



**OCE Discovery 2018**

April 30 - May 1, 2018

Metro Toronto Convention Centre - South Building

**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
- ✓ Plants & Floral
- ✓ Installation & Dismantling Labour
- ✓ In-Booth Forklift
- ✓ Material Handling
- ✓ GES Logistics Services
- ✓ GES Customs Services

Take advantage of up to a 35% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of **April 9, 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](mailto:torontoexhibitorservices@ges.com)**



## Show Information

OCE Discovery 2018

Metro Toronto Convention Centre , South Building

April 30 and May 1, 2018

Venue Shipping Address	Advance Warehouse Shipping Address
<b>Name of Exhibiting Company, Booth Number</b> c/o GES OCE Discovery 2018 Metro Toronto Convention Centre , South Building 222 Bremner Boulevard, Toronto, Ontario, Canada M5V 3L9	<b>c/o: GES / OCE Discovery - 2018</b> (Company Name & Booth #) 6130 Netherhart Rd. Mississauga, Ontario, Canada L5T 1B7

Official Services Contractor		
GES	Phone	905-283-0500
5675 McLaughlin Road	Fax	905-283-0501
Mississauga, Ontario, Canada	Web Site	www.ges.com/ca
L5R 3K5	E-Mail	torontoexhibitorservices@ges.com

Show Information	
Booth Size:	10' x 10'
Backwall Drape	Silver
Sidewall Drape	Silver
Aisle Carpet Colour	Pepper
Exhibitor Booth Carpet Colour	Grey

Important Dates - Prior to Show		
Advance Price Deadline Date	Monday April 9, 2018	
Advance Shipments may begin arriving at the Warehouse	Monday April 2, 2018	(Receiving hours are Monday - Friday, 09:00 - 16:00)
Last day for Advance Shipments to arrive at the Warehouse	Friday April 20, 2018	(Receiving hours are Monday - Friday, 09:00 - 16:00)
Direct Shipments may arrive at Exhibit Site	Sunday April 29, 2018	
Last day for Direct Shipments to arrive at Exhibit Site	Monday April 30, 2018	

Important Dates - At the Show		
Move In:	Sunday April 29, 2018 Monday April 30, 2018	2:00pm - 9:00pm 8:00am - 1:00pm
Show Hours	Monday April 30, 2018 Tuesday May 1, 2018	3:00pm - 7:00pm 9:00am - 5:00pm
Move Out	Tuesday May 1, 2018	5:00pm - 9:00pm

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:		
	Sunday April 29, 2018	2:00pm - 9:00pm
	Monday April 30, 2018	8:00am - 1:00pm



## 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: **OCE Discovery 2018**

### 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: **OCE Discovery 2018**

### 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: \_\_\_\_\_ OCE Discovery 2018

### 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.



## NOTICE OF INTENT TO HIRE AN EAC

OCE Discovery 2018

April 30 - May 1, 2018

An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as exclusive to a designated provider, or by the show organizer in a contract as an exclusive service for the general or official service provider or other 3rd party.

If you are hiring an EAC please submit this form along with a valid Certificate of Insurance to **GES** by 30 days prior to show start. The Notice of Intent to use an EAC must be completed for every third party (as well as any other third party ordering or requesting services from **GES** on behalf of Exhibitor) at the above Show.

Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from **GES** and may be able to supervise the installation and dismantling only.

All companies are to abide by Canadian Labour laws, and governing union jurisdiction within the venue/facility.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

☐ Yes - We will employ the services of (name of EAC): \_\_\_\_\_

☐ Certificate of Insurance Attached

☐ Certificate of Insurance to Follow

Full Name of EAC: \_\_\_\_\_

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

City, Province/State: \_\_\_\_\_

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

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

EAC "Show Site" Representative: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

Return this form to:

GES c/o **OCE Discovery 2018**

Exhibitor Services Department

5675 McLaughlin Road, Toronto, Ontario L5R 3K5

Ph: (905) 283-0500 Fax (905) 283-0501

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

[www.ges.com/ca](http://www.ges.com/ca)

**GES** shall have no liability to any party for damage or injuries caused by exhibitor or its 3rd party agents. It is the exhibitor's responsibility to provide its exhibitor appointed contractors with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Service Manual. Exhibitor agrees to indemnify and defend **GES** for the actions of its agents and exhibitor appointed contractors. The exhibitor is responsible for any losses, damages or injuries that are caused by or attributed to exhibitor appointed contractors that are not covered or provided by exhibitor appointed contractor's insurance.



## FURNISHINGS

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SHOW:	<b>OCE Discovery 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>April 9, 2018</b>
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>	
BOOTH #: _____		<p>A "Credit Card Authorization" form <b>MUST</b> 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 <b>not</b> 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
	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.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## FURNISHINGS

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
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SHOW:	<b>OCE Discovery 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>April 9, 2018</b>
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>	
BOOTH #: _____		<p>A "Credit Card Authorization" form <b>MUST</b> 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 <b>not</b> 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
<b>SKIRTED TABLE 30" HIGH</b> <b>Colour Selection:</b> <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	<b>\$104.50</b>	\$139.00	
	DT6	6 Ft. Long x 2 Ft. Wide	<b>\$123.50</b>	\$164.50	
	DT8	8 Ft. Long x 2 Ft. Wide	<b>\$156.00</b>	\$208.00	
	DTS4S	Skirted Fourth Side Additional Charge	<b>\$47.00</b>	\$62.50	
<b>SKIRTED COUNTER 42" HIGH</b> <b>Colour Selection:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	<b>\$156.00</b>	\$208.00	
	RD6	6 Ft. Long x 2 Ft. Wide	<b>\$176.50</b>	\$235.50	
	RD4S	Skirted Fourth Side Additional Charge	<b>\$48.50</b>	\$64.50	
<b>NON SKIRTED TABLES 30" HIGH</b>					
	UD4	4 Ft. Long x 2 Ft. Wide	<b>\$76.50</b>	\$102.00	
	UD6	6 Ft. Long x 2 Ft. Wide	<b>\$99.50</b>	\$132.50	
	UD8	8 Ft. Long x 2 Ft. Wide	<b>\$115.00</b>	\$153.00	
<b>NON SKIRTED TABLES 42" HIGH</b>					
	RUD4	4 Ft. Long x 2 Ft. Wide	<b>\$124.00</b>	\$165.50	
	RUD6	6 Ft. Long x 2 Ft. Wide	<b>\$161.50</b>	\$215.50	
<b>CUSTOM BOOTH DRAPING</b> <b>Colour Selection:</b> <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.)	<b>\$14.25</b>	\$19.00	
	D8	8 Ft. High (Per Linear Ft.)	<b>\$20.00</b>	\$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.

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

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

Signature

Date



## CARPET AND UNDERPAD

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
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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	<b>\$254.50</b>	\$339.50	
	C1020	10 Ft. X 20 Ft. Double Booth	<b>\$433.00</b>	\$577.50	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

Item #	BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC) <i>If your booth requires a size not listed above, please complete this section.</i>			
CUSTC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$3.20/Sq. Ft	\$4.25/Sq. Ft	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				

Item #	UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)			
CACU	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	\$1.50/Sq. Ft.	\$2.00/Sq. Ft.	
Item #	PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)			
CAPC	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:	<b>OCE Discovery 2018</b>	DISCOUNT PRICE DEADLINE DATE:	<b>April 9, 2018</b>
<b>EXHIBITOR INFORMATION</b>		<b>CREDIT CARD AUTHORIZATION</b>	
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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
	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.

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

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

Signature

Date



## SPECIALTY FURNITURE

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

SHOW: <b>OCE Discovery 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>April 9, 2018</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____ COMPANY NAME: _____ CONTACT NAME: _____ PHONE: _____	A "Credit Card Authorization" form <b>MUST</b> 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 <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.

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

QTY	Item #	Description	Discount Price	Standard Price	Total
	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

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- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## GES SHOW SPECIALS

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

SHOW: <b>OCE Discovery 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>April 9, 2018</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
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COMPANY NAME: _____	Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.
CONTACT NAME: _____	
PHONE: _____	

### GES SHOW SPECIAL INCLUDES:

• Header Sign(s) - 12"x77.5" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Costs



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

QTY	Item #	Description	Discount Price	Standard Price	Total Price
	SS001	Package A - 10' x 10'	\$1,073.00	\$1,431.00	
	SS002	Package B - 10' x 20'	\$1,611.00	\$2,148.00	
PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:					
Infill Panel Colour: <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> White Carpet Colour: <input type="checkbox"/> Black <input type="checkbox"/> Grey					

(All panel & carpet colours subject to availability.)

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

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

Custom Header to be added ☐ Custom Header Signs/Logos will be charged \$100.00 extra per sign

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

Enter [tupload@ges.com](mailto:tupload@ges.com) in the "Recipient Email Address" field.

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

#### Terms & Conditions

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## RENTAL EXHIBITS

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

<b>SHOW:</b> <span style="float: right;"><b>OCE Discovery 2018</b></span>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width: 50%; text-align: right;"><b>April 9, 2018</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>April 9, 2018</b>																			
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<b>Rental Exhibits Include: Installation &amp; Dismantling, Solid-Coloured Infill Panels, Carpet, Booth ID Sign (black font on white background)</b> <b>Rental Exhibits do NOT include: Cleaning, Light Fixtures or Electrical Outlets</b>																						
<p style="text-align: center;"><b>PLEASE INDICATE YOUR CHOICE OF INFILL PANEL &amp; CARPET COLOUR BELOW: (All panel &amp; carpet colours subject to availability)</b></p> <p> <b>Infill Panel Colour:</b> <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Autumn Glow <input type="checkbox"/> Hardrock Maple          <b>Carpet Colour:</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red       </p> <p>Models 1, 2, 5: Booth ID Sign to Read: _____</p> <p>Model 4: Booth ID Signs to Read:   Left: _____                      Right: _____</p> <p>Indicate Date &amp; Time for Arrival: _____</p> <div style="text-align: center; padding: 10px;"> <p>You can upload your file(s) to: <a href="https://file.ges.com/" style="color: black;">https://file.ges.com/</a></p> <p>Enter <b>toupload@ges.com</b> in the "Recipient Email Address" field.</p> <p><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:"</p> </div>																						

### Terms & Conditions

- 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.
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- Charges are for rental of equipment only. All items remain the property of GES.
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<b>MODEL #</b>	
<b>SUBTOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	
HST #104060264RT0001	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## GES EXHIBIT ACCESSORIES

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

SHOW: <b>OCE Discovery 2018</b>	<b>DISCOUNT PRICE DEADLINE DATE:</b> <b>April 9, 2018</b>
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	A "Credit Card Authorization" form <b>MUST</b> 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 <b>not</b> 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)**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Customized Rental Exhibits

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

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

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

**Custom Exhibits** 1-877-437-4247 (Toll-Free)  
[customexhibits@ges.com](mailto:customexhibits@ges.com)







## GRAPHICS AND DESIGN

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247  
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CONTACT NAME: _____	
PHONE: _____	

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

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

#### Terms & Conditions

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

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## PLANTS & FLORAL

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: **OCE Discovery 2018**

**DISCOUNT PRICE  
DEADLINE DATE:**

**April 9, 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.

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### FLOOR AND TABLE PLANTS

QTY	Item #	Description	Discount Price	Standard Price	Total
	PFP25	2 ft. to 5 ft. Tall	<b>\$98.00</b>	\$130.50	
	PFP68	6 ft. to 8 ft. Tall	<b>\$191.00</b>	\$254.50	
	PFP910	9 ft. to 10 ft. Tall (Indoor Tree)	<b>\$286.50</b>	\$382.00	
	PBF	Boston Fern	<b>\$71.75</b>	\$95.50	
	PTP	Table Plant - 10"	<b>\$71.75</b>	\$95.50	
	PMUM	Mums	<b>\$42.75</b>	\$57.00	

### FLOWER ARRANGEMENTS

	PFAS	Standard Fresh Flower Arrangement	<b>\$141.00</b>	\$188.00	
	PFAP	Premium Fresh Flower Arrangement	<b>\$260.50</b>	\$347.00	
	PFAE	Exotic Arrangement	<b>\$179.50</b>	\$239.00	

**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 our Exhibitor Service Department will check on availability and price:

#### Terms & Conditions

- 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 or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
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**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

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SHOW: **OCE Discovery 2018**

### EXHIBITOR INFORMATION

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

COMPANY NAME: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

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

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

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

### LABOUR INSTALLATION AND DISMANTLING

Item #	Item #	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm	<b>\$122.50</b>
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	<b>\$185.00</b>
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	<b>\$239.50</b>

#### 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: <b>OCE Discovery 2018</b>	
<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>
BOOTH #: _____	A "Credit Card Authorization" form <b>MUST</b> 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 <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.
CONTACT NAME: _____	
PHONE: _____	

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)

<b>PLEASE COMPLETE THE FOLLOWING:</b>						
SUPERVISOR NAME: _____ (EXHIBITOR <u>MUST</u> BE PRESENT TO SUPERVISE)						
INSTALLATION TIME REQUIRED:		Day	Date	Month	# of Hours	# of Forklifts
DISMANTLING TIME REQUIRED:		Day	Date	Month	# of Hours	# of Forklifts
<b>INSTALLATION</b>	Start: _____ AM PM	Finish: _____ AM PM	Est. Total Hours	_____		
<b>DISMANTLING</b>	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 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 **OCE Discovery 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 at the expense of the exhibitor. **All Shipments must be accompanied with a Certified Weight Ticket. If no Certified Weight Ticket is available, GES will weigh your shipment on site and special handling charges will apply.** For all loose, stacked and uncrated shipments, Special Handling rates will apply. To avoid additional charges, please complete and return the **MATERIAL HANDLING ORDER FORM** provided.

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

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

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

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

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **April 2 - 20, 2018** 9:00am - 4:00pm

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**OCE Discovery 2018**  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **April 29 - 30, 2018**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**OCE Discovery 2018**  
Metro Toronto Convention Centre - South Building  
222 Bremner Blvd.  
Toronto, Ontario, Canada M5V 3L9

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



## MATERIAL HANDLING - 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: **OCE Discovery 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.

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

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

- Shipment(s) must be received between: **April 2 - 20, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: **Pounds**
- Rate **\$114.00** per 100 lbs. (200 lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

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

- Shipment(s) may arrive at Show Site on: **April 29 - 30, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: **Pounds**
- Rate **\$96.75** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

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

- Rate of **\$46.75** First Package
- Rate of **\$11.00** for each additional package (in the same shipment) to a 50lb. Maximum

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

### SPECIAL HANDLING (30% surcharge per shipment):

- All shipments of loose, padded or uncrated materials. All special unloading requirements, such as ground side door/ constricted or stacked unloading.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.

### PLEASE COMPLETE THE FOLLOWING:

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

Goods are scheduled for delivery to: ☐ Show Site ☐ Advance Warehouse

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

#### Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	

HST #104060264RT0001

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ADVANCE WAREHOUSE SHIPPING LABEL

**OCE Discovery 2018**

**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 / OCE Discovery 2018**  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada  
L5T 1B7

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

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

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

**April 2 - April 20, 2018    9:00am - 4:00pm**

# DIRECT TO SHOW SITE SHIPPING LABEL

**OCE Discovery 2018**

**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 / OCE Discovery 2018**  
Metro Toronto Convention Centre - South Building  
222 Bremner Blvd.  
Toronto, Ontario, Canada  
M5V 3L6

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

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

**DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:**  
**April 29 - 30, 2018**





## LIMITS OF LIABILITY & RESPONSIBILITY

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

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.



# Logistics



## GES Logistic Services

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

### Your Choice of Reliable Service Options

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

### 24-Hour Tracking

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

### On-Site Representation

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

### Competitive Pricing

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

### Simplified Budgeting

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

### Simplified Ordering

For your convenience choose one of the ordering options available:

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

**Ship everywhere with GES Logistics Services.**



## 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: <u>OCE Discovery 2018</u>	DELIVERY DATE: _____
FACILITY: <u>Metro Toronto Convention Centre - South Building</u>	DELIVERY TIME: _____
ADDRESS: <u>222 Bremner Blvd.</u>	
CITY: <u>Toronto</u>	PROV/STATE: <u>Ontario</u>
POSTAL CODE: <u>M5V 3L9</u>	

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



## ***customs***



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

## **GES Customs Services**

### **Reliable and Efficient Service**

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

### **Value Added Service**

- Save time and money by making fewer calls

### **Personalized Service**

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

### **On-Site Representation**

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

### **Simplified Ordering**

For your convenience choose one of the ordering options available:

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

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