**GES** is pleased to have been selected as the official service contractor 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, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES.**

**For your convience, we will be offering the following services:**

**Expresso Online Ordering**
**Furnishings**
**Specialty Furnishings**
**Carpet & Underpadding**
**Booth Cleaning**
**Modular Exhibit Systems & Accessories**
**Graphics**
**Installation & Dismantling Labour**
**In-Booth Forklifting**
**Material Handling**
**GES Logistics / Shipping**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of 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 GST when exhibiting in Alberta.

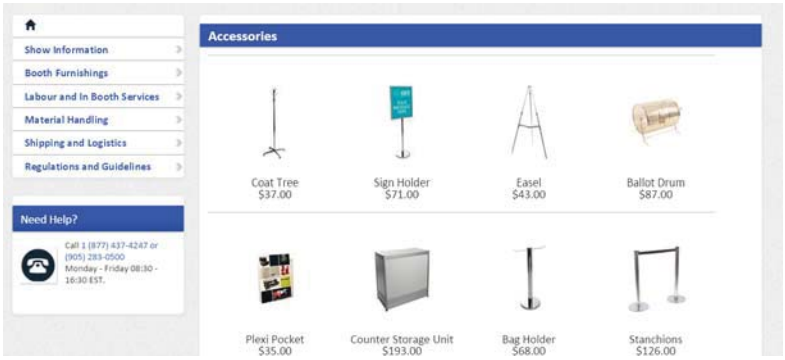
If you need assistance or additional information, please contact our **Exhibitor Services Department at (780) 469-7767.**




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

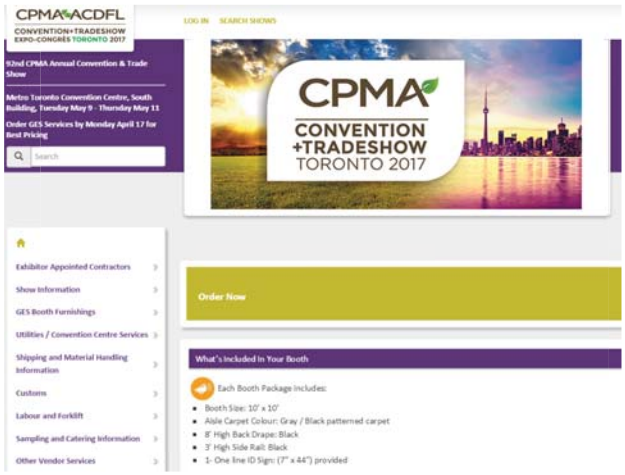
**With just a few clicks, exhibitors can order GES products and services through Expresso including:**

- 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



# ORDER FORM RECAP

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

| | |
|---|---|
| **TO:** | **GES Edmonton** |
| **FAX:** | **780-469-1619** |
| **EMAIL:** | **edmonton@ges.com** |
| **DATE:** | |
| **FROM:** | |
| **COMPANY:** | |
| **PHONE:** | |
| **EMAIL:** | |
| **SHOW NAME:** | |
| **BOOTH #:** | |

**To help us ensure we have received your entire order and we have the correct totals, check off those forms you are sending us and complete value section for each form**

| | GES ORDER FORM (s) | Pg. Total |
|---|---|---|
| | Credit Card Authorization | $ |
| | Third Party Billing | $ |
| | Furnishings | $ |
| | Speciality Furnishings | $ |
| | Carpet & Underpadding | $ |
| | Booth Cleaning | $ |
| | Modular Exhibit System Rentals | $ |
| | Modular Exhibit System Accessories | $ |
| | Graphics | $ |
| | Installation & Dismantle Services | $ |
| | In-Booth Forklifting | $ |
| | Material Handling | $ |
| | Logistics | $ |

***Please call to confirm receipt of your order.***

**To receive Discount Pricing send your order in by the Discount Price Deadline Date noted above.**

***THANK YOU FROM GES***

# PAYMENT POLICY INFORMATION SHEET

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**Discount Pricing:**

To qualify for **Discount Pricing**, orders must be received ***with payment in full on or before the deadline date*** . Late orders will be charged the **Regular Price**. Orders without\ payment cannot be processed until payment is received and may be charged the **Regular Price.**

**Method of Payment:**

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

**Bank Wire Transfer Information:**

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

**NOTE:** There is a minimum $20.00 Service Charge (North America) & $40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers. Also, wire transfers can take 3 to 10 business days to be cleared. Ensure you leave enough time to receive the benefit of the discount. Orders are not processed until payment is received, this includes wire transfers.

**PAYMENT SCHEDULE:**

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

**THIRD PARTY BILLING:**

Arrangements can be made for an exhibit house of other agent to manage exhibit & order services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements prior to start of move-in. In the event the authorized Third Party does not pay, the exhibiting company is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM.**

**ADJUSTMENTS AND CANCELLATIONS:**

Adjustments to invoice(s) ***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.

**EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.**

**EXHIBITORS ARE RESPONSIBLE FOR ANY UNPAID ORDERS. ALL ORDERS MUST BE PAID IN FULL PRIOR TO RELASE OF GOODS FROM THE SHOW FLOOR**

# CREDIT CARD AUTHORIZATION FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

**IMPORTANT - READ CAREFULLY**

**PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION BELOW IF:**

**- Paying by Credit Card for any service.**

**- Payment is being forwarded to GES in the form of a cheque.**

**- There is any possibility that additional service(s) will be ordered on-site.**

**- Material Handling, Installation and Dismantle Labour or In-Booth Forklift Services will be required.**

## PLEASE COMPLETE THE FOLLOWING

☐ **VISA** ☐ **AMERICAN EXPRESS** ☐ ***MASTERCARD*** ***EXPIRY DATE:*** ☐

**TYPE OF CARD** ☐ **PERSONAL** ☐ **CORPORATE**

**CARD #** ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CARDHOLDER'S NAME (PRINT): _____

**CARDHOLDER'S SIGNATURE:** _____

CARDHOLDER'S BILLING ADDRESS: _____

**CITY:** _____ **PROV/STATE:** _____ **CODE/ZIP:** _____

**TELEPHONE:** _____ **FAX:** _____

**This authorization allows GES to charge any fees outstanding after show closing to this credit card.**

**(including funds owed due to a cheque returned NSF)**

**CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION**

**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**

**PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW**

**All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.**

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____

**Signature** **Print Name & Title** **Date**

# THIRD PARTY BILLING AUTHORIZATION FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

**IMPORTANT - READ CAREFULLY**

**An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.**
**Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company'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

☐ **VISA** ☐ **AMERICAN EXPRESS** ☐ ***MASTERCARD*** ***EXPIRY DATE:*** ☐

**TYPE OF CARD** ☐ **PERSONAL** ☐ **CORPORATE**

**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

☐ **VISA** ☐ **AMERICAN EXPRESS** ☐ ***MASTERCARD*** ***EXPIRY DATE:*** ☐

**TYPE OF CARD** ☐ **PERSONAL** ☐ **CORPORATE**

**CARD #** ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CARDHOLDER'S NAME (PRINT): _____

**CARDHOLDER'S SIGNATURE:** _____

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

**PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW**

**All equipment rental orders placed with GES are bound by the terms and conditions specific to each rental order form, material handling terms and conditions and GES standard terms and conditions located at the back of this kit. By signing below, you agree to all these terms and conditions. Without an authorized signature and date below, your order will not be processed.**

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

**Signature** | **Print Name & Title** | **Date**

GES

# furnishings



Grey Fabric Side Chair





Grey Fabric
Counter Stool

Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High
Starbase Table



30" Round / 18" High
Coffee Table



Spandex Cover for
40" High Cocktail
Table



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



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



# furnishings






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 ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| SHOW NAME: | 67th Canadian Chemical Engineering Conference | DISCOUNT PRICE DEADLINE DATE: | Friday, October 6, 2017 |
| SHOW DATE: | October 22 - 25, 2017 | | |

**EXHIBITOR INFORMATION**

BOOTH #:_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

**CREDIT CARD AUTHORIZATION**

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM.

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

## FURNISHINGS

| QTY | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | TOTAL |
|---|---|---|---|---|
| | GREY FABRIC SIDE CHAIR | $45.00 | $63.00 | |
| | GREY FABRIC COUNTER STOOL | $98.00 | $137.00 | |
| | GREY FABRIC ARM CHAIR | $49.00 | $68.50 | |
| | PLASTIC FOLDING CHAIR | $26.00 | $48.50 | |
| | COFFEE TABLE 18" HIGH ROUND | $57.00 | $79.50 | |
| | STARBASE TABLE 30" ROUND 30" HIGH | $74.50 | $104.50 | |
| | COCKTAIL TABLE 30" ROUND 40" HIGH | $90.00 | $125.50 | |
| | 22" X 28" CHROME SIGN HOLDER | $48.50 | $68.00 | |
| | EASEL | $41.00 | $57.50 | |
| | SMALL GOLD BALLOT DRUM | $74.50 | $104.50 | |
| | BAG HOLDER 40" HIGH | $68.00 | $95.50 | |
| | TAPE STANCHION (7') | $43.50 | $60.50 | |
| | GARMENT RACK ON WHEELS | $46.50 | $65.00 | |
| | WASTEBASKET | $22.50 | $32.00 | |
| | BASEPLATE & 8 FT H POLE | $20.50 | $29.00 | |
| | 6FT - 10 FT CROSSBAR | $15.50 | $22.00 | |
| | BAR FRIDGE | $212.00 | $297.00 | |

## SKIRTED TABLES 30" HIGH

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE ☐ RED ☐ GREEN ☐ BURGUNDY

| QTY | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | TOTAL |
|---|---|---|---|---|
| | 4 FT LONG X 2 FT WIDE | $97.00 | $136.00 | |
| | 6 FT LONG X 2 FT WIDE | $97.00 | $136.00 | |
| | 8 FT LONG X 2 FT WIDE | $97.00 | $136.00 | |
| | SKIRTED FOURTH SIDE | $37.00 | $51.50 | |

## SKIRTED COUNTER 42" HIGH

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE

| QTY | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | TOTAL |
|---|---|---|---|---|
| | 4 FT LONG X 2 FT WIDE | $139.00 | $194.50 | |
| | 6 FT LONG X 2 FT WIDE | $139.00 | $194.50 | |
| | 8 FT LONG X 2 FT WIDE | $139.00 | $194.50 | |
| | SKIRTED FOURTH SIDE | $37.00 | $51.50 | |

## NON SKIRTED 30" HIGH TABLES (VINYL ONLY)

| | | | | |
|---|---|---|---|---|
| | ☐ 4FT ☐ 6FT ☐ 8FT | $68.00 | $95.50 | |

## NON SKIRTED 42" HIGH TABLES (VINYL ONLY)

| | | | | |
|---|---|---|---|---|
| | ☐ 4FT ☐ 6FT ☐ 8FT | $109.00 | $153.00 | |

## CUSTOM BOOTH DRAPING

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE ☐ RED ☐ GREEN ☐ BURGUNDY

| QTY | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | TOTAL |
|---|---|---|---|---|
| | 3' HIGH (PER LINEAR FOOT) | $7.00 | $10.00 | |
| | 8' HIGH (PER LINEAR FOOT) | $8.00 | $11.00 | |

**TERMS AND CONDITIONS**

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM 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 EXCEPT AS NOTED ABOVE.

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |

**INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET**

_____ _____

**SIGNATURE** **DATE**

# SPECIALITY FURNISHINGS ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

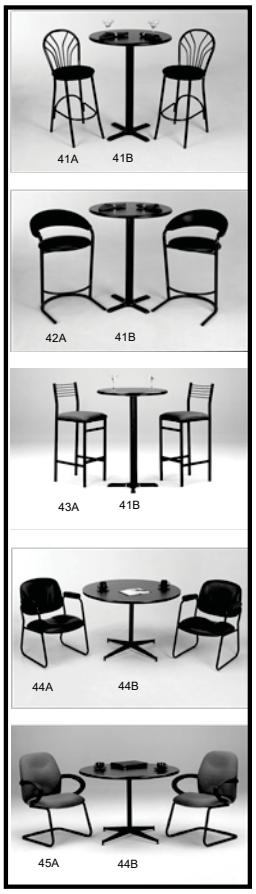
CONTACT NAME:_____

**CREDIT CARD AUTHORIZATION**

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

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

| QTY | ITEM # | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | Total |
|---|---|---|---|---|---|
| | 41A (EFBS) | FANBACK STOOL | $128.00 | $179.50 | |
| | 41B (FPEDT) | COCKTAIL TABLE 30" ROUND 40" HIGH | $90.00 | $125.50 | |
| | 42A (EBLBS) | LEATHER BISTRO STOOL | $150.50 | $210.50 | |
| | 43A (EGFBS) | FABRIC BISTRO STOOL | $164.50 | $230.00 | |
| | 44B (EBMT) | 42" MEETING TABLE | $150.50 | $210.50 | |
| | 45A (EGFC) | LEATHER MEETING CHAIR | $110.50 | $154.50 | |
| | (EBLHC) | EXECUTIVE LEATHER HIGH BACK ROLLING CHAIR | $146.00 | $204.50 | |
| | (EBLS3) | LEATHER SOFA - 3 SEATER | $251.00 | $351.50 | |
| | (EBLS2) | LEATHER SOFA - 2 SEATER | $208.50 | $292.00 | |
| | (EBLS1) | LEATHER SOFA CHAIR - 1 SEAT | $163.50 | $228.50 | |
| | (ECTC3) | COFFEE TABLE | $72.50 | $101.50 | |
| | (EETC3) | END TABLES | $50.50 | $70.50 | |
| | (FLR) | LITERATURE RACK | $99.50 | $139.50 | |
| | (GGP) | 24" X 72" GRID PANEL | $34.50 | $48.50 | |




**TERMS AND CONDITIONS**

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM 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 CUSOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |
| **INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET** | |

_____ _____

**SIGNATURE** **DATE**

# CARPET ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

**CREDIT CARD AUTHORIZATION**

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM.

**ALL ORDERS MUST BE PREPAID IN FULL**

**(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

## BOOTH CARPET - STANDARD SIZE

*PLEASE NOTE: CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY. EXHIBITORS ORDERING MULTIPLE PIECES OF CARPET IN THIS SECTION MAY NOT RECEIVE THE SAME DYELOT.*

| QTY. | DESCRIPTION | DISCOUNT PRICE | REGULAR PRICE | TOTAL |
|---|---|---|---|---|
| | 10 X 10 INLINE | $175.00 | $245.00 | |
| | 10 X 20 INLINE | $350.00 | $490.00 | |
| | | | | |

**COLOUR SELECTION:** ☐ **BLACK** ☐ **BLUE** ☐ **GREY** ☐ **RED** ☐ **GREEN**

## BOOTH CARPET - CUSTOM SIZE

*IF YOUR BOOTH REQUIRES A SIZE NOT LISTED ABOVE, PLEASE COMPLETE THIS SECTION.*
*PLEASE NOTE: CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.*

| | | | |
|---|---|---|---|
| **BOOTH SIZE: _____FT. X _____FT. = _____SQ. FT.** | $1.75 | $2.45 | |

**COLOUR SELECTION:** ☐ **BLACK** ☐ **BLUE** ☐ **GREY** ☐ **RED** ☐ **GREEN**

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

| | | | |
|---|---|---|---|
| **BOOTH SIZE: _____FT. X _____FT. = _____SQ. FT.** | $1.15 | $1.61 | |

## PROTECTIVE PLASTIC COVERING - PRICE PER SQ. FT. INSTALLED (STANDARD SIZES ONLY) - PRICING IS FOR INSTALLATION ONLY. EXHIBITOR IS RESPONSIBLE FOR REMOVAL.

| | | | |
|---|---|---|---|
| **BOOTH SIZE: _____FT. X _____FT. = _____SQ. FT.** | $0.24 | $0.33 | |

## PLEASE SELECT ONE FOR STANDARD OR CUSTOM SIZE CARPETS

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

☐ **YES** ☐ **NO**

**TERMS AND CONDITIONS**

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- NO REFUNDS/EXCHANGES ON CARPETS ONCE DELIVERED.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU. CARPET COLOUR SUBJECT TO AVAILABILITY

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |

**INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET**

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____ _____

**SIGNATURE** **DATE**

# BOOTH CLEANING ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

**CREDIT CARD AUTHORIZATION**

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM.

## ALL ORDERS MUST BE PREPAID IN FULL

**(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

**PLEASE NOTE: CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.**

| INITIAL CLEANING SERVICES | DAILY CLEANING SERVICES | ADDITIONAL CLEANING SERVICES |
|---|---|---|
| **COMPLETED EVENING PRIOR TO SHOW OPENING** | **COMPLETED PRIOR TO SHOW OPENING AND EVERY NIGHT AT SHOW CLOSE DURING THE DURATION OF THE SHOW** | **COMPLETED UPON REQUEST** |
| **CARPETS VACUUMED**<br>**WASTEBASKETS EMPTIED** | **CARPETS VACUUMED**<br>**WASTEBASKETS EMPTIED** | **FOR CARPET IN NEED OF SPECIAL ATTENTION DUE TO FOOD SAMPLING, DEMONSTRATIONS, HAIR, WOOD, METAL SHAVINGS, GREASE OR PAINT.** |

| RATES / SQ.FT. | | RATES / SQ.FT. | | | RATES / SQ.FT | |
|---|---|---|---|---|---|---|
| DISCOUNT PRICE | REGULAR PRICE | BOOTH SQ. FT | DISCOUNT PRICE | REGULAR PRICE | DISCOUNT PRICE | REGULAR PRICE |
| $0.40 | $0.56 | 50 - 600 SQ.FT. | $0.57 | $0.80 | CALL FOR QUOTATION | N/A |
| | | 601 - 1000 SQ.FT. | $0.48 | $0.67 | | |
| | | OVER 1000 SQ.FT | $0.40 | $0.56 | | |

**SELECT SERVICE REQUIRED:** ☐ Intial Cleaning ☐ Daily Cleaning ☐ Additional Services

_____ @ _____ = _____

**Total Sq.Ft. of Booth** **Price per sq.ft.** **Total**

**TERMS AND CONDITIONS**

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- NO CANCELLATIONS AFTER MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS ARE GOVERNED BY GES LIMITS OF LIABILITY AND RESPONSIBILITY.

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |

**INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET**

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____ _____

**SIGNATURE** **DATE**

# MODULAR EXHIBIT SYSTEM
# SHOW SPECIAL
## ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | |
|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** |
| **SHOW DATE:** | **October 22 - 25, 2017** |
| **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

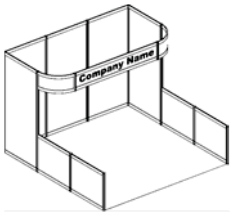
**CREDIT CARD AUTHORIZATION**

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

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

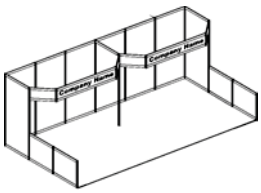
## *SHOW SPECIAL !*

**➡ SPEND LESS ➡ SELL MORE ➡ LOOK GREAT**




| | |
|---|---|
| **DISCOUNT PRICE** | **$1,175.00** |
| **PACKAGE A: 10' X 10' BOOTH INCLUDES:** | |
| *- HEADER SIGN 11.25" X 116.25"* | |
| *- COLOR COORDINATED 10' X 10' CARPET* | |
| **REGULAR PRICE** | $1,645.00 |

**INSTALLED & DISMANTLED**
**READY BEFORE YOU ARRIVE**
**NO LABOUR COSTS**
**NO TRUCKING COSTS**
**NO MATERIAL HANDLING COSTS**
**INCLUDES CARPET**
**INCLUDES HEADER SIGN(S)**
**WHITE PANELS**
**ACCESSORIES AVAILABLE**




| | |
|---|---|
| **DISCOUNT PRICE** | **$1,735.00** |
| **PACKAGE B: 10' X 20' BOOTH INCLUDES:** | |
| *- 2 HEADER SIGNS 11.25" X 116.25½"* | |
| *- COLOR COORDINATED 10' X 20' CARPET* | |
| **REGULAR PRICE** | $2,429.00 |

INDICATE DATE AND TIME YOU PLAN TO ARRIVE TO MERCHANDISE YOUR EXHIBIT _____ DATE _____ TIME

**PLEASE COMPLETE THE FOLLOWING:**

SIZE ORDERED: ☐ PACKAGE A (10 X 10) ☐ PACKAGE B (10 X 20)

CARPET COLOUR: ☐ BLACK ☐ GREY ☐ BLUE ☐ GREEN ☐ RED

PACKAGE A IDENTIFICATION SIGN TO READ:_____

PACKAGE B IDENTIFICATION SIGNS TO READ: LEFT:_____RIGHT:_____

☐ CUSTOM HEADER TO BE ADDED

***CUSTOM HEADER SIGNS/LOGOS ARE $60.00 BEFORE DEADLINE AND $100.00 PER SIGN IF ORDERED AFTER DEADLINE DATE.***

**PLEASE UPLOAD GRAPHIC FILES TO: http://file.ges.com**

ALL CARPET COLOURS SUBJECT TO AVAILABILITY. CARPET WILL BE INSTALLED CLEAN, SHOULD EXHIBITOR REQUIRE ADDITIONAL CLEANING AFTER SETUP, AN INITIAL CLEANING FEE WILL APPLY.

**TERMS AND CONDITIONS**

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |
| **INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET** | |

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____ **SIGNATURE**

_____ **DATE**

# 10' x 10' Exhibit Rentals

| STANDARD | | ENHANCED |
|---|---|---|
|  ITEM #GEM001 | Model 1 |  |
|  ITEM #GEM002 | Model 2 |  |
|  ITEM #GEM003 | Model 3 |  |

***Choice of coloured infill panels***



Black Grey White

***Choice of carpet colour***



Black Grey Red Blue

***To upgrade with graphics,***

**contact our Exhibitor Services team: 780.469.7767**

**edmonton@ges.com**

# 10' x 20' Exhibit Rentals

## STANDARD

## ENHANCED

### Model 4




ITEM #GEM004




### Model 5




ITEM #GEM005




### Model 6



ITEM #GEM006



***Choice of coloured infill panels***



Black Grey White

***Choice of carpet colour***



Black Grey Red Blue

***To upgrade with graphics,***

**contact our Exhibitor Services team: 780.469.7767**

**edmonton@ges.com**

# MODULAR EXHIBIT SYSTEM ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

**CREDIT CARD AUTHORIZATION**

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

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

| MODEL NUMBER 10'x10' | DISCOUNT PRICE | REGULAR PRICE | MODEL NUMBER 10'x20' | DISCOUNT PRICE | REGULAR PRICE |
|---|---|---|---|---|---|
| **GEM001** | $1,107.00 | $1,572.00 | **GEM004** | $1,643.00 | $2,349.50 |
| **GEM002** | $1,236.50 | $1,768.50 | **GEM005** | $1,827.50 | $2,595.00 |
| **GEM003** | $1,200.00 | $1,704.00 | **GEM006** | $1,788.50 | $2,557.00 |

**Package Includes : Installation & Dismantling, Carpet, & Choice of Panel Colour (Models 1, 2, 4 & 5 also include Header Signs)**

**PACKAGE DOES *NOT* INCLUDE: Cleaning, Light Fixtures or Electrical Outlets**

**PLEASE COMPLETE THE FOLLOWING:** **Model Number** ☐

*Upgrade options available. Contact Exhibitor Services.*

*Panel & carpet colours subject to availability*

**INFILL PANEL COLOUR:** ☐ BLACK ☐ GREY ☐ WHITE

**CARPET COLOUR:** ☐ BLACK ☐ GREY ☐ BLUE ☐ RED

MODELS 1, 2, OR 5 IDENTIFICATION SIGN TO READ:_____

MODEL 4 IDENTIFICATION SIGN TO READ: LEFT: _____RIGHT:_____

INDICATE DATE & TIME FOR ARRIVAL:_____

☐ CUSTOM HEADER TO BE ADDED ***CUSTOM HEADER SIGNS/LOGOS WILL BE CHARGED $100.00 EXTRA PER SIGN***

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

**TERMS AND CONDITIONS**

PAYMENT MAY BE MADE BY CHEQUE UP TO TWO WEEKS PRIOR TO THE 1ST DAY OF MOVE IN.

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN PROPERTY OF GES.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPENCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.

CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |
| **INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET** | |

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____ _____

**SIGNATURE** **DATE**

# MODULAR EXHIBIT SYSTEM ACCESSORIES ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

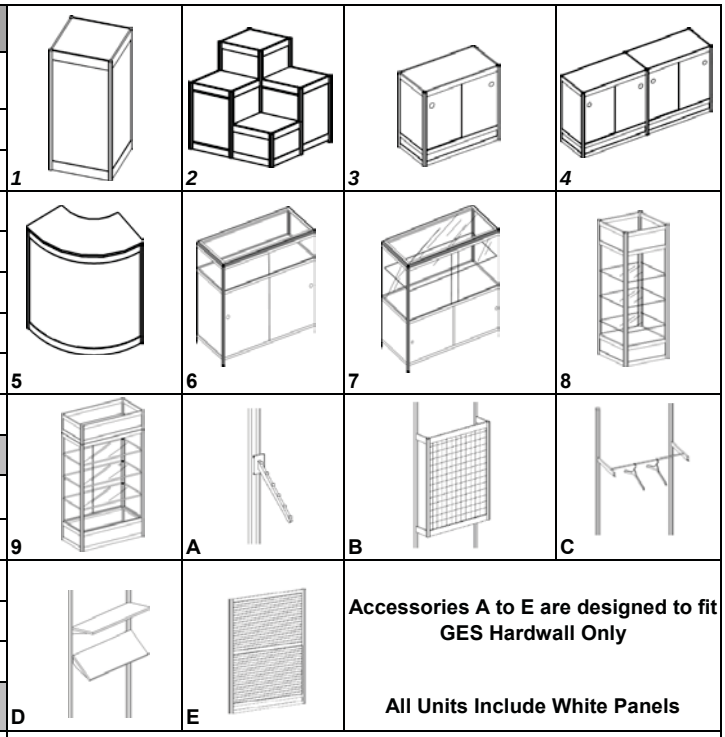
CONTACT NAME:_____

**CREDIT CARD AUTHORIZATION**

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

**ALL ORDERS MUST BE PREPAID IN FULL**
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| QTY | # | DESCRIPTION | DISCOUNT | REGULAR | TOTAL |
|---|---|---|---|---|---|
| | 1 | Pedestal 20"L x 20"W 28"H OR 36"H | $91.50 | $128.00 | |
| | 2 | Pedestal 40"L x 40"W | $458.50 | $642.00 | |
| | 3 | Storage Counter 40"L X 20"W X 40"H | $139.50 | $195.50 | |
| | 4 | Storage Counter 80"L x 20"W x 40"H | $272.50 | $381.50 | |
| | 5 | Curved Counter 60"L x 20"W x 40"H | $187.00 | $262.00 | |
| | 6 | 99A Showcase 36"L x 20"W x 40"H | $187.00 | $262.00 | |
| | 7 | 99B Showcase 36"L x 20"W x 40"H | $190.50 | $266.50 | |
| | 8 | 99C Showcase 26"L x 26"W x 96"H | $276.00 | $386.00 | |
| | 9 | 99D Showcase 40"L x 20"W x 96"H | $390.00 | $546.00 | |
| **QTY** | **#** | **DESCRIPTION** | **DISCOUNT** | **REGULAR** | **TOTAL** |
| | **A** | Waterfall with Eight Balls | $18.50 | $25.50 | |
| | **B** | Grid Panels - 38" W x 44"H Panels | $128.00 | $179.50 | |
| | **C** | Garment Rail 39"W | $47.50 | $66.50 | |
| | **D** | Shelves, Flat or Angled 37"L x 12"W | $40.00 | $56.00 | |
| | **E** | Slatwall Panels - 37"W x 96"H Grey | $110.50 | $154.50 | |
| **ADDITIONAL ITEMS NOT SHOWN** | | | | | |
| | | Ballot Bin - 20"L X 20"W X 36"H | $120.00 | $168.00 | |
| | | Computer Counter | $158.00 | $221.00 | |




**Accessories A to E are designed to fit GES Hardwall Only**

**All Units Include White Panels**

**Please attach diagram of booth indicating locations for grid panels and / or slatwall. Grid panels CANNOT be installed in corners.**

**TERMS AND CONDITIONS**

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
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- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |
| **INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET** | |

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____ _____

**SIGNATURE** **DATE**

# 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 our office: 780.469.7767 or email: edmonton@ges.com

**Please upload files to:** https://file.ges.com/

**(file must be eps, ai, pdf or psd: fonts must be supplied or converted to outlines)**

# GRAPHICS ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
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**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

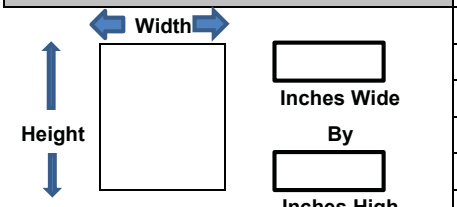
CONTACT NAME:_____

**CREDIT CARD AUTHORIZATION**

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

**SIGN LAYOUT**




| QTY | SIGN SIZES | DISCOUNT PRICE | REGULAR PRICE |
|---|---|---|---|
| | 11" x 14" | $45.50 | $63.50 |
| | 14" x 22" | $64.00 | $89.50 |
| | 22" x 28" | $99.50 | $139.50 |
| | 7" x 44" | $64.00 | $89.50 |
| | 28" x 44" | $170.50 | $238.50 |
| | 40" x 60" | $259.50 | $363.50 |
| | **Layout & Design Work / Hour** | $67.00 | $94.00 |

**CUSTOM ARTWORK / LOGOS MUST BE ORDERED NO LATER THAN 5 BUSINESS DAYS PRIOR TO FIRST DAY OF MOVE-IN**

**PLEASE PRINT OR TYPE THE TEXT REQUIRED:**

| | |
|---|---|
| **PLEASE INDICATE FONT TYPE:** | |

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

**Custom sizes available - Call for quotation.**

**TERMS AND CONDITIONS**

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

THERE ARE NO REFUNDS / EXCHANGES ON SIGNS UNLESS ERROR LIES WITH GES PRODUCTION.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPENCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

**Please upload Graphics to https://file.ges.com/**

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |

**INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET**

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____ _____

**SIGNATURE** **DATE**

# LABOUR SERVICE ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

**EXHIBITOR INFORMATION**

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

**CREDIT CARD AUTHORIZATION**

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

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

LABOUR RATES LISTED ARE PER PERSON PER HOUR AT A **MINIMUM CHARGE OF ONE (1) HOUR.** LABOUR OVER ONE (1) HOUR IS CHARGED IN HALF (1/2) HOUR INCREMENTS.

***A 40% SURCHARGE WILL BE APPLIED TO ONSITE ORDERS***

| | | | |
|---|---|---|---|
| **STRAIGHT TIME**<br>**Monday - Friday**<br>***8:00am - 4:00pm*** | **DISCOUNT PRICE:** $72.50<br>**REGULAR PRICE:** $101.50 | **OVERTIME**<br>**Monday - Friday**<br>***4:00pm-8:00am***<br>**Saturday - Sunday** | **DISCOUNT PRICE:** $108.50<br>**REGULAR PRICE:** $152.00 |

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

**INSTALLATION**

Set up Drawings or Photos Attached: ☐ YES ☐ NO

Carrier: _____ Delivery Date : _____ (Day/Date/Month/Year) Delivery time: _____ (indicate am or pm)

**SUPERVISION**

☐ By Exhibitor (Provide Name of Rep) _____ (Exhibitor MUST be Present to Supervise)

☐ By GES (30% Surcharge Applies) (Exhibitor Does not have to be present)

Date Labour Required: _____ (Day/ Date/Month/Year) Start time Required: _____ ☐ **AM** ☐ **PM**

Number of People Required: ☐ X Hours Per Person ☐ = Total Hours ☐

**DISMANTLING**

Carrier: _____ Delivery Date : _____ (Day/Date/Month/Year) Delivery time: _____ (indicate am or pm)

**SUPERVISION**

☐ By Exhibitor (Provide Name of Rep) _____ (Exhibitor MUST be Present to Supervise)

☐ By GES (30% Surcharge Applies) (Exhibitor Does not have to be present)

Date Labour Required: _____ (Day/ Date/Month/Year) Start time Required: _____ ☐ **AM** ☐ **PM**

Number of People Required: ☐ X Hours Per Person ☐ = Total Hours ☐

**TERMS AND 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 AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.

UNCANCELLED LABOUR WILL BE CHARGED A MINIMUM FEE OF 1 HOUR PER PERSON.

GES LIMITS OF LIABILITY APPLY

| | |
|---|---|
| **SUBTOTAL** | |
| **GST 5%** | |
| **TOTAL** | |
| **INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET** | |

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____ **SIGNATURE**

_____ **DATE**

# MATERIAL HANDLING ORDER FORM

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

## EXHIBITOR INFORMATION

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

## CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

**A 25% SURCHARGE WILL APPLY TO ALL ORDERS PLACED AFTER THE DEADLINE DATE**

## ONSITE MATERIAL HANDLING

**Date: DURING MOVE-IN DAY(S) ONLY**

**RECEIVE & STORE SHIPMENT UP TO 1 DAY PRIOR TO SHOW OPENING**

**DELIVERY OF SHIPMENT FROM SHIPPING AREA TO BOOTH**

**REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA**

**RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING**

**RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER**

☐ $74.00 per hundred pounds ($148.00) min. charge)

Weight: _____ @ $74.00/cwt _____

Carrier Name: _____ # of pcs: _____

Bill of Lading #: _____

**To qualify for Pre Show Prices, orders must be received by the order deadline date.** A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date.

## ADVANCED MATERIAL HANDLING

**Starting: 22-Sep-17**

**Deadline: 20-Oct-17**

**RECEIVE & STORE SHIPMENT UP TO 30 DAYS IN ADVANCED WAREHOUSE**

**DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE**

**FIRST PRIORITY UNLOADING STATUS**

**REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA**

**RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING**

**RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER**

☐ $94.00 per hundred pounds ($188.00) min. charge)

Weight: _____ @ $94.00/cwt _____

Carrier Name: _____ # of pcs: _____

Bill of Lading #: _____

**To qualify for Pre Show Prices, orders must be received by the order deadline date.** A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date.

## ADDITIONAL INFORMATION

**· PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:00AM - 4:30PM DAY OF MOVE-IN**

Return Shipping: Exhibitors must arrange for pick-up at show site, all items must be labelled and include completed bill of lading. Materials not removed from exibit area by specified time will be shipped collect by first available carrier.

**· PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:00AM - 4:00PM MONDAY - FRIDAY**

**· LOOSE AND UNCRATED SHIPMENTS WILL NOT BE RECEIVED BY ADVANCED WAREHOUSE**

Return Shipping: Exhibitors must arrange for pick-up at show site, all items must be labelled and include completed bill of lading. Materials not removed from exibit area by specified time will be shipped collect by first available carrier.

## DIRECT-TO-SITE LABELLING

**67th Canadian Chemical Engineering Conference**
**NAME OF EXHIBITING COMPANY - BOOTH #**
**C/O GES CANADA**
**9797 JASPER AVENUE**
**EDMONTON, AB T5J 1N9**

## ADVANCED WAREHOUSE LABELLING

**67th Canadian Chemical Engineering Conference**
**NAME OF EXHIBITING COMPANY - BOOTH #**
**C/O GES CANADA**
**7730 - 34 STREET NW**
**EDMONTON, AB T6B 3J6**

## TERMS AND 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 EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANGCE 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.**

| | |
|---|---|
| **SUBTOTAL** | |
| For Office Use Only | |
| ☐ 25% Late Order Surcharge | |
| ☐ 25% Cancellation Fee | |
| Adjusted Subtotal | |
| **GST 5%** | |
| **TOTAL** | |

**INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET**

_____ **SIGNATURE**

_____ **DATE**

# POST SHOW STORAGE

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

| | | | |
|---|---|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** | **DISCOUNT PRICE DEADLINE DATE:** | Friday, October 6, 2017 |
| **SHOW DATE:** | **October 22 - 25, 2017** | | |

## EXHIBITOR INFORMATION

**BOOTH #:**_____

COMPANY:_____

STREET:_____

CITY:_____ PROV/STATE:_____ CODE:_____

EMAIL:_____

PHONE:_____ FAX:_____

CONTACT NAME:_____

## CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

## FREIGHT INFORMATION

Carrier Name: _____ # of Pieces: _____

| | TOTAL WEIGHT | COST |
|---|---|---|
| ☐ | 001 - 600 lbs | $230.00 |
| ☐ | 601 - 1200 lbs | $463.00 |
| ☐ | 1201+ lbs | $670.00 |

## NOTES

## TERMS AND CONDITIONS

PAYMENT MAY BE MADE BY CHEQUE UP TO TWO WEEKS PRIOR TO THE 1ST DAY OF MOVE IN.

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN PROPERTY OF GES.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPENCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.

CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

| | |
|---|---|
| **SUBTOTAL** | |
| For Office Use Only<br>☐ 25% Late Order Surcharge<br>☐ 25% Cancellation Fee<br>Adjusted Subtotal | |
| **GST 5%** | |
| **TOTAL** | |

**INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET**

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

_____ _____

**SIGNATURE** **DATE**

# ADVANCE WAREHOUSE SHIPPING LABEL

| | |
|---|---|
| **NAME OF SHOW:** | **67th Canadian Chemical Engineering Conference** |
| **FACILITY:** | **Shaw Conference Centre** |

## EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

**SHIPPER:** _____

**(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)**

**TO:** _____

**(NAME OF EXHIBITING COMPANY AT THE SHOW.)**

**BOOTH #** _____

**( BOOTH NUMBER AT THE SHOW.)**

| | |
|---|---|
| **ADVANCE WAREHOUSE ADDRESS** | GES Canada<br>7730 - 34th Street<br>Edmonton, AB<br>T6B 3J6 |

**CARRIER:** _____

**(NAME OF TRANSPORTATION COMPANY)**

**NUMBER** [ ] **OF** [ ] **PIECES**

**ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:**

Friday, October 20, 2017

**BETWEEN 8AM AND 4:30PM MONDAY - FRIDAY**

# DIRECT TO SHOW SITE SHIPPING LABEL

| | |
|---|---|
| **NAME OF SHOW:** | **67th Canadian Chemical Engineering Conference** |
| **FACILITY:** | **Shaw Conference Centre** |

## EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

**SHIPPER:** _____

**(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)**

**TO:** _____

**(NAME OF EXHIBITING COMPANY AT THE SHOW.)**

**BOOTH #** _____

**(BOOTH NUMBER AT THE SHOW.)**

| | |
|---|---|
| **SHOWSITE ADDRESS** | Shaw Conference Centre<br>9797 Jasper Avenue<br>Edmonton, Alberta<br>T5J 1N9 |

**CARRIER:** _____

**(NAME OF TRANSPORTATION COMPANY)**

**NUMBER** [ ] **OF** [ ] **PIECES**

**DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:**

Sunday, October 22, 2017

**8:00am - 4:30pm**

# 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, including second-day and deferred

**Want to find out more?**

**Call our office at 780.469.7767 or complete information below and fax to 780.469.1619 and let GES take care of your logistics needs from start to finish.**

| | |
|---|---|
| Company Name: | Phone: |
| Contact: | Fax: |



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# TRANSPORTATION ORDER FORM

| | |
|---|---|
| **SHOW NAME:** | **67th Canadian Chemical Engineering Conference** |
| **SHOW DATE:** | **October 22 - 25, 2017** |

7730 - 34th Street NW, Edmonton, AB T6B 3J6 Phone: 877.505.7767 Fax: 877.469.1619 www.gesexpo.ca edmonton@ges.com

**SHIPPER INFORMATION**

| | | | |
|---|---|---|---|
| COMPANY: | | PHONE: | FAX: |
| ADDRESS: | | PICK UP DATE: | PICK UP TIME: |
| CITY: | PROV/STATE | BUSINESS HOURS: | LOADING DOCK: ☐ YES ☐ NO |
| POSTAL / ZIP CODE: | | CUSTOMS BROKER: | CUSTOMS PAPERWORK ATTACHED: ☐ YES ☐ NO |
| CONTACT: | EMAIL ADDRESS: | CUSTOMS BROKER CONTACT: | CUSTOMS BROKER PHONE#: |

**I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE:** ☐ YES ☐ NO

**DESTINATION**

| | | | |
|---|---|---|---|
| SHOW NAME: | | FACILITY: | |
| ONSITE CONTACT: | | ADDRESS: | |
| PHONE: | BOOTH # | CITY | PROV/STATE |
| DELIVERY DATE: | DELIVERY TIME | POSTAL / ZIP CODE | |

**PLEASE INDICATE SERVICE REQUIRED**

☐ **ONE WAY** ☐ **ROUND TRIP** ☐ **REGULAR GROUND** ☐ **EXPEDITED GROUND**

**ITEMS TO BE SHIPPED** — **SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS**

| TOTAL # 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____" | |
| | | H____" x W____" x L____" | |
| | | H____" x W____" x L____" | |
| | **TOTAL# OF PIECES** | **TOTAL WEIGHT** | |

**DECLARED VALUE:** $

**RELEASE SIGNATURE:** X _____

**To Authorize Delivery Without Obtaining Signature**

**TERMS AND 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 exhibitor's material after the 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 it's control. 5) GES 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 per item, or $1000.00 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 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 shipper) of the terms and conditions set forth.

Notes:

**All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.**

| COMPANY NAME | EMAIL ADDRESS | BOOTH # |
|---|---|---|
| | | |
| **AUTHORIZED SIGNATURE** | **AUTHORIZED CONTACT** | **DATE** |
| **X** | | |

**BY SIGNING THIS FORM, SHIPPER AGREES TO BE BOUND BY ALL ITS TERMS & CONDITIONS**

**SAVE TIME WITH GES ON-LINE ORDERING AT www.gesexpo.ca**

# GES MATERIAL HANDLING INFORMATION

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

**What is material handling?**

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.

## What types of material handling do you offer?

Depending on the show and facility, we can provide:

**Advanced Show Storage**
*(you schedule your carrier to ship to our warehouse ahead of time and we bring your shipment to showsite and deliver it to your booth prior to your arrival)*
**Direct to Showsite**
*(you schedule your carrier to deliver directly to the showsite and we handle the unloading of your carrier and deliver your shipment to your booth)*
**Post Show Storage**
*(we bring your shipment from showsite back to our warehouse where you can scedule your carrier to come pick it up)*

## Advanced Show Storage

**Benefits of Advance Shipping to the GES Warehouse**

- Storage of materials for up to 30 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 centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

**How to ship in Advance to the GES Warehouse**

- Contact your shipper of choice to schedule the shipment.
- Complete the Advanced show storage material handling order form.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- 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 to the warehouse.

## Direct to Showsite Shipping

**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.
- 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.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

## Post Show Storage

**Benefits of Post Show Shipping to the GES Warehouse**

- Storage of materials for up to 3 business days after show close date.
- Scheduling carriers to pick up on a weekend or late night show tear out can be difficult
- Some convention centres and hotels do not have facilities for storing freight if it cant be picked up that night.
- Peace of mind knowing your shipment has been collected.
- Avoid forced freight charges.

**How to ship Post Show to the GES Warehouse**

- Complete the Post show storage material handling order form and send in before show.
- Remove all old shipping and empty storage labels.
- 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 to the warehouse.

? Contact your carrier to pick up from GES Warehouse within 3 business days of show closing.

# GES MATERIAL HANDLING INFORMATION

7730 - 34 Street NW, Edmonton, AB T6B 3J6 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

**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 prior to 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 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 Service centre** 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**
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 Service centre**. 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.

**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 using the In-Booth Forklift and Labour Order Form. If you 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.

**Customs & Brokerage Fees**
GES is not responsible for the brokerage fees, duty or GST resulting from exhibitor materials entering Canada from another country. GES is not responsible for any delays in delivery of exhibitor materials to show site or the advance warehouse due to Canada Custom inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

**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 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. 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 does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage was not caused by

GES Global Experience Specialists

# LIMITS OF LIABILITY & RESPONSIBILITY

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 impracticle 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 dispostion 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.