



**BILT North America**  
**August 3 - 5, 2017**  
**Westin Harbour Castle**

**GES** is pleased to have been selected the official service partner by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

**GES** is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information on **Discount Pricing dates** and order forms for each of the many services bring provided by GES.

For your convenience, we will be offering the following services:

- ✓ **Expresso Online Ordering**
- ✓ **Furnishings**
- ✓ **Carpet & Underpadding**
- ✓ **Specialty Furnishings**
- ✓ **Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Installation & Dismantling Labour**
- ✓ **Material Handling**
- ✓ **GES Logistics / Shipping**
- ✓ **GES Customs**

Take advantage of up to a 40% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of July 17, 2017 as indicated on each form.

**GES** accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of H.S.T. when exhibiting in Ontario.

**On Site Pricing** is applicable to all orders received beginning on the first day of show move-in through to the completion of the event. **On Site Pricing** is calculated at an increase of 10% to the Standard Price listed on the order forms.

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



## Show Information

BILT North America 2017  
Westin Harbour Castle  
August 3 - 5, 2017

### Venue Shipping Address

**Westin Harbour Castle - Metropolitan Ballroom**  
1 Harbour Square  
Toronto, Ontario, Canada  
M5J 1A6

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

### Advance Warehouse Shipping Address

**c/o: GES/ BILT North America**  
(Company Name & Booth #)  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

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

### Official Services Contractor

Global Experience Specialists, Inc. (GES)  
5675 McLaughlin Road  
Mississauga, Ontario, Canada  
LSR 3K5

Phone 905-283-0500  
Fax 905-283-0501  
Web Site [www.ges.com/ca](http://www.ges.com/ca)  
E-Mail [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

### Show Information

Booth Size 8' x 10'  
Backwall Drape Black  
Sidewall Drape Black  
Aisle Carpet Colour Facility is carpeted  
Booth Packages Includes Black draped booth  
**Choice of either:** 1 - White locking counter **OR** 1 - 30" Round bistro table  
2 - Grey fabric counter stools  
1 - Booth ID sign (b/w)  
1 - Wastebasket  
**\* Please complete the mandatory 'Booth Package Form' inclosed in this GES exhibitor kit to receive the booth package of your choice**

### Important Dates - Prior to Show

Advance Price Deadline Date Monday, July 17, 2017

Advance Shipments may begin arriving at the Warehouse Wednesday, July 5 (Receiving hours are Monday - Friday, 09:00 - 16:00)  
Last day for Advance Shipments to arrive at the Warehouse Wednesday, July 26 (Receiving hours are Monday - Friday, 09:00 - 16:00)

Direct Shipments may arrive at Exhibit Site Wednesday, August 2 10:00am - 5:30pm  
Last day for Direct Shipments to arrive at Exhibit Site Wednesday, August 2 5:30pm

### Important Dates - At the Show

Move In Wednesday, August 2 2:00pm - 5:30pm

Show Hours  
Thursday, August 3 7:30am - 8:30pm  
Friday, August 4 10:45am - 5:00pm  
Saturday, August 5 10:15am - 1:15pm

Move Out Saturday, August 5 1:20pm - 6:00pm

Stranded / Forced Freight Saturday, August 5 6:00pm  
*\* Exhibitor materials not picked up by this time will be subject to forced storage by GES Logistics (\$)*

### GES On-Site Service Centre

GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Material Handling.  
The Service Desk will be open during the following times:

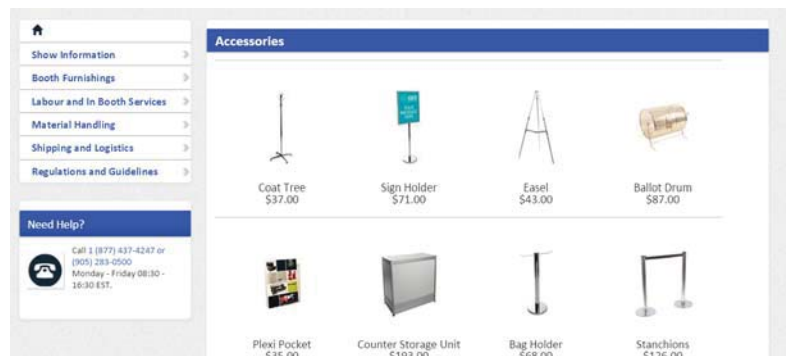
Wednesday, August 2 2:00pm - 5:30pm (Exhibitor Services)  
Thursday, August 3 7:00am - 10:30am (Exhibitor Services)  
Saturday, August 5 12:00pm - 6pm (Shipping and Customs)



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

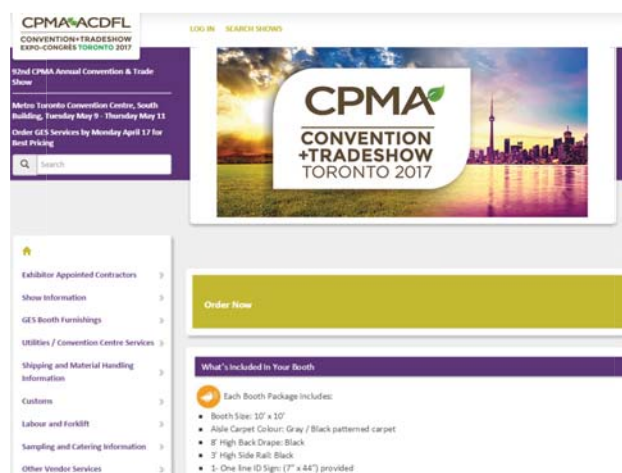
With just a few clicks, exhibitors can order GES products and services through Expresso including:

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



**Experience a difference with Expresso.**

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





**CREDIT CARD AUTHORIZATION**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **BILT North America**

**EXHIBITOR INFORMATION**

BOOTH #: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_

Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**IMPORTANT - READ CAREFULLY**

This "Credit Card Authorization" form MUST be completed in full & returned to GES along with your order forms.

Orders for GES products and/or services will **NOT** be accepted without the receipt of a completed "Credit Card Authorization" form.

**PLEASE COMPLETE THE FOLLOWING**

MASTERCARD     VISA     AMERICAN EXPRESS

**CARD #:**

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

**EXPIRY:**

Cardholder's Name (Print): \_\_\_\_\_

Cardholders's Signature: \_\_\_\_\_

Cardholder's Billing Address:  Same as above? If not, please complete below.

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_

Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*This authorization allows GES Canada to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF).*

To ensure we have received your complete order, please check off those forms which you are sending to us.

- Third Party Billing
- Furnishings
- Carpet & Underpadding
- Specialty Furnishings
- Show Specials & Accessories
- Signs & Graphics
- Installation & Dismantling Labour
- Material Handling
- GES Logistics / Shipping
- GES Customs

**\*\*NOTE\*\***  
Not all forms/services are available for all events.

**CHEQUES ARE TO BE MADE PAYABLE TO GES CANADA.**  
Cheques will not be accepted without this "Credit Card Authorization".

**ORDERS WILL NOT PROCESSED WITHOUT THE RECEIPT OF A COMPLETED "CREDIT CARD AUTHORIZATION"**



# THIRD PARTY BILLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **BILT North America**

## EXHIBITOR INFORMATION

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

## Exhibiting Company

\_\_\_\_\_  
Name of Exhibiting Company

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

### CREDIT CARD AUTHORIZATION

MASTERCARD  VISA  AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

CORPORATE  PERSONAL

**CARD #**

\_\_\_\_\_  
Cardholder's Name (print)

\_\_\_\_\_  
Cardholder's Signature

## Third Party / Exhibit House

\_\_\_\_\_  
Name of Third Party/Exhibit House

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Code/Zip

\_\_\_\_\_  
Authorized Name (print)

\_\_\_\_\_  
Authorized Signature

### CREDIT CARD AUTHORIZATION

MASTERCARD  VISA  AMERICAN EXPRESS

EXPIRY DATE: \_\_\_\_\_

CORPORATE  PERSONAL

**CARD #**

\_\_\_\_\_  
Cardholder's Name (print)

\_\_\_\_\_  
Cardholder's Signature

**ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:**



## PAYMENT POLICY INFORMATION SHEET

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

### DISCOUNT PRICING:

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

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

### METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, Cheques, Bank Wire and Electronic Funds Transfers (EFT).

**Exhibitors will be charged a \$25.00 fee for returned NSF cheques.**

### BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:

To properly credit your account, please complete the **BANK WIRE / EFT FORM** included with the GES order forms.

**NOTE:** *There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all Wire and EFTs. Any additional Wire Transfer and EFT fees are the exhibitors responsibility and may vary depending on the processing bank.*

Please ensure the transfer is made a minimum of 10 days prior to the show.

### PAYMENT SCHEDULE:

Payment for all services must be pre-paid in full. **GES** will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's **CREDIT CARD AUTHORIZATION FORM** on file.

### THIRD PARTY BILLING:

You may arrange for an exhibit house or Third Party stand builder to manage your exhibit and order services on your behalf. **GES** will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

### ADJUSTMENTS AND CANCELLATIONS:

Adjustments to your invoice **will not be made after the close of the show.** Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

**ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.**



**ELECTRONIC FUNDS/WIRE TRANSFER FORM**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable  
GES Canada Limited  
Email: ar@ges.com Fax: 905-283-0501

Your Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Event Name: BILT North America (#49937)

**GES BANK INFORMATION**

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

**Beneficiary's Name:** GES Canada Limited  
**Bank Name:** Bank of Montreal  
**Address:** 350 - 7th Avenue SW  
Calgary, AB  
T2P 3N9

IF YOU ARE SENDING  
CANADIAN DOLLARS (\$CDN)



**EFT/Direct Deposit**

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

IF YOU ARE SENDING  
AMERICAN DOLLARS (\$US)



Institution code #: 001  
Transit #: 00109  
Account #: 4773-410

**Wire Transfers**

Account #: 1967-990  
Beneficiary's Bank: //CC000100109  
Swift Code: BOFMCAM2

Account #: 4773-410  
Beneficiary's Bank: //CC000100109  
Intermediary bank: Wells Fargo Bank (FKA Wachovia)  
Swift Code: PNBUS3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

**Invoice Amount:** \_\_\_\_\_

**Date of Transfer:** \_\_\_\_\_

**\*Minimum Bank Charge:** \$20.00 (North American) \$40.00 (International) \_\_\_\_\_

**Total:** \_\_\_\_\_

**Please Note:** Please ensure transfer is made by the deadline date on your Order Form or Quotation. Additional charges will be incurred for late payments, and services may be delayed. \*Minimum Bank Charges as shown above, reflect GES's bank charges only. Any additional wire transfer and EFT fees are the exhibitor's responsibility.



# BOOTH PACKAGES

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **BILT North America**

**EXHIBITOR INFORMATION**

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**ATTENTION EXHIBITORS**

The *Booth Packages* listed are being provided courtesy of the Show Organizer. Please select your preferred package from the two (2) options below.

Completed *Booth Package* forms must be returned to GES by **July 19, 2017**. If a completed form is not received, "Option A" will be selected on your behalf.

**Option A** includes:

- 8'h back drape (black)
- 3'h draped side rails (black)
- 1 - 1m White locking GEM counter
- 2 - Grey fabric counter stools
- 1 - 7" x 44" Booth ID sign
- 1 - Wastebasket

**Option B** includes:

- 8'h back drape (black)
- 3'h draped side rails (black)
- 1 - 30" Round bistro table
- 2 - Grey fabric counter stools
- 1 - 7" x 44" Booth ID sign
- 1 - Wastebasket

My selection is:  Option A  Option B

**PLEASE INDICATE THE TEXT REQUIRED ON THE BOOTH ID SIGN:**

BOOTH ID SIGNS will be formatted as black text on a white background.

Booth ID Sign to read: \_\_\_\_\_

**Terms & Conditions**

- Exhibitor is responsible for all items for the duration of the show.
- All items remain the property of GES.
- GES is not responsible for exhibit materials left within booths or GES counter storage units.
- Changes to the structure or design of the Booth Packages are not permitted.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Furnishings

Plastic Contour Chair



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Grey Lounge Chair



Steno Chair



30" Round / 30" High  
Starbase Table



30" Round / 18" High  
Coffee Table



4' and 6' Long  
Skirted Counter with White Vinyl Top



4', 6', or 8' Long  
Skirted Table with White Vinyl Top



# Furnishings

Coat Tree



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

Easel



Gold Ballot Drum



Plexi Pocket  
(Wall Mountable only,  
not self-standing)



40" W x 20" D x 41" H  
White Counter Storage Unit



Bag Holder 41"H



Stanchions  
6' Belt



Plastic  
Wastebasket





# FURNISHINGS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **BILT North America**

**EXHIBITOR INFORMATION**

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**DISCOUNT PRICE DEADLINE DATE:** **July 17, 2017**

**CREDIT CARD AUTHORIZATION**

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** be accepted without receipt of a completed "Credit Card Authorization" form.

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

QTY	Item #	Description	Discount Price	Standard Price	Total
	300050	Plastic Contour Chair	<b>\$66.75</b>	\$88.75	
	FGFSC	Grey Fabric Side Chair	<b>\$115.50</b>	\$153.50	
	FGFAC	Grey Fabric Arm Chair	<b>\$128.00</b>	\$170.50	
	FGFCS	Grey Fabric Counter Stool	<b>\$142.00</b>	\$189.00	
	FGFLC	Grey Lounge Chair	<b>\$117.50</b>	\$157.50	
	FSC	Steno Chair	<b>\$122.00</b>	\$162.00	
	FPEDT	Starbase Table - 30" Round x 30" High	<b>\$127.50</b>	\$169.50	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	<b>\$96.75</b>	\$129.00	
	FCT	Coat Tree	<b>\$44.25</b>	\$59.25	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	<b>\$111.50</b>	\$148.50	
	FESL	Easel	<b>\$57.75</b>	\$76.75	
	FSBD	Gold Ballot Drum	<b>\$130.50</b>	\$174.50	
	GPLP	Plexi Pocket (wall mountable only)	<b>\$51.00</b>	\$68.25	
	FCSU	White Counter Storage Unit 41" H	<b>\$318.50</b>	\$425.00	
	FBH	Bag Holder 41"H	<b>\$88.75</b>	\$118.50	
	FCS	1 Pair of Stanchions	<b>\$192.50</b>	\$256.00	
	FWB	Plastic Wastebasket	<b>\$23.75</b>	\$31.75	

**Terms & Conditions**

- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings cancelled prior to show opening.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**



# FURNISHINGS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **BILT North America**

**EXHIBITOR INFORMATION**

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**DISCOUNT PRICE DEADLINE DATE:** **July 17, 2017**

**CREDIT CARD AUTHORIZATION**

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** be accepted without receipt of a completed "Credit Card Authorization" form.

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

QTY	Item #	SKIRTED TABLES 30" HIGH	Discount Price	Standard Price	Total
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	<b>DT4</b>	4 Ft. Long x 2 Ft. Wide	<b>\$120.00</b>	\$159.50	
	<b>DT6</b>	6 Ft. Long x 2 Ft. Wide	<b>\$141.50</b>	\$188.50	
	<b>DT8</b>	8 Ft. Long x 2 Ft. Wide	<b>\$179.00</b>	\$262.50	
	<b>DTS4S</b>	Skirted Fourth Side Additional Charge	<b>\$53.75</b>	\$71.75	
<b>SKIRTED COUNTER 42" HIGH</b>					
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	<b>RD4</b>	4 Ft. Long x 2 Ft. Wide	<b>\$179.00</b>	\$238.50	
	<b>RD6</b>	6 Ft. Long x 2 Ft. Wide	<b>\$202.50</b>	\$270.50	
	<b>RD4S</b>	Skirted Fourth Side Additional Charge	<b>\$55.75</b>	\$74.25	
<b>NON SKIRTED TABLES 30" HIGH</b>					
	<b>UD4</b>	4 Ft. Long x 2 Ft. Wide	<b>\$88.00</b>	\$117.00	
	<b>UD6</b>	6 Ft. Long x 2 Ft. Wide	<b>\$114.00</b>	\$152.00	
	<b>UD8</b>	8 Ft. Long x 2 Ft. Wide	<b>\$131.50</b>	\$176.00	
<b>NON SKIRTED TABLES 42" HIGH</b>					
	<b>RUD4</b>	4 Ft. Long x 2 Ft. Wide	<b>\$142.50</b>	\$189.50	
	<b>RUD6</b>	6 Ft. Long x 2 Ft. Wide	<b>\$185.50</b>	\$247.50	
<b>CUSTOM BOOTH DRAPING</b>					
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	<b>D3</b>	3 Ft. High (Per Linear Ft.)	<b>\$16.75</b>	\$21.75	
	<b>D8</b>	8 Ft. High (Per Linear Ft.)	<b>\$22.75</b>	\$30.25	

**Terms & Conditions**

- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings cancelled prior to show opening.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# CARPET AND UNDERPADDING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>BILT North America</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>July 17, 2017</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	A "Credit Card Authorization" form (included in this kit) <b>MUST</b> accompany this completed form.  Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.

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

BOOTH CARPET - STANDARD SIZE					
<i>Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.</i>					
QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	C1010	8 Ft. X 10 Ft. Single Booth	\$292.00	\$389.50	
	C1020	8 Ft. X 20 Ft. Double Booth	\$497.00	\$662.50	
<b>COLOUR SELECTION:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

Item #	BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)			
<i>If your booth requires a size not listed above, please complete this section.</i>				
CUSTC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$3.65/Sq. Ft	\$4.90/Sq. Ft	
<b>COLOUR SELECTION:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				

Item #	UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)			
CACU	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$1.70/Sq. Ft.	\$2.30/Sq. Ft.	
Item #	PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)			
CAPC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$0.80/Sq. Ft.	\$1.15/Sq. Ft.	

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY

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

YES    NO

**Terms & Conditions**

- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds/exchanges on carpets once delivered.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- If a colour is not chosen, GES will choose a colour for you. *Carpet colour subject to availability.*

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Specialty Furniture

Black Ladder Stool



Equino White Stool



White Leather Stool

Red Leather Stool



Black Leather Stool

Chrome Wireback Stool



White Sculpted Leather Chair

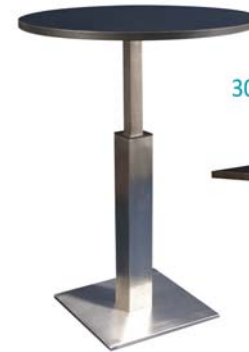


*Also available in black or red*



White Sculpted Leather Loveseat

24" Square Chrome/White Cocktail Table



30" Round Cocktail Table Black Top

30" Square Cocktail Table Black Top



Throw Pillows



Available in:



**Q** Still can't find it?

For more options please contact the Exhibitor Services Department **905.283.0500**

[torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

# Specialty Furniture

42" Round Black Meeting Table



Grey Leather Ripple Sled Base Meeting Chair



Black Leather Ripple Sled Base Meeting Chair



Bar Fridge



Literature Stand



White Meeting Chair



Round Meeting Chairs



48" Black Coffee Table



72" Chrome & White Meeting Table



48" White Coffee Table

24" Round End Table White Top



24" Round End Table Black Top



Also available in 39" round coffee tables

32" Round Coffee Table Black Top



32" Round Coffee Table White Top



White Round Tub Chairs

Black Round Tub Chairs





# SPECIALTY FURNITURE

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>BILT North America</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <span style="float: right; font-weight: normal;">July 17, 2017</span>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	A "Credit Card Authorization" form (included in this kit) <b>MUST</b> accompany this completed form.  Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.

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

QTY	Item #	Description	Discount Price	Standard Price	Total
	<b>SBCS</b>	Black Ladder Stool (Cloth Seat)	<b>\$202.50</b>	\$270.50	
	<b>SEWS</b>	Equino White Stool	<b>\$244.00</b>	\$325.00	
	<b>SLSW</b>	White Leather Stool	<b>\$244.00</b>	\$325.00	
	<b>SLSR</b>	Red Leather Stool	<b>\$244.00</b>	\$325.00	
	<b>SBLS</b>	Black Leather Stool	<b>\$244.00</b>	\$325.00	
	<b>SWBCSG</b>	Chrome Wireback Stool	<b>\$253.00</b>	\$337.50	
	<b>SRMCW</b>	White Round Meeting Chairs	<b>\$160.00</b>	\$213.50	
	<b>SRMCR</b>	Red Round Meeting Chairs	<b>\$160.00</b>	\$213.50	
	<b>SRMCBLK</b>	Black Round Meeting Chairs	<b>\$160.00</b>	\$213.50	
	<b>SCLCW</b>	White Corbusier Leather Chair	<b>\$456.00</b>	\$608.00	
	<b>SCLCR</b>	Red Corbusier Leather Chair	<b>\$456.00</b>	\$608.00	
	<b>SCLCBK</b>	Black Corbusier Leather Chair	<b>\$456.00</b>	\$608.00	
	<b>SCLLW</b>	White Corbusier Leather Loveseat	<b>\$537.00</b>	\$716.00	
	<b>SCLLR</b>	Red Corbusier Leather Loveseat	<b>\$537.00</b>	\$716.00	
	<b>SCLLBK</b>	Black Corbusier Leather Loveseat	<b>\$537.00</b>	\$716.00	
	<b>SWSC</b>	White Sculpted Leather Chair	<b>\$350.50</b>	\$467.50	
	<b>SSLCR</b>	Red Sculpted Leather Chair	<b>\$350.50</b>	\$467.50	
	<b>SSLCB</b>	Black Sculpted Leather Chair	<b>\$350.50</b>	\$467.50	
	<b>SWSLS</b>	White Sculpted Leather Loveseat	<b>\$477.00</b>	\$636.00	
	<b>SSLLR</b>	Red Sculpted Leather Loveseat	<b>\$477.00</b>	\$636.00	
	<b>SSLLB</b>	Black Sculpted Leather Loveseat	<b>\$477.00</b>	\$636.00	

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

**Terms & Conditions**

- Colours, sizes and styles may vary slightly.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





# SPECIALTY FURNITURE

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>BILT North America</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>July 17, 2017</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	A "Credit Card Authorization" form (included in this kit) <b>MUST</b> accompany this completed form.  Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.

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

QTY	Item #	Description	Discount Price	Standard Price	Total
	<b>SGLMC</b>	Grey Leather Ripple Sled Base Meeting Chair	\$181.00	\$241.50	
	<b>SBLMC</b>	Black Leather Ripple Sled Base Meeting Chair	\$181.00	\$241.50	
	<b>SMCW</b>	White Meeting Chair	\$177.00	\$235.50	
	<b>SLRBTCW</b>	White Leather Round Tub Chairs	\$343.50	\$458.50	
	<b>SLRBTCBK</b>	Black Leather Round Tub Chairs	\$343.50	\$458.50	
	<b>SSWCT</b>	Chrome/White Cocktail Table (24" Square Top, 42" High)	\$228.50	\$305.00	
	<b>SRCT</b>	Round Cocktail Table (Black 30" Diameter Top, 42" High)	\$250.00	\$333.50	
	<b>SSBCT</b>	Square Cocktail Table (Black 30" Top, 42" High)	\$250.00	\$333.50	
	<b>SBMT</b>	42" Black Meeting Table (Round)	\$220.00	\$239.50	
	<b>SCMT72W</b>	72" Chrome & White Meeting Table	\$354.00	\$472.50	
	<b>SCTW</b>	24" X 48" Coffee Table White Top	\$241.00	\$320.50	
	<b>SCTB</b>	24" X 48" Coffee Table Black Top	\$241.00	\$320.50	
	<b>SWRET24</b>	24" Round End Table White Top	\$191.00	\$255.00	
	<b>SBRET24</b>	24" Round End Table Black Top	\$191.00	\$255.00	
	<b>SWRCT32</b>	Round Coffee Table White Top 32"	\$216.00	\$287.50	
	<b>SBRCT32</b>	Round Coffee Table Black Top 32"	\$216.00	\$287.50	
	<b>SWRCT39</b>	Round Coffee Table White Top 39"	\$216.00	\$287.50	
	<b>SBRCT39</b>	Round Coffee Table Black Top 39"	\$216.00	\$287.50	
	<b>SBF</b>	Bar Fridge	\$302.50	\$403.00	
	<b>SLS</b>	Literature Stand	\$219.50	\$292.00	
	<b>STP</b>	18" Throw Pillows <input type="checkbox"/> white <input type="checkbox"/> pink <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow <input type="checkbox"/> black <input type="checkbox"/> green	\$37.75	\$50.00	

**Terms & Conditions**

- Colours, sizes and styles may vary slightly.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# GES SHOW SPECIALS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>BILT North America</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>July 17, 2017</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	A "Credit Card Authorization" form (included in this kit) <b>MUST</b> accompany this completed form.  Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.

**GES SHOW SPECIAL INCLUDES:**  
 • Header Sign(s) - 12"x77.5" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Costs



(No substitutions please. If you require additional furniture, please refer to the GES order forms enclosed in the manual).

QTY	Item #	Description	Discount Price	Standard Price	Total Price
	<b>SS001</b>	Package A - 8' x 10'	<b>\$1,232.00</b>	\$1,643.00	
	<b>SS002</b>	Package B - 8' x 20'	<b>\$1,849.00</b>	\$2,466.00	

**PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:**

Infill Panel Colour:  Black     Grey     White    
 Carpet Colour:     Black     Grey

(All panel & carpet colours subject to availability.)

Package A Identification Sign to Read: \_\_\_\_\_

Package B Identification Sign to Read: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Custom Header to be added  Custom Header Signs/Logos will be charged \$100.00 extra per sign  
 You can upload your file(s) to: <https://file.ges.com/>  
 Enter **tupload@ges.com** in the "Recipient Email Address" field.  
**IMPORTANT:** Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"

**Terms & Conditions**

- Does not include lighting or electrical service.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- GES is not responsible for exhibit materials left in GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #104060264RT0001

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# GES EXHIBIT ACCESSORIES

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

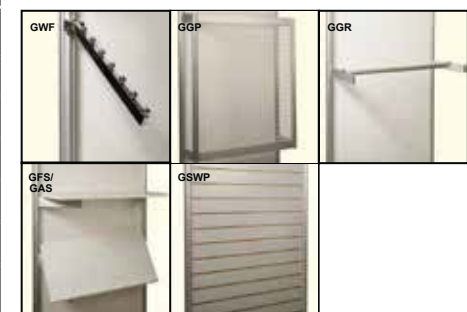
SHOW: <b>BILT North America</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>July 17, 2017</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
<b>BOOTH #:</b> _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	A "Credit Card Authorization" form (included in this kit) <b>MUST</b> accompany this completed form.  Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.

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

QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	PED001	Pedestal (White) 20"L x 20"W 28"H	<b>\$187.50</b>	\$249.50	
	PED002	Pedestal (White) 20"L x 20"W 36"H	<b>\$195.50</b>	\$260.50	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	<b>\$719.00</b>	\$958.50	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	<b>\$593.50</b>	\$791.50	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	<b>\$472.50</b>	\$630.00	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	<b>\$472.50</b>	\$630.00	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	<b>\$472.50</b>	\$630.00	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	<b>\$714.00</b>	\$951.50	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	<b>\$714.00</b>	\$951.50	



QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	<b>\$58.50</b>	\$78.00	
	GGP	Grid Panels - 38"W X 44"H White Panels (2" Squares)	<b>\$195.50</b>	\$260.50	
	GGR	Garment Rail 39"W	<b>\$69.50</b>	\$92.50	
	GFS	Shelves - Flat 37"L X 12"W	<b>\$59.50</b>	\$79.25	
	GAS	Shelves - Angled 37"L X 12"W	<b>\$59.50</b>	\$79.25	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	<b>\$165.50</b>	\$220.50	



*Designed to fit GES Hardwall booths only.  
Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall.  
Grid Panels Cannot Be Installed In Corners.*

**Terms & Conditions**

- All items subject to availability.
- No refunds/exchanges once show move-in begins.
- 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 Standard Price.

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
	HST #104060264RT0001

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



Westin Harbour Castle Hotel  
One Harbour Square  
Toronto, Ontario  
M5J 1A6

Phone: 416.304.0262  
Fax: 847.621.7726

Email: WHCSales@psav.com

## Trade Show Order Form

<b>Event Name</b>	BILT NA 2017	<b>Load in date and Time</b>	AUG 02, 2017 (14:00-17:30)
<b>Event Date(s)</b>	AUG 02 - AUG 05, 2017	<b>Load out Date and Time</b>	AUG 05, 2017 (13:20-18:00)
<b>Company Name</b>		<b>Room Name</b>	METROPOLITAN BALLROOM
		<b>Booth#</b>	
<b>Contact Name</b>		<b>Onsite Contact</b>	
<b>Contact Phone</b>		<b>Onsite Phone</b>	
<b>Contact Email</b>		<b>Onsite E-Mail</b>	

**Electrical (includes cost of electricity only)**

QTY.	Item Description	Price	Days	Equipment Total	Labour (\$80/hr)	Item Total	Setup Notes
0	7.5 Amp - 120 Volt Dedicated Circuit	\$58.00	1	\$0.00	\$80.00	\$0.00	
0	15 Amp - 120 Volt Dedicated Circuit	\$80.00	1	\$0.00	\$80.00	\$0.00	
0	20 Amp - 120 Volt Dedicated Circuit	\$140.00	1	\$0.00	\$80.00	\$0.00	
0	30' Exhibit Booth Power Strip (3-outlet)	\$32.00	1	\$0.00	\$20.00	\$0.00	
0	Wireless Internet Connection per device (up to 5 Mb/s)	\$17.00	1	\$0.00	\$0.00	\$0.00	
0	Wired Internet Connection per device (1 Mb/s)	\$124.25	1	\$0.00	\$40.00	\$0.00	
0	Wired Internet Connection per device (2 Mb/s)	\$246.75	1	\$0.00	\$40.00	\$0.00	
0	Wired Internet Connection per device (3 Mb/s)	\$371.00	1	\$0.00	\$40.00	\$0.00	
0	Wired Internet Connection per device (5 Mb/s)	\$619.50	1	\$0.00	\$40.00	\$0.00	
0	Phone line with standard phone	\$145.00	1	\$0.00	\$40.00	\$0.00	
0	Computer Speakers	\$40.00	1	\$0.00	\$20.00	\$0.00	
0	24 inch monitor (HD 16:9) - with table stand	\$205.00	1	\$0.00	\$40.00	\$0.00	
0	32 inch monitor (HD 16:9) - with table stand	\$290.00	1	\$0.00	\$40.00	\$0.00	
0	46 inch monitor (HD 16:9) - with floor stand	\$510.00	1	\$0.00	\$80.00	\$0.00	
0	65 inch monitor (HD 16:9) - with floor stand	\$760.00	1	\$0.00	\$120.00	\$0.00	

Subtotal	\$0.00
18% Service Charge	\$0.00
13% HST	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

\* For Any Other Requests Please Contact 416.304.0262 \*

\* PSAV is the Exclusive Rigging Provider at the Westin Harbour Castle Hotel. Only PSAV riggers may hang items overhead. If any Sign or Banner hanging is required please contact us for pricing.\*

Labour Rates - PSAV reserves the right to adjust labour rates based on the time of setup/dismantle (ie. Evening, Weekend and Holidays)

I agree to the above charges:	(signature)	Date:
-------------------------------	-------------	-------

## Credit Card Authorization

I, \_\_\_\_\_ (please print) authorize PSAV, inside the Westin Harbour Castle, to use the noted Credit Card for the charges listed above.

Credit Card Number:	Expiry Date:
Name on Card: (please print)	Signature:
Billing Address:	Street: _____ Postal Code: _____ City: _____

Please sign and return via fax to 847.621.7726

Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid the 50% cancellation charge. If services have already been provided at the time of cancellation, then full charges will apply. Costs associated with the replacement or repairs to damaged, lost or items returned not in original presented condition will be the responsibility of the contact/company name listed above.



# Customized Rental Exhibits

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

- Exceed your expectations
- Highlight your corporate brand
- Attract positive attention
- Stay within your budget

Your successful Tradeshow is just a phone call or click away...

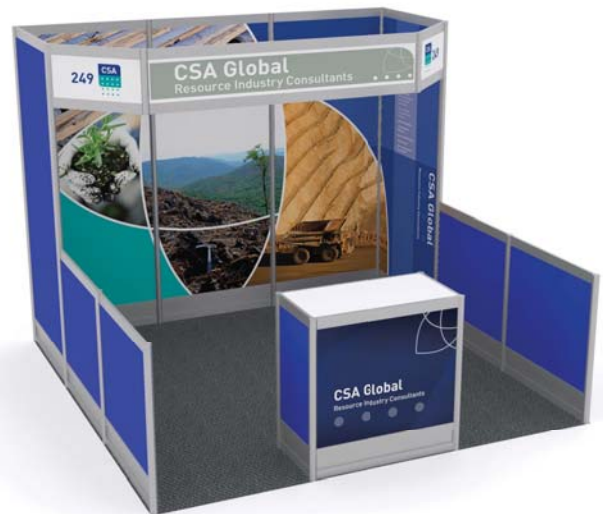
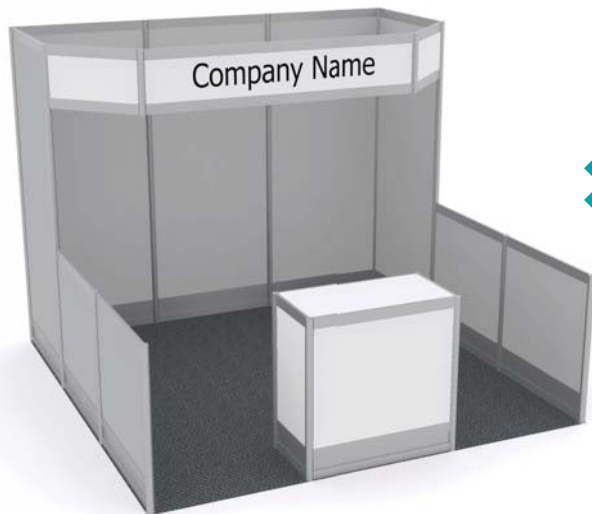
Jodi Anastasakis 905-283-0559  
janastasakis@ges.com





# Graphic Design & Production

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact Jodi Anastasakis: 905.283.0559  
or email: [janastasakis@ges.com](mailto:janastasakis@ges.com)



# GRAPHICS AND DESIGN

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: <b>BILT North America</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>July 17, 2017</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	<p>A "Credit Card Authorization" form (included in this kit) <b>MUST</b> accompany this completed form.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	

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

## STANDARD SIGN PRICE LIST

QTY	Item #	Description	Discount Price	Standard Price	Total
	SIG027	8"W x 11"H vertical sign (with easel)	\$17.00	\$22.50	
	S744	44"W x 7"H horizontal sign (with holes)	\$98.25	\$131.00	
	S2228	22"W x 28"H vertical sign	\$134.00	\$178.00	
	S2844	28"W x 44"H vertical sign	\$171.50	\$229.00	
	SIG028	38"W x 84"H vertical sign (with feet)	\$613.75	\$818.25	

*\* All prices include delivery to show site.*

### CUSTOM GRAPHICS

### PLEASE UPLOAD ARTWORK HERE

**We offer complete graphics services from Design to Print!**

*We can create custom graphics almost any size to fit any of your needs, including:*

- Pressure sensitive vinyl (PSV) Booth wraps (the same as vehicle wraps)
- Vinyl or mesh banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut graphics for eye-catching effect
- Printing on specialized / unique material
- Double Sided applications
- Carpet / Floor Decals

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

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

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

### SIGN INFO

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

For more information or quote, please email us at: [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com)

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

#### Terms & Conditions

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

<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**LABOUR  
INSTALLATION AND DISMANTLING**

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **BILT North America**

**EXHIBITOR INFORMATION**

**BOOTH #:** \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** be accepted without receipt of a completed "Credit Card Authorization" form.

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

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.  
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

LABOUR INSTALLATION AND DISMANTLING			
Item #	Item #	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm	<b>\$134.50</b>
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$202.00</b>
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$262.00</b>

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

**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.

<b>EST. SUBTOTAL</b>	_____
<b>13% HST</b>	_____
<b>EST. TOTAL</b>	_____
<small>HST #104060264RT0001</small>	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247 www.ges.com/ca

## **MATERIAL HANDLING SERVICES & SHIPPING INFORMATION**

### **IMPORTANT - PLEASE READ CAREFULLY**

GES has been appointed by Show Management to provide Material Handling services for the **BILT North America**. Exhibitors must use GES to perform this service which includes:

- ◆ RECEIVING, DOCUMENTING AND INSPECTING YOUR SHIPMENT(S) ON ARRIVAL
- ◆ UNLOADING OF SHIPMENT(S) AT THE SHOW SITE DOCK & DELIVERY TO BOOTH
- ◆ REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- ◆ STORING YOUR EMPTY CONTAINERS IN THE STORAGE AREA
- ◆ RETURNING OF EMPTY CONTAINERS TO BOOTH AFTER SHOW CLOSING
- ◆ MOVING YOUR OUTBOUND SHIPMENT TO THE LOADING DOCK
- ◆ RELOADING OF SHIPMENT(S) FROM DOCK ON TO YOUR CARRIER

GES, as the official Material Handling contractor, is required by Show Management to perform this service. These services are charged per hundred weight with a 200lb. minimum at the expense of the exhibitor. **All Shipments must be accompanied with a Certified Weight Ticket. If no Certified Weight Ticket is available, GES will weigh your shipment on site and special handling charges will apply. For all loose, stacked and uncrated shipments, Special Handling rates will apply.** To avoid additional charges, please complete and return the **MATERIAL HANDLING ORDER FORM** provided.

**Exhibitors shipping to the advance warehouse receive the following additional services:**

- ◆ STORAGE UP TO 30 DAYS IN THE ADVANCE WAREHOUSE
- ◆ DELIVERY OF SHIPMENT(S) FROM ADVANCE WAREHOUSE TO SHOW SITE
- ◆ FIRST PRIORITY UNLOADING STATUS

**\*\* LOOSE AND UNCRATED SHIPMENT(S) WILL NOT BE RECEIVED BY ADVANCE WAREHOUSE\*\***

### **LABELING YOUR PACKAGES FOR SHIPPING:**

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **Wednesday July 26, 2017 - 4:00pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES Canada  
**BILT North America**  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **Wednesday August 2, 2017 - 10:00am - 5:30pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES Canada  
**BILT North America**  
Westin Harbour Castle  
1 Harbour Square  
Toronto, Ontario, Canada M5J 1A6



# MATERIAL HANDLING BY WEIGHT

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **BILT North America**

### EXHIBITOR INFORMATION

BOOTH #: \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ PROV/STATE \_\_\_\_\_ CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** be accepted without receipt of a completed "Credit Card Authorization" form.

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

### Item # MHADWT ADVANCE SHIPMENT(S) TO WAREHOUSE:

• Shipment(s) must be received between: July 5 - 26, 2017

• Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:

• Rate **\$124.00** per 100 lbs. (200 lb. minimum)

• Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

**Pounds**

### Item # MHDIRWT DIRECT SHIPMENT(S) TO SHOWSITE:

• Shipment(s) may arrive at Show Site on: August 2, 2017

• Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:

• Rate **\$106.00** per 100lbs. (200lb. minimum)

• Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

**Pounds**

### Item # MHSPWT SMALL PACKAGES: (Maximum 50lbs / Shipment):

• Rate of **\$51.00** First Package

• Rate of **\$12.00** for each additional package (in the same shipment) to a 50lb. Maximum

\*\*If over 50lbs., Rates for Advance or Direct Shipments will apply\*\*

### SPECIAL HANDLING: (30% Surcharge Applies to Entire Shipment):

• All shipments of loose, padded or uncrated materials. All special unloading requirements, such as ground side door/ constricted or stacked unloading.

• All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.

### PLEASE COMPLETE THE FOLLOWING:

Carrier Name: \_\_\_\_\_ Number of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_

Goods are scheduled for delivery to:  Show Site  Advance Warehouse

Date goods are scheduled to arrive: \_\_\_\_\_ Month/Day \_\_\_\_\_

### Terms & Conditions

- Collect shipments will not be accepted.
- 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.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	
HST #104060264RT0001	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

**Be sure your materials are insured** from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.

# ADVANCE WAREHOUSE SHIPPING LABEL

BILT North America

## EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

**SHIPPER:** \_\_\_\_\_  
(Name of Company where shipment originates.)

**TO:** \_\_\_\_\_  
(Name of your exhibiting Company at the show.)

**BOOTH NUMBER:** \_\_\_\_\_  
(Your booth number at the show.)

**C/O:** GES Canada / BILT North America  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

**ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED BY:**

July 5 - 26, 2017 9:00am - 4:00pm

# DIRECT TO SHOW SITE SHIPPING LABEL

**BILT North America**

**EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE**

**SHIPPER:** \_\_\_\_\_  
(Name of Company where shipment originates.)

**TO:** \_\_\_\_\_  
(Name of your exhibiting Company at the show.)

**BOOTH NUMBER:** \_\_\_\_\_  
(Your booth number at the show.)

**C/O:** GES Canada / BILT North America  
Westin Harbour Castle  
1 Harbour Square  
Toronto, Ontario, Canada M5J 1A6

**CARRIER:** \_\_\_\_\_  
(Name of your Transportation Company)

**NUMBER**  **OF**  **PIECES**

**DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE BETWEEN:**

**10:00am - 5:30pm August 2, 2017**



# Logistics



## GES Logistic Services

*GES is proud to offer our clients a one source solution for Customs and Transportation services*

### Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3-5 Day Deferred
- Common Carrier
- Van Line

### 24-Hour Tracking

Call toll free 1-877-437-4247 for immediate information on the status of your shipment

### On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

### Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

### Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

### Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Email: [torontocl@ges.com](mailto:torontocl@ges.com)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

**Ship everywhere with GES Logistics Services.**



# ***Priority On The Floor.... MEANS GES LOGISTICS***

It's (almost) show time! Are you ready?

GES offers many products and services to help you achieve the results you are looking for. Have you considered...

## **GES Logistics Services *Local, Regional, International***

-  **Transportation**
-  **Tracking & Tracing**
-  **Warehousing**
-  **Exhibit Management**

**Let GES Logistics handle the details.** We smoothly navigate the many challenges of event management from shipping to tracking to warehousing and more.

Our **GES** Logistics team offers you **one-stop shopping for all your tradeshow and event needs.**

### **Transportation management you can rely on.**

With **GES** Logistics, you have a variety of shipping options:

- Common Carrier
- LTL trucking to handle national, regional and local shipping
- Full truck load for economy
- Air, 3 - 5 day service

### **Want to learn more?**

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Email: [torontocl@ges.com](mailto:torontocl@ges.com)
- Phone: 905-283-0550 or 1-877-437-4247
- Fax: 905-283-0501



# SHIPPING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
torontocl@ges.com www.ges.com/ca

### PICK UP INFORMATION

COMPANY NAME: \_\_\_\_\_ PICK UP DATE: \_\_\_\_\_ PICK UP TIME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ BUSINESS HOURS: \_\_\_\_\_ LOADING DOCK:  YES  NO  
 CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_ CUSTOMS PAPERWORK ATTACHED:  YES  NO  
 CONTACT: \_\_\_\_\_ IF YES, CUSTOMS BROKER: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

I will be shipping to:  ADVANCED WAREHOUSE  SHOW SITE

### DESTINATION

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 ON-SITE CONTACT: \_\_\_\_\_  
 SHOW NAME: BILT North America DELIVERY DATE: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_  
 FACILITY: Westin Harbour Castle  
 ADDRESS: 1 Harbour Square  
 CITY: Toronto PROV/STATE: Ontario POSTAL CODE: M5J 1A6

### SERVICE REQUIRED

ONE WAY  ROUND TRIP  
 TIME CRITICAL  3-5 DAY  GROUND

### ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
_____ CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
_____ CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
_____ CRATES (WOODEN)	H _____ x W _____ x L _____	
_____ SKIDS/PALLETS	H _____ x W _____ x L _____	
_____ CARPET/COLOUR: _____	H _____ x W _____ x L _____	
_____ OTHER LIST: _____	H _____ x W _____ x L _____	
_____ TOTAL	TOTAL WEIGHT:	

### BILLING AND PAYMENT INFORMATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** be accepted without the receipt of a completed "Credit Card Authorization" form.

### TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited 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. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or 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. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

By signing this order form, shipper agrees to be bound by all its terms and conditions.

X \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_





## ***customs***



## **GES Customs Services**

*GES is proud  
to offer our  
clients a one  
source solution  
for  
Customs and  
Transportation  
services*

### **Reliable and Efficient Service**

- Experienced and reliable staff you can depend on who specialize in trade show Customs procedures
- Personnel are accessible at all times

### **Value Added Service**

- Save time and money by making fewer calls

### **Personalized Service**

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

### **On-Site Representation**

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the trade show floor

### **Simplified Ordering**

For your convenience choose one of the ordering options available:

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Email: [torontocl@ges.com](mailto:torontocl@ges.com)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

**Leave all your shipping, customs clearance and furniture rentals to GES.**



# Customs / Transportation Order Form

EXAMPLE

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE  
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES  
FOR (PLEASE CHECK ONE)

Customs Clearance  
And Transportation

Customs Clearance  
Only

Transportation  
Only

## SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: ABC MACHINE COMPANY Email Address: \_\_\_\_\_

U.S. Tax # or U.S. IRS ID #: 31-2293941

Event Name & Booth #: INTERNATIONAL MACHINERY SHOW Booth #: 1430

Facility Name: MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG

Shipment Date: MARCH 3, 2001 From (City): NEW YORK Carrier Name: GES LOGISTICS

It Consists of (# Cartons): 6 Weight: 1,500  lbs.  kgs.

Our Rep @ Event: BILL SMITH Staying At (Hotel): RYH - ROYAL YORK Tel: 416-368-2511

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

## SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: ABC MACHINE COMPANY

Delivery Address: 100 - 5<sup>TH</sup> AVENUE

City: NEW YORK Province/State: NEW YORK Postal / Zip: 10012-1010

Name: JOE BROWN Telephone: 212-286-2140 Fax Number: 212-286-2100

Ship Via:  Common Carrier  Our Company Vehicle  Van Line Service  Air Freight Service

## SECTION 3 CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

I hereby authorize use of the following credit card for payment of services relative to this order form

### CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To:  VISA  MASTERCARD  AMERICAN EXPRESS

Credit Card Number: 123 456 789 012 Expiry: 09 / 03

Cardholder's Name: BILL SMITH Title: DIRECTOR OF SALES

Cardholder's Signature: BILL SMITH

ORIGINAL SIGNATURE REQUIRED

## SECTION 4 INVOICE / STATEMENT INFORMATION

Company Name: ABC MACHINE COMPANY

Mailing Address: 100 - 5<sup>TH</sup> AVENUE

City: NEW YORK Province/State: NY Postal / Zip: 10012-1010

Attention: BILL SMITH Telephone: 212-286-2140 Fax Number: 212-286-2100

## SECTION 5 ORDER AUTHORIZED BY

This Form Was Completed By: JOE BROWN  
( Please Print Full Name )

Title: DIRECTOR OF MARKETING

Date: APRIL 17, 2001



# Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE  
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES FOR (PLEASE CHECK ONE)  Customs Clearance And Transportation  Customs Clearance Only  Transportation Only

## SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
U.S. Tax # or U.S. IRS ID #: \_\_\_\_\_  
Event Name & Booth #: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Shipment Date: \_\_\_\_\_ From (City): \_\_\_\_\_ Carrier Name: \_\_\_\_\_  
It Consists of (# Cartons): \_\_\_\_\_ Weight: \_\_\_\_\_  lbs.  kgs.  
Our Rep @ Event: \_\_\_\_\_ Staying At (Hotel): \_\_\_\_\_ Tel: \_\_\_\_\_

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

## SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: \_\_\_\_\_  
Delivery Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal / Zip: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Ship Via:  Common Carrier  Our Company Vehicle  Van Line Service  Air Freight Service

## SECTION 3 CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

I hereby authorize use of the following credit card for payment of services relative to this order form

### CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To:  VISA  MASTERCARD  AMERICAN EXPRESS  
Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ / \_\_\_\_\_  
Cardholder's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Cardholder's Signature: \_\_\_\_\_

ORIGINAL SIGNATURE REQUIRED

## SECTION 4 INVOICE / STATEMENT INFORMATION

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal / Zip: \_\_\_\_\_  
Attention: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

## SECTION 5 ORDER AUTHORIZED BY

This Form Was Completed By: \_\_\_\_\_  
( Please Print Full Name )  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC MACHINE COMPANY 100-5<sup>TH</sup> AVENUE NEW YORK, NY 10012-1010</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada <b>MARCH 3, 2001</b></p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)</p>
--	--

<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG  222 BREMNER BLVD TORONTO, ON M5V 2E6</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises <b>U.S.A.</b></p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</p>
--	--

<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI                      NO <input type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
---	--

<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p> <p>GES LOGISTICS NEW YORK, NY</p>	<p>10 Currency of Settlement / Devises du paiement USD</p>
--	--

11. No. of Pkgs. Nbre. de colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00

<p>XI.1 Total Number of Pieces / Nombre total de pièces <b>6</b></p>		
<p>18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale</p>	<p>16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/>kgs.</p> <p>Net. Weight N/A</p>	<p>17. Invoice Total Total de la facture</p> <p>Gross Wt./ Brut 1,500 lbs</p>

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5<sup>TH</sup> AVENUE NEW YORK, NY 10012-1010</p> <p>Contact: BILL SMITH</p> <p>Tel: 212-268-2140                      Fax: 212-268-2511</p>
<p>21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p> <p>N/A</p>	

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)			
		6 Country of Transshipment / Pays de transbordement			
		7 Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
YES <input type="checkbox"/> OUI		NO <input type="checkbox"/> NON			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case		16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
Commercial Invoice No. / No. De la facture commerciale		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact:  Tel: Fax:			