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Material Handling Information

Sibos 2017

Metro Toronto Convention Centre, South Building
October 16 - 19, 2017

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

Benefits of Advance Shipping to the Warehouse

- Storage of materials for up to 35 days prior to your show.
- Delivery of Shipments to your booth by 8:00 am on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified Weight Tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to ship to Exhibit Site

- Consign all shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Order Form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified Weight Tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

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

Tracking Shipments

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicer or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form /Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicer. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Estimating Material Handling Charges

Material Handling charges are based on the weight of your freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum charge per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with certified weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks will be subject to a 30% surcharge.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labour using the In-Booth Forklift & Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

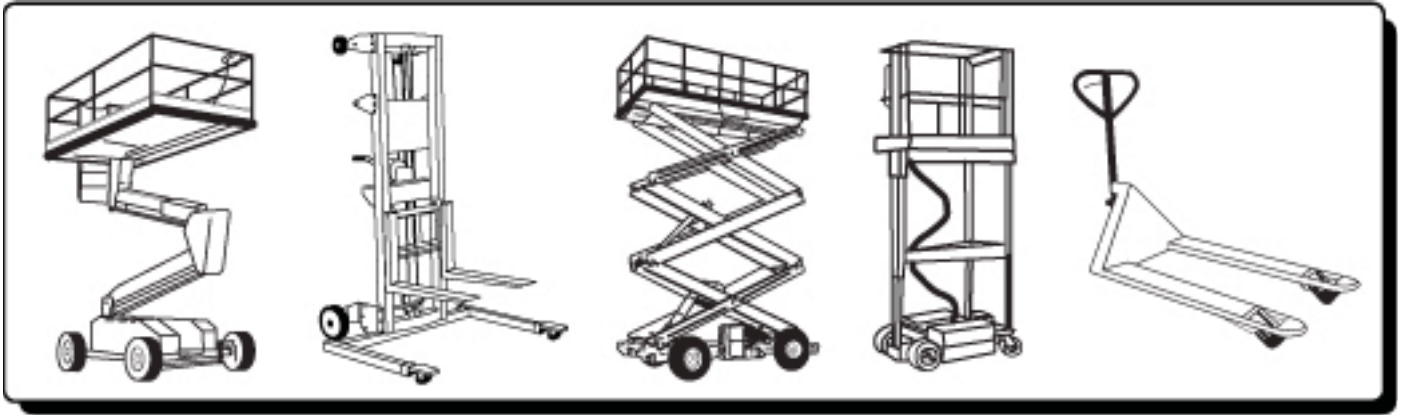
Insurance

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

GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)

ATTENTION ALL EXHIBITORS!



The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

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.

Thank you for your complete cooperation.



MATERIAL HANDLING RATES

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MATERIAL HANDLING RATES

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ADVANCE WAREHOUSE SHIPMENTS		Monday August 28, 2017 - Monday October 2, 2017	
200 lbs. minimum per shipment		(9:00 am - 4:00 pm)	
- Crated or Skidded Shipment(s)		\$140.00 Per 100lbs.	
DIRECT SHIPMENTS TO SHOW SITE: First Day For Direct Freight Acceptance		Monday, October 9, 2017	
200 lbs. minimum per shipment		Please Refer to Move In Schedule	
- Crated or Skidded Shipment(s)		\$120.00 Per 100lbs.	
- Uncrated, Pad-Wrapped, Loose Shipment(s)		Add 30% Surcharge	
A Certified Weight Ticket Must Accompany Shipments			
SMALL PACKAGES:		(Maximum 50lbs/Shipment)	
- First Package		\$ 50.00	
- Each Additional Package in Shipment (Up to 50lbs.)		\$ 20.00	

**** If over 50lbs. Maximum – Rates for Advance or Direct Shipments Apply. ****

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling.

- NOTE: 1.** All shipment weights when totalled are rounded up to the next 100lbs.
2. All shipments have a minimum billing of 200lbs. - PER SHIPMENT

LABELLING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **Monday August 28, 2017 - Monday October 2, 2017**

NAME OF EXHIBITING COMPANY – BOOTH NUMBER
C/O GES / Sibos 2017
6130 Netherhart Rd.
Mississauga, Ontario, Canada
L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE: **May start arriving: Monday, October 9, 2017**

*Please Refer to
Move In Schedule*

NAME OF EXHIBITING COMPANY – BOOTH NUMBER
C/O GES / Sibos 2017
Metro Toronto Convention Centre, South Building
222 Bremner Blvd.
Toronto, Ontario, Canada
M5V 3L9

ALL ORDERS ARE GOVERNED BY THE GES LIMITS OF LIABILITY AND RESPONSIBILITY.

*Non palletised and non crated rate (Loose Shipments) will be subject to a 30% surcharge based on % of load that is loose.



SHOW:

Sibos 2017

CREDIT CARD AUTHORIZATION

BOOTH #:

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

☐ MASTERCARD ☐ VISA ☐ AMEX

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EXPIRY DATE / /

CARDHOLDER NAME

CARDHOLDER SIGNATURE

☐ CHEQUE ATTACHED (PAYABLE TO GES CANADA)

A certified weight ticket (CWT) must accompany Shipment(s). If shipment(s) arrive without certified weight ticket GES will weigh the shipment(s) on site and special handling charges will apply (minimum shipment is 200 lbs.)

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I WILL BE SHIPPING MY MATERIALS TO THE ADVANCE WAREHOUSE

1. My shipment will be crated and/or skidded. Yes ☐ No ☐ Both ☐

2. Estimated total number of pieces: Pcs.

3. Estimated total weight of shipment lbs.

4. Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ 140.00 = \$ _____
 Weight _____ Hundred Weight _____ Rate _____

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I WILL BE SHIPPING MY MATERIALS DIRECTLY TO SHOW SITE

1. My shipment will be crated and/or skidded. Yes ☐ No ☐ Both ☐

2. Will your shipment be Uncrated or Loose Material? Yes ☐ No ☐

3. Will your shipment require Special Handling? Yes ☐ No ☐

4. Estimated total number of pieces: _____ Pcs.

5. Estimated total weight of shipment lbs.

6. Estimated charge is: Total Weight _____ lbs. \div by 100 = _____ x \$ **120.00** = \$ _____
 Weight Hundred Weight Rate

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I WILL BE SHIPPING SMALL PACKAGES DIRECTLY TO SHOW SITE (up to 50 lbs)

1. Indicate who will transport the Small Packages

2. Estimated total number of pieces: _____ Pcs.

3. Estimated charge is: Total Number of Packages _____ x \$ $\frac{50.00}{\text{Rate}}$ = \$ _____

4. Each additional package up to 50 pounds $\frac{\text{Number}}{\text{Number}} \times \$ \frac{\text{Rate}}{\text{Rate}} = \$$

Please understand that your calculation is only an estimate.
Invoicing will be done from the rounded up actual weight.
Adjustments will be made accordingly.

TOTAL ESTIMATED CHARGES 13% HST TOTAL	
	HST #104060264RT0001

Terms & Conditions

- Collect or cash on delivery shipments will not be accepted.
- Non palletised and non crated rate (Loose Shipments) will be subject to a 30% surcharge based on % of load that is loose.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- GES Limits of Liability & Responsibility apply to this service.

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

Signature

Date _____