



Entomological Society of America 2018
Joint Annual Meetings
November 11 - 14, 2018
Vancouver Convention Centre - West - Hall A

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
- Carpet & Underpadding
- GEM Exhibits & Accessories
- Signs & Graphics
- Plants
- Installation & Dismantling Labour
- In-Booth Forklift
- Material Handling

Take advantage of up to a 40% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of October 18, 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

Entomological Society of America 2018 Joint Annual Meeting
Vancouver Convention Centre - West Building
November 11 - 14, 2018

Venue Shipping Address	Advance Warehouse Shipping Address
Vancouver Convention Centre - West Building c/o GES/Entomology 2018 (Company Name & Booth #) 1055 Canada Place Vancouver, BC, Canada V6C 0C3	GES/Entomology 2018 (Company Name & Booth #) 3985 Still Creek Avenue Burnaby, BC, Canada V5C 4E2

*** Shipping labels are included in the exhibitor manual - See receiving dates below. ***

Please note that we do advise shipping to the Advance Warehouse as exhibitor move-in for this show is over a weekend that includes a Canadian statutory holiday.

Official Services Contractor		
GES Canada #25, 5805 – 76th Ave SE Calgary, AB, Canada T2C 5L8	Phone Fax Web Site E-Mail	(403) 243-2212 (403) 243-3868 www.ges.com/ca exhibitorserviceswest@ges.com

Show Information	
Booth Size	10' X 10'
Aisle Carpet	Blue Jay (blue & black speckled)
Backwall Drape (Height & Colour)	8' Backwall - Blue & Silver
Sidewall Drape (Height & Colour)	3' Sidewall - Blue
Booth Package Includes:	1 - 6' Skirted Table - Black (skirted on three sides) 2 Contour Chairs 1 Booth ID Sign 1 Wastebasket Note: Carpet is not included in Booth Package

Important Dates - Prior to Show		
Advance Price Deadline Date	Thursday, October 18	
Advance Shipments may begin arriving at the Warehouse	Wednesday, October 10	9 AM - 3 PM
Last day for Advance Shipments to arrive at the Warehouse	Friday, November 2	9 AM - 3 PM
Direct Shipments may arrive at Exhibit Site	Friday, November 9	12 PM - 4 PM
No Direct Shipments to Showsite	Saturday, November 10	NO DIRECT SHIPMENTS
Last day for Direct Shipments to arrive at Exhibit Site	Sunday, November 11	8 AM - 4 PM (small items only, no forklift available)

Important Dates - At the Show		
Exhibitor Move-In	Sunday, November 11	8 AM - 5 PM
Show Hours (Exhibit Hall)	Sunday, November 11	7:30 PM - 9:30 PM
	Monday, November 12	9 AM - 5 PM
	Tuesday, November 13	9 AM - 5 PM
	Wednesday, November 14	9 AM - 2 PM
Exhibitor Move-Out	Wednesday, November 14	2 PM - 8 PM
Stranded Freight Deadline	Wednesday, November 14	8 PM

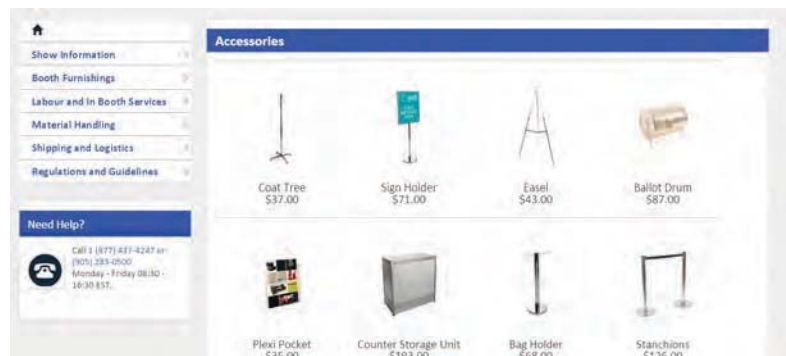
GES On-Site Service Centre		
GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Material Handling.		
Exhibitor Services	Sunday, November 11	8 AM - 8 PM



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
- Labour and In Booth Services
- Material Handling
- Shipping and Logistics
- Regulations and Guidelines
- Need Help?
- Call 1 (877) 637-4247 or (403) 283-4500, Monday - Friday 08:30 - 16:30 EST.
- 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: **Entomological Society of America 2018 Joint Annual Meetings**

EXHIBITOR INFORMATION

BOOTH #: _____ Contact Name: _____
Company: _____
Address: _____
City: _____ Prov/State: _____
Code/Zip: _____ Country: _____
Phone: _____ Fax: _____
Email: _____

IMPORTANT - READ CAREFULLY

This "Credit Card Authorization" form MUST be completed in full & returned to GES along with your order forms.

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

PLEASE COMPLETE THE FOLLOWING

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

CARD #:

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

EXPIRY:

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

Cardholder's Name (Print): _____

Cardholders's Signature: _____

Cardholder's Billing Address: ☐ Same as above? If not, please complete below.

Address: _____

City: _____ Prov/State: _____

Code/Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

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

To ensure we have received your complete order, please check off those forms which you are sending to us.

- ☐ Third Party Billing
- ☐ Furnishings
- ☐ Carpet & Underpadding
- ☐ Specialty Furnishings
- ☐ GEM Exhibits & Accessories
- ☐ Signs & Graphics
- ☐ Plants
- ☐ Installation & Dismantling Labour
- ☐ In-Booth Forklift
- ☐ Material Handling

****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

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SHOW: **Entomological Society of America 2018 Joint Annual Meetings**

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

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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/ 7% PST 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

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



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

Institution code #: 001
Transit #: 00109
Account #: 4773-410

Wire Transfers

Account #: 1967-990
Beneficiary's Bank: //CC000100109
Swift Code: BOFMCAM2

Account #: 4773-410
Beneficiary's Bank: //CC000100109
Intermediary bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNBUS3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: _____

Date of Transfer: _____

*Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)

Total: _____

Please Note: Please ensure transfer is made by the deadline date on your Order Form or Quotation.
Additional charges will be incurred for late payments, and services may be delayed.
*Minimum Bank Charges as shown above, reflect GES's bank charges only.
Any additional wire transfer and EFT fees are the exhibitor's responsibility.



Furnishings (Calgary)

Grey Fabric Counter Stool



Grey Fabric Side Chair



Grey Fabric Arm Chair



30" Round / 18" High
Coffee Table



30" Round / 30" High
Starbase Table



30" Round / 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 (Calgary)

Coat Tree



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



Easel



Gold Ballot Drum



Literature Rack



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



Bag Holder 41"H



Stanchions
6' Belt



Waste Basket





FURNISHINGS

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SHOW: **Entomological Society of America 2018 Joint Annual Meetings**

**DISCOUNT PRICE
DEADLINE DATE:**

October 18, 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	\$100.50	\$134.00	
	FGFAC	Grey Fabric Arm Chair	\$111.50	\$148.50	
	FGFCS	Grey Fabric Counter Stool	\$124.00	\$165.00	
	FPEDT40	Cocktail Table 40" High	\$124.00	\$165.00	
	FPEDT	Starbase Table - 30" Round x 30" High	\$110.50	\$147.50	
	FCOFT	Starbase Table - 30" Round x 18" High (Coffee Table)	\$84.50	\$112.50	
	FGR	Garment Rack on Wheels	\$125.00	\$166.25	
	FCSH	22" x 28" Chrome Sign Holder (Sign Extra)	\$97.25	\$129.50	
	FESL	Easel	\$50.25	\$67.00	
	FSBD	Gold Ballot Drum	\$114.00	\$152.00	
	FCSU	White Counter Storage Unit 40" H	\$278.00	\$370.50	
	FBH	Bag Holder 41"H	\$77.25	\$103.00	
	FCS	1 Pair of Stanchions	\$167.50	\$223.00	
	FWB	Wastebasket	\$22.50	\$32.00	
	FCT	Coat Tree	\$38.75	\$51.50	

Terms & Conditions

- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- If a colour is not chosen, GES will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of GES.
- GES is not responsible for exhibit materials left in GEM rental exhibits or counter storage units.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered.
- 50% refund on furnishings cancelled prior to show opening.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

Signature

Date



FURNISHINGS

#25, 5805 76 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

SHOW: Entomological Society of America 2018 Joint Annual Meetings	DISCOUNT PRICE DEADLINE DATE:	October 18, 2018
	CREDIT CARD AUTHORIZATION	
EXHIBITOR INFORMATION BOOTH #: _____ COMPANY _____ STREET _____ CITY _____ PROV/STATE _____ CODE _____ E-MAIL _____ PHONE _____ FAX _____ CONTACT NAME _____		
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ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

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	\$104.50	\$139.00	
	DT6	6 Ft. Long x 2 Ft. Wide	\$123.50	\$164.50	
	DT8	8 Ft. Long x 2 Ft. Wide	\$156.00	\$208.00	
	DTS4S	Skirted Fourth Side Additional Charge	\$47.00	\$62.50	
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	\$156.00	\$208.00	
	RD6	6 Ft. Long x 2 Ft. Wide	\$176.50	\$235.50	
NON SKIRTED TABLES 30" HIGH					
	UD4	4 Ft. Long x 2 Ft. Wide	\$76.50	\$102.00	
	UD6	6 Ft. Long x 2 Ft. Wide	\$99.50	\$132.50	
	UD8	8 Ft. Long x 2 Ft. Wide	\$115.00	\$153.00	
NON SKIRTED TABLES 42" HIGH					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$115.00	\$153.00	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$124.00	\$165.50	
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.)	\$14.25	\$19.00	
	D8	8 Ft. High (Per Linear Ft.)	\$20.00	\$26.50	

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- 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	
7% PST	
TOTAL	
GST #R104060264	

Signature

Date



specialty furniture



Black Ladder Stool



Equino White Stool

Wire Back Chrome Stool



Black Leather Stool

Black Zebrano Stool



Black Corbusier
Leather Chair



Black Corbusier
Leather Loveseat

24" Square Chrome/White
Cocktail Table



30" Round Cocktail Table
Black Top



30" Square Cocktail Table
Black Top

White Sculpted
Leather Chair



White Sculpted
Leather Loveseat



Black Leather Square Back
Tub Chair



specialty furniture



42" Round
Black Meeting Table



Bar Fridge



Literature
Stand



Mahogany Coffee Table

Mahogany End Table



24" Round End Table
White Top



24" Round End Table
Black Top



32" Round Coffee Table
Black Top



32" Round Coffee Table
White Top



39" Round Coffee Table
Black Top



39" Round Coffee Table
White Top





SPECIALTY FURNISHINGS ORDER FORM

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

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

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL	QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Black Ladder Stool (Cloth Seat)	\$173.00	\$242.00			Chrome/White Cocktail Table (24" Square Top, 42" High)	\$173.00	\$242.00	
	Black Leather Stool	\$177.00	\$248.00			Round Cruiser Table (Black 30" DIA, 42" High)	\$161.00	\$225.00	
	Equino White Stool	\$173.00	\$242.00			Black Round Coffee Table (32" Diameter)	\$151.00	\$211.00	
	Wire Back Chrome Stool	\$181.00	\$253.00			Black Round Coffee Table (39" Diameter)	\$151.00	\$211.00	
	Black Diamond Back Stool	\$181.00	\$253.00			White Round Coffee Table (32" Diameter)	\$151.00	\$211.00	
	Black Corbusier Leather Chair	\$293.00	\$410.00			Black Round End Table (24" Diameter)	\$133.00	\$186.00	
	Black Corbusier Leather Loveseat	\$383.00	\$536.00			White Round End Table (24" Diameter)	\$133.00	\$186.00	
	White Sculpted Leather Chair	\$253.00	\$354.00			Mahogany End Table (24" x 48")	\$145.00	\$203.00	
	White Sculpted Leather Loveseat	\$337.00	\$472.00			Mahogany End Table (24" x 24")	\$125.00	\$175.00	
	Black Leather Sq. Back Tub Chair	\$247.00	\$346.00			Literature Stand - Accordion	\$90.00	\$126.00	
	White Leather Sq. Back Tub Chair	\$247.00	\$346.00			Literature Stand - Double Sided	\$134.00	\$188.00	
	Black Leather Rnd Back Tub Chair	\$229.00	\$321.00			Bar Fridge	\$213.00	\$298.00	
	White Leather Rnd Back Tub Chair	\$229.00	\$321.00		NOTE* 3 Seater Sofa Available Upon Request.				

Terms & Conditions

- All orders received after the Discount Deadline Date will be processed at the Standard Price.
- No cancellations after move-in begins.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- All orders are governed by GES Limits of Liability and Responsibility

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date



CARPET AND UNDERPADDING

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SHOW: Entomological Society of America 2018 Joint Annual Meetings	DISCOUNT PRICE DEADLINE DATE: October 18, 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.

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

BOOTH CARPET - STANDARD SIZE

Note: Exhibitors ordering multiple pieces of carpet in this section may not receive the same dyelot.

QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	C1010	10 Ft. X 10 Ft. Single Booth	\$254.50	\$339.50	
	C1020	10 Ft. X 20 Ft. Double Booth	\$433.00	\$577.50	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED					

BOOTH CARPET - CUSTOM SIZE (INCLUDING PLASTIC)

If your booth requires a size not listed above, please complete this section.

Item #				
CUSTC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq. Ft.	\$3.20/Sq. Ft	\$4.25/Sq. Ft	
COLOUR SELECTION: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> RED				

UNDERPADDING PRICE PER SQUARE FOOT INSTALLED (100 SQ. FT. MIN.)

Item #				
CACU	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	\$1.50/Sq. Ft.	\$2.00/Sq. Ft.	

PROTECTIVE PLASTIC COVERING PRICE PER SQUARE FOOT INSTALLED (STANDARD SIZES ONLY)

Item #				
CAPC	BOOTH SIZE: _____ Ft. x _____ Ft. = _____ Sq.Ft.	\$0.75/Sq. Ft.	\$1.00/Sq. Ft.	

PLEASE SELECT ONE FOR CUSTOM CARPET SIZES ONLY

IF ORDERING ELECTRICAL OR TELECOMMUNICATIONS SERVICES, WILL UNDER CARPET WIRING BE REQUIRED?

☐YES ☐NO

Terms & Conditions

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- No cancellations after move-in begins.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- All orders are governed by GES Limits of Liability and Responsibility.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date



10' x 10' Exhibit Rentals

STANDARD



ITEM #GER001

Model 1

ENHANCED



ITEM #GER002

Model 2



ITEM #GER003

Model 3



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics,
contact **David Ryman:**

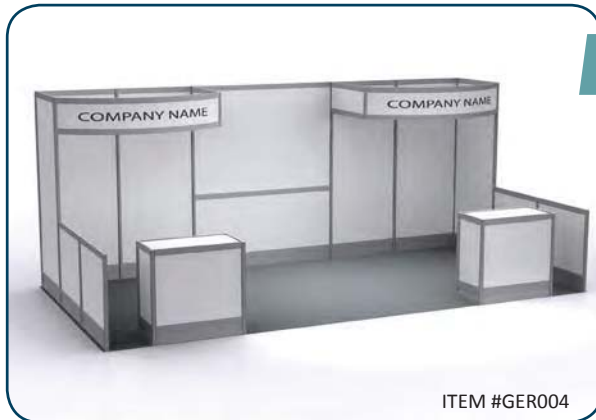
403.218.7424

DRyman@ges.com



10' x 20' Exhibit Rentals

STANDARD



Model 4

ENHANCED



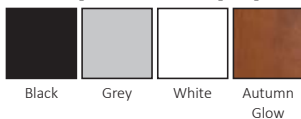
Model 5



Model 6



Choice of coloured infill panels



Choice of carpet colour



To upgrade with graphics,
contact **David Ryman**:

403.218.7424

DRyman@ges.com



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: Entomological Society of America 2018 Joint Annual Meetings	DISCOUNT PRICE DEADLINE DATE: October 18, 2018
	CREDIT CARD AUTHORIZATION
EXHIBITOR INFORMATION	
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.	

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

Item #	Discount Price	Standard Price	Item #	Discount Price	Standard Price
GER001	\$1,217.50	\$1,737.00	GER004	\$1,807.50	\$2,578.50
GER002	\$1,360.25	\$1,940.50	GER005	\$2,010.25	\$2,867.75
GER003	\$1,320.00	\$1,883.25	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

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	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date



GES SHOW SPECIALS 3ft. 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: **Entomological Society of America 2018 Joint Annual Meetings**

**DISCOUNT PRICE
DEADLINE DATE:**

October 18, 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.

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	
7% PST	
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: **Entomological Society of America 2018 Joint Annual Meetings**

**DISCOUNT PRICE
DEADLINE DATE:**

October 18, 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
	PED001	Pedestal (White) 20"L x 20"W x 28"H	\$163.00	\$217.00	
	PED002	Pedestal (White) 20"L x 20"W x 36"H	\$170.00	\$227.00	
	GPML	Pedestal White 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16" - 28" & 28" - 40")	\$626.00	\$835.00	
	GSC	Storage Counter (White) 80"L X 20"W X 40"H	\$518.00	\$690.00	
	GCC	Curved Counter (White) 60"L X 20"W X 40"H	\$411.00	\$548.00	
	F99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	\$411.00	\$548.00	
	F99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	\$411.00	\$548.00	
	F99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	\$622.00	\$829.00	
	F99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	\$622.00	\$829.00	



QTY	Item #	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	GWF	Waterfall With Eight Hooks	\$51.00	\$68.00	
	GGR	Garment Rail 39"W	\$61.00	\$81.00	
	GFS	Shelves - Flat 37"L X 12"W	\$52.00	\$69.00	
	GAS	Shelves - Angled 37"L X 12"W	\$52.00	\$69.00	
	GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	\$144.00	\$192.00	



Designed to fit GES Hardwall booths only.
Please Attach Diagram Of Booth Indicating Locations For Grid Panels And/Or Slatwall.
Grid Panels Cannot Be Installed In Corners.

Terms & Conditions

- All items subject to availability.
- 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	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date



Customized Rental Exhibits

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

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

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

David Ryman 403.218.7424

DRyman@ges.com

20' x 20' island



10' x 20' inline



20' x 30' island



10' x 20' corner





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.



PLANTS AND FLOWERS

#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: **Entomological Society of America 2018 Joint Annual Meetings**

**DISCOUNT PRICE
DEADLINE DATE:**

October 18, 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)

FLOOR AND TABLE PLANTS



QTY	Item #	Description	Discount Price	Standard Price	Total
	PFP25	2 ft. to 5 ft. Tall	\$98.00	\$130.50	
	PFP68	6 ft. to 8 ft. Tall	\$191.00	\$254.50	
	PBF	Boston Fern	\$71.75	\$95.50	
	PTP	Table Plant - 10"	\$71.75	\$95.50	
	PMUM	Mums	\$42.75	\$57.00	

FLOWER ARRANGEMENTS



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

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

Terms & Conditions

- Orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- No refunds, exchanges or cancellations on site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
5% GST	
7% PST	
TOTAL	
GST #R104060264	

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

Signature

Date



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: **Entomological Society of America 2018 Joint Annual Meetings**

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	\$122.50
LINOT	LOOT	Over Time Monday-Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	\$185.00
LINDT	LODT	Double Time Monday-Sunday 12:00am-8:00am, Saturday & Sunday 4:00pm-12:00am, All Holiday Hours	\$239.50

INSTALLATION

Set Up Drawings or Photos Attached: ☐ yes ☐ no

Carrier: _____ Delivery Date/Time: _____ AM PM
Day / Date / Month / Year

SUPERVISION

☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES **30% surcharge applies**
(Exhibitor **MUST** be Present to Supervise) (Exhibitor does **NOT** have to be present)

DATE/TIME LABOUR REQUIRED: _____ AM PM
Day / Date / Month / Year

NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

DISMANTLING

Carrier: _____ Delivery Date/Time: _____ AM PM
Day / Date / Month / Year

SUPERVISION

☐ By Exhibitor (Provide Name of Rep): _____ ☐ By GES **30% surcharge applies**
(Exhibitor **MUST** be Present to Supervise) (Exhibitor does **NOT** have to be present)

DATE/TIME LABOUR REQUIRED: _____ AM PM
Day / Date / Month / Year

NUMBER OF PEOPLE REQUIRED _____ X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

Terms & Conditions

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per person.
- GES Limits of Liability apply.

EST. SUBTOTAL	
5% GST	
7% PST	
EST. TOTAL	
GST #R104060264	

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

Signature

Date



IN BOOTH FORKLIFT 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: **Entomological Society of America 2018 Joint Annual Meetings**

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.

In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor materials within your booth space.
Minimum charge of 1 hour per order. (Includes installation and dismantling).

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

IN BOOTH INSTALLATION AND DISMANTLING

Item #	Item #	DESCRIPTION	PER HOUR
IBIRFL	IBORFL	Straight Time Monday-Friday 8:00am-4:00pm	\$266.50
IBIOTFL	IBOOTFL	Over Time Monday-Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	\$320.00
IBIDTFL	IBODTFL	Double Time Monday-Sunday 12:00am-8:00am, Saturday & Sunday 4:00pm-12:00am, All Holiday Hours	\$378.50

A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (5% GST+6% PST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:

SUPERVISOR NAME: _____ (EXHIBITOR MUST BE PRESENT TO SUPERVISE)

INSTALLATION TIME REQUIRED: _____
Day Date Month # of Hours # of Forklifts

DISMANTLING TIME REQUIRED: _____
Day Date Month # of Hours # of Forklifts

INSTALLATION Start: _____ AM PM Finish: _____ AM PM Est. Total Hours _____

DISMANTLING Start: _____ AM PM Finish: _____ AM PM Est. Total Hours _____

SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.

Terms & Conditions

- Exhibitor must check forklift/driver in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- GES Limits of Liability apply.

EST. SUBTOTAL	_____
5% GST	_____
7% PST	_____
EST. TOTAL	_____
GST #R104060264	

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

Signature

Date



SHOW: Entomological Society of America 2018 Joint Annual Meetings

CREDIT CARD AUTHORIZATION

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

COMPANY _____

STREET

CITY	PROV/STATE	CODE
------	------------	------

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

IMPORTANT



**PLEASE
COMPLETE
AND RETURN
THIS FORM
BY**

Prior to shipping materials

We advise shipping to the Advanced Warehouse as exhibitor move-in for this show is over a weekend that includes a Canadian Statutory holiday.

All items brought onto the exhibitor floor are subject to GES Material handling charges, with the exception of items hand-carried by exhibitors.

☐ I WILL BE SHIPPING MY MATERIALS TO THE ADVANCE WAREHOUSE

1. Will your shipment be crated and/or skidded? Yes ☐ No ☐ Both ☐

2. Will your shipment require Special Handling? Yes ☐ No ☐

3. Estimated total number of pieces: _____ Pcs.

4. Estimated total weight of shipment l b s .

5. Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____
 Weight Hundred Weight Rate

☐ I WILL BE SHIPPING MY MATERIALS DIRECTLY TO SHOW SITE

1. Will your shipment be crated and/or skidded? Yes ☐ No ☐ Both ☐

2. Will your shipment be Uncrated or Loose Material? Yes ☐ No ☐

3. Will your shipment require Special Handling? Yes ☐ No ☐

4. Estimated total number of pieces: _____ Pcs.

5. Estimated total weight of shipment l b s .

6. Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____
Weight Hundred Weight Rate

☐ I WILL BE SHIPPING SMALL PACKAGES DIRECTLY TO SHOW SITE

1. Indicate who will transport the Small Packages

2. Estimated total number of pieces: _____ Pcs.

3. Estimated charge is: Total Number of Packages _____ x \$ _____ = \$ _____
Number Rate

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

EST. SUBTOTAL	
5% GST	
7% PST	
EST. TOTAL	
	GST #R104060264

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.
- GES Limits of Liability & Responsibility apply to this service.

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

Signature

Date _____



MATERIAL HANDLING RATES

#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/com

Entomological Society of America 2018 Joint Annual Meetings

Item #	ADVANCE SHIPMENTS TO WAREHOUSE	Wednesday Oct 10 - Friday Nov 2, 2018 / 9:00am - 3:00pm
MHADWT	Crated or Skidded Shipment(s)	\$107.00 Per 100lbs.
MHSHWT	Special Handling Shipment(s)	\$118.00 Per 100lbs.
	Crated or skidded Shipment(s)	
Item #	DIRECT SHIPMENTS TO SHOW SITE	Friday November 9, 10 & 11, 2018
MHDIRCT	Crated or Skidded Shipments	\$90.00 Per 100lbs (200lbs minimum)
MHSHWT	Special Handling Shipment(s)	\$114.00 Per 100lbs.
MHDIRWT	Uncrated, Pad-Wrapped, Loose Shipment(s)	\$154.00 Per 100lbs.
Item #	SMALL PACKAGES	(MAXIMUM 50LBS/Shipment)
MHSPWT	First Package	\$ 52.50
MHSPWT	Each Additional Package in Shipment (Up to 50lbs.)	\$ 28.75
** If over 50lbs. Maximum – Rates for Advance or Direct Shipments Apply. **		
SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments.		

NOTE: ♦ All shipment weights when totalled are rounded up to the next 100lbs.

♦ All shipments have a minimum billing of 200lbs.

♦ A certified weight ticket must accompany Shipment(s). If shipment(s) arrive without certified weight ticket GES will weigh the shipment(s) on site and special handling charges will apply (minimum shipment is 200 lbs.)

LABELLING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: November 2, 2018 / 9:00am - 3:00pm

NAME OF EXHIBITING COMPANY – BOOTH NUMBER

C/O GES / Entomology 2018

3985 Still Creek Avenue

Burnaby, BC, Canada, V5C 4E2

B) DIRECT SHIPMENTS TO SHOW SITE:

November 9, 10 & 11, 2018

NAME OF EXHIBITING COMPANY – BOOTH NUMBER

C/O GES / Entomology 2018

Convention Centre, West Bldg - Hall A

1055 Canada Place

Vancouver, BC, Canada V6C 0C3

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

ADVANCE WAREHOUSE SHIPPING LABEL

Entomological Society of America 2018 Joint Annual Meetings

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 / Entomology 2018
 YRC
 3985 Still Creek Ave
 Burnaby, BC, Canada
 V5C 4E2

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED BY:

Friday November 2, 2018 / 9:00am - 3:00pm

DIRECT TO SHOW SITE SHIPPING LABEL

Entomological Society of America 2018 Joint Annual Meetings

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 /** Entomology 2018
Vancouver Convention Centre, West Building - Hall A
1055 Canada Place
Vancouver, BC, Canada
V6C 0C3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE BETWEEN:

November 9, 10 & 11, 2018



NOTICE OF INTENT TO HIRE AN EAC
Entomological Society of America 2018 Joint Annual Meetings
November 11 - 14, 2018

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

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

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

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

Exhibiting Company: _____ Booth #: _____

Authorized Name & Title: _____

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

☐ Certificate of Insurance Attached

☐ Certificate of Insurance to Follow

Full Name of EAC: _____

Complete Address: _____

City, Province/State: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

EAC "Show Site" Representative: _____

Type of Service to be performed: _____

Return this form to:

GES c/o SHOW NAME

Exhibitor Services Department

#25, 5805 76th Ave SE, Calgary, Alberta, T2C 5L8

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

exhibitorserviceswest@ges.com

www.ges.com/ca

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



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.



prestige
AV & CREATIVE SERVICES



Réunion annuelle conjointe ESA, SEC et SECB 2018
Au-delà des frontières: l'entomologie dans un monde en changement
 11-14 novembre | Vancouver, Colombie-Britannique, Canada

Meeting Room Equipment	QTY	PRICE	DAYS	TOTAL
Screen and 4000 Lumen Projector		\$400		
8x8 Screen		\$60		
Laptop		\$149		
Computer Sound Patch		\$25		
4 Channel Audio Mixer		\$35		
Wireless Microphone		\$125		
Podium with Wired Microphone		\$35		
34" Cart		\$35		
Flip Chart with Markets		\$35		
<ul style="list-style-type: none"> * Tax will be charged on all orders without Tax exempt form Cancellations less than 72 hour notice will be charged 50% of show total Must be present when equipment is delivered. 			Subtotal	
			*Tax	6%
			Labor	\$20
			Total	

Complete payment must accompany order. Please check one: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Name on credit card _____ Credit card number _____ Exp. Date _____ Authorized Signature _____ Date _____		Company Name _____ Contact Name _____ Address _____ City _____ St. _____ Zip _____ Phone _____ Fax _____ Booth No. _____ Room Name _____ Delivery Date _____ Time _____ Pickup Date _____ Time _____	
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Rev. 9/13/2011