



**Winter Career Fair**  
January 23, 2019  
U of C - MacEwan Hall A & B

**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**
- **GEM Exhibits & Accessories**
- **Electrical Services**
- **Installation & Dismantling Labour**
- **Material Handling**
- **GES Logistics & Shipping**

Take advantage of up to a 40% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of January 9, 2019 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](mailto:exhibitorserviceswest@ges.com)**



## Show Information

### Winter Career Fair

U of C, MacEwan Hall A/B

23-Jan-19

Venue Shipping Address	Advance Warehouse Shipping Address
U of C, MacEwan Hall A/B	GES/Winter Career Fair (Company Name & Booth #)

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

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

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

Official Services Contractor		
GES Canada	Phone	(403) 243-2212
#25, 5805 – 76th Ave SE	Fax	(403) 243-3868
Calgary, AB, Canada	Web Site	<a href="http://www.ges.com/ca">www.ges.com/ca</a>
T2C 5L8	E-Mail	<a href="mailto:mchelsea@ges.com">mchelsea@ges.com</a>

Show Information	
Booth Size	6' x 8'
Backwall Drape	8' high
Sidewall Drape	3' high

Important Dates - Prior to Show	
Advance Price Deadline Date	1/9/2019
Advance Shipments may begin arriving at the Warehouse	1/2/2019
Last day for Advance Shipments to arrive at the Warehouse	1/21/2019
Direct Shipments may arrive at Exhibit Site	No direct shipments
Last day for Direct Shipments to arrive at Exhibit Site	

Important Dates - At the Show		
Move-In (GES Scheduled Only )	1/23/2019	TBD
Move-In	1/23/2019	9:30 - 10:30am
Show Hours	1/23/2019	10:30 - 3:30pm
Move-Out	1/23/2019	3:30pm

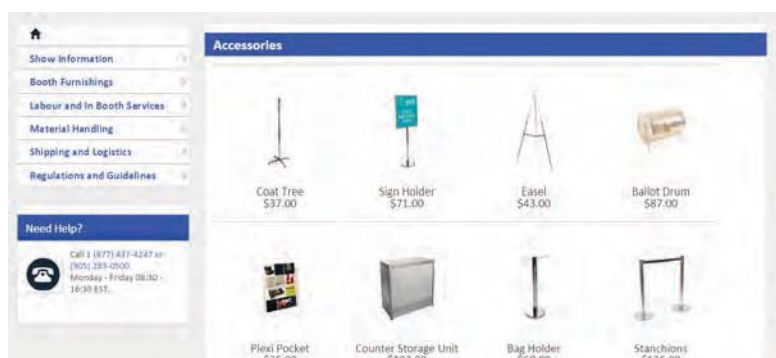
GES On-Site Service Centre		
GES will operate a GES Service Desk to help take care of your on-site requirements such as Furniture and Material Handling.		
The Service Desk will be open during the following times:	01/23/2019	9:30am - 10:30am



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 (905) 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 Espresso<sup>SM</sup>, 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: **Winter Career Fair**

### 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
- ☐ GEM Exhibits & Accessories
- ☐ Electrical Services
- ☐ Installation & Dismantling Labour
- ☐ Material Handling
- ☐ GES Logistics / Shipping

#### **\*\*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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exhibitorserviceswest@ges.com www.ges.com/ca

SHOW:

**Winter Career Fair**

### 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 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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<b>SHOW:</b> <span style="float: right;"><b>Winter Career Fair</b></span>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>DISCOUNT PRICE DEADLINE DATE:</b></td> <td style="width: 50%; text-align: right;"><b>January 9, 2019</b></td> </tr> </table>	<b>DISCOUNT PRICE DEADLINE DATE:</b>	<b>January 9, 2019</b>
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<b>EXHIBITOR INFORMATION</b>	<b>CREDIT CARD AUTHORIZATION</b>		
<b>BOOTH #:</b> _____ <b>COMPANY</b> _____ <b>STREET</b> _____ <b>CITY</b> _____ <b>PROV/STATE</b> _____ <b>CODE</b> _____ <b>E-MAIL</b> _____ <b>PHONE</b> _____ <b>FAX</b> _____ <b>CONTACT NAME</b> _____	<p>A "Credit Card Authorization" form (included in this kit) <b>MUST</b> accompany this completed form.</p> <p>Orders for GES products and/or services will <b>not</b> be accepted without receipt of a completed "Credit Card Authorization" form.</p>		

**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.

<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>TOTAL</b>	
	GST #R104060264

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## FURNISHINGS

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<b>BOOTH #:</b> _____			
<b>COMPANY</b> _____			
<b>STREET</b> _____			
<b>CITY</b> _____ <b>PROV/STATE</b> _____ <b>CODE</b> _____			
<b>E-MAIL</b> _____			
<b>PHONE</b> _____ <b>FAX</b> _____			
<b>CONTACT NAME</b> _____			

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	\$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	
<b>SKIRTED COUNTER 42" HIGH</b>					
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	RD4	4 Ft. Long x 2 Ft. Wide	\$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	
<b>NON SKIRTED TABLES 30" HIGH</b>					
	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	
<b>NON SKIRTED TABLES 42" HIGH</b>					
	RUD4	4 Ft. Long x 2 Ft. Wide	\$63.50	\$104.50	
	RUD6	6 Ft. Long x 2 Ft. Wide	\$87.25	\$137.50	
<b>CUSTOM BOOTH DRAPING</b>					
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE					
	D3	3 Ft. High (Per Linear Ft.)	\$7.25	\$10.50	
	D8	8 Ft. High (Per Linear Ft.)	\$8.50	\$11.50	

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<b>SUBTOTAL</b>	
<b>5% GST</b>	
<b>TOTAL</b>	
	GST #R104060264

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## ELECTRICAL ORDER FORM

SHOW: **Winter Career Fair**

**DISCOUNT PRICE  
DEADLINE DATE:**

**January 9, 2019**

### 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.

### PRICE LIST

Quantity	Item #	Description	Discount Price	Regular Price	Total Price
<b>Electrical - 110 Volt</b>					
	EL1500W	Duplex Outlet / 15A Circuit	\$ 77.00	\$ 107.50	
	EL2000W	Duplex Outlet / 20A Circuit	\$ 141.00	\$ 197.50	
<b>Electrical - 220 Volt - Single Phase</b>					
	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](http://www.ges.com/ca)**



## LABOUR INSTALLATION AND DISMANTLING

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SHOW: **Winter Career Fair**

### EXHIBITOR INFORMATION

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

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

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

E-MAIL \_\_\_\_\_

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

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

### CREDIT CARD AUTHORIZATION

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**MUST** accompany this completed form.

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accepted without receipt of a completed  
"Credit Card Authorization" form.

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

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

### LABOUR INSTALLATION AND DISMANTLING

Item #	Item #	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am-4:00pm	<b>\$78.25</b>
LINOT	LOOT	Over Time Monday-Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	<b>\$117.25</b>
LINDT	LODT	Double Time Monday-Sunday 12:00am-8:00am, Saturday & Sunday 4:00pm-12:00am, All Holiday Hours	<b>\$156.50</b>

#### INSTALLATION

Set Up Drawings or Photos Attached: ☐ yes ☐ no

Carrier: \_\_\_\_\_ Delivery Date/Time: \_\_\_\_\_ AM PM  
Day / Date / Month / Year

#### SUPERVISION

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

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

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

#### DISMANTLING

Carrier: \_\_\_\_\_ Delivery Date/Time: \_\_\_\_\_ AM PM  
Day / Date / Month / Year

#### SUPERVISION

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

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

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

#### Terms & Conditions

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

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

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 **Winter Career Fair**. 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: **January 21, 2019 / 9:00am - 4:00pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**Winter Career Fair**  
#25, 5805 76th Avenue SE  
Calgary, Alberta, Canada T2C 5L8

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE:

**No Direct Shipments**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**Winter Career Fair**  
Address  
Address  
Calgary, Alberta, Canada T2C 5L8

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

## MATERIAL HANDLING BY WEIGHT

SHOW: **Winter Career Fair**

### 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**

### ADVANCE SHIPMENT(S) TO WAREHOUSE:

- Shipment(s) must be received by: **January 21, 2019 / 9:00am - 4:00pm**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs:
- Rate **\$69.00** per 100lbs. (200lb. minimum)

Pounds

### POST SHOW STORAGE:

- Shipment(s) must be picked up before: **January 28, 2019**
- Estimated Weight of Shipment(s) - Rounded up to the nearest 100lbs: Rate **\$52.00** per 100lbs. (200lb. minimum)

Pounds

### 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

### SPECIAL HANDLING: (30% Surcharge Applies to Entire Shipment):

- Shipments of loose, padded or uncrated materials. Special unloading requirements, such as ground side door/ constricted or stacked unloading.
- 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: ☐ 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.

**SUBTOTAL**  
**5% GST**  
**TOTAL**

GST #R104060264

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

Signature

Date



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

## GES Logistics Services

### Your Choice of Reliable Service Options

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

### 24-Hour Tracking

Call toll free 1.800.636.8235 for immediate information on the status of your shipment

### On-Site Representation

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

### Competitive Pricing

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

### Simplified Budgeting

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

### Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Phone: 403.243.2212 or 1.800.636.8235
- Fax: 403.243.3868

**Ship everywhere with GES Logistics Services.**



# PRIORITY ON THE FLOOR... MEANS GES LOGISTICS

It's (almost) show time! Are you ready?

GES offers many products and services to help you achieve the results you are looking for. Have you considered...

## GES Logistics Services Local, Regional, International

- ✈ **Transportation**
- 🌐 **Tracking & Tracing**
- 🔒 **Warehousing**
- ☑ **Exhibit Management**

**Let GES Logistics handle the details.** We smoothly navigate the many challenges of event management from shipping to tracking to warehousing and more.

Our **GES** Logistics team offers you  
**one-stop shopping for all your tradeshow and event needs.**

**Transportation management you can rely on.**  
With **GES** Logistics, you have a variety of shipping options:

- Common Carrier
- LTL trucking to handle national, regional and local shipping
- Full truck load for economy
- Air, 3 - 5 day service.

**Want to find out more?**

**Call toll free at 1.800.636.8235 or complete information below and fax to 403.243.3868, and let GES take care of your logistics needs from start to finish.**

Company Name:	Phone:
Contact:	Fax:



## 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: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY: _____	PROV/STATE: _____	CODE: _____
CONTACT: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
PHONE: _____	IF YES, CUSTOMS BROKER: _____	
EMAIL: _____	CONTACT: _____	
	FAX: _____	

I will be shipping to: ☐ ADVANCED WAREHOUSE ☐ SHOW SITE

### DESTINATION

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: _____	DELIVERY DATE: _____
FACILITY: _____	DELIVERY TIME: _____
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

Winter Career Fair

## 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/ Winter Career Fair  
#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:**

**Monday January 21, 2019 - 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.