



2018 ISA World Congress of Sociology
July 15 - 21, 2018
Metro Toronto Convention Centre - North Building, Hall C

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**
- ✓ **GES Exhibits & Accessories**
- ✓ **Signs & Graphics**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**
- ✓ **Material Handling**
- ✓ **Logistics & Shipping**

Take advantage of up to a 35% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of **June 25, 2018** 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.

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



| Venue Shipping Address | Advance Warehouse Shipping Address |
|------------------------|------------------------------------|
|------------------------|------------------------------------|

| | |
|--|---|
| Metro Toronto Convention Centre North Building - Hall C 255 Front Street West Toronto, Ontario, Canada M5V 2W6 * See shipping label in the exhibitor manual. Note receiving dates below. | c/o: GES/2018 ISA World Congress of Sociology (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 L5R 3K5 | Phone 905-283-0500 Fax 905-283-0501 Web Site www.ges.com/ca E-Mail torontoexhibitorservices@ges.com |
|--|--|

| Show Information |
|------------------|
|------------------|

| | |
|-------------------------|--|
| Booth Size | 10' x 10' |
| Backwall Drape | White |
| Sidewall Drape | White |
| Booth Packages Includes | 8' Backwall and 3' Sidewall 10' x 10' Carpet 2 Grey Side Chairs 6' skirted table Wastebasket |
| Booth Size | 10' x 10' |
| Back Hardwall | White |
| Side Hardwall | White |
| Booth Packages Includes | 8' Back Hardwall and 3' Side Hardwall 10' x 10' Carpet 2 Grey Side Chairs 6' skirted table Wastebasket 2 Flat Shelves |

| Important Dates - Prior to Show |
|---------------------------------|
|---------------------------------|

| | | |
|---|-------------------------|--|
| Advance Price Deadline Date | Monday, June 25, 2018 | |
| Advance Shipments may begin arriving at the Warehouse | Friday, June 22, 2018 | (Receiving hours are Monday - Friday, 09:00 - 16:00) |
| Last day for Advance Shipments to arrive at the Warehouse | Tuesday, July 3, 2018 | (Receiving hours are Monday - Friday, 09:00 - 16:00) |
| Direct Shipments may arrive at Exhibit Site | Saturday, July 14, 2018 | 2pm-5pm |

| Important Dates - At the Show |
|-------------------------------|
|-------------------------------|

| | | |
|------------|--------------------------|-----------|
| Move In | Saturday, July 14, 2018 | 2pm -5pm |
| Show Hours | Sunday, July 15, 2018 | 9am - 5pm |
| | Monday, July 16, 2018 | 9am - 5pm |
| | Tuesday, July 17, 2018 | 9am - 5pm |
| | Wednesday, July 18, 2018 | 9am - 5pm |
| | Thursday, July 19, 2018 | 9am - 5pm |
| | Friday, July 20, 2018 | 9am - 2pm |
| Move Out | Friday, July 20, 2018 | 2pm -9pm |

* any freight not picked up by the designated carrier will be considered stranded and removed from the floor by the official show carrier - additional charges may be incurred

| 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: | Saturday, July 14, 2018 | 2pm - 5:30pm |
|--|-------------------------|--------------|



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: **2018 ISA World Congress of Sociology**

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
- ☐ GEM Exhibits & Accessories
- ☐ Signs & Graphics
- ☐ Plants & Floral
- ☐ Installation & Dismantling Labour
- ☐ In-Booth Forklift
- ☐ 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 BE 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: **2018 ISA World Congress of Sociology**

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 / EAC

Name of Third Party / EAC

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**.

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

THIRD PARTY BILLING:

Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party to manage your exhibit and order services on your behalf. **GES** will agree to this arrangement provided that the EAC/Third Party makes satisfactory payment arrangements with us. In the event the authorized EAC/Third Party does not pay for GES services as agreed upon, the exhibitor 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: 2018 ISA World Congress of Sociology (#50582)

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

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



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

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

Wire Transfers

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

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



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: **2018 ISA World Congress of Sociology**

**DISCOUNT PRICE
DEADLINE DATE:**

June 25, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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 | \$58.25 | \$77.50 | |
| | FGFSC | Grey Fabric Side Chair | \$100.50 | \$134.00 | |
| | FGFAC | Grey Fabric Arm Chair | \$111.50 | \$148.50 | |
| | FGFCS | Grey Fabric Counter Stool | \$124.00 | \$165.00 | |
| | FGFLC | Grey Lounge Chair | \$103.00 | \$137.00 | |
| | FSC | Steno Chair | \$106.00 | \$141.00 | |
| | FPEDT | Starbase Table - 30" Round x 30" High | \$110.50 | \$147.50 | |
| | FCOFT | Starbase Table - 30" Round x 18" High (Coffee Table) | \$84.50 | \$112.50 | |
| | FCT | Coat Tree | \$38.75 | \$51.50 | |
| | FCSH | 22" x 28" Chrome Sign Holder (Sign Extra) | \$97.25 | \$129.50 | |
| | FESL | Easel | \$50.25 | \$67.00 | |
| | FSBD | Gold Ballot Drum | \$114.00 | \$152.00 | |
| | GPLP | Plexi Pocket (wall mountable only) | \$44.75 | \$59.50 | |
| | FCSU | White Counter Storage Unit 41" H | \$278.00 | \$370.50 | |
| | FBH | Bag Holder 41"H | \$77.25 | \$103.00 | |
| | FCS | 1 Pair of Stanchions | \$167.50 | \$223.00 | |
| | FWB | Plastic Wastebasket | \$20.75 | \$27.50 | |

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 GES 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.

| | |
|----------------------|--|
| SUBTOTAL | |
| 13% HST | |
| TOTAL | |
| HST #104060264RT0001 | |

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

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: 2018 ISA World Congress of Sociology | DISCOUNT PRICE DEADLINE DATE: June 25, 2018 |
| EXHIBITOR INFORMATION | CREDIT CARD AUTHORIZATION |
| BOOTH #: _____ | <p>A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.</p> <p>Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.</p> |
| COMPANY NAME: _____ | |
| CONTACT NAME: _____ | |
| PHONE: _____ | |

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

| QTY | ITEM # | DESCRIPTION | Discount Price | Standard Price | Total |
|--|--------|---------------------------------------|-----------------|----------------|-------|
| SKIRTED TABLE 30" HIGH Colour Selection: <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 | | | | | |
| | DT4 | 4 Ft. Long x 2 Ft. Wide | \$104.50 | \$139.00 | |
| | DT6 | 6 Ft. Long x 2 Ft. Wide | \$123.50 | \$164.50 | |
| | DT8 | 8 Ft. Long x 2 Ft. Wide | \$156.00 | \$208.00 | |
| | DTS4S | Skirted Fourth Side Additional Charge | \$47.00 | \$62.50 | |
| SKIRTED COUNTER 42" HIGH Colour Selection: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE | | | | | |
| | RD4 | 4 Ft. Long x 2 Ft. Wide | \$156.00 | \$208.00 | |
| | RD6 | 6 Ft. Long x 2 Ft. Wide | \$176.50 | \$235.50 | |
| | RD4S | Skirted Fourth Side Additional Charge | \$48.50 | \$64.50 | |
| NON SKIRTED TABLES 30" HIGH | | | | | |
| | UD4 | 4 Ft. Long x 2 Ft. Wide | \$76.50 | \$102.00 | |
| | UD6 | 6 Ft. Long x 2 Ft. Wide | \$99.50 | \$132.50 | |
| | UD8 | 8 Ft. Long x 2 Ft. Wide | \$115.00 | \$153.00 | |
| NON SKIRTED TABLES 42" HIGH | | | | | |
| | RUD4 | 4 Ft. Long x 2 Ft. Wide | \$124.00 | \$165.50 | |
| | RUD6 | 6 Ft. Long x 2 Ft. Wide | \$161.50 | \$215.50 | |
| CUSTOM BOOTH DRAPING Colour Selection: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE | | | | | |
| | D3 | 3 Ft. High (Per Linear Ft.) | \$14.25 | \$19.00 | |
| | D8 | 8 Ft. High (Per Linear Ft.) | \$20.00 | \$26.50 | |

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.

| | |
|----------------------|--|
| SUBTOTAL | |
| 13% HST | |
| TOTAL | |
| HST #104060264RT0001 | |

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

Signature

Date



CARPET AND UNDERPAD

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: 2018 ISA World Congress of Sociology | DISCOUNT PRICE DEADLINE DATE: June 25, 2018 |
| EXHIBITOR INFORMATION | CREDIT CARD AUTHORIZATION |
| BOOTH #: _____ | A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use. Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form. |
| COMPANY NAME: _____ | |
| CONTACT NAME: _____ | |
| PHONE: _____ | |

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

BOOTH CARPET - STANDARD SIZE

Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.

| QTY | Item # | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|-----|--------|------------------------------|----------------|----------------|-------|
| | C1010 | 10 Ft. X 10 Ft. Single Booth | \$254.50 | \$339.50 | |
| | C1020 | 10 Ft. X 20 Ft. Double Booth | \$433.00 | \$577.50 | |

COLOUR SELECTION: ☐BLACK ☐BLUE ☐GREY ☐RED

BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)

If your booth requires a size not listed above, please complete this section.

| | | | | |
|--------|---|----------------|----------------|--|
| Item # | BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft. | \$3.20/Sq. Ft. | \$4.25/Sq. Ft. | |
|--------|---|----------------|----------------|--|

COLOUR SELECTION: ☐BLACK ☐BLUE ☐GREY ☐RED

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

| | | | | |
|--------|---|----------------|----------------|--|
| Item # | BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft. | \$1.50/Sq. Ft. | \$2.00/Sq. Ft. | |
|--------|---|----------------|----------------|--|

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

| | | | | |
|--------|---|----------------|----------------|--|
| Item # | BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft. | \$0.75/Sq. Ft. | \$1.00/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.*

| | |
|-----------------|--|
| SUBTOTAL | |
| 13% HST | |
| TOTAL | |

HST #104060264RT0001

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

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: **2018 ISA World Congress of Sociology**

**DISCOUNT PRICE
DEADLINE DATE:**

June 25, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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 |
|-----|---------|----------------------------------|----------------|----------------|-------|
| | SBCS | Black Ladder Stool (Cloth Seat) | \$176.50 | \$235.50 | |
| | SEWS | Equino White Stool | \$212.50 | \$283.50 | |
| | SLSW | White Leather Stool | \$212.50 | \$283.50 | |
| | SLSR | Red Leather Stool | \$212.50 | \$283.50 | |
| | SBLS | Black Leather Stool | \$212.50 | \$283.50 | |
| | SWBCSG | Chrome Wireback Stool | \$220.50 | \$294.00 | |
| | SRMCW | White Round Meeting Chairs | \$139.50 | \$186.00 | |
| | SRMCR | Red Round Meeting Chairs | \$139.50 | \$186.00 | |
| | SRMCBLK | Black Round Meeting Chairs | \$139.50 | \$186.00 | |
| | SCLCW | White Corbusier Leather Chair | \$397.00 | \$529.50 | |
| | SCLCR | Red Corbusier Leather Chair | \$397.00 | \$529.50 | |
| | SCLCBK | Black Corbusier Leather Chair | \$397.00 | \$529.50 | |
| | SCLLW | White Corbusier Leather Loveseat | \$467.50 | \$623.50 | |
| | SCLLR | Red Corbusier Leather Loveseat | \$467.50 | \$623.50 | |
| | SCLLBK | Black Corbusier Leather Loveseat | \$467.50 | \$623.50 | |
| | SWSC | White Sculpted Leather Chair | \$305.50 | \$407.50 | |
| | SSLCR | Red Sculpted Leather Chair | \$305.50 | \$407.50 | |
| | SSLCB | Black Sculpted Leather Chair | \$305.50 | \$407.50 | |
| | SWSLS | White Sculpted Leather Loveseat | \$415.00 | \$553.50 | |
| | SLLR | Red Sculpted Leather Loveseat | \$415.00 | \$553.50 | |
| | SLLB | Black Sculpted Leather Loveseat | \$415.00 | \$553.50 | |

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.

SUBTOTAL
13% HST
TOTAL

HST #104060264RT0001

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

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: **2018 ISA World Congress of Sociology**

**DISCOUNT PRICE
DEADLINE DATE:**

June 25, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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 |
|-----|----------|--|----------------|----------------|-------|
| | SGLMC | Grey Leather Ripple Sled Base Meeting Chair | \$157.50 | \$210.00 | |
| | SBLMC | Black Leather Ripple Sled Base Meeting Chair | \$157.50 | \$210.00 | |
| | SMCW | White Meeting Chair | \$154.00 | \$205.00 | |
| | SLRBTCW | White Leather Round Tub Chairs | \$299.50 | \$399.00 | |
| | SLRBTCBK | Black Leather Round Tub Chairs | \$299.50 | \$399.00 | |
| | SSWCT | Chrome/White Cocktail Table (24" Square Top, 42" High) | \$199.00 | \$265.00 | |
| | SRCT | Round Cocktail Table (Black 30" Diameter Top, 42" High) | \$218.00 | \$290.50 | |
| | SSBCT | Square Cocktail Table (Black 30" Top, 42" High) | \$218.00 | \$290.50 | |
| | SBMT | 42" Black Meeting Table (Round) | \$191.50 | \$255.50 | |
| | SCMT72W | 72" Chrome & White Meeting Table | \$308.50 | \$411.50 | |
| | SCTW | 24" X 48" Coffee Table White Top | \$209.50 | \$279.00 | |
| | SCTB | 24" X 48" Coffee Table Black Top | \$209.50 | \$279.00 | |
| | SWRET24 | 24" Round End Table White Top | \$166.50 | \$222.00 | |
| | SBRET24 | 24" Round End Table Black Top | \$166.50 | \$222.00 | |
| | SWRCT32 | Round Coffee Table White Top 32" | \$188.00 | \$250.50 | |
| | SBRCT32 | Round Coffee Table Black Top 32" | \$188.00 | \$250.50 | |
| | SWRCT39 | Round Coffee Table White Top 39" | \$188.00 | \$250.50 | |
| | SBRCT39 | Round Coffee Table Black Top 39" | \$188.00 | \$250.50 | |
| | SBF | Bar Fridge | \$263.50 | \$351.00 | |
| | SLS | Literature Stand | \$191.00 | \$254.50 | |
| | STP | 18" Throw Pillows □ white □ pink □ blue □ red □ orange □ yellow □ black □ green | \$32.75 | \$43.50 | |

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.

| | |
|----------------------|--|
| SUBTOTAL | |
| 13% HST | |
| TOTAL | |
| 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: **2018 ISA World Congress of Sociology**

**DISCOUNT PRICE
DEADLINE DATE:**

June 25, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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 |
|-----|--------|---|----------------|----------------|-------|
| | PED001 | Pedestal (White) 20"L x 20"W x 28"H | \$163.00 | \$217.00 | |
| | PED002 | Pedestal (White) 20"L x 20"W x 36"H | \$170.00 | \$227.00 | |
| | GPML | Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40") | \$626.00 | \$835.00 | |
| | GSC | Storage Counter (White) 80"L X 20"W X 40"H | \$518.00 | \$690.00 | |
| | GCC | Curved Counter (White) 60"L X 20"W X 40"H | \$411.00 | \$548.00 | |
| | F99A | 99A Showcase (White/Glass) 40"L X 20"W X 41"H | \$411.00 | \$548.00 | |
| | F99B | 99B Showcase (White/Glass) 40"L X 20"W X 41"H | \$411.00 | \$548.00 | |
| | F99C | 99C Showcase (White/Glass) 26"L X 26"W X 96"H | \$622.00 | \$829.00 | |
| | F99D | 99D Showcase (White/Glass) 40"L X 20"W X 96"H | \$622.00 | \$829.00 | |

| QTY | ITEM # | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|-----|--------|---|----------------|----------------|-------|
| | GWF | Waterfall With Eight Hooks | \$51.00 | \$68.00 | |
| | GGP | Grid Panels - 38"W X 44"H White Panels (2" Squares) | \$170.00 | \$227.00 | |
| | GGR | Garment Rail 39"W | \$61.00 | \$81.00 | |
| | GFS | Shelves - Flat 37"L X 12"W | \$52.00 | \$69.00 | |
| | GAS | Shelves - Angled 37"L X 12"W | \$52.00 | \$69.00 | |
| | GSWP | Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels) | \$144.00 | \$192.00 | |

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.

**SUBTOTAL
13% HST
TOTAL**

HST #104060264RT0001

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

Signature

Date



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: 2018 ISA World Congress of Sociology | DISCOUNT PRICE DEADLINE DATE: June 25, 2018 |
| EXHIBITOR INFORMATION | CREDIT CARD AUTHORIZATION |
| BOOTH #: _____ | A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use. |
| COMPANY NAME: _____ | Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form. |
| CONTACT NAME: _____ | |
| PHONE: _____ | |

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) | \$14.75 | \$19.50 | |
| | S744 | 44"W x 7"H horizontal sign (with holes) | \$86.00 | \$114.50 | |
| | S2228 | 22"W x 28"H vertical sign | \$116.50 | \$155.00 | |
| | S2844 | 28"W x 44"H vertical sign | \$149.50 | \$199.50 | |
| | SIG028 | 38"W x 84"H vertical sign (with feet) | \$535.00 | \$713.00 | |

* 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

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.

| | |
|----------------------|--|
| SUBTOTAL | |
| 13% HST | |
| TOTAL | |
| HST #104060264RT0001 | |

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

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: **2018 ISA World Congress of Sociology**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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 | \$122.50 |
| LINOT | LOOT | Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm | \$185.00 |
| LINDT | LODT | Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours | \$239.50 |

INSTALLATION

Set Up Drawings or Photos Attached: ☐yes ☐no

Carrier: _____ Delivery Date/Time: _____ AM PM
Day / Date/ Month / Year

SUPERVISION

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

DATE/TIME LABOUR REQUIRED: _____ AM PM
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

DISMANTLING

Carrier: _____ Delivery Date/Time: _____ AM PM
Day / Date/ Month / Year

SUPERVISION

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

DATE/TIME LABOUR REQUIRED: _____ AM PM
Day / Date/ Month / Year

NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

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.

| | |
|---------------|-------|
| EST. SUBTOTAL | _____ |
| 13% HST | _____ |
| EST. TOTAL | _____ |

HST #104060264RT0001

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

Signature

Date



IN BOOTH FORKLIFT 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: **2018 ISA World Congress of Sociology**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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

In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor materials within your booth space.
Minimum charge of 1 hour per order. (Includes installation and dismantling).

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

IN BOOTH INSTALLATION AND DISMANTLING

| Item # | Item # | DESCRIPTION | PER HOUR |
|---------|---------|---|-----------------|
| IBIRFL | IBORFL | Straight Time Monday-Friday 8:00am - 4:00pm | \$266.50 |
| IBIOTFL | IBOOTFL | Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm | \$320.00 |
| IBIDTFL | IBODTFL | Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours | \$378.50 |

A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:

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

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

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

INSTALLATION Start: _____ AM PM Finish: _____ AM PM Est. Total Hours _____

DISMANTLING Start: _____ AM PM Finish: _____ AM PM Est. Total Hours _____

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.

Terms & Conditions

- Exhibitor must check forklift/driver in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- GES Limits of Liability apply.

EST. SUBTOTAL
13% HST
EST. TOTAL

HST #104060264RT0001

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

Signature

Date



MATERIAL HANDLING INFORMATION

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

2018 ISA World Congress of Sociology Metro Toronto Convention Centre - North Building, Hall C July 15 - 21, 2018

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

Benefits of Advance Shipping to the 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 centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up.

How to ship in Advance to the GES Warehouse

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

How to ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

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 separate bills of lading with certified weight tickets – otherwise GES will invoice the entire load at the Unrated rate.

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

- **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, including certified weight ticket.
- **Off Target/Overtime Surcharges** – Shipments received outside the assigned freight move-in time will be considered off target, and surcharges will apply. Shows that 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 will 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 Servicer or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

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

Machinery Labour and Equipment

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

Insurance

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

GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** – Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. 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 or loss was not caused by GES negligence.



MATERIAL HANDLING RATES

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

2018 ISA World Congress of Sociology

| Item # | ADVANCE SHIPMENTS TO WAREHOUSE | June 22 - July 3, 2018 |
|--|--|--------------------------|
| MHADWT | Crated or Skidded Shipment(s) | \$107.00 Per 100lbs. |
| MHSHWT | Special Handling Shipment(s) | \$118.00 Per 100lbs. |
| MHSHWT | Shipments Received After: Tuesday, July 3, 2018 | Add 30% Surcharge |
| MHSHWT | Shipments Received Outside Straight Time Hours (Straight Time Hours are Monday-Friday 9am to 4pm) | Add 30% Surcharge |
| Item # | DIRECT SHIPMENTS TO SHOW SITE | July 14, 2018 |
| MHDIRWT | Crated or Skidded Shipment(s) | \$96.75 Per 100lbs. |
| MHSHWT | Special Handling Shipment(s) | \$114.00 Per 100lbs. |
| MHDIRWT | Uncrated, Pad-Wrapped, Loose Shipment(s) | \$154.00 Per 100lbs. |
| | Shipments Received Outside Straight Time Hours (Straight Time Hours are Monday-Friday 9am to 5pm) | Add 30% Surcharge |
| Item # | SMALL PACKAGES | (MAXIMUM 50LBS/Shipment) |
| MHSPWT | First Package | \$ 52.50 |
| MHSPWT | Each Additional Package in Shipment (Up to 50lbs.) | \$ 28.75 |
| ** If over 50lbs. Maximum – Rates for Advance or Direct Shipments Apply. ** | | |
| SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling. | | |

NOTE: ♦ All shipment weights when totalled are rounded up to the next 100lbs.

♦ All shipments have a minimum billing of 200lbs.

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

LABELLING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **Tuesday, July 3, 2018 4:00pm**

NAME OF EXHIBITING COMPANY – BOOTH NUMBER

C/O GES / 2018 ISA World Congress of Sociology

6130 Netherhart Road

Mississauga, Ontario, Canada, L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE: **Saturday, July 14, 2018 2:00pm - 5:00pm**

NAME OF EXHIBITING COMPANY – BOOTH NUMBER

C/O GES / 2018 ISA World Congress of Sociology

Metro Toronto Convention Centre - North Building, Hall C

255 Front Street West

Toronto, Ontario, Canada M5V 2W6

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



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: **2018 ISA World Congress of Sociology**

**DISCOUNT PRICE
DEADLINE DATE:**

June 25, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

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

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

IMPORTANT



**PLEASE
COMPLETE
AND
RETURN
THIS FORM
BY**

Insert Date Here

☐

I WILL BE SHIPPING MY MATERIALS TO THE ADVANCE WAREHOUSE

- Will your shipment be crated and/or skidded? Yes ☐ No ☐ Both ☐
- Will your shipment require Special Handling? Yes ☐ No ☐
- Estimated total number of pieces: _____ Pcs.
- Estimated total weight of shipment _____ lbs. I b s .
- Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____
Weight Hundred Weight Rate

☐

I WILL BE SHIPPING MY MATERIALS DIRECTLY TO SHOW SITE

- Will your shipment be crated and/or skidded? Yes ☐ No ☐ Both ☐
- Will your shipment be Uncrated or Loose Material? Yes ☐ No ☐
- Will your shipment require Special Handling? Yes ☐ No ☐
- Estimated total number of pieces: _____ Pcs.
- Estimated total weight of shipment _____ lbs. I b s .
- Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____
Weight Hundred Weight Rate

☐

I WILL BE SHIPPING SMALL PACKAGES DIRECTLY TO SHOW SITE

- Indicate who will transport the Small Packages _____
- Estimated total number of pieces: _____ Pcs.
- Estimated charge is: Total Number of Packages _____ x \$ _____ = \$ _____
Number Rate

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

TOTAL ESTIMATED CHARGES

13% HST

TOTAL

HST #104060264RT0001

Terms & Conditions

- Collect 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.
- GES Limits of Liability & Responsibility apply to this service.

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

2018 ISA World Congress of Sociology

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 / 2018 ISA World Congress of Sociology**
 6130 Netherhart Rd.
 Mississauga, Ontario, Canada
 L5T 1B7

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED:

Friday, June 22 - Tuesday, July 3, 2018
9:00am - 4:00pm

DIRECT TO SHOW SITE SHIPPING LABEL

2018 ISA World Congress of Sociology

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 / 2018 ISA World Congress of Sociology**
Metro Toronto Convention Centre - North Building, Hall C
255 Front St. West
Toronto, Ontario, Canada
M5V 2W6

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:

Saturday, July 14, 2018 2:00pm - 5:00pm



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: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| CITY: _____ | PROV/STATE: _____ | CODE: _____ |
| CONTACT: _____ | CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| PHONE: _____ | IF YES, CUSTOMS BROKER: _____ | |
| FAX: _____ | EMAIL: _____ | PHONE: _____ |

I will be shipping to: ☐ ADVANCED WAREHOUSE ☐ SHOW SITE

DESTINATION

| | |
|---|----------------------------|
| COMPANY NAME: _____ | BOOTH #: _____ |
| ON-SITE CONTACT: _____ | |
| SHOW NAME: 2018 ISA World Congress of Sociology | DELIVERY DATE: _____ |
| FACILITY: Metro Toronto Convention Centre - North Building, Hall C | DELIVERY TIME: _____ |
| ADDRESS: 255 Front Street West | |
| CITY: Toronto | PROV/STATE: Ontario |
| POSTAL CODE: M5V 2W6 | |

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

| | | |
|---|-----------------------------|--------------|
| COMPANY NAME: _____ | ADDRESS: _____ | CITY: _____ |
| PROV/STATE: _____ | CODE: _____ | EMAIL: _____ |
| CREDIT CARD NUMBER: _____ | EXPIRY DATE: _____ | |
| <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS | | |
| CARDHOLDER NAME: _____ | CARDHOLDER SIGNATURE: _____ | |

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: _____