-20TH 2017, VANCOUVER CONVENTION CENTRE.

CUSTOMS BROKERAGE, FREIGHT, ADVANCE WAREHOUSE SERVICES

AS YOUR OFFICIAL SUPPLIER HERE ARE THE SERVICES WE OFFER

- A team with expertise in the convention and trade show business.
- Customs clearance of all goods.
- Transportation service "to" and "from" the show, from any point in the U.S.A. and the world. Including 30 days free advance warehousing (when using our transport services).
- On site experienced personnel from the first move-in day, during the entire event until the last move-out day.
- Preparation of all documents for the return of convention and exhibit material.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Fernando Vera: fvera@nalsi.com
Phone: 514-868-6650

Andres Valdes: avaldes@nalsi.com
Fax: 514-868-6651

Toll Free: (877) 332-8987

Quote ID# _____

FB# _____

ORDER FORM: Customs Brokerage & Transportation Services

We wish to use North American Logistics Services for: (Please check one)

Customs Clearance & Transportation Customs Clearance Only Transportation Only

Section 1 - Exhibitor and Event Information

Pick Up Address	***Company name or facility name***			
	Location Name:	Pickup Date:	Time:	
	Address:	City:	Prov./State:	Postal/Zip:
	Contact:	Phone #:	Email:	US Tax #/EIN:
Applicable only if pickup is from a tradeshow				
Exhibitor Name:	Event Name:	Event Date(s):	Booth #:	

Delivery Address	***Company name or facility name***			
	Location Name:	Delivery Date:	Time:	
	Address:	City:	Prov./State:	Postal/Zip:
	Contact:	Phone #:	Email:	US Tax #/EIN:
Applicable only if delivering to a tradeshow				
Exhibitor Name:	Event Name:	Event Date(s):	Booth #:	

Return freight same as pickup address If same, only complete pickup date/time information Return services not required

Return Freight	***Company name or facility name***			
	Location Name:	Pickup Date:	Time:	
	Address:	City:	Prov./State:	Postal/Zip:
	Contact:	Phone #:	Email:	US Tax #/EIN:
Applicable only if delivering to another tradeshow				
Exhibitor Name:	Event Name:	Event Date(s):	Booth #:	

Section 2 - Carrier/ Shipment Information

Name of carrier providing transportation services <input type="checkbox"/> NALSI <input type="checkbox"/> Other				
Number of Pieces	Dimensions (inches)			Weight (LBS)
Carton/Boxes	L	W	H	
Crates/Fiber Case	L	W	H	
Skid/Pallet	L	W	H	
Carpet/Other	L	W	H	
TOTAL				
Additional Services: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick Up/Delivery				
53ft trailer accessible? Pickup: <input type="checkbox"/> Yes <input type="checkbox"/> No Delivery: <input type="checkbox"/> Yes <input type="checkbox"/> No Loading dock available? Pickup: <input type="checkbox"/> Yes <input type="checkbox"/> No Delivery: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you require additional Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Declared Value: <small>***for insurance purposes only***</small>				
Cargo Insurance (only to be completed when using NALSI Transportation) <small>**Please note additional fee's will apply for insurance coverage**</small>				

Section 3 - Terms of Payment and Security Deposit (Must be completed)

Send Bill To:	Company Name:	Address:		
	Address:	Email:	City:	
	Prov./State:	Postal/Zip:	Contact Name:	Phone #:

Invoices are processed electronically and transmitted to email provided.

Charge to:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Cardholder Name:	Card Account #:	Expiry Date:	CVC #:
Cardholder's Signature:	Email:	I hereby authorize the use of this credit card for payment of services related to this order form.	
<input type="checkbox"/> OPTION #1 Process payment automatically on credit card provided. A 5% administration fee will be added to invoices paid by credit card.			
<input type="checkbox"/> OPTION #2 Payment will follow within 15 days of invoice processing date. (Credit card provided may be charged if payment is not received within 45 days of invoice date). North American Logistics may require payment prior to delivery of goods. A 5% administration fee will be added to invoices paid by credit card.			

Please complete, print, sign and return completed forms to

Toronto/Head Office
Tel: 905.951.1612

Montreal/Eastern Region
Tel: 514.868.6650

Calgary/Prairie Region
Tel: 403.851.1152

Vancouver/Western Region
Tel: 778.328.2841

TRANSPORT FROM THE WAREHOUSE TO THE SHOW SITE FORM

IF YOU ARE SHIPPING FROM U.S.A. TO THE ADVANCE WAREHOUSE, SHIPMENTS MUST BE CLEARED AT THE BORDER.

Transport Services From the Advance Warehouse to the Show Site Fees:

Fees	0 to 500 lbs: \$ 195.00 cad + fuel surcharge + taxes
	500 lbs and over : \$ 195.00 cad + \$ 0.12/ lb + fuel surcharge + taxes
	Maximum fee: \$ 640.00 cad + fuel surcharge + taxes

GOOD MUST BE RECEIVED AT OUR WAREHOUSE 10 DAYS BEFORE THE FIRST DAY OF THE EVENT, AFTER THIS DATE A 25% WILL BE APPLIED FOR LATE ARRIVAL SURCHARGE

Advance Warehouse Address

	Exhibitor Name: _____
	Event Name: _____
	Event Date(s): _____
	Booth #: _____

Carrier/ Shipment Information

Name of carrier providing transportation services:	PRO #:	
Goods Shipped From:	Shipping Date:	
Number of Pieces	Dimensions (inches)	Weight (LBS)
Carton/Boxes	L W H	
Crates/Fiber Case	L W H	
Skid/Pallet	L W H	
Carpet/Other	L W H	
TOTAL		
IMPORTANT: North American logistics Services Inc. cannot accept uncrated goods. This merchandise must be delivered directly to the exhibit hall.		

Please make sure all arrangements have been made for your carrier to pick-up your freight from the show site address at the end of the event.

Terms of Payment and Security Deposit (Must be completed)

Send Bill To:	Company Name: _____	Address: _____
	Address: _____	Email: _____ City: _____
	Prov./State: _____ Postal/Zip: _____	Contact Name: _____ Phone #: _____

Invoices are processed electronically and transmitted to email provided.

Charge to:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Cardholder Name: _____	Card Account #: _____	Expiry Date: _____	CVC #: _____
Cardholder's Signature: _____	Email: _____	I hereby authorize the use of this credit card for payment of services related to this order form.	
<input type="checkbox"/> OPTION #1	Process payment automatically on credit card provided. A 5% administration fee will be added to invoices paid by credit card.		
<input type="checkbox"/> OPTION #2	Payment will follow within 15 days of invoice processing date. (Credit card provided may be charged if payment is not received within 45 days of invoice date). North American Logistics may require payment prior to delivery of goods. A 5% administration fee will be added to invoices paid by credit card.		

If you are sending material to the advanced warehouse, you must complete and return this form to:
North American Logistics Services Inc. Fax: 514-868-6651 or fvera@nalsi.com or avaldes@nalsi.com



GENERAL PARKING INFORMATION

ADDITIONAL PARKING AT OR NEAR 1055 CANADA PLACE (West Facility)

1. **Impark** at Vancouver Convention Centre **West** 1055 Canada Place

See page 2 for map directions

(Heading west 1st traffic light past Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

or

Heading north on Burrard Street turn left at traffic light foot of Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

440 stalls

\$30.00 per day (**All prices are subject to change without notice**)

Payment is on-site only by exact coin or by credit card at parking meters located at entrance to parking lot

2. DPC (604) 682-6744 - 900 Cordova Street – 370 stalls
3. 200 Granville Street –Imperial Parking (604) 681-3233 ask for extension 273 or 257 – 450 stalls
4. Station East – Imperial Parking (604) 681-3233 ask for extension 288 – 600 stalls
5. Impark (open lot beside Seabus Terminal)
6. Pacific Centre (604) 688 - 7235
7. Commerce Place 400 Burrard Street
8. Waterfront Centre - 200 Burrard Street – (604) 682-2267 – 750 stalls
9. 555 Cordova Street – 100 stalls

PARKING AT 999 CANADA PLACE – WESTPARK (East Facility)

Phone: (604) 684-2251 for parking rates & advance parking arrangements or visit their website

<http://canadaplace.westpark.com/reserve-a-space.html>

See page 2 for map directions

Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking

Use Convention Centre/Hotel elevators (not World Trade Centre elevators)

For Convention Level: Press “G” for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press “M”

If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level. For Meeting Rooms, take escalator up one level

Canada Place Operations – 604-775-7063

Transit / Skytrain – (604) 953-3333

Seabus – (604) 986-1501

PARKING DIRECTIONS

