



## Opti-Fair 2017

October 20, 2017

Fairmont Banff Springs Conference Center

### Material Handling Information

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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 outbound carrier. 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 30 days prior to your show.
- Delivery of Shipments to your booth by the beginning of exhibitor move-in (schedule permitting).
- The facility does not have space or procedures for receiving, storing or handling exhibitor freight
- Saves valuable set-up time.

#### How to ship goods

- Remove all old shipping and empty storage labels.
- Ensure goods are well labeled as yours for this event
- Complete the appropriate 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.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- If shipping internationally, we recommend using a customs broker that specializes in clearing goods on a temporary basis - the broker assigned to your show is best.
- Your company/representative on site is responsible for all customs documents in AND OUT of Canada pre and post show (a hired broker would prepare these for you), proper labeling and filling out the waybill properly.
- If goods are sent incorrectly straight to site, and cannot be stored, they will be redirected to Calgary for storage and delivery at the proper time at the exhibitor's expense. If materials handling was not ordered, the goods may not be released to your booth until the service is ordered and paid for in full.
- Goods left to be shipped out that are not prepared (not taped, not labeled) by the exhibitor will incur full labour rates for this service.

#### 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" deliver 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 showsite. You may also want to review the return of your goods at the end of the show.

#### Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES CANADA cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is 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.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

#### Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES CANADA Servicentre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

#### Outgoing Shipments

A clearly completely filled out Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES CANADA Servicentre**, if required, and must be completed by the exhibitor. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product. If your designated carrier does not pick up or make destination delivery of your shipment on time, neither show management nor **GES CANADA** will be liable for any resulting delays, or expenses arising thereof.

#### Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment must be ordered separately. 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 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 CANADA has published GES CANADA Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

#### GES CANADA Limits of Liability

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES CANADA negligence.
- **Measure of Damage** - If GES CANADA 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. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
  - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.GES CANADA does not offer or sell insurance. GES CANADA is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES CANADA.