

#25, 5805 76th Ave SE, Calgary, Alberta, Canada, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235 exhibitorserviceswest@ges.com www.ges.com/ca

# **MATERIAL HANDLING SERVICES & SHIPPING INFORMATION**

## **IMPORTANT - PLEASE READ CAREFULLY**

GES has been appointed by Show Management to provide Material Handling services for the **IDEA 2018**. Exhibitors must use GES to perform this service which includes:

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

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

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

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

### LABELING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: May 22 - June 4, 2018 / 8:00am - 3:00pm

NAME OF EXHIBITING COMPANY - BOOTH NUMBER c/o GES **IDEA 2018** YRC 3985 Still Creek Ave Burnaby, BC, Canada V5C 4E2

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE:

Monday June 11, 2018 / 8:00am - 12:00pm ONLY

NAME OF EXHIBITING COMPANY - BOOTH NUMBER c/o GES **IDEA 2018** Vancouver Convention Centre, East Bldg Hall B 999 Canada Place Vancouver, BC, Canada V6C 3C1

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

## **MATERIAL HANDLING BY WEIGHT**



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SHOW:	IDEA 2018	CREDIT CARD AUTHORIZATION
BOOTH # COMPANY STREET CITY	CHIBITOR INFORMATION	<ul> <li>A "Credit Card Authorization" form (included in this kit) MUST accompany this completed form.</li> <li>Orders for GES products and/or services will not be accepted without the receipt of a completed "Credit Card Authorization" form.</li> </ul>
PHONE	FAX	
	cket (CWT) must accompany Shipment(s). If shipm shipment(s) on site and special handling charges I WILL BE SHIPPING MY MATERIALS TO TH	
	<ol> <li>Will your shipment be crated and/or sh</li> <li>Will your shipment require Special Hat</li> <li>Estimated total number of pieces:</li> <li>Estimated total weight of shipment</li> <li>Estimated charge is: Total Weight</li> </ol>	
PLEASE COMPLETE	<ul> <li>I WILL BE SHIPPING MY MATERIALS DIREC</li> <li>1. Will your shipment be crated and/or sh</li> <li>2. Will your shipment be Uncrated or Loc</li> </ul>	TLY TO SHOW SITE           kidded?         Yes         No         Both
AND RETURN THIS FORM	<ol> <li>Will your shipment require Special Hat</li> <li>Estimated total number of pieces:</li> <li>Estimated total weight of shipment</li> </ol>	ndling? Yes No Pcs.
BY	6. Estimated charge is: Total Weight W	lbs. ÷ by 100 = x \$ = \$ /eight Hundred Weight Rate
Prior to shipping materials	<ul> <li>I WILL BE SHIPPING SMALL PACKAGES DIF</li> <li>1. Indicate who will transport the Small Package</li> <li>2. Estimated total number of pieces:</li> <li>3. Estimated charge is: Total Number</li> </ul>	ackages Pcs.
	ue to very limited dock space, we highly reco sing the Advanced Warehouse.	mmend EST. SUBTOTAL 5% GST
	We understand that your calculation is Invoicing will be done from the rounded Adjustments will be r	up actual weight.

#### 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.



## **MATERIAL HANDLING RATES**

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# **IDEA 2018**

Item #	ADVANCE SHIPMENTS TO WAREHOUSE	Monday June 4, 2018	
MHADWT MHSHWT	Crated or Skidded Shipment(s) Special Handling Shipment(s)	\$107.00 Per 100lbs. \$118.00 Per 100lbs.	
Item #	DIRECT SHIPMENTS TO SHOW SITE	No Direct Shipmenst	
MHSHWT MHDIRWT	Special Handling Shipment(s) Uncrated, Pad-Wrapped, Loose Shipment(s) Crated or skidded Shipment(s)	\$114.00 Per 100lbs. \$154.00 Per 100lbs. \$90.00Per 100lbs (200lbs minimum)	
Item #	SMALL PACKAGES	(MAXIMUM 50LBS/Shipment)	
MHSPWT MHSPWT	First Package Each Additional Package in Shipment (Up to 50lbs.)	\$ 52.50 \$ 28.75	
** If over 50lbs. Maximum – Rates for Advance or Direct Shipments Apply. **			
SMALL	SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count		

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.

#### **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.)

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