



Canada's Farm Show 2018
June 20-22, 2018
Evraz Place

GES is pleased to have been selected as the official service contractor by the show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information, **DISCOUNT PRICES** and order forms for each of the many services being provided by **GES**.

Each standard booth is 10' x 10' and includes:

Pepper

8' High Back Wall Drape

3' High Side Wall Drape

1 Electrical Outlet

(Electrical outlet provided by Evraz Place)

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date of June 8, 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 GST when exhibiting in Saskatchewan.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (306) 347-8280**

Show Information

June 20-22, 2018

Evraz Place

SHOW INFORMATION

BOOTH EQUIPMENT

Each exhibit space includes:

8' high back drape and 3' high side divider drape

1 - 800 watt, 120 volt, 6 amp electrical outlet

(any additional electrical needs must be placed through Evraz Place)

Exhibitors are responsible for providing all additional furniture, equipment, power and lighting for their booths.

EXHIBIT HALL CARPET

No carpet provided in booths.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by:
June 8, 2018

SHOW SCHEDULE

EXHIBITOR MOVE-IN & GES SERVICE DESK

Thursday, June 14 & Friday, June 15, 2018	8:00AM - 4:00PM (outdoor exhibits only)
Saturday, June 16 & Sunday June 17, 2018	8:00AM - 4:00PM
Monday, June 18, 2018	8:00AM - 8:00PM
Tuesday, June 19, 2018	8:00AM - 8:00PM

SHOW HOURS

Wednesday, June 20, 2018	9:00AM - 5:00PM
Thursday, June 21, 2018	9:00AM - 5:00PM
Friday, June 22, 2018	9:00AM - 5:00PM

EXHIBITOR MOVE-OUT

Friday, June 22, 2018 Starts 5:15PM

All indoor/outdoor exhibitors move out – All booths must be dismantled and crated with company name, shipping info prior to leaving Friday, June 22nd.

Indoor complete by Sunday June 24 5:00 pm, with the exception of the Event Plex must be complete by

Saturday, June 23rd by 5:00PM

Outdoor move out Wednesday June 27th, 5:00 pm

SHIPPING INFORMATION

Please review this section of the Exhibitor Kit thoroughly for: the proper shipping address to the facility, all information relating to advance freight, storage, and materials handling of your goods during the move-in and move-out process.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

OFFICIAL DECORATOR

GES - Ashton McIntosh

#1-1030 Kearns Crescent

RM of Sherwood, Saskatchewan S4K 0A1

Ph: 306-347-8280 Fax: 306-569-7484

amcintosh@ges.com

SHIPPING, LOGISTICS AND CUSTOMS

GES - Wes Moroz

25 - 5805 76th Avenue SE

Calgary, AB T2C 5L8

Phone: 403-218-7428 Fax: 403-243-3868

wmoroz@ges.com

online ordering



**Ordering products and services online is fast...
simple and secure.**

- Step 1** To access online ordering go to: www.gesexpo.ca
- Step 2** Select event city, click “Online Ordering”
- Step 3** Click “Login & Order Online” beside your show
- Step 4** You will need to create a permanent Online Ordering account:
- > Click “Sign Up”
 - > Click “New Exhibitor”
 - > Complete Add Exhibitor Information, click “Save”
 - > Complete “User Profile”, click “Next”
 - > Read the “Terms and Conditions”
 - > To continue, click “I Agree”, click “Finish”
 - > Select your Show, proceed with your order

**Please keep your User ID and Password for future ordering on
shows and events serviced by GES.**

Remember to order early to avoid extra costs.

Thank you for your order.



SHOW DATE:
Canada's Farm Show 2018
June 20-22, 2018
**DISCOUNT PRICE
DEADLINE DATE:**

Friday, June 8, 2018

TO:
GES Regina
FAX:
306-569-7484
EMAIL:
regina@ges.com
DATE:
FROM:
COMPANY:
PHONE:
EMAIL:
SHOW NAME:
BOOTH #:
Pepper


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

	Carpet & Underpadding	\$
	GEM Exhibit Rentals	\$
	GEM Exhibit Accessories	\$
	Graphics	\$
	Installation & Dismantle Services	\$
	Booth Cleaning	\$

Please call to confirm receipt of your order.

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

THANK YOU FROM GES

SHOW DATE:
Canada's Farm Show 2018
June 20-22, 2018
**DISCOUNT PRICE
DEADLINE DATE:**

Friday, June 8, 2018

Discount Pricing:

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

Method of Payment:

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

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

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

THIRD PARTY BILLING:

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

ADJUSTMENTS AND CANCELLATIONS:

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

EXHIBITORS MUST PAY APPLICABLE TAXES ON ALL ORDERS.

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

CREDIT CARD AUTHORIZATION FORM

SHOW DATE:

Canada's Farm Show 2018
June 20-22, 2018

DISCOUNT PRICE

DEADLINE DATE:

Friday, June 8, 2018

EXHIBITOR INFORMATION
IMPORTANT - READ CAREFULLY

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION BELOW IF:

- Paying by Credit Card for any service.

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

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

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

PLEASE COMPLETE THE FOLLOWING

☐

VISA

☐

AMERICAN EXPRESS

☐

MASTERCARD

EXPIRY DATE:

TYPE OF CARD

☐

PERSONAL

☐

CORPORATE

CARD #

CARDHOLDER'S NAME (PRINT):

TELEPHONE:

FAX:

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

(including funds owed due to a cheque returned NSF)

CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS CREDIT CARD AUTHORIZATION
**IF THIS AUTHORIZATION IS NOT COMPLETED, ALL ON-SITE ORDERS
ARE EXPECTED TO BE PAID IN FULL BEFORE DELIVERY**
PLEASE SEE NOTE REGARDING GES TERMS AND CONDITIONS BELOW

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

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

Signature

Print Name & Title

Date



GES | *Global
Experience
Specialists*

furnishings



Not all pictured items available please check furniture order form for full furniture list.

Grey Fabric Side Chair



Grey Fabric
Counter Stool



Grey Fabric Arm Chair



Grey Lounge Chair



Steno Chair



30" Round / 30" High
Starbase Table



30" Round / 18" High
Coffee Table



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



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



SHOW DATE:	Canada's Farm Show 2018	DISCOUNT PRICE DEADLINE DATE:	Friday, June 8, 2018
	June 20-22, 2018		
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION	

BOOTH #: _____ COMPANY: _____ STREET: _____ CITY: _____ PROV/STATE: _____ CODE: _____ EMAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____	<p>NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM.</p>
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**ALL ORDERS MUST BE PREPAID IN FULL
(ORDERS CANNOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)**

FURNISHINGS					SKIRTED TABLES 30" HIGH				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/>				
					QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	GREY FABRIC SIDE CHAIR	\$43.75	\$61.00			4 FT LONG X 2 FT WIDE	\$89.75	\$125.50	
	GREY FABRIC COUNTER STOOL	\$95.75	\$134.25			6 FT LONG X 2 FT WIDE	\$98.75	\$138.00	
	COFFEE TABLE 18" HIGH ROUND	\$61.00	\$85.00			8 FT LONG X 2 FT WIDE	\$106.50	\$149.75	
	STARBASE TABLE 30" ROUND 30" HIGH	\$79.75	\$111.75			SKIRTED FOURTH SIDE		\$38.75	
	COCKTAIL TABLE 30" ROUND 40" HIGH	\$96.25	\$134.25		SKIRTED COUNTER 42" HIGH				
	SPANDEX COVER FOR 40" HIGH ONLY	\$40.00	\$56.00		<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE				
	EASEL	\$43.75	\$61.50		QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	BAG HOLDER 40" HIGH	\$72.75	\$102.25			4 FT LONG X 2 FT WIDE	\$102.50	\$143.25	
	TAPE STANCHION (7")	\$93.00	\$129.50			6 FT LONG X 2 FT WIDE	\$126.00	\$176.50	
	WASTEBASKET	\$24.00	\$34.25			8 FT LONG X 2 FT WIDE	\$154.25	\$216.25	
	LITERATURE RACK	\$85.50	\$119.75			SKIRTED FOURTH SIDE		\$38.75	
					NON SKIRTED 30" HIGH TABLES (VINYL ONLY)				
						<input type="checkbox"/> 4FT <input type="checkbox"/> 6FT <input type="checkbox"/> 8FT	\$63.00	\$85.00	
					NON SKIRTED 42" HIGH TABLES (VINYL ONLY)				
						<input type="checkbox"/> 4FT <input type="checkbox"/> 6FT <input type="checkbox"/> 8FT	\$88.00	\$110.00	

TERMS AND CONDITIONS

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

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

SUBTOTAL	
GST 5%	
PST 6%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE

Carpet Order Form

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

PRICE LIST

Quantity	Item #	Description	Discount \$	Regular \$	Total Price
Standard Carpet					
	C1010	10' x 10' 16 oz. Standard Booth Carpet	\$ 172.25	\$ 240.75	\$
	C1020	10' x 20' 16 oz. Standard Booth Carpet	\$ 345.00	\$ 482.50	\$

Custom-Cut Carpet

Custom-cut carpet is required for all booths larger than 20', or for booths configured as an island or peninsula. No Exceptions.

	CMISC	' X ' = Sq.Ft.	\$ 1.98	\$ 2.77	\$
<i>Price include delivery, installation, rental, and removal.</i>					

Under Padding

	CACU	' X ' = Sq.Ft.	\$ 1.16	\$ 1.62	\$
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Plastic Covering For Protection

	CAPC	' X ' = Sq.Ft.	\$ 0.26	\$ 0.35	\$
<i>Exhibitor is responsible for the removal of the plastic covering prior to show opening.</i>					

Please Indicate Choice

Carpet Colour:

☐ Black

☐ Pepper

☐ Blue

☐ Red

Notes:	TOTAL OF ALL ITEMS ORDERED:	\$
	5% GST	\$
	6% PST	\$
	PAYMENT ENCLOSED:	\$

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

Cancellation Policy: Carpet cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

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

BOOTH CLEANING ORDER FORM

SHOW DATE:

Canada's Farm Show 2018
June 20-22, 2018

DISCOUNT PRICE
DEADLINE DATE:

Friday, June 8, 2018

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

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

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

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

INITIAL CLEANING SERVICES	DAILY CLEANING SERVICES	ADDITIONAL CLEANING SERVICES
COMPLETED EVENING PRIOR TO SHOW OPENING	COMPLETED PRIOR TO SHOW OPENING AND EVERY NIGHT AT SHOW CLOSE DURING THE DURATION OF THE SHOW	COMPLETED UPON REQUEST
CARPETS VACUUMED WASTEBASKETS EMPTIED	CARPETS VACUUMED WASTEBASKETS EMPTIED	FOR CARPET IN NEED OF SPECIAL ATTENTION DUE TO FOOD SAMPLING, DEMONSTRATIONS, HAIR, WOOD, METAL SHAVINGS, GREASE OR PAINT.
	SQF \$0.35	

SELECT SERVICE REQUIRED:	<input type="checkbox"/> Initial Cleaning	<input type="checkbox"/> Daily Cleaning	<input type="checkbox"/> Additional Services
	_____ @ _____ = _____		
	Total Sq.Ft. of Booth	Price per sq.ft.	Total

TERMS AND CONDITIONS

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

SUBTOTAL

GST 5%

PST 6%

TOTAL

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

INCLUDE TOTAL FROM THIS PAGE ON
ORDER CHECKLIST SHEET

SIGNATURE

DATE

graphics show specials



10' x 10'
EXHIBITS

GEM Option 1



● GEM 10'x10' Inline Exhibit Booth with graphics backwall

Package A

GEM Option 2

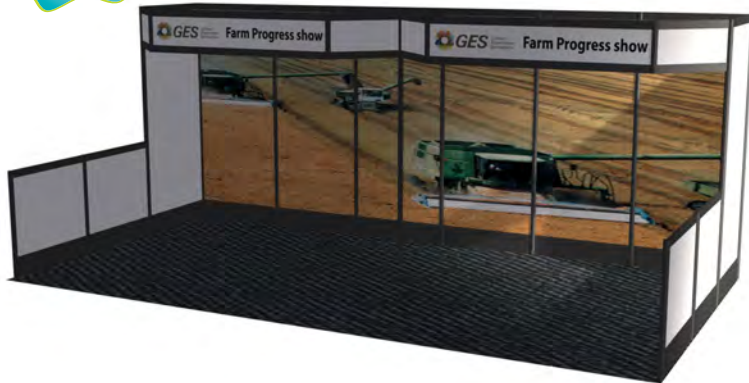


● GEM 10'x10' Inline Exhibit Booth with full graphics

Package B

10' x 20'
EXHIBITS

GEM Option 3



● GEM 10'x20' Inline Exhibit Booth with graphics backwall

Package C

GEM Option 4



● GEM 10'x20' Inline Exhibit Booth with full graphics

Package D

3 Easy Steps →

- ① Select the option that suits your needs
- ② Choose carpet color on the GEM Show Special order form
- ③ Complete & send order form

GEM Show Special Order Form

#1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1

Phone: 306-347-8280

Fax: 306-569-7484

www.gesexpo.ca

regina@ges.com

PRICE LIST

Description	Regular \$	Total Price
GEM Exhibits		
Option 1: 10' x 10' Inline Booth	\$ 1,200.00	\$
Option 2: 10' x 10' Corner Booth	\$ 1,200.00	\$
Option 3: 10' x 20' Inline Booth	\$ 1,900.00	\$
Option 4: 10' x 20' Corner Booth	\$ 1,900.00	\$

- ✓ Installed and Dismantled
- ✓ Ready before you arrive
- ✓ No Labour Costs
- ✓ No Trucking Costs
- ✓ No Material Handling Costs
- ✓ Includes Carpet Choice of Colours
- ✓ Includes Custom Header Sign(s)
- ✓ Accessories Available

Please Indicate Choice

Carpet Colour

Carpet Colour:
☐ Black
 ☐ Pepper
 ☐ Green
 ☐ Blue
 ☐ Red

10' x 10' Identification Sign to Read

COMPLETE COPY

Centre:

10' x 20' Identification Sign to Read

COMPLETE COPY

Left:

Right:

Graphic Packages

- ☐ Package A: 10' x 10' Backwall \$ 258.00
- ☐ Package B: 10' x 10' Inline Full Booth \$ 677.25
- ☐ Package C: 10' x 20' Backwall \$ 516.00
- ☐ Package D: 10' x 20' Inline Full Booth \$ 903.00

(Graphic Packages based on print ready files.)

Please upload artwork to: <http://gesexpo.ca/upload/regina> (file must be eps, ai, pdf or psd fonts must be supplied or converted to outlines)

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

Indicate Date & Time of Arrival

Date:	Time:
Notes:	TOTAL OF ALL ITEMS ORDERED: \$
	5% GST \$
	6% PST \$
	PAYMENT ENCLOSED: \$

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

Cancellation Policy: Due to material and labour costs, order cancelled before move-in begins will be charge 50% of original price. Similarly, order cancelled after move-in begins will be charge 100%

COMPANY NAME

EMAIL ADDRESS

BOOTH #

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT

DATE

X

LABOUR SERVICE ORDER FORM

SHOW DATE:

Canada's Farm Show 2018
June 20-22, 2018

DISCOUNT PRICE

DEADLINE DATE:

Friday, June 8, 2018

EXHIBITOR INFORMATION
CREDIT CARD AUTHORIZATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

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

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

LABOUR RATES LISTED ARE PER PERSON PER HOUR AT A **MINIMUM CHARGE OF THREE (3) HOURS**. LABOUR OVER THREE (3) HOURS IS CHARGED IN HALF (1/2) HOUR INCREMENTS.
A 40% SURCHARGE WILL BE APPLIED TO ONSITE ORDERS

STRAIGHT TIME
Monday - Friday
8:00am - 4:00pm

REGULAR PRICE:
\$65.00

OVERTIME
Monday - Friday
4:00pm - 8:00am

Saturday - Sunday & STAT
Holidays

REGULAR PRICE:
\$90.00

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

Set up Drawings or Photos Attached: ☐ YES ☐ NO

Carrier: _____

Delivery Date : _____
(Day/Date/Month/Year)

Delivery time: _____
(indicate am or pm)

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

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

Date Labour Required: _____
(Day/ Date/Month/Year)

Start time Required: _____ ☐ AM ☐ PM

Number of People Required: X Hours Per Person = Total Hours
SUPERVISION
☐ By Exhibitor (Provide Name of Rep)
(Exhibitor MUST be Present to Supervise)

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

Date Labour Required: _____

Start time Required: _____ ☐ AM ☐ PM

Number of People Required: X Hours Per Person = Total Hours
TERMS AND CONDITIONS

WHEN EXHIBITOR IS SUPERVISING LABOUR THE EXHIBITOR MUST CHECK LABOUR IN AND OUT AT THE GES SERVICE CENTRE.

WE RESERVE THE RIGHT TO CHANGE LABOURERS AND/OR RATES AS SHIFTS CHANGE.

ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.

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

GES LIMITS OF LIABILITY APPLY

SUBTOTAL	
GST 5%	
PST 6%	
TOTAL	

What is material handling?

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

What types of material handling do you offer?

Depending on the show and facility, we can provide:

Advanced Show Storage

(you schedule your carrier to ship to our warehouse ahead of time and we bring your shipment to showsite and deliver it to your booth prior to your arrival)

Direct to Showsite

(you schedule your carrier to deliver directly to the showsite and we handle the unloading of your carrier and deliver your shipment to your booth)

Post Show Storage

(we bring your shipment from showsite back to our warehouse where you can schedule your carrier to come pick it up)

Advanced Show Storage

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Contact your shipper of choice to schedule the shipment.
- Complete the Advanced show storage material handling order form.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.

Direct to Showsite Shipping

How to Ship to Exhibit Site

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

Post Show Storage

Benefits of Post Show Shipping to the GES Warehouse

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

Freight Carriers

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

Tracking Shipments

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

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

- **Crated** - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Service centre** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

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

Machinery Labour and Equipment

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

Insurance

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

Customs & Brokerage Fees

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

MATERIAL HANDLING ORDER FORM

SHOW DATE:	Canada's Farm Show 2018	DISCOUNT PRICE DEADLINE DATE:	Friday, June 8, 2018
	June 20-22, 2018		
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION	

BOOTH #: _____ COMPANY: _____ STREET: _____ CITY: _____ PROV/STATE: _____ CODE: _____ EMAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____	NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM A 40% SURCHARGE WILL APPLY TO ALL ORDERS PLACED AFTER THE DEADLINE DATE
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**CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS
METHOD OF PAYMENT FOR THIS SERVICE**

ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received by: Friday, June 15, 2018
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100 lbs:
- Advance Warehouse Rate: **\$69.00** per 100 lbs. (200lb min. charge)
- Shipment(s) may arrive on or after:

POUNDS

POST SHOW STORAGE SERVICE:

- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading, shipments that need to be broken down.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.
- Shipments arriving outside of target dates.
- Services ordered after the deadline date.

PLEASE COMPLETE THE FOLLOWING:

Carrier Name: _____	Number of Pieces: _____	Total Weight: _____
<p align="center">Important: Access to facilities varies from venue to venue, please contact GES to ensure your shipment does not exceed the maximum weight and dimensions.</p>		
Dimensions of pieces: _____		
Date goods are scheduled to arrive: _____	Goods are scheduled for delivery to:	<input type="checkbox"/> Show Site <input type="checkbox"/> Warehouse
Month/Day		

TERMS AND CONDITIONS

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

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

SUBTOTAL	
GST 5%	
PST 6%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE

ADVANCE WAREHOUSE SHIPPING LABEL

Canada's Farm Show 2018

FACILITY:

Evraz Place

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER:

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO:

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH #

(BOOTH NUMBER AT THE SHOW.)

**ADVANCE
WAREHOUSE
ADDRESS**

Global Experience Specialists
#1-1030 Kearns Crescent
RM of Sherwood, SK
S4K 0A1

CARRIER:

(NAME OF TRANSPORTATION COMPANY)

NUMBER

OF

PIECES

ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:

Post Show Storage Order form

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

POST SHOW STORAGE SHIPMENTS

MATERIAL HANDLING CONTRACTOR:

GES CANADA EXPOSITION SERVICE (CANADA) LTD.
1-1030 KEARNS CRES
RM of SHERWOOD, SK S4K 0A1
(306) 347-8280

The rate for this service includes removal of goods from the show floor and storage for up to three (3) days upon which time GES CANADA reserves the right to ship out your shipment "collect": via a carrier of our choice:

27-Jun-18
Pepper per 100 lbs - crated / \$138.00 minimum
**Shipments must be picked up on
or before:**
June 27, 2018

Address Label	
Ship To:	
Address:	
City:	
Prov/State	
Country	
Postal Code:	
Phone	
Contact Name:	

Please refer to the shipping labels in this manual.

GES CANADA shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials prior to GES staff collecting goods from the booth during move out. **Claims must be filed before the close of show.**

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

CALCULATION OF MATERIAL HANDLING CHARGES

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

Carrier:	Account #:	Total Pieces:
Total Weight (200 lbs minimum per shipment):	/ 100	x \$69.00 = \$

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES CANADA TERMS & CONDITIONS OF CONTRACT.	TOTAL ESTIMATED CHARGES:	\$
	5% GST:	\$
	6% PST:	\$
	PAYMENT ENCLOSED:	\$

COMPANY NAME EMAIL ADDRESS BOOTH #

AUTHORIZED SIGNATURE AUTHORIZED CONTACT DATE

X

TRANSPORTATION ORDER FORM

SHOW NAME:	Canada's Farm Show 2018
	June 20-22, 2018

#1 - 1030 Kearns Crescent, RM of Sherwood, SK S4K 0A1 Phone: 306.347.82807 Fax: 306.569.7484 regina@ges.com

SHIPPER INFORMATION	
COMPANY:	PHONE:
ADDRESS:	PICK UP DATE:
CITY:	PROV/STATE
POSTAL / ZIP CODE:	BUSINESS HOURS:
CONTACT:	EMAIL ADDRESS:
I WILL BE SHIPPING TO THE ADVANCED WAREHOUSE: <input type="checkbox"/> YES <input type="checkbox"/> NO	

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

PLEASE INDICATE SERVICE REQUIRED

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

ITEMS TO BE SHIPPED		SERVICE WILL BE CHARGED ON ACTUAL WEIGHT & DIMENSIONS	
OTHER - LIST:		H ____" x W ____" x L ____"	
		H ____" x W ____" x L ____"	
		H ____" x W ____" x L ____"	
TOTAL# OF PIECES		TOTAL WEIGHT	

RELEASE SIGNATURE: <u>X</u>	DECLARED VALUE: \$
To Authorize Delivery Without Obtaining Signature	

TERMS AND CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitor's material after the same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond it's control. 5) GES shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50 per item, or \$1000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.

Notes:

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

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
X		

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

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

In-Booth Forklift Order Form

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Phone: 306-347-8280 Fax: 306-569-7484 www.gesexpo.ca regina@ges.com

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOUR NEEDED.
TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOUR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labour may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving 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.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. Confirm labour and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the service desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the service desk and approve the work order. Equipment and labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker and forklift will apply.

The minimum charge for labour and equipment is one (1) hour per worker and forklift. Equipment and labour thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES CANADA. GES CANADA requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labour and materials costs.

HOURLY RATES		Forklift & Driver	
	Times	Regular \$	
Straight Time	Between 8:00 AM and 4:00 PM Weekdays	\$ 119.25	
Over time	Before 8:00 AM and after 4:00 PM Weekdays and all day Saturdays, Sundays and Holidays.	\$ 178.75	

PLEASE INDICATE SERVICE

PLACE ORDER HERE

GES IS RESPONSIBLE FOR THE FOLLOWING:

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

SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	LABOUR RATE	TOTAL
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$

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

EXHIBITOR MUST BE PRESENT TO SUPERVISE

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

Notes:		TOTAL OF ALL ITEMS ORDERED: \$	
		5% GST: \$	
		6% PST: \$	
		PAYMENT ENCLOSED: \$	
All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.			

COMPANY NAME	EMAIL ADDRESS	BOOTH #
amcintosh@ges.com		
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
X		

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.