

# Show Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

## Official Service Provider

Global Experience Specialists, Inc. (GES)

#25, 5805 – 76 Ave SE  
Calgary, AB  
T2C 5L8

Phone: (403) 243-2212  
Fax: (403) 243-3868

Toll Free: (800) 636-8235  
Email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

## Show Information

<b>Booth Size:</b>	10' X 10' (or custom sizing)	<b>Standard Booth Package Includes:</b>
<b>Backwall Drape:</b>	8'h backwall - black	Material Handling, provided by Show Management
<b>Sidewall Drape:</b>	3'h sidewall - black	
<b>Booth Carpet Colour:</b>	Grey is provided with the booth	
<b>Aisle Carpet Colour:</b>	Pepper	

## Important Dates *Be sure to check all supplier order forms for additional deadlines.*

**Discount Deadline Date:** Monday December 31, 2018 GES Orders must be received **with payment** by this date.

**Advance Warehouse Receiving Dates:** Monday December 10, 2018 Wednesday January 9, 2019

**Exhibitor Move In Dates:** Tuesday January 15, 2019 Wednesday January 16, 2019

**GES On-Site Service Desk Dates:** GES on site from 8AM until 8PM on Thursday January 14-15, 2019

**Show Open Dates:** Thursday January 17 - Friday January 18, 2019

**Exhibitor Move Out Dates:** Friday January 18, 2019 - Saturday January 19, 2019

**Carrier Check-in Post Show:** Sunday January 19, 2019 at 2PM

**Facility must be clear by:** Sunday January 19, 2019 by 4PM

## Shipping Addresses *Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling*

### Advance Shipments to Warehouse Address:

### Shipments should arrive on or between:

**c/o GES/ Western Retail Lumber Association Buying Show 2019** Monday December 10, 2018 until Wednesday January 9, 2019

(Company Name & Booth #)  
#25, 5805 - 76th Avenue SE  
Calgary, AB T2C 5L8

Warehouse receiving hours are:  
8:00 AM to 4:00 PM Monday to Friday  
**The warehouse is closed on weekends and holidays.**

\*See shipping label in the exhibitor manual.

### Direct Shipments to Showsite Address:

### Direct to Showsite Receiving Dates:

**c/o GES/ Western Retail Lumber Association Buying Show 2019** Tuesday January 15, 2019 until Wednesday January 16, 2019

(Company Name & Booth #)  
BMO Centre, Stampede Park  
20 Roundup Way SE  
Calgary, AB T2G 2W1

Shipments to begin arriving at: 8AM

Receiving dock closes at: 6PM

See shipping label in the exhibitor manual.

\*Please note the move-in dates and times.

# Payment and Credit Card Authorization

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## Western Retail Lumber Association Buying Show 2019

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Exhibiting Firm Company Name				Booth Number	
Street Address		City	Province/State	Postal Code/ZIP	Country
Name of Primary Contact		Phone	Email		
Name of Contact at Booth/Showsite		Phone	Email		
Please indicate if you will be using a Third Party for billing of services:					
<input type="checkbox"/> No <input type="checkbox"/> Yes – Please return Third Party Billing Request Form					
Method of Payment					
<input type="checkbox"/> Credit Card <input type="checkbox"/> EFT/Wire Transfer <input type="checkbox"/> Cheque					

## 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 Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Regular Price**.

## Method of Payment

- GES accepts American Express, MasterCard, Visa, Debit Card, Cheque and EFT/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 **Electronic Funds/Wire Transfer Form** included with the GES order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the **Electronic Funds/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.

## 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** on file.

## Third Party Billing

- You may arrange for an exhibit house or other agent to manage your exhibit & order services on your behalf. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. In the event the authorized Third Party does not pay, each exhibiting company is ultimately responsible for all charges incurred on its behalf. See **Third Party Billing Request Form**.

## Adjustments and Cancellations

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

## Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by cheque or bank wire transfer.

Cardholder Name - Please Print					
Billing Address					
City		Province/State	Postal Code/Zip	Country	
Account Number		Expiration Date		<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card	
<input type="text"/>		<input type="text"/>		<input type="checkbox"/> VISA <input type="checkbox"/> Personal Card	
				<input type="checkbox"/> American Express	

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

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please Sign	X
	Authorized Signature
	Authorized Name - Please Print
	Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

\$

GST # R104060264

Order Online <https://ordering.ges.com/>



# Third Party Billing Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

Exhibiting Firm Company Name	Email	Phone Number	Booth Number
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Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services  
**Step 1. Provide the Exhibiting Company contact information and signature**

Exhibiting Company Name	Name of Primary Contact	Booth Number		
Exhibiting Company Street Address	City	Province/State	Postal Code/ZIP	Country
Phone	Fax	Name of Secondary Contact (Optional)		
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email	

### Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

<input type="checkbox"/> Booth Cleaning	<input type="checkbox"/> Exhibit Systems	<input type="checkbox"/> GES Logistics	<input type="checkbox"/> I & D Labor	<input type="checkbox"/> Forklift Labor	<input type="checkbox"/> Material Handling
<input type="checkbox"/> Rental Carpet	<input type="checkbox"/> Rental Furniture	<input type="checkbox"/> Signs			
<input type="checkbox"/> Other (Please Specify) _____					

### Step 3. Provide the Third Party contact information

Third Party Company Name	Name of Primary Contact	Email		
Third Party Street Address	City	Province/State	Postal Code/ZIP	Country
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone		

### Step 4. Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by cheque or EFT/bank wire transfer.

Cardholder Name - Please Print

Billing Address

City	Province/State	Postal Code/Zip	Country
------	----------------	-----------------	---------

Method of Payment

☐ Credit Card ☐ EFT/Wire Transfer ☐ Cheque

Account Number

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

Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by cheque or EFT/bank wire transfer.

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

Total Payment  
Enclosed

\$

GST # R104060264

Order Online <https://ordering.ges.com/>



# Electronic Funds/Wire Transfer Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

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Exhibiting Firm Company Name	Email	Phone Number	Booth Number	
Exhibiting Company Street Address	City	Province/State	Postal Code/ZIP	Country
Phone	Fax	Name of Secondary Contact (Optional)		
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email	

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable

GES Canada Limited

Email: [ar@ges.com](mailto:ar@ges.com) Fax: 905-283-0501

### GES Bank Information

Please include all of the following information to ensure your funds reach our bank

**Beneficiary's Name:**

**Bank Name:**

**Address:**

**GES Canada Limited**

Bank of Montreal

350 – 7<sup>th</sup> 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.

# Carpet Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

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Discount Deadline Date:

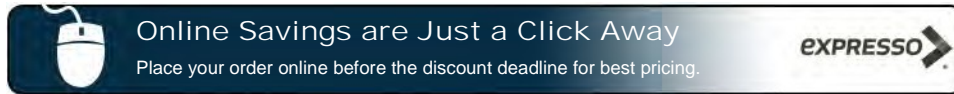
Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.
- Orders for Carpet Pad and Plastic Covering will be charged at a minimum of 100 Sq.Ft.
- 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 the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Carpet colour subject to availability.

## Carpet

### Standard Color Options

(Grey will be provided if no color is indicated below)



(Black)



(Blue)



(Grey)



(Red)

Item Code	Description	Color	Discount (\$)	Standard (\$)	Qty	Tax %	Total
C1010	Pre-Cut Standard Carpet 10'x10'		181.00	253.00		5.00	\$
C1020	Pre-Cut Standard Carpet 10'x20'		362.00	507.00		5.00	\$
C1030	Pre-Cut Standard Carpet 10'x30'		543.00	760.00		5.00	\$

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq.Ft.

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CUSTC	Standard Carpet Custom-Cut, Per Sq.Ft.		1.81 / Sq.Ft.	2.53 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CACU	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.22 / Sq.Ft.	1.71 / Sq.Ft.		5.00	\$
CACU	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.	2.44 / Sq.Ft.	3.42 / Sq.Ft.		5.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CAPC	Carpet Plastic Covering, Per Sq.Ft.	0.27 / Sq.Ft.	0.38 / Sq.Ft.		5.00	\$

If ordering electrical or telecommunications services, will under carpet wiring be required?

☐ Yes

☐ No

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

GST # R104060264

**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **100%** of original price after installation.

Order Online <https://ordering.ges.com/>



# Booth Cleaning Order Form

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BMO Centre, Stampede Park  
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Discount Deadline Date:

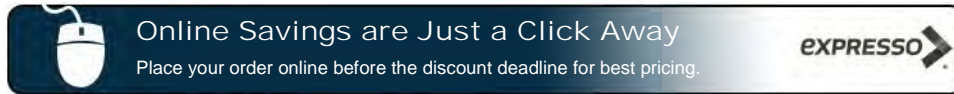
Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



### Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- Cost of services will be invoiced based on the total area of your booth.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

## Step 1. Calculate Booth Square Footage

Width 100 X Length 100 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

Item Code	Description	Discount (\$)	Standard (\$)	Total Sq. Ft.	# of Days	Tax %	Total
BCICSF1	Initial Cleaning 50 – 600 sq. ft.	0.46 / Sq.Ft.	0.64 / Sq.Ft.		1	5.00	\$
BCICSF2	Initial Cleaning 601 – 1000 sq. ft.	0.36 / Sq.Ft.	0.50 / Sq.Ft.		1	5.00	\$
BCICSF3	Initial Cleaning over 1000 sq. ft.	0.26 / Sq.Ft.	0.36 / Sq.Ft.		1	5.00	\$
BCDCSF	Daily Cleaning (per sq. ft. per day)	0.22 / Sq.Ft.	0.31 / Sq.Ft.			5.00	\$

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

GST # R104060264

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

**Cancellation Policy:** No cancellations after move-in begins. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



# Furnishings Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

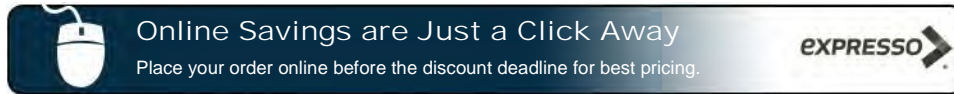
Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.

## Standard Furnishings

### Chairs

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
30050	Grey Contour Chair	34.00	47.50		5.00	\$
FGFSC	Grey Fabric Side Chair	46.00	64.50		5.00	\$
FGFAC	Grey Fabric Arm Chair	47.50	66.50		5.00	\$
FGFCS	Grey Fabric Counter Stool	101.00	141.00		5.00	\$

### Pedestal Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FPEDT40	Cocktail Table – 30" round, 40" high	101.00	141.00		5.00	\$
FPEDT	Starbase Table – 30" round, 30" high	84.00	118.00		5.00	\$
FCOFT	Coffee Table – 30" round, 18" high	64.00	90.00		5.00	\$

### Accessories

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FCS	Pair of Tape Stanchions	98.00	137.00		5.00	\$
FCS	Additional Tape Stanchions / ea.	49.00	69.00		5.00	\$
FESL	Aluminum Easel	46.00	64.00		5.00	\$
FCT	Coat Tree	36.00	50.00		5.00	\$
FBH	Bag Stand 41"H	76.00	106.00		5.00	\$
FLR	Literature Rack	90.00	126.00		5.00	\$
FCSH	Sign Holder, Chrome, 22"x28" (Sign Extra)	55.00	77.00		5.00	\$
FSBD	Gold Ballot Drum, Small, Table Top	73.00	102.00		5.00	\$
FWB	Wastebasket	25.00	35.00		5.00	\$
FCSU	White Counter Storage Unit 40"H	157.00	220.00		5.00	\$

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

GST # R104060264

**Cancellation Policy:** 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>





# Furnishings Order Form

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**Western Retail Lumber Association Buying Show 2019**

BMO Centre, Stampede Park

January 17 - 18th, 2019

Discount Deadline Date:

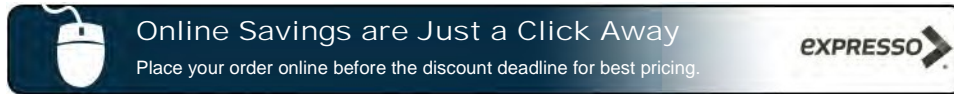
Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

## Standard Furnishings

### Table Skirt Color Options

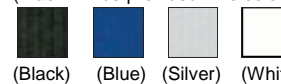
(Black will be provided if no color is indicated below)



(Black) (Blue) (Burgundy) (Green) (Red) (Silver) (White)

### Counter Skirt Color Options

(Black will be provided if no color is indicated below)



(Black) (Blue) (Silver) (White)

### Skirted Tables

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
DT4	Table 4', Skirted 4 Sides, 30" High, 24" Wide		<b>94.00</b>	132.00		5.00	\$
DT6	Table 6', Skirted 3 Sides, 30" High, 24" Wide		<b>104.00</b>	146.00		5.00	\$
DT8	Table 8', Skirted 3 Sides, 30" High, 24" Wide		<b>112.00</b>	157.00		5.00	\$
DTS4S	Table, Skirt 4th Side		<b>41.00</b>	57.00		5.00	\$

### Unskirted Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RUD4	Table 4', Unskirted, 30" High, 24" Wide	<b>54.00</b>	76.00		5.00	\$
RUD6	Table 6', Unskirted, 30" High, 24" Wide	<b>63.00</b>	88.00		5.00	\$
RUD8	Table 8', Unskirted, 30" High, 24" Wide	<b>71.00</b>	99.00		5.00	\$

### Skirted Counters

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
DT4	Table 4', Skirted 4 Sides, 42" High, 24" Wide		<b>108.00</b>	151.00		5.00	\$
DT6	Table 6', Skirted 3 Sides, 42" High, 24" Wide		<b>132.00</b>	185.00		5.00	\$
DT8	Table 8', Skirted 3 Sides, 42" High, 24" Wide		<b>162.00</b>	227.00		5.00	\$
DTS4S	Table, Skirt 4th Side		<b>49.50</b>	69.50		5.00	\$

### Unskirted Counters

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RUD4	Table 4', Unskirted, 42" High, 24" Wide	<b>67.00</b>	94.00		5.00	\$
RUD6	Table 6', Unskirted, 42" High, 24" Wide	<b>92.00</b>	129.00		5.00	\$
RUD8	Table 8', Unskirted, 42" High, 24" Wide	<b>121.00</b>	169.00		5.00	\$

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment  
Enclosed

\$

GST # R104060264

**Cancellation Policy:** No refunds/exchanges on cancelled skirted tables prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>





# Custom Booth Draping Order Form

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January 17 - 18th, 2019

Discount Deadline Date:

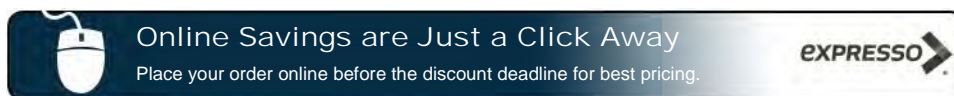
Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

## Custom Booth Draping

### Color Options

(Black will be provided if no color is indicated below)



### Regular Banjo Drape

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D3	3 Ft. High Banjo (Per Linear Ft.)		7.65	10.65		5.00	\$
D8	8 Ft. High Banjo (Per Linear Ft.)		9.00	12.60		5.00	\$

### High Banjo Drape (Black Only)

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D12	12 Ft. High Banjo (Per Linear Ft.)	Black	16.00	22.50		5.00	\$
D16	16 Ft. High Banjo (Per Linear Ft.)	Black	17.50	24.50		5.00	\$

### High Velour Drape (Black Only)

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D18	18 Ft. High Banjo (Per Linear Ft.)	Black	27.00	38.00		5.00	\$

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

GST # R104060264

**Cancellation Policy:** 50% refund will apply for draping cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



# Specialty Furniture Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park

January 17 - 18th, 2019

Discount Deadline Date:

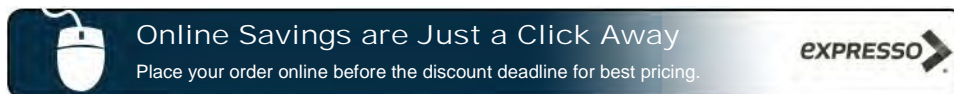
Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Orders will not be processed until payment has been received.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Colours, sizes and styles may vary slightly.
- Exhibitor is responsible for all items for the duration of the show.
- 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.

## Specialty Furniture

### Soft Seating

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
SPE001	White Leather Sofa	374.00	524.00		5.00	\$
SPE002	White Leather Love Seat	272.00	381.00		5.00	\$
SPE003	White Leather Armchair	211.00	295.00		5.00	\$
SPE004	Espresso Leather Sofa	374.00	524.00		5.00	\$
SPE005	Espresso Leather Love Seat	272.00	381.00		5.00	\$
SPE006	Espresso Leather Armchair	211.00	295.00		5.00	\$

### Tables

SPE015	Coffee Table	121.00	169.00		5.00	\$
SPE016	End Table	85.00	119.00		5.00	\$
SPE009	Glass Top Dining Table	289.00	405.00		5.00	\$

### Seating

SPE010	Fabric Dining Chair	100.00	140.00		5.00	\$
SPE012	White Fabric Tub Chair	184.00	258.00		5.00	\$

### Stools

SPE019	White Pump Stool	131.00	183.00		5.00	\$
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**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

Total Payment  
Enclosed

\$

GST # R104060264

**Cancellation Policy:** Items cancelled will be charged 100% of original price after move-in begins.

Order Online <https://ordering.ges.com/>



# Exhibit Systems Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Payment may be made by cheque up to two weeks prior to the 1<sup>st</sup> day of move in.
- 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.
- 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.
- Changes to the structure design or graphics will result in additional fees.

## Standard Exhibits

### 13 oz. Carpet Colour Options



(Black)



(Blue)



(Grey)



(Red)

### Exhibit Panel Colour Options

(Black) (White) (Grey) (Autumn Glow) (Hardrock Maple)

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GER001	Standard Model #1, 10' x 10' Inline	1278.00	1789.00		5.00	\$
GER002	Standard Model #2, 10' x 10' Inline	1428.00	1999.00		5.00	\$
GER003	Standard Model #3, 10' x 10' Inline	1386.00	1940.00		5.00	\$
GER004	Standard Model #4, 10' x 20' Inline	1898.00	2657.00		5.00	\$
GER005	Standard Model #5, 10' x 20' Inline	2111.00	2955.00		5.00	\$
GER006	Standard Model #6, 10' x 20' Inline	2065.00	2891.00		5.00	\$
	Custom Header Sign	105.00	147.00		5.00	\$
You can upload your file(s) to: <a href="https://file.ges.com/">https://file.ges.com/</a> Enter <a href="mailto:cgraphics@ges.com">cgraphics@ges.com</a> in the "Recipient Email Address" field. <b>IMPORTANT:</b> Please enter your company name, event name, event location, booth number, and any other specifics associated with your graphic file under "Comments:"						
Models 1, 2, 5 Identification Sign to Read: _____						
Model 4, Identification Signs to Read: Left: _____ Right: _____						
Carpet Colour: _____ Panel Colour: _____ <i>All carpet and panel colours subject to availability</i>						

Please indicate date and time of arrival:

Date of Arrival

Time of Arrival:

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

GST # R104060264

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

**Cancellation Policy:** No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.

Order Online <https://ordering.ges.com/>



# Exhibit Accessories Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- 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.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in any GES rental items.
- Changes to the structure design or graphics will result in additional fees.

## Standard Accessories

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
PED001	Pedestal (White) 20"L x 20"W x 28"H	106.00	148.00		5.00	\$
PED002	Pedestal (White) 20"L x 20"W x 36"H	106.00	148.00		5.00	\$
GPML	Multi-level Pedestal (White) 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16" - 28" & 28" - 40")	529.00	741.00		5.00	\$
GSC	Storage Counter (White) 80"L X 20"W X 40"H	315.00	441.00		5.00	\$
GCC	Curved Counter (White) 60"L X 20"W X 40"H	216.00	302.00		5.00	\$
G99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	216.00	302.00		5.00	\$
G99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	220.00	308.00		5.00	\$
G99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	319.00	447.00		5.00	\$
G99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	450.00	630.00		5.00	\$

### GEM Booth Accessories

Designed to fit GES hardwall booths.

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GWF	Waterfall With Eight Hooks	21.00	29.00		5.00	\$
GGR	Garment Rail 39"W	55.00	77.00		5.00	\$
GFS	Shelves - Flat 37"L X 12"W	46.00	64.00		5.00	\$
GAS	Shelves - Angled 37"L X 12"W	46.00	64.00		5.00	\$
GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	128.00	179.00		5.00	\$

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

GST # R104060264

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

**Cancellation Policy:** No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.

Order Online <https://ordering.ges.com/>



# Graphics Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park

January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Tips

### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Upload your artwork to <https://file.ges.com/>
- Orders will not be processed until payment has been received.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

## Graphics and Signage

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	127.00	178.00		5.00	\$
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	100.00	140.00		5.00	\$
S2844	28"W x 44"H Vertical Sign w/ Easel, Single Sided	135.00	189.00		5.00	\$
SBAN	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	189.00	265.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Double Sided	282.00	395.00		5.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Single Sided	194.00	272.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Double Sided	420.00	588.00		5.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Single Sided	280.00	392.00		5.00	\$
SMISC	Layout and Design Work / hour	72.00	101.00		5.00	\$

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

Total Payment  
Enclosed

\$

GST # R104060264

**Cancellation Policy:** No refunds/exchanges on signs unless error lies with GES production.

Order Online <https://ordering.ges.com/>



# Plants and Floral Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.
- 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.

## Plants and Flower Arrangements

### Floor and Table Plants

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFP25	2 ft. to 5 ft. Tall	73.00	102.00		5.00	\$
PFP68	6 ft. to 8 ft. Tall	121.00	169.00		5.00	\$
PBF	Boston Fern	64.00	90.00		5.00	\$
PTP	Table Plant – 10"	57.00	80.00		5.00	\$
PMUM	Mums	41.00	57.00		5.00	\$

### Flower Arrangements

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFAS	Standard Fresh Flower Arrangement	112.00	157.00		5.00	\$
PFAP	Premium Fresh Flower Arrangement	208.00	291.00		5.00	\$
PFAE	Exotic Fresh Flower Arrangement	146.00	204.00		5.00	\$

**PLEASE NOTE:** Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and Exhibitor Services Department will check on availability and price:

---

---

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

GST # R104060264

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,

**Cancellation Policy:** No refunds/exchanges on site. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>





# Electrical & Lighting Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Western Retail Lumber Association Buying Show 2019**

BMO Centre, Stampede Park

January 17 - 18th, 2019

Discount Deadline Date:

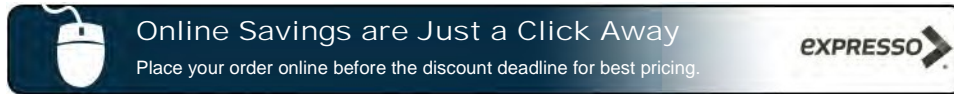
**Monday December 31, 2018**

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.
- 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.

## Electrical & Lighting Options

### Electrical - 110 Volt

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
EL1500W	1500 Watt Duplex Outlet	85.00	119.00		5.00	\$
EL2000W	2000 Watt Duplex Outlet	155.00	217.00		5.00	\$

### Electrical - 220 Volt - Single Phase

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
ELMISC	220 V / 20 Amp Single Phase (Additional labour charges may apply)	190.00	266.00		5.00	\$
ELMISC	220 V / 30 Amp Single Phase (Additional labour charges may apply)	227.00	318.00		5.00	\$
ELMISC	220 V / 50 Amp Single Phase (Additional labour charges may apply)	304.00	426.00		5.00	\$

### Lighting (Does Not Include Power)

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
ELD150F	Flood Light Stand, 2 - 75 Watt Flood Bulbs	75.00	105.00		5.00	\$
ELQL	65 Watt clamp on arm light	96.00	134.00		5.00	\$
ELMISC	Special Hookups & Specialty Lighting	Upon request	Upon request		5.00	\$

### Please Note the Following:

- |  |  |
|--|--|
| <input type="checkbox"/> 24 Hour power - add 50% to the above prices | <input type="checkbox"/> Outside power - add 100 % to the above prices                                 |
| <input type="checkbox"/> Electrician Charge Extra, If Required       | <input type="checkbox"/> Additional labour charges may apply for special connections or special wiring |

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment  
Enclosed

\$

GST # R104060264

**Cancellation Policy:** No refunds/exchanges on cancelled electrical or lighting prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



# Installation and Dismantle Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



### Easy Ordering Tips:

- Orders placed at show site will be completed in the order in which they are received.
- Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the GES desk one-half (½) hour before time requested.
- Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received.
- The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:00 PM.
- Overtime (OT): Monday through Friday from 4:00 PM to 12:00 AM. Saturday & Sunday from 8:00 AM to 4:00 PM.
- Double Time (DT): Monday through Sunday from 12:00 AM to 8:00 AM. Saturday & Sunday from 4:00 PM to 12:00 AM. All Holidays.

## Step 1. Order Labour

Item Code	Item Code	Description	Discount (\$)	Show Site (\$)	# Workers	X # Hours	Tax %	Total
LINREG	LOREG	ST Move In/Out	82.00	106.50			5.00	\$
LINOT	LOOT	OT Move In/Out	123.00	160.00			5.00	\$
LINDT	LODT	DT Move In/Out	164.50	214.00			5.00	\$

## Step 2. Indicate the Service

### Option A: GES Supervision



**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, please let us know when you are planning to arrive so that we can schedule accordingly.

- ☐ GES Supervised (OK to proceed without exhibitor.) **(A 30% ( \$ 30.00 minimum) surcharge will be added)**

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract.

Date of Arrival

Time of Arrival

### Option B: Exhibitor Supervision



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice. Exhibitor assumes the responsibility and any liability arising for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling.
  - Please estimate the number of workers and hours per worker needed for installation.

Move In

Schedule Dates

Schedule Start Time

Schedule End Time

# Workers

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates

Schedule Start Time

Schedule End Time

# Workers

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Show Site Contact

Show Site Phone Number

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

GST # R104060264

**Cancellation Policy:** Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

Order Online <https://ordering.ges.com/>



# In-Booth Forklift Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



### Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for placing equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.
- Don't forget to order for Move In and Move Out.
- The exhibitor must check the forklift driver in and out at the GES desk.
- Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received.
- The minimum charge for in-booth forklift is one (1) hour per worker. Thereafter it is charged in half (½) hour increments.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:00 PM.
- Overtime (OT): Monday through Friday from 4:00 PM to 12:00 AM. Saturday & Sunday from 8:00 AM to 4:00 PM.
- Double Time (DT): Monday through Sunday from 12:00 AM to 8:00 AM. Saturday & Sunday from 4:00 PM to 12:00 AM. All Holidays.

## Step 1. Order Forklift

Item Code	Item Code	Description	Discount (\$)	Show Site (\$)	# Forklifts	X # Hours	Tax %	Total
IBIRFL	IBORFL	ST Move In/Out	125.00	175.00			5.00	\$
IBIOTFL	IBOOTFL	OT Move In/Out	187.50	262.50			5.00	\$
IBIDTFL	IBODTFL	DT Move In/Out	250.50	350.50			5.00	\$

## Step 2. Indicate the Service

### Option A: Exhibitor Supervision



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice. Exhibitor assumes the responsibility and any liability arising for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

#### ☐ Exhibitor Supervised

- Indicate workers needed for installation and dismantling.
- Please estimate the number of workers and hours per worker needed for installation.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating      ☐ Unskidding      ☐ Positioning  
☐ Leveling      ☐ Dismantling      ☐ Recrating  
☐ Reskidding

#### Move In

Schedule Dates

Schedule Start Time

Schedule End Time

# Forklifts

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

#### Move Out

Schedule Dates

Schedule Start Time

Schedule End Time

# Forklifts

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Show Site Contact

Show Site Phone Number

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

GST # R104060264

**Cancellation Policy:** Orders cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per forklift. If Exhibitor fails to use the forklift at the time confirmed, a one (1) hour "No-Show" charge per forklift will apply.

Order Online <https://ordering.ges.com/>



# Material Handling Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



### Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is 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.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- 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.

## Step 1. Review Freight Material Handling Rates and Information

	Crated	Special Handling
Advance Shipment to Warehouse (200 lbs. minimum per shipment)	\$72.50 cwt	\$94.50 cwt

	Crated	Special Handling	Uncrated
Direct Shipment to Show Site (200 lbs. minimum per shipment)	\$56.50 cwt	\$73.50 cwt	\$90.50 cwt

	First Package	Each Additional Package
Small Packages (50 lbs. maximum per shipment, received on show site only)	\$44.00	\$11.25 ea

### Advance Shipments to Warehouse Dates:

Monday December 17: Advance shipments may begin arriving at warehouse.

Wednesday January 2: Last day for shipments to arrive at warehouse.

### Direct Shipments to Show Site Dates:

Tuesday January 15: Direct shipments may begin arriving at exhibit site after 8AM.

Wednesday January 16: Last day for shipments to arrive at exhibit site by 6PM.



**What is a small package shipment?** Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

## Step 2. Estimate Order

### Material Handling

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Subtotal + 5% GST

1st Small Package Piece = \$42.00 + \_\_\_\_\_ Additional Pieces x \$10.75 = \_\_\_\_\_ Subtotal + 5% GST

Shipment will be sent to: ☐ Show Site ☐ Advance Warehouse

On Date: \_\_\_\_\_ By Carrier: \_\_\_\_\_ Total Number of Pieces: \_\_\_\_\_

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

GST # R104060264

**GES Policy:** Please refer to GES' full Limits of Liability & Responsibility included in this Exhibitor Manual. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Western Retail Lumber Association Buying Show 2019**

Name of Exhibition

042600669

BOOTH NUMBER

**C/O GES**  
(Company Name & Booth #)  
BMO Centre, Stampede Park  
20 Roundup Way SE  
Calgary, AB T2G 2W1

**Shipment Should Arrive on or Between:**

Tuesday January 15, 2019 until Wednesday January 16, 2019

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Western Retail Lumber Association Buying Show 2019**

Name of Exhibition

042600669

BOOTH NUMBER

**C/O GES**  
(Company Name & Booth #)  
BMO Centre, Stampede Park  
20 Roundup Way SE  
Calgary, AB T2G 2W1

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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

<b>A</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Western Retail Lumber Association Buying Show 2019**

Name of Exhibition

042600669

BOOTH NUMBER

**C/O GES**  
(Company Name & Booth #)  
#25, 5805 - 76th Avenue SE  
Calgary, AB T2C 5L8

**Shipment Should Arrive on or Between:**

Monday December 10, 2018 **until** Wednesday January 9, 2019

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



<b>A</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Western Retail Lumber Association Buying Show 2019**

Name of Exhibition

042600669

BOOTH NUMBER

**C/O GES**  
(Company Name & Booth #)  
#25, 5805 - 76th Avenue SE  
Calgary, AB T2C 5L8

**Shipment Should Arrive on or Between:**

Monday December 10, 2018 **until** Wednesday January 9, 2019

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible



# Shipping Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park

January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

[Pick up Information](#)

Company Name	Name of Primary Contact	Phone	Email		
Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor/Suite #	City	Province/State	Postal Code/ZIP	Country
Loading Dock	Business Hours	Pick up Date	Pick up Time	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Customs Broker	Broker Contact Name	Broker Phone Number	Customs Paperwork Attached		
My materials are shipping to the: <input type="checkbox"/> Advance Warehouse		<input type="checkbox"/> Show Site			

## Destination Information

Exhibiting Company Name	Booth Number	Showsite Contact Phone	Showsite Contact Email		
Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor/Suite #	City	Province/State	Postal Code/ZIP	Country
Loading Dock	Business Hours	Delivery Date	Delivery Time		

## Details of the items to be shipped

Pieces	Description	Dimensions (in inches):				Est. 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: _____	H	x	W	x	L	
Total # of Pieces							Total Weight: _____

## Payment Information

Cardholder Name - Please Print				
Billing Address	City	Province/State	Postal Code/Zip	Country
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card	
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card	
		<input type="checkbox"/> American Express		

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.

- GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth.
- 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 CANADA to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- 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.
- 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.
- 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.
- 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.

Sign: Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please Sign ☒ Authorized Signature

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Authorized Name - Please Print

Date

Order Online <https://ordering.ges.com/>



# Local Cartage/Post Show Service Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018



### Easy Ordering Tips:

- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is 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.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.

## Step 1. Review Freight Material Handling Rates and Information

	Crated	Special Handling
Local Cartage/Post Show Service (300 lbs. minimum per shipment)	\$69.00 cwt	\$89.75 cwt

Shipment **MUST** be picked up by:

DDD, MMM DD, YYYY

## Step 2. Provide Details of the items to be collected by GES

Pieces	Description	Dimensions (in inches):	Est. 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: _____	H _____ x W _____ x L _____	_____
	<b>Total # of Pieces</b>		<b>Total Weight:</b> _____

## Step 3. Provide Payment Information

Cardholder Name - Please Print

Billing Address City Province/State Postal Code/Zip Country

Account Number

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

Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

A return Bill of Lading **MUST** be provided when this form is delivered to a GES representative.

You must arrange for your carrier to pickup from the GES Warehouse **within** 3 business days, additional storage rates will apply after 3 days.

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 CANADA 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.

**Total and Sign:** Return to GES by fax: (403) 243.3868 or by email: [exhibitorserviceswest@ges.com](mailto:exhibitorserviceswest@ges.com)

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

\$

GST # R104060264

**GES Policy:** Please refer to GES' full Limits of Liability & Responsibility included in this Exhibitor Manual. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



# Limits of Liability and Responsibility

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Western Retail Lumber Association Buying Show 2019

BMO Centre, Stampede Park  
January 17 - 18th, 2019

Discount Deadline Date:

Monday December 31, 2018

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.