



**Federation of Gas Co-ops  
November 26 - 27, 2018  
Delta Edmonton South**

**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**.

For your convenience, we will be offering the following services:

**Expresso Online Ordering**  
**Furnishings**  
**Specialty Furnishings**  
**Carpet & Underpadding**  
**Booth Cleaning**  
**Modular Exhibit Systems & Accessories**  
**Graphics**  
**Installation & Dismantling Labour**  
**Material Handling**  
**Electrical**

To take advantage of our **DISCOUNT PRICING**, all order forms and full payment must be received on or before the Discount Date 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 Alberta.

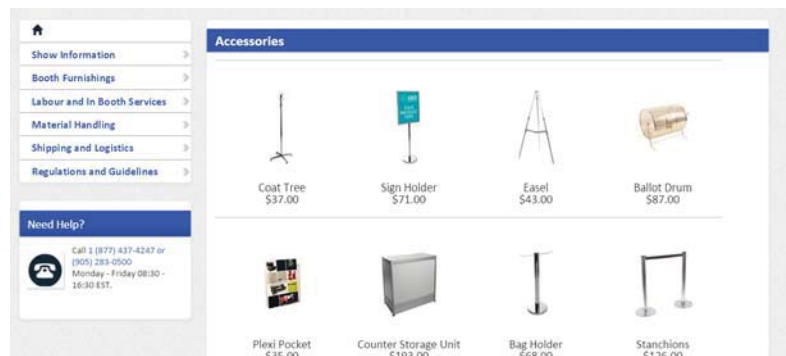
If you need assistance or additional information, please contact our **Exhibitor Services Department at (780) 469-7767**.



Accelerate your experience using the Expresso planning, ordering and management tool.

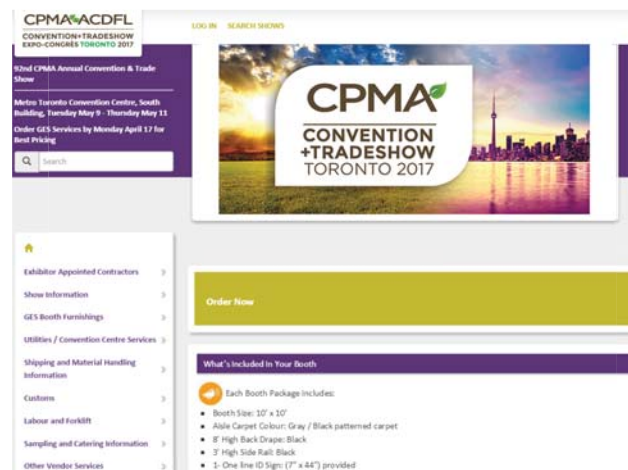
With just a few clicks, exhibitors can order GES products and services through Expresso including:

- Booth furnishings
- Carpet and Flooring
- Material handling
- Booth labour
- Signs and Graphics (custom)
- And much more



**Experience a difference with Expresso.**

- Each show has their own custom website
- Print shipping labels
- Download the show schedule and forms
- View order history
- View important show and event information
- Keeps you on-time and on-budget





## ORDER FORM RECAP

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME:  
SHOW DATE:

**Federation of Gas Co-ops**  
**November 26 - 27, 2018**

DISCOUNT PRICE  
DEADLINE DATE:

November 12, 2018

TO: **GES Edmonton**  
FAX: **780-469-1619**  
EMAIL: **edmonton@ges.com**  
DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
SHOW NAME: \_\_\_\_\_  
BOOTH #: \_\_\_\_\_



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

	GES ORDER FORM (s)	Pg. Total
<input type="checkbox"/>	Credit Card Authorization	\$
<input type="checkbox"/>	Third Party Billing	\$
<input type="checkbox"/>	Furnishings	\$
<input type="checkbox"/>	Speciality Furnishings	\$
<input type="checkbox"/>	Carpet & Underpadding	\$
<input type="checkbox"/>	Booth Cleaning	\$
<input type="checkbox"/>	Modular Exhibit System Rentals	\$
<input type="checkbox"/>	Modular Exhibit System Accessories	\$
<input type="checkbox"/>	Graphics	\$
<input type="checkbox"/>	Installation & Dismantle Services	\$
<input type="checkbox"/>		\$
<input type="checkbox"/>	Material Handling	\$
<input type="checkbox"/>	Electrical	\$
<input type="checkbox"/>		\$

*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**



6292 - 50 St NW, Edmonton, AB T6B 2N7

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**PAYMENT POLICY  
INFORMATION SHEET****SHOW NAME:****Federation of Gas Co-ops****SHOW DATE:****November 26 - 27, 2018****DISCOUNT PRICE****DEADLINE DATE:**

November 12, 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.**

**Bank Wire Transfer Information:**

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.

**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 a company's **CREDIT CARD AUTHORIZATION FORM** on file.

**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**





6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

## THIRD PARTY BILLING AUTHORIZATION FORM

SHOW NAME: **Federation of Gas Co-ops**  
SHOW DATE: **November 26 - 27, 2018**

DISCOUNT PRICE  
DEADLINE DATE: **Monday, November 12, 2018**

### EXHIBITOR INFORMATION

### IMPORTANT - READ CAREFULLY

BOOTH #: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_

An exhibit house or other third party agent may handle display and booth arrangements and be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory arrangements.

Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor (exhibiting company) is ultimately responsible for payment of charges. If the named third party has NOT paid any outstanding invoices before the last day of the show, any and all outstanding balances will be charged to the exhibiting company'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

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD EXPIRY DATE: \_\_\_\_\_  
TYPE OF CARD ☐ PERSONAL ☐ CORPORATE CVV: \_\_\_\_\_  
CARD #

CARDHOLDER'S NAME (PRINT): \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

### Third Party / Exhibit House

Name of Third Party / Exhibit House \_\_\_\_\_ Phone# \_\_\_\_\_ Fax # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Prov / State \_\_\_\_\_ Code / Zip \_\_\_\_\_  
Authorized Name (Print) \_\_\_\_\_ Authorized Signature \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD EXPIRY DATE: \_\_\_\_\_  
TYPE OF CARD ☐ PERSONAL ☐ CORPORATE CVV: \_\_\_\_\_  
CARD #

CARDHOLDER'S NAME (PRINT): \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

**ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY / EXHIBIT HOUSE EXCEPT FOR THE FOLLOWING:**

### 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 \_\_\_\_\_



# furnishings



Grey Fabric Side Chair



Grey Fabric Counter Stool



Grey Fabric Arm Chair



Steno Chair



30" Round / 30" High  
Starbase Table



30" Round / 18" High  
Coffee Table



Spandex Cover for  
40" High Cocktail  
Table



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



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







# furnishings



22" W X 28" H  
Chrome Sign Holder  
(sign extra)



Easel

Gold Ballot Drum



Plexi Pocket  
(Wall Mountable only,  
not self-standing)



40" W x 20" D x 41" H  
White Counter Storage Unit

Bag Holder 41" H



Stanchions  
6' Belt



Plastic  
Wastebasket







# FURNISHINGS ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

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SHOW DATE: **November 26 - 27, 2018**

DISCOUNT PRICE  
DEADLINE DATE: **Monday, November 12, 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)**

## 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"/> BURGUNDY						
					QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL		
	GREY FABRIC SIDE CHAIR	\$43.75	\$61.00								
	GREY FABRIC COUNTER STOOL	\$95.75	\$134.25			4 FT LONG X 2 FT WIDE	\$89.75	\$125.50			
	GREY FABRIC ARM CHAIR	\$45.00	\$79.75			6 FT LONG X 2 FT WIDE	\$98.75	\$138.00			
	PLASTIC FOLDING CHAIR	\$26.75	\$50.00			8 FT LONG X 2 FT WIDE	\$106.50	\$149.75			
	COFFEE TABLE 18" HIGH ROUND	\$61.00	\$85.00			SKIRTED FOURTH SIDE	\$38.75	\$54.25			

## SKIRTED COUNTER 42" HIGH

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE

	COCKTAIL TABLE 30" ROUND 40" HIGH	\$96.25	\$134.25		QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	22" X 28" CHROME SIGN HOLDER	\$52.00	\$72.75			4 FT LONG X 2 FT WIDE	\$102.50	\$143.25	
	EASEL	\$43.75	\$61.50			6 FT LONG X 2 FT WIDE	\$126.00	\$176.50	
	SMALL GOLD BALLOT DRUM	\$69.50	\$97.25			8 FT LONG X 2 FT WIDE	\$154.25	\$216.25	
	BAG HOLDER 40" HIGH	\$72.75	\$102.25			SKIRTED FOURTH SIDE	\$47.00	\$65.80	
	TAPE STANCHION (7')	\$44.75	\$62.25		NON SKIRTED 30" HIGH TABLES (VINYL ONLY)				

## NON SKIRTED 30" HIGH TABLES (VINYL ONLY)

☐ 4FT ☐ 6FT ☐ 8FT

	GARMENT RACK ON WHEELS	\$49.75	\$69.50				\$59.75	\$99.25		
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## NON SKIRTED 42" HIGH TABLES (VINYL ONLY)

☐ 4FT ☐ 6FT ☐ 8FT

	WASTEBASKET	\$24.00	\$34.25				\$87.25	\$137.50		
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## CUSTOM BOOTH DRAPING

☐ BLACK ☐ BLUE ☐ SILVER ☐ WHITE ☐ RED ☐ GREEN ☐ BURGUNDY

	SPANDEX COCKTAIL COVER	\$36.00	\$50.50		QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	COLOUR: <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE								
	4' X 8' POSTERBOARD - GREY	\$91.00	\$127.50			3' HIGH (PER LINEAR FOOT)	\$7.25	\$10.50	
						8' HIGH (PER LINEAR FOOT)	\$8.50	\$11.50	

## 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 MODULAR EXHIBIT SYSTEM 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%	
TOTAL	
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE



6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

**SPECIALITY FURNISHINGS  
ORDER FORM****SHOW NAME:****Federation of Gas Co-ops****SHOW DATE:****November 26 - 27, 2018****DISCOUNT PRICE****DEADLINE DATE:**

Monday, November 12, 2018

**EXHIBITOR INFORMATION****CREDIT CARD AUTHORIZATION****BOOTH #:** \_\_\_\_\_

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

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

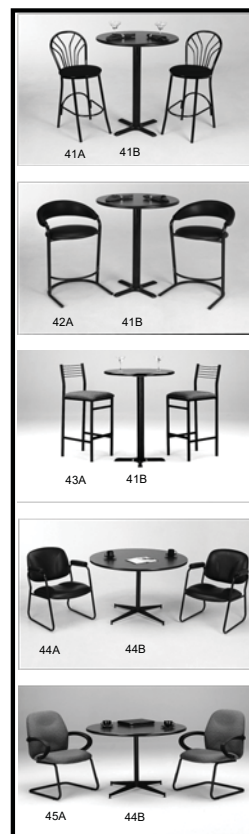
EMAIL: \_\_\_\_\_

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)**

QTY	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	Total
	41A (EFBS)	FANBACK STOOL	\$131.75	\$184.75	
	41B (FPEDT)	COCKTAIL TABLE 30" ROUND 40" HIGH	\$96.25	\$134.25	
	42A (EBLBS)	LEATHER BISTRO STOOL	\$155.00	\$216.75	
	43A (EGFBS)	FABRIC BISTRO STOOL	\$169.50	\$237.00	
	44B (EBMT)	42" MEETING TABLE	\$155.00	\$216.75	
	45A (EGFC)	LEATHER MEETING CHAIR	\$113.75	\$159.00	
	(EBLHC)	EXECUTIVE LEATHER HIGH BACK ROLLING CHAIR	\$150.25	\$210.50	
	(EBLS3)	BLACK LEATHER SOFA - 3 SEATER	\$258.50	\$362.00	
	(EBLS2)	LEATHER LOVESEAT - 2 SEATER <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$214.75	\$300.75	
	(EBLS1)	LEATHER SOFA CHAIR - 1 SEAT <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$168.50	\$235.25	
	(ECTC3)	LONG COFFEE TABLE <input type="checkbox"/> BLACK <input type="checkbox"/> CREAM <input type="checkbox"/> WHITE	\$74.50	\$104.50	
	(EETC3)	END TABLE SQUARE <input type="checkbox"/> BLACK <input type="checkbox"/> CREAM <input type="checkbox"/> WHITE	\$52.00	\$72.50	
	(FLR)	LITERATURE RACK	\$102.50	\$143.50	
	(FMISC)	SPANDEX COCKTAIL COVER <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE	\$36.00	\$50.50	
	(FMISC)	ROLLING TV STAND	\$175.00	\$245.00	
	(FMISC)	TELEVISION - AVAILABLE UPON REQUEST			

**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 MODULAR EXHIBIT SYSTEM 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 CUSOM 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%****TOTAL****INCLUDE TOTAL FROM THIS PAGE  
ON ORDER CHECKLIST SHEET**

SIGNATURE

DATE



# 10' x 10' Exhibit Rentals

## STANDARD



ITEM #GEM001

### Model 1

## ENHANCED



ITEM #GEM002

### Model 2



ITEM #GEM003

### Model 3



#### Choice of coloured infill panels



Black Grey White

#### Choice of carpet colour



Black Grey Red Blue

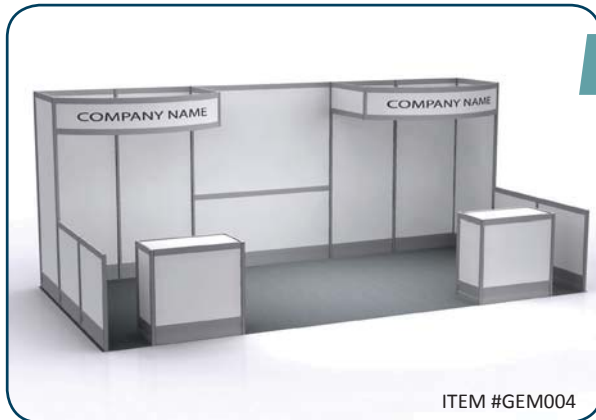
To upgrade with graphics,

contact our Exhibitor  
Services team: 780.469.7767  
[edmonton@ges.com](mailto:edmonton@ges.com)



# 10' x 20' Exhibit Rentals

## STANDARD



Model 4

## ENHANCED



Model 5



Model 6



### Choice of coloured infill panels



### Choice of carpet colour



To upgrade with graphics,  
contact our Exhibitor  
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[edmonton@ges.com](mailto:edmonton@ges.com)



# MODULAR EXHIBIT SYSTEM ORDER FORM

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SHOW NAME: **Federation of Gas Co-ops**

SHOW DATE: **November 26 - 27, 2018**

DISCOUNT PRICE

DEADLINE DATE:

Monday, November 12, 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)

MODEL NUMBER 10'x10'	DISCOUNT PRICE	REGULAR PRICE	MODEL NUMBER 10'x20'	DISCOUNT PRICE	REGULAR PRICE
GEM001	\$1,217.50	\$1,737.00	GEM004	\$1,807.50	\$2,578.50
GEM002	\$1,360.25	\$1,940.50	GEM005	\$2,010.25	\$2,867.75
GEM003	\$1,320.00	\$1,883.25	GEM006	\$1,967.00	\$2,806.00

Package Includes : Installation & Dismantling, Carpet, & Choice of Panel Colour (Models 1, 2, 4 & 5 also include Header Signs)

**PACKAGE DOES NOT INCLUDE:** Cleaning, Light Fixtures or Electrical Outlets

PLEASE COMPLETE THE FOLLOWING:

Model Number

Upgrade options available. Contact Exhibitor Services.

INFILL PANEL COLOUR:

☐

BLACK

☐

WHITE

CARPET COLOUR:

☐

BLACK

☐

GREY

☐

BLUE

☐

RED

Panel & carpet colours subject to availability

MODELS 1, 2, OR 5 IDENTIFICATION SIGN TO READ: \_\_\_\_\_

MODEL 4 IDENTIFICATION SIGN TO READ: LEFT: \_\_\_\_\_ RIGHT: \_\_\_\_\_

INDICATE DATE & TIME FOR ARRIVAL: \_\_\_\_\_

☐

CUSTOM HEADER TO BE ADDED

**CUSTOM HEADER SIGNS/LOGOS WILL BE CHARGED \$100.00 EXTRA PER SIGN**

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

## TERMS AND CONDITIONS

PAYMENT MAY BE MADE BY CHEQUE UP TO TWO WEEKS PRIOR TO THE 1ST DAY OF MOVE IN.

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.

CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN PROPERTY OF GES.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.

CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.

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

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

SIGNATURE

DATE





6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

# MODULAR EXHIBIT SYSTEM ACCESSORIES ORDER FORM

SHOW NAME: **Federation of Gas Co-ops**

SHOW DATE: **November 26 - 27, 2018**

DISCOUNT PRICE

DEADLINE DATE:

Monday, November 12, 2018

## EXHIBITOR INFORMATION

## CREDIT CARD AUTHORIZATION

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

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

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

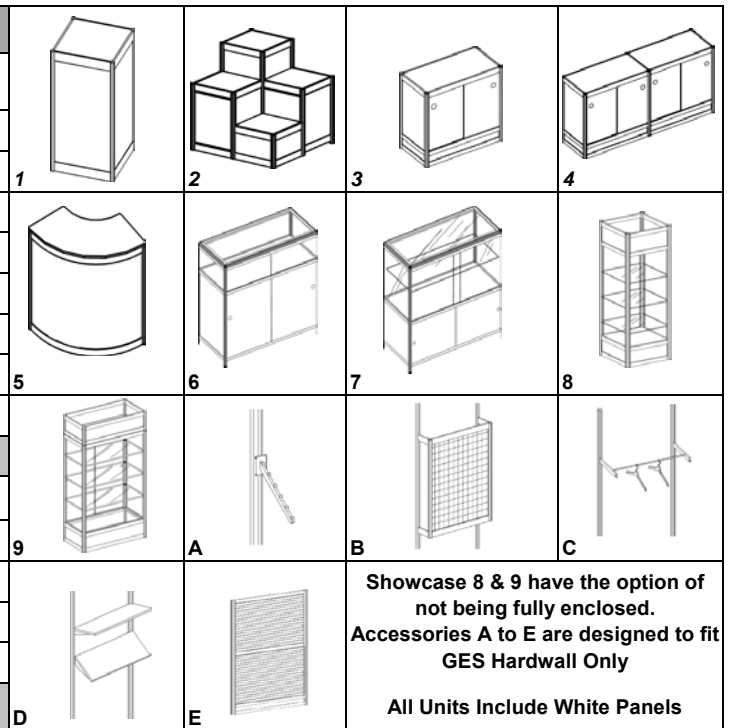
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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)**

QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL				
	1	Pedestal 20"L x 20"W 28"H OR 36"H	\$100.75	\$140.75					
	2	Pedestal 40"L x 40"W	\$504.25	\$706.25					
	3	Storage Counter 40"L X 20"W X 40"H	\$143.50	\$210.00					
	4	Storage Counter 80"L x 20"W x 40"H	\$299.75	\$419.75					
	5	Curved Counter 60"L x 20"W x 40"H	\$205.75	\$288.25					
	6	99A Showcase 40"L x 20"W x 40"H	\$205.75	\$288.25					
	7	99B Showcase 40"L x 20"W x 40"H	\$209.50	\$293.25					
	8	99C Showcase 26"L x 26"W x 96"H	\$303.50	\$424.50					
	9	99D Showcase 40"L x 20"W x 96"H	\$429.00	\$600.50					
QTY	#	DESCRIPTION	DISCOUNT	REGULAR	TOTAL				
	A	Waterfall with Eight Balls	\$20.25	\$28.00					
	B	Grid Panels - 38" W x 44"H Panels	\$131.75	\$185.00					
	C	Garment Rail 39"W	\$52.25	\$73.25					
	D	Shelves, Flat or Angled 37"L x 12"W	\$44.00	\$61.50					
	E	Slatwall Panels - 37"W x 96"H White	\$121.50	\$170.00					
ADDITIONAL ITEMS NOT SHOWN									
		Ballot Bin - 20"L X 20"W X 40"H	\$123.50	\$173.00					
		Computer Counter	\$162.75	\$227.50					



Showcase 8 & 9 have the option of not being fully enclosed. Accessories A to E are designed to fit GES Hardwall Only

All Units Include White Panels

Please attach diagram of booth indicating locations for grid panels and / or slatwall. Grid panels CANNOT be installed in corners.

## TERMS AND CONDITIONS

- DOES NOT INCLUDE LIGHTING OR ELECTRICAL SERVICE.
- NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN MODULAR EXHIBIT SYSTEM OR COUNTER STORAGE UNITS.
- CHANGES TO THE STRUCTURE DESIGN OR GRAPHICS WILL RESULT IN ADDITIONAL FEES.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.

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

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

SIGNATURE

DATE





# Graphic Design & Production

GES is your one stop exhibit solution partner. Take advantage of our Creative Services Department to enhance your presence on the show floor. Upgrade a show special, or design from scratch. Our team of in-house Designers & Production Technicians, can help you realize your vision quickly and affordably.



- Backlit signs
- Banners & hanging signs
- Floor/carpet decals
- Backwall murals
- Easel & freestanding signs
- Posters
- Custom cut signs & decals
- Branding graphics

Please contact our office: 780.469.7767 or email: [edmonton@ges.com](mailto:edmonton@ges.com)

Please upload files to: <https://file.ges.com/>  
(file must be eps, ai, pdf or psd: fonts must be supplied or converted to outlines)



# GRAPHICS ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7

Phone: 780.469.7767

Fax: 780.469.1619

Toll Free: 877.505.7767

edmonton@ges.com

SHOW NAME:

Federation of Gas Co-ops

SHOW DATE:

November 26 - 27, 2018

DISCOUNT PRICE

DEADLINE DATE:

Monday, November 12, 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)**

## CUSTOM GRAPHICS

## STANDARD SIGN PRICE LIST

We offer the following services:	QTY	SIGN SIZES	DISCOUNT PRICE	REGULAR PRICE
Vinyl banners single / double sided		8" W x 11" H	\$14.25	\$19.00
Backlit graphics for lightboxes and display cases		44" W x 7" H	\$83.25	\$111.00
		22" x 28"	\$113.00	\$150.50
Overlay graphics / custom fit		38" x 84" Vertical Sign w/ feet	\$519.00	\$692.00
Printing on unique materials		28" x 44"	\$145.00	\$193.50
Double sided applications		40" x 60"	\$267.25	\$374.00
Carpet / floor decals		Design Work / Hour	\$69.00	\$96.75
Custom pop-up banner displays		Pop-Up Banner Stand w/Case	Call or email for pricing & availability	

PLEASE UPLOAD ARTWORK HERE: <https://file.ges.com/>

Enter [edmonton@ges.com](mailto:edmonton@ges.com) in the "Recipient Email Address" field. PLEASE INCLUDE: Company name, event name, and booth number under "Comments."

**\*If you do not have a print file to submit, please write the text and description for your sign order below****ALL SIGNS MUST BE PICKED UP FROM OUR ON-SITE EXHIBITOR SERVICES DESK****Custom sizes available - Call or email for info and pricing!**

## TERMS AND CONDITIONS

ALL ORDERS RECEIVED AFTER THE DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.

THERE ARE NO REFUNDS / EXCHANGES ON SIGNS UNLESS ERROR LIES WITH GES PRODUCTION.

NO REFUNDS/EXCHANGES ONCE SHOW MOVE-IN BEGINS. ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED PRIOR TO SHOW CLOSING.

**Please ensure artwork is high-res PDF or EPS format**Save time by ordering online at [www.ges.com/ca](http://www.ges.com/ca)

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

SUBTOTAL

GST 5%

TOTAL

**INCLUDE TOTAL FROM THIS  
PAGE ON ORDER CHECKLIST  
SHEET**

SIGNATURE

DATE



# LABOUR SERVICE ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **Federation of Gas Co-ops**  
SHOW DATE: **November 26 - 27, 2018**

DISCOUNT PRICE  
DEADLINE DATE: **Monday, November 12, 2018**

## EXHIBITOR INFORMATION

## CREDIT CARD AUTHORIZATION

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

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

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ :OV/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

## LABOUR INSTALLATION AND DISMANTLING

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 40% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS AND ORDERS PLACED AFTER THE DISCOUNT DEADLINE)

Item #	Item #	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday - Friday 8:00am-4:00pm	\$ 78.25
LINOT	LOOT	Over Time Monday - Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	\$ 117.25

\*Overtime rates apply to stat holidays

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

### INSTALLATION

Set up Drawings or Photos Attached: ☐ YES ☐ NO

Carrier: \_\_\_\_\_ Delivery Date/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). Diagram / instructions must be provided by exhibitor prior to set-up

Date/Time Labour Required: \_\_\_\_\_

Times will be estimates only and are contingent upon availability of staff

Number of People Required:  X Hours Per Person  = Total Hours

### DISMANTLING

Carrier: \_\_\_\_\_ Delivery Date/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). Diagram / instructions must be provided by exhibitor prior to set-up

Date/Time Labour Required: \_\_\_\_\_

Times will be estimates only and are contingent upon availability of staff

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

Save time by ordering online at [www.ges.com/ca](http://www.ges.com/ca)

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

SIGNATURE

DATE

SUBTOTAL

GST 5%

TOTAL

INCLUDE TOTAL FROM THIS PAGE ON  
ORDER CHECKLIST SHEET



# MATERIAL HANDLING ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **Federation of Gas Co-ops**  
SHOW DATE: **November 26 - 27, 2018**

DISCOUNT PRICE  
DEADLINE DATE: **Monday, November 12, 2018**

## EXHIBITOR INFORMATION

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

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

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

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

## CREDIT CARD AUTHORIZATION

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**

**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, November 23, 2018**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100 lbs: \_\_\_\_\_ **POUNDS**
- Advance Warehouse Rate: **\$64.00** per 100 lbs. (200lb min. charge)
- Shipment(s) may arrive on or after: **Friday, October 26, 2018**

## DIRECT SHIPMENT(S) TO SHOWSITE:

NOT AVAILABLE AT VENUE

## POST SHOW STORAGE SERVICE:

- Post Show Storage Rate of: **\$71.50** per 100 lbs. (200lb min. charge)
- This service includes transport back to the advance warehouse address only. **POUNDS**
- Shipments may be picked up starting **November 28, 2018** \*Any shipments not picked up after 3 days will be considered forced freight and subject to additional storage charges.

## SPECIAL HANDLING: (40% Surcharge Applies to the Entire Shipment)

- Shipments of loose, padded or uncrated materials.
- 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.

## SMALL PACKAGES: (Maximum 50 lbs / Shipment)

- Rate of: **\$40.25** for the First Package
- Rate of: **\$10.50** for each additional package(s) (in the same shipment) to a 50lb. Maximum
- \*\*if shipment is over 50lbs, rates for advance or direct will apply.\*\*

## PLEASE COMPLETE THE FOLLOWING:

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

**Important: Access to facilities varies from venue to venue, please contact GES to ensure your shipment does not exceed the maximum weight and dimensions.**

Dimensions of pieces: \_\_\_\_\_

Date goods are scheduled to arrive: \_\_\_\_\_ Goods are scheduled for delivery to: ☐ Show Site ☐ Warehouse

## 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.

SIGNATURE

DATE

SUBTOTAL

GST 5%

TOTAL

INCLUDE TOTAL FROM THIS PAGE  
ON ORDER CHECKLIST SHEET



# GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

## **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. This service is not available at all venues. Please contact us for confirmation)*

### **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.

### **How to ship Post Show to the GES Warehouse**

- Complete the Post show storage material handling order form and send in before show.
- Remove all old shipping and empty storage 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.
- Contact your carrier to pick up from GES Warehouse within 3 business days of show closing.



## GES MATERIAL HANDLING INFORMATION

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

### **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, recrating, 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 Custom inspections or delays resulting from insufficient or improper documentation for shipments entering Canada from another country.

### **GES CANADA Limits of Liability**

- **Liability** - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES negligence.
  - **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
    - a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
    - b. The lesser of \$0.30 per pound per piece, \$50 per piece, or \$1000 per occurrence.
- GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage was not caused by



# ADVANCE WAREHOUSE SHIPPING LABEL

NAME OF SHOW: Federation of Gas Co-ops

FACILITY: Delta Edmonton South

## 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.)

<b>ADVANCE WAREHOUSE ADDRESS</b>	GES 6252 - 50 St. NW Edmonton T6B 2N7
--	--

**CARRIER:**

\_\_\_\_\_  
(NAME OF TRANSPORTATION COMPANY)

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

**ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BEFORE:**

Friday, November 23, 2018

**BETWEEN 9AM AND 4PM MONDAY - FRIDAY**



# ELECTRICAL ORDER FORM

6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: Federation of Gas Co-ops

SHOW DATE: November 26 - 27, 2018

DISCOUNT PRICE

DEADLINE DATE:

Monday, November 12, 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)

## ELECTRICAL - 110 VOLT

QTY.	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	1500 WATT DUPLEX OUTLET	\$97.00	\$135.95	

## ELECTRICAL - 220 VOLT SINGLE PHASE

	220 V / 20 AMP SINGLE PHASE	\$180.50	\$252.50	
	220 V / 30 AMP SINGLE PHASE	\$216.25	\$303.00	
	220 V / 50 AMP SINGLE PHASE	\$278.50	\$389.00	
	220 V 100 AMP SINGLE PHASE	\$475.75	\$666.00	

## ELECTRICAL - MISCELLANEOUS REQUIREMENTS

	POWER BAR	\$19.00	\$26.25	
	EXTENSION CORD	\$26.25	\$36.75	

## PLEASE NOTE FOLLOWING WHERE ADDITIONAL CHARGES MAY APPLY

<input type="checkbox"/>	24 HOUR POWER REQUIRED - ADD 50% TO ABOVE PRICES.	<input type="checkbox"/>	ELECTRICIAN CHARGE IF REQUIRED - CALL FOR QUOTATION
<input type="checkbox"/>	OUTDOOR POWER - ADD 100% TO ABOVE PRICES.	<input type="checkbox"/>	SPECIAL WIRING OR CONNECTIONS - CALL FOR QUOTATION

## TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS DURING THE DURATION OF THE SHOW.
- NO REFUNDS/EXCHANGES ON POWER 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.
- GES RESERVES THE RIGHT TO REFUSE TO PROVIDE UNSAFE CONNECTIONS.

SUBTOTAL

GST 5%

TOTAL

INCLUDE TOTAL FROM THIS PAGE ON  
ORDER CHECKLIST SHEET

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

SIGNATURE

DATE