



2018 Canadian Elevators Contractors Convention
May 30 - June 1, 2018
Hyatt Regency Calgary

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:

- **Show Information**
- **Espresso Online Ordering**
- **Furnishings & Specialty Furnishings**
- **GEM Exhibits & Accessories**
- **Signs & Graphics**
- **Electrical Services**
- **Installation & Dismantling Labour**
- **Material Handling**
- **Venue Information**
- **GES Logistics & Shipping**
- **GES Customs**

Take advantage of up to a 40% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of May 16, 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 G.S.T. when exhibiting in Alberta.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (403) 243.2212.**
exhibitorserviceswest@ges.com



Show Information

Canadian Elevator Contractors Convention
Hyatt Regency Calgary
May 30-June 1

Venue Shipping Address

Hyatt Regency Calgary
c/o GES/Canadian Elevator Contractors Convention
(Company Name & Booth #)

Hyatt Regency Calgary
700 Centre St SE
Calgary, T2G5P6

* See shipping label in the exhibitor manual. Note receiving dates below.

Advance Warehouse Shipping Address

GES/Canadian Elevator Contractors Convention

(Company Name & Booth #)
#25, 5805 - 76th Avenue SE

Calgary, Alberta
T2C 5L8
(delivery & loading dock at rear of building)

* See shipping label in the exhibitor manual. Note receiving dates below.

Official Services Contractor

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

Phone (403) 243-2212
Fax (403) 243-3868
Web Site www.ges.com/ca
E-Mail exhibitorserviceswest@ges.com

Show Information

Booth Size 10' x 10'
Backwall Drape (Height & Colour) Black 8' high
Sidewall Drape (Height & Colour) Black 3' high
Aisle Carpet Colour Show floor is carpeted with standard ballroom carpet
Booth Package Includes: 8' high back wall, 3' high side walls, 8' draped table, 2 padded chairs
Wifi Connection NOT INCLUDED. Please order from venue if desired

Important Dates - Prior to Show

Advance Price Deadline Date	Friday May 16	8 AM - 4 PM
	GES orders must be received with payment by this date.	
Advance Shipments may begin arriving at Warehouse	Friday May 4	8 AM - 4 PM
Last day for Advance Shipments to arrive at Warehouse	Monday May 28	8 AM - 4 PM
Direct Shipments may arrive at Exhibit Site	Monday May 28	9 AM - 4 PM
Last day for Direct Shipments to arrive at Exhibit Site	Tuesday May 29	9AM - 4 PM

Important Dates - At the Show

Exhibitor Move-In	Wednesday May 30	11AM - 6PM
Show Hours	Thursday May 31	12 PM - 4:30 PM MST
	Friday June 1	10 AM - 2:30 PM MST
Exhibitor Move-Out	Friday June 1	2:30 PM - 6 PM

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:

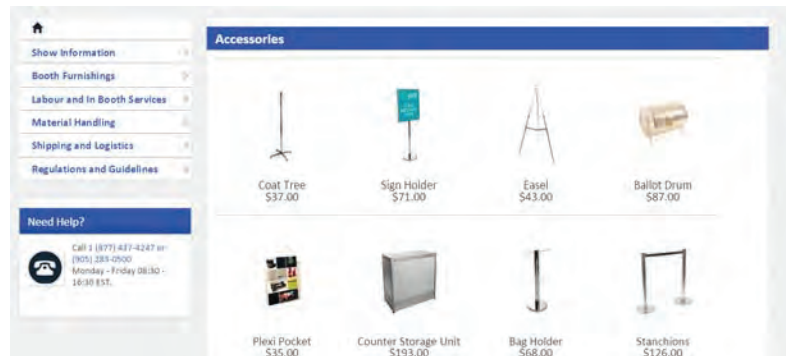
Wednesday May 30	11-5PM
Thursday May 31	8-12PM



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



Factoring Green into Exhibition



We integrate sustainable business practices, both internally and with preferred vendors in the exhibition industry.

With the future in mind, we are dedicated to providing green product options and services to all our show organizers and exhibitors. As the need to conserve resources grows, we will continue to explore ways to deliver sustainable solutions.

Our green exhibition products:

- 100% recyclable graphics, use of bioboard (60% recycled content) and biobanner (an oxo-biodegradable alternative to vinyl)
- 100% recyclable carpet and carpet padding made with 98% pre- and post-consumer content
- Using EspressoSM, our online ordering system, for most shows reduces the use of paper exhibitor manuals

Our green operational efforts:

- Recycling carpet and padding
- Utilizing energy efficient lighting
- Recycling paper and ink cartridges from printers
- Purchasing recycled paper and signage products
- Recycling steel and aluminum exhibit structures

 Please consider the environment before printing this page.



CREDIT CARD AUTHORIZATION

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

SHOW: **2018 Canadian Elevators Contractors Convention**

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
- Specialty Furnishings
- GEM Exhibits & Accessories
- Signs & Graphics
- Installation & Dismantling Labour
- Electrical Services
- 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 PROCESSED WITHOUT THE RECEIPT OF A COMPLETED "CREDIT CARD AUTHORIZATION"



THIRD PARTY BILLING

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

SHOW: **2018 Canadian Elevators Contractors Convention**

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 / Exhibit House

Name of Third Party/Exhibit House

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

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

ADVANCE PRICING:

To qualify for **Advance Pricing**, orders must be received **with payment in full on or before the deadline date.** After the Deadline Date, orders will be charged the **Regular Prices.** Orders without payment cannot be processed until payment is received and could be charged the **Regular Price.**

ON SITE PRICING:

Orders placed on site (i.e. During move-in) will be charged **5% additional to the Regular 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** on file.

THIRD PARTY BILLING:

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

ADJUSTMENTS AND CANCELLATIONS:

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

ALL EXHIBITORS MUST PAY 5% GST ON ALL ORDERS.



ELECTRONIC FUNDS/WIRE TRANSFER FORM

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8 Tel: 403.243.2212 Fax: 403.243.3868 Toll Free: 1.800.636.8235

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: _____

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

Institution code #: 001
Transit #: 00109
Account #: 1967-990

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



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.



FURNISHINGS

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

SHOW: **2018 Canadian Elevators Contractors Convention**

DISCOUNT PRICE DEADLINE DATE: **May 16, 2018**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** 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
	FGFSC	Grey Fabric Side Chair	\$43.75	\$61.00	
	FGFAC	Grey Fabric Arm Chair	\$45.00	\$79.75	
	FGFCS	Grey Fabric Counter Stool	\$95.75	\$134.25	
	FLR	Literature Rack	\$85.50	\$119.75	
	FPEDT40	Cocktail Table 40" High	\$96.25	\$134.25	
	FPEDT	Starbase Table - 30" Round x 30" High	\$79.75	\$111.75	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$61.00	\$85.00	
	FCT	Coat Tree	\$34.25	\$48.25	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$52.00	\$72.75	
	FESL	Easel	\$43.75	\$61.50	
	FSBD	Gold Ballot Drum	\$69.50	\$97.25	
	FCSU	White Counter Storage Unit 40" H	\$149.25	\$209.25	
	FBH	Bag Holder 41"H	\$72.75	\$102.25	
	FCS	1 Pair of Stanchions	\$93.00	\$129.50	
	FWB	Wastebasket	\$24.00	\$34.25	

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.

SUBTOTAL	
5% GST	
TOTAL	
	GST #R104060264

Signature

Date



FURNISHINGS

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SHOW: **2018 Canadian Elevators Contractors Convention**

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BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

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CONTACT NAME _____

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QTY	Item #	SKIRTED TABLES 30" HIGH	Discount Price	Standard Price	Total
<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	\$89.75	\$125.50	
	DT6	6 Ft. Long x 2 Ft. Wide	\$98.75	\$138.00	
	DT8	8 Ft. Long x 2 Ft. Wide	\$106.50	\$149.75	
	DTS4S	Skirted Fourth Side Additional Charge	\$38.75	\$54.25	
SKIRTED COUNTER 42" HIGH					
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	\$102.50	\$143.25	
	RD6	6 Ft. Long x 2 Ft. Wide	\$126.00	\$176.50	
	RD8	8 Ft. Long x 2 Ft. Wide	\$154.25	\$216.25	
NON SKIRTED TABLES 30" HIGH					
	UD4	4 Ft. Long x 2 Ft. Wide	\$51.00	\$86.75	
	UD6	6 Ft. Long x 2 Ft. Wide	\$59.75	\$99.25	
	UD8	8 Ft. Long x 2 Ft. Wide	\$67.75	\$110.25	
NON SKIRTED TABLES 42" HIGH					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$63.50	\$104.50	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$87.25	\$137.50	
CUSTOM BOOTH DRAPING					
<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.)	\$7.25	\$10.50	
	D8	8 Ft. High (Per Linear Ft.)	\$8.50	\$11.50	

Terms & Conditions

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- 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.

SUBTOTAL	
5% GST	
TOTAL	
GST #R104060264	

Signature

Date



SPECIALTY FURNISHINGS

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 exhibitorserviceswest@ges.com www.ges.com/ca

SHOW: 2018 Canadian Elevators Contractors Convention	DISCOUNT PRICE DEADLINE DATE: May 16, 2018
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____	<p>A "Credit Card Authorization" form (included in this kit) MUST accompany this completed form.</p> <p>Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.</p>
COMPANY _____	
STREET _____	
CITY _____ PROV/STATE _____ CODE _____	
E-MAIL _____	
PHONE _____ FAX _____	
CONTACT NAME _____	

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

QTY	Item #	Description	Discount Price	Standard Price	Total
	SPE001	White Leather Sofa	\$356.50	\$499.00	
	SPE002	White Leather Love Seat	\$258.75	\$362.25	
	SPE003	White Leather Armchair	\$201.25	\$281.75	
	SPE004	Espresso Leather Sofa	\$356.50	\$499.00	
	SPE005	Espresso Leather Love Seat	\$258.75	\$362.25	
	SPE006	Espresso Leather Armchair	\$201.25	\$281.75	
	SPE015	Coffee Table	\$115.00	\$161.00	
	SPE016	End Table	\$80.50	\$112.75	
	SPE009	Glass Top Dining Table	\$275.00	\$358.00	
	SPE010	Fabric Dining Chair	\$95.00	\$133.00	
	SPE019	White Pump Stool	\$125.00	\$175.00	
	SPE012	White Fabric Tub Chair	\$175.00	\$245.00	

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SUBTOTAL	
5% GST	
TOTAL	
	GST #R104060264

Signature

Date



EXHIBIT RENTALS

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

SHOW: **2018 Canadian Elevators Contractors Convention**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: **May 16, 2018**

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** 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)

Item #	Discount Price	Standard Price
GER001	\$1,217.50	\$1,737.00
GER002	\$1,360.25	\$1,940.50
GER003	\$1,320.00	\$1,883.25

Item #	Discount Price	Standard Price
GER004	\$1,807.50	\$2,578.50
GER005	\$2,010.25	\$2,867.75
GER006	\$1,967.00	\$2,806.00

Package Includes: Installation & Dismantling, Choice of Carpet Colour, Choice of Panel Colour, Company Identification Sign

Package Does Not Include: Cleaning, Light Fixtures or Electrical Outlets

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR

Upgrade options available. Contact Exhibitor Services. Other panel colours available upon request. Contact Exhibitor Services. (All panel & carpet colours subject to availability.)

ITEM #:

Infill Panel Colour: Black Grey White Autumn Glow Hardrock Maple Carpet Colour: Black Grey Red Blue

Models 1, 2, 5 Identification Sign to Read: _____

Models 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

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

Enter **CGraphics@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

- 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 Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- 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 GES Rental Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
TOTAL	
	GST #R104060264

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

Signature

Date



GES SHOW SPECIALS 3ft. WALLS

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 exhibitorserviceswest@ges.com www.ges.com/ca

SHOW: 2018 Canadian Elevators Contractors Convention	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">DISCOUNT PRICE DEADLINE DATE:</td> <td style="width: 40%; padding: 5px; text-align: center;">May 16, 2018</td> </tr> </table>	DISCOUNT PRICE DEADLINE DATE:	May 16, 2018
DISCOUNT PRICE DEADLINE DATE:	May 16, 2018		
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION		
BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	A "Credit Card Authorization" form (included in this kit) MUST accompany this completed form. Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.		

SHOW SPECIAL INCLUDES:
 • Header Sign(s) - 12"x116" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Cost

PACKAGE A: 10' x 10' BOOTH



PACKAGE B: 10' x 20' BOOTH



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

Quantity	Item #	Description	Discount Price	Standard Price	Total Price
	SS001	Package A - 10' x 10'	\$1,100.50	\$1,540.50	
	SS002	Package B - 10' x 20'	\$1,713.25	\$2,398.50	

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:

Infill Panel Colour: Black Grey White *(All panel & carpet colours subject to availability.)*
 Carpet Colour: Black Grey

Package A Identification Sign to Read: _____

Package B Identification Sign to Read: Left: _____ Right: _____

Please upload files to: <https://file.ges.com/>

Custom Header Signs/Logos will be charged \$100.00 extra per sign Custom Header to be added
ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

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 Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
TOTAL	
GST #R104060264	

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

Signature

Date



GES SHOW SPECIALS 8ft. WALLS

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

SHOW: 2018 Canadian Elevators Contractors Convention	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; padding: 5px;">DISCOUNT PRICE DEADLINE DATE:</td> <td style="width:40%; padding: 5px; text-align: center;">May 16, 2018</td> </tr> </table>	DISCOUNT PRICE DEADLINE DATE:	May 16, 2018
DISCOUNT PRICE DEADLINE DATE:	May 16, 2018		
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION		
BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____	A "Credit Card Authorization" form (included in this kit) MUST accompany this completed form. Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.		

SHOW SPECIAL INCLUDES:
 • Header Sign(s) - 12"x116" • Infill Panels • Carpet • Installed & Dismantled • No Labour Costs • No Material Handling Cost

PACKAGE A: 10'x 10' BOOTH

PACKAGE B: 10'x 20' BOOTH



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

Quantity	Item #	Description	Discount Price	Standard Price	Total Price
	GEMSS10x10	Package A - 10' x 10'	\$1,036.25	\$1,439.50	
	GEMSS10x20	Package B - 10' x 20'	\$1,555.00	\$2,159.50	

PLEASE SELECT YOUR CHOICE OF INFILL PANEL AND CARPET COLOUR:

Infill Panel Colour: Black Grey White *(All panel & carpet colours subject to availability.)*
Carpet Colour: Black Grey

Package A Identification Sign to Read: _____

Package B Identification Sign to Read: Left: _____ Right: _____

Please upload files to: <https://file.ges.com/>

Custom Header Signs/Logos will be charged \$100.00 extra per sign Custom Header to be added
ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

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 Exhibits or counter storage units.
- Changes to the structure design or graphics will result in additional fees.

SUBTOTAL	
5% GST	
TOTAL	
GST #R104060264	

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

Signature

Date



GES EXHIBIT ACCESSORIES

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

SHOW: **2018 Canadian Elevators Contractors Convention**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: May 16, 2018

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

Orders for GES products and/or services will **not** 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
	PED001	Pedestal (White) 20"L x 20"W x 28"H	\$100.75	\$140.75	
	PED002	Pedestal (White) 20"L x 20"W x 36"H	\$100.75	\$140.75	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	\$504.25	\$706.25	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$299.75	\$419.75	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$205.75	\$288.25	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$205.75	\$288.25	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$209.50	\$293.25	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$303.50	\$424.50	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$429.00	\$600.50	



QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$20.25	\$28.00	
	GGR	Garment Rail 39"W	\$52.25	\$73.25	
	GFS	Shelves - Flat 37"L X 12"W	\$44.00	\$61.50	
	GAS	Shelves - Angled 37"L X 12"W	\$44.00	\$61.50	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$121.50	\$170.00	



*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.
- No refunds/exchanges once show move-in begins.
- All claims or discrepancies must be settled prior to show closing.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment. All items remain the property of GES.
- All orders received after the Discount Price Date will be processed at the Standard Price.

SUBTOTAL	
5% GST	
TOTAL	
	GST #R104060264

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

 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
CGraphics@ges.com



Graphic file submission standards and file transfer

Accepted file formats:

PDF: Save as "High Quality Print", and under "Options" check "Preserve Illustrator Editing Capabilities"

Vector files: .eps, .ai (Adobe Illustrator CC or earlier)

High resolution bitmaps: .tif, .jpg, .psd (Adobe Photoshop CC or earlier)

Note: Files created in Adobe InDesign should be properly packaged with all links, fonts, and associated files. Files created in Quark Xpress should be saved as "High Quality Print" .pdf files or exported as .eps files.

Important layout notes:

- Vector files are required for all line art and logos.
- Bitmap/photographic image resolution should be no less than 75 ppi (dpi) @ 100% intended output size.
- Please bleed artwork .5" top, bottom and sides, if not, unexpected cropping may occur.
- Please be aware that .5" top, bottom and sides will also be hidden in the channel of our metal system on standard panels.

Colour:

We digitally print in 4 colour process or CMYK mode. All files should be saved for output in CMYK mode to avoid unexpected results. If your logo/file contains specific Pantone colours, please specify. We will match colours as closely as 4 colour process printing will allow.

GES file transfer site:

Please use our GES file transfer utility site to send large files directly to us:

- The file transfer site is located at <https://file.ges.com/>
- Enter your email address in the "Your Email Address:" field.
- Enter **CGraphics@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:"**
- Click next, browse to find your files and click the upload button to send.
- **NOTE:** This site will work with most browsers, except **Microsoft Internet Explorer**.

If you experience technical difficulties
please contact your GES representative or call **403.243.2212** and ask for
Exhibitor Services.



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 exhibitorserviceswest@ges.com www.ges.com/ca

ELECTRICAL ORDER FORM

SHOW: **2018 Canadian Elevators Contractors Convention**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

DISCOUNT PRICE DEADLINE DATE: **May 16, 2018**

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

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

PRICE LIST

Quantity	Item #	Description	Discount Price	Regular Price	Total Price
Electrical - 110 Volt					
	EL1500W	Duplex Outlet / 15A Circuit	\$ 77.00	\$ 107.50	
	EL2000W	Duplex Outlet / 20A Circuit	\$ 141.00	\$ 197.50	
Electrical - 220 Volt - Single Phase					
	EL MISC	220 V / 20 Amp Single Phase (Additional labour charges may apply)	\$ 172.00	\$ 240.50	
	ELMISC	220 V / 30 Amp Single Phase (Additional labour charges may apply)	\$ 206.00	\$ 288.50	
	ELMISC	220 V / 50 Amp Single Phase (Additional labour charges may apply)	\$ 257.50	\$ 360.50	
	ELMISC	12' Extension Cords	\$ 25.00	\$ 35.00	

Please Note the Following:

- Electrician Charge Extra, If Required
- Outside power - add 100 % to the above prices
- Additional labour charges may apply for special connections or special wiring

Payment & Credit Card Charge Authorization form MUST Accompany this form

Notes

TOTAL OF ALL ITEMS ORDERED	
5% GST	
PAYMENT ENCLOSED	

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
 Cancellation Policy: Orders cancelled will be charged 50% of original price after move-in and 100% of original price after installation.

Authorized Signature	Authorized Contact	Date
----------------------	--------------------	------

SAVE TIME WITH GES ON-LINE ORDERING AT www.ges.com/ca



**LABOUR
INSTALLATION AND DISMANTLING**

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

SHOW: **2018 Canadian Elevators Contractors Convention**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

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	\$78.25
LINOT	LOOT	Over Time Monday-Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	\$117.25
LINDT	LODT	Double Time Monday-Sunday 12:00am-8:00am, Saturday & Sunday 4:00pm-12:00am, All Holiday Hours	\$156.50

INSTALLATION	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED:	_____ AM PM <small>Day / Date/ Month / Year</small>
NUMBER OF PEOPLE REQUIRED	_____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____
DISMANTLING	
Carrier: _____	Delivery Date/Time: _____ AM PM <small>Day / Date/ Month / Year</small>
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies <small>(Exhibitor <u>MUST</u> be Present to Supervise) (Exhibitor does <u>NOT</u> have to be present)</small>
DATE/TIME LABOUR REQUIRED:	_____ AM PM <small>Day / Date/ Month / Year</small>
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	_____
5% GST	_____
EST. TOTAL	_____
<small>GST #R104060264</small>	

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

Signature

Date



BY WEIGHT MATERIAL HANDLING INFORMATION

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

MATERIAL HANDLING SERVICES & SHIPPING INFORMATION

IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for the **2018 Canadian Elevators Contractors Convention**. 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: **May 28, 2018 / 9:00am - 4:00pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
2018 Canadian Elevators Contractors Convention
#25, 5805 76th Avenue SE
Calgary, Alberta, Canada T2C 5L8

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **May 29, 2018 / 9:00am - 4:00pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
2018 Canadian Elevators Contractors Convention
Hyatt Regency Calgary
700 Centre St SE
Calgary, Alberta, Canada T2G 5P6

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



MATERIAL HANDLING BY WEIGHT

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

SHOW: 2018 Canadian Elevators Contractors Convention

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

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 by: May 28, 2018 / 9:00am - 4:00pm
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$69.00** per 100 lbs. (200 lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds

Item # MHDIRWT DIRECT SHIPMENT(S) TO SHOWSITE:

- Shipment(s) must be received by: May 29, 2018 / 9:00am - 4:00pm
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$54.00** per 100lbs. (200lb. minimum)
- Shipments arriving without a certified weight ticket will be subject to Special Handling rates.

Pounds

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

- Rate of **\$42.00** First Package
 - Rate of **\$10.75** 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	
5% GST	
EST. TOTAL	
GST #R104060264	

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

Signature

Date



SHIPPING

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

PICK UP INFORMATION

COMPANY NAME: _____ PICK UP DATE: _____ PICK UP TIME: _____
 ADDRESS: _____ BUSINESS HOURS: _____ LOADING DOCK: YES NO
 CITY: _____ PROV/STATE: _____ CODE: _____ CUSTOMS PAPERWORK ATTACHED: YES NO
 CONTACT: _____ IF YES, CUSTOMS BROKER: _____
 PHONE: _____ CONTACT: _____
 EMAIL: _____ FAX: _____

I will be shipping to: ADVANCED WAREHOUSE SHOW SITE

DESTINATION

COMPANY NAME: _____ BOOTH #: _____
 ON-SITE CONTACT: _____
 SHOW NAME: _____ DELIVERY DATE: _____ DELIVERY TIME: _____
 FACILITY: _____
 ADDRESS: _____
 CITY: _____ PROV/STATE: _____ POSTAL CODE: _____

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

A "Credit Card Authorization" form (included in this kit) **MUST** accompany this completed form.

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

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: _____

ADVANCE WAREHOUSE SHIPPING LABEL

2018 Canadian Elevators Contractors Convention

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/ 2018 Canadian Elevators Contractors Convention
#25, 5805 76th Avenue SE
Calgary, AB, Canada
T2C 5L8

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED BY:

May 28, 2018 - 9:00am - 4:00pm

DIRECT TO SHOW SITE SHIPPING LABEL

2018 Canadian Elevators Contractors Convention

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/ 2018 Canadian Elevators Contractors Convention
Hyatt Regency Calgary
700 Centre St SE
Calgary, AB, Canada
T2G 5P6

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE BY:

May 29, 2018 - 9:00am - 4:00pm



LIMITS OF LIABILITY & RESPONSIBILITY

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

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.



Convention Guideline Additions

EXHIBIT INSTALLATION AND REMOVAL

CECA Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Installation of all exhibits must be fully completed by the opening time of the exposition. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing not previously coordinated shall be considered a breach of this policy and may affect future applications.

Should an exhibiting supplier require special consideration in regards to installation or removal of their booth, please let CECA know in advance **at the time of booking** and CECA will do its best to accommodate the exhibitor if possible. CECA reserves the right to assign that exhibitor a booth(s) conducive to early dismantle and less Show floor disruption.



Audio Visual Exhibitor Order Form

QTY	ITEM DESCRIPTION	PRE-EVENT RATE	ONSITE RATE	EXTENDED
Video Equipment				
Screens & Projectors				
	6' Tripod Screen & Skirt	\$ 75.00	\$ 100.00	
	8' Tripod Screen & Skirt	\$ 105.00	\$ 140.00	
	Sharp 3000 Lumen DLP Projector (for 6' screen)	\$ 250.00	\$ 350.00	
	Sharp 5200 Lumen LCD Projector (for 8' screen)	\$ 575.00	\$ 700.00	
LCD Panels & Televisions				
	17" LCD Panel (SXGA)	\$ 105.00	\$ 140.00	
	22" LCD Panel (1080i/720P)	\$ 150.00	\$ 200.00	
	46" Sharp Commercial LCD Panel (1080P) **	\$ 525.00	\$ 700.00	
	70" Sharp 9x16 LCD Monitor (1080P) **	\$ 725.00	\$ 900.00	
	Floor Stand for Large LCD Monitors	Incl	Incl	
Playback & Distribution				
	IBM Thinkpad Laptop w/ MS Office	\$ 450.00	\$ 600.00	
	2-way Computer Splitter	\$ 60.00	\$ 80.00	
Audio Equipment				
Audio Packages				
	Small 2-Speaker Package w/ Wired Microphone	\$ 480.00	\$ 640.00	
Internet Access				
	One hard-wired internet connection (basic bandwidth)	\$ 125.00	\$ 125.00	
	Up to five (5) wireless internet connections (basic bandwidth)	\$ 125.00	\$ 125.00	

** Items noted are subject to an Additional Setup & Dismantle charge of \$65

Sub-Total	
Setup & Dismantle Charge	\$ 65.00
**Additional Setup & Dismantle Charge	
Equipment Total	
5% GST	
Total	

COMPANY: _____ BOOTH: _____

ADDRESS: _____

CONTACT: _____ TEL: _____

EMAIL: _____ P.O. #: _____

Please email your completed form to hyattcalgary@proshow.com
A Proshow representative will contact you to arrange delivery & payment details.

Vehicle Load In Details

Ballroom Access

All vehicles brought into the Imperial Ballroom must come through the freight elevator.

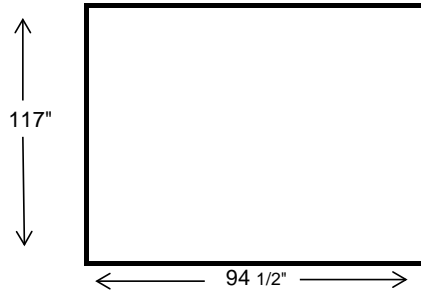
- Hyatt loading dock is raised (4 feet) so all vehicles/motorcycles must be brought in on a raised truck. We *do not* have a lift or ramp that vehicles can be driven up on.
- All vehicles brought into the hotel must have a very minimum amount of gas in it. Only enough gas to get it into the hotel and to the location it will be parked will be acceptable. Our Security/Engineering Teams will check this and if they find that too much gas is left in the vehicle they **may not** allow the vehicle to enter the hotel.
- The vehicle, including the wheels and undercarriage must be completely clean, dry and free from all dirt/debris.
- Keys are left with our Security/Engineering Teams who are at the hotel on a 24 hour basis.
- Engineering & Security will supervise the load in and load out of the vehicle - they will not operate the vehicle or drive it in/out of the building
- No vehicles are able to run while in the hotel, once it is parked the vehicle stays off until it is driven out of the building
- Some longer vehicles may have trouble getting from the dock to the freight elevator due to the slight angle that the vehicle comes in on. Double check with engineering & purchasing to ensure that the vehicle will not be too long
- The *only* door the vehicle can fit through to get into the ballroom is the Imperial 9/Corridor door
- You **MUST** make Engineering & Security & Banquets aware of the vehicle load in/out times ahead of time as Engineering & Security receive the vehicle.

For your information 5 ton trucks or flat deck tow trucks are *typically* at perfect & level height with our dock. A1 Towing is a local tow company that has the flat deck tow trucks.

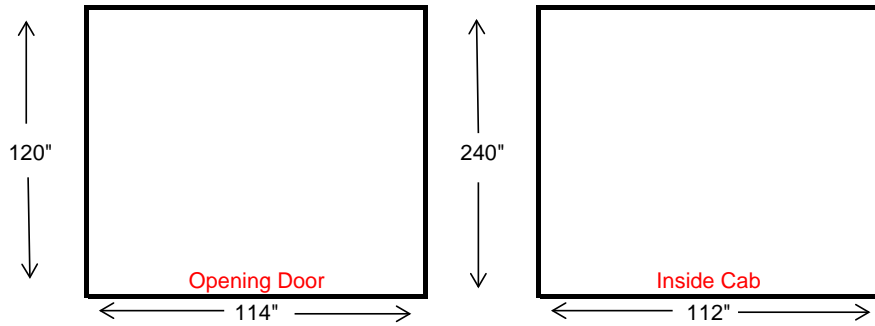
Load in and Load out times must be arranged ahead of schedule with the Catering/CS Manager to ensure that the elevator and ballroom areas are free and clear for the vehicle to be loaded into the space.

HYATT LOADING DOCK AND FREIGHT DIMENSIONS

Loading Dock Overhead



Freight Elevator



Opening Door

Inside Cab

Maximum weight allowed is 1000Kg or 2204lb

Length INSIDE CAB:

20" (no longer)

HYATT CORRIDOR DOOR TO BACKSPACE MEASUREMENTS

Imperial #9 to Corridor Backspace

