

Show Information

All prices in USD \$

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

2019 AAA/CASCA Annual Meeting

Vancouver Convention Centre

Wednesday, November 20, 2019 - Sunday, November 24, 2019

Discount Deadline Date:

Monday, November 4, 2019

Official Service Provider

Global Experience Specialists, Inc. (GES)

#25, 5805 – 76 Ave SE

Calgary, AB

T2C 5L8

Phone: (403) 243-2212

Fax: (403) 243-3868

Toll Free: (800) 636-8235

Email: exhibitorserviceswest@ges.com

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

Booth Size: 10' x 10'

Backwall Drape: 8' Backwall - Black

Sidewall Drape: 3' Sidewall - Black

Booth Carpet Colour: N/A Carpeted Hall

Aisle Carpet Colour: N/A Carpeted Hall

Standard Booth Package Includes:

8' high backwall, 3' high sidewall & booth ID sign

Important Dates *Be sure to check all supplier order forms for additional deadlines.*

Discount Deadline Date: Monday, November 4, 2019 GES Orders must be received **with payment** by this date.

Advance Warehouse Receiving Dates: Wednesday, October 30, 2019 Thursday, November 14, 2019

Exhibitor Move In Dates: Wednesday, November 20, 2019 12:00 pm - 5:00 pm

Show Open Dates:

Thursday, November 21, 2019	9:00 am - 5:00 pm
Friday, November 22, 2019	9:00 am - 5:00 pm
Saturday, November 23, 2019	9:00 am - 4:00 pm

Please take notice - this event moves out on overtime, all applicable surcharges will apply.

Exhibitor Move Out Dates: Saturday, November 23, 2019 4:00 pm - 8:00 pm

Carrier Check-in Post Show: Saturday, November 23, 2019 7:00 pm

Facility must be clear by: Saturday, November 23, 2019 8:00 pm

GES will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier Saturday, November 23 at 19:00.

Shipping Addresses *Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling*

Advance Shipments to Warehouse Address:

c/o GES/ 2019 AAA/CASCA Annual Meeting

(Exhibitor Name & Booth #)

3985 Still Creek Avenue

Burnaby, BC, V5C 4E2

Canada

Shipments should arrive on or between:

Wednesday, October 30, 2019 from Thursday, November 14, 2019

Warehouse receiving hours are:

9:00 AM to 3:00 PM Monday to Friday

The warehouse is closed on weekends and holidays.

*See shipping label in the exhibitor manual.

Direct Shipments to Showsite Address:

c/o GES/ 2019 AAA/CASCA Annual Meeting

(Exhibitor Name & Booth #)

Vancouver Convention Centre West

1055 Canada Place

Vancouver, BC V6C 0C3

Direct to Showsite Receiving Dates:

Wednesday, November 20, 2019 from 12:00 pm - 4:30 pm

Official Carrier:

GES Logistics

torontocl@ges.com

Official Customs Broker:

Davidson & Sons

Phone: 604-681-5132

E-mail: events@davidsonandsons.com

Fax: 604-681-2601

See shipping label in the exhibitor manual.

*Please note the move-in dates and times.

One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

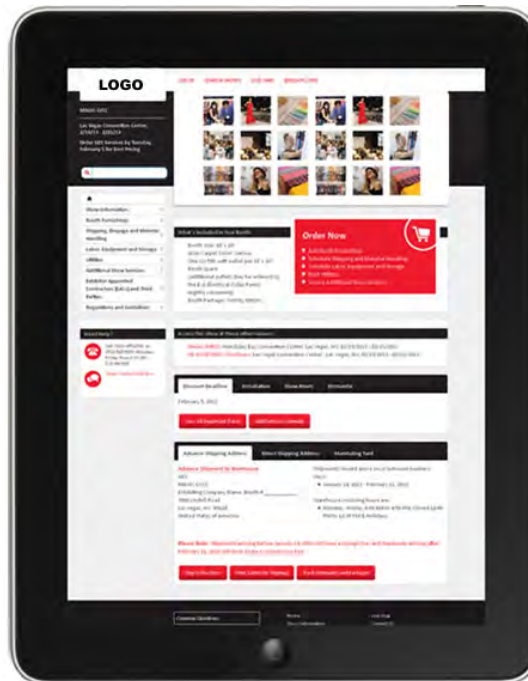
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicerSM

Order Everything You Need for Your Show



- Go to <https://ordering.ges.com/>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Payment and Credit Card Authorization

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Exhibiting Firm Company Name				Booth Number	
Street Address		City	Province/State	Postal Code/ZIP	Country
Name of Primary Contact		Phone	Email		
Name of Contact at Booth/Showsite		Phone	Email		
Please indicate if you will be using a Third Party for billing of services:					
<input type="checkbox"/> No <input type="checkbox"/> Yes – Please return Third Party Billing Request Form					
Method of Payment					
<input type="checkbox"/> Credit Card <input type="checkbox"/> EFT/Wire Transfer <input type="checkbox"/> Cheque					

Discount Pricing

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

Method of Payment

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

Bank Wire Transfer Information

- To properly credit your account, please complete the **Electronic Funds/Wire Transfer Form** included with the GES order forms and send the following information to the GES Exposition Services (Canada) Limited address listed on the **Electronic Funds/Wire Transfer Form**.
- NOTE:** There is a minimum \$20.00 Service Charge (North America), \$40.00 (International) applicable on all wire transfers. Fees vary depending on banks processing wire transfers.

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** on file.

Third Party Billing

- You may arrange for an exhibit house or other agent to manage your exhibit & 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.

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by cheque or bank wire transfer.

Cardholder Name - Please Print					
Billing Address					
City		Province/State	Postal Code/Zip	Country	
Account Number		Expiration Date		<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card	
				<input type="checkbox"/> VISA <input type="checkbox"/> Personal Card	
				<input type="checkbox"/> American Express	

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

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign	X
	Authorized Signature
Authorized Name - Please Print	
Date	

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment Enclosed

\$

GST # R104060264

Order Online <https://ordering.ges.com/>



Third Party Billing Form

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Exhibiting Firm Company Name	Email	Phone Number	Booth Number
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Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name	Name of Primary Contact	Booth Number		
Exhibiting Company Street Address	City	Province/State	Postal Code/ZIP	Country
Phone	Fax	Name of Secondary Contact (Optional)		
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email	

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

<input type="checkbox"/> Booth Cleaning	<input type="checkbox"/> Exhibit Systems	<input type="checkbox"/> GES Logistics	<input type="checkbox"/> I & D Labor	<input type="checkbox"/> Forklift Labor	<input type="checkbox"/> Material Handling
<input type="checkbox"/> Rental Carpet	<input type="checkbox"/> Rental Furniture	<input type="checkbox"/> Signs			
<input type="checkbox"/> Other (Please Specify) _____					

Step 3. Provide the Third Party contact information

Third Party Company Name	Name of Primary Contact	Email		
Third Party Street Address	City	Province/State	Postal Code/ZIP	Country
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone		

Step 4. Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by cheque or EFT/bank wire transfer.

Cardholder Name - Please Print

Billing Address

City	Province/State	Postal Code/Zip	Country
------	----------------	-----------------	---------

Method of Payment

☐ Credit Card ☐ EFT/Wire Transfer ☐ Cheque

Account Number

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Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by cheque or EFT/bank wire transfer.

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment
Enclosed

\$

GST # R104060264

Order Online <https://ordering.ges.com/>



Electronic Funds/Wire Transfer Form

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Exhibiting Company Street Address	City	Province/State	Postal Code/ZIP	Country
Phone	Fax	Name of Secondary Contact (Optional)		
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email	

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable

GES Canada Limited

Email: ar@ges.com Fax: 905-283-0501

GES Bank Information

Please include all of the following information to ensure your funds reach our bank

Beneficiary's Name:

Bank Name:

Address:

GES Canada Limited

Bank of Montreal

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.

Carpet

Standard

Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

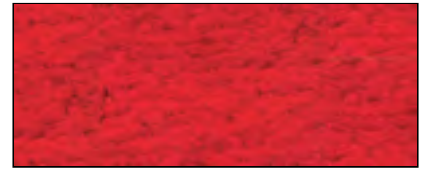
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black



Blue



Red



Gray



Green

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Carpet Order Form

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Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Tips

Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.
- Orders for Carpet Pad and Plastic Covering will be charged at a minimum of 100 Sq.Ft.
- All orders received after the Discount Price Date will be processed at the Regular Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Carpet colour subject to availability.

Carpet

Standard Color Options

(Grey will be provided if no color is indicated below)



(Black)



(Blue)



(Grey)



(Red)



(Green)

Item Code	Description	Color	Discount (\$)	Standard (\$)	Qty	Tax %	Total
C1010	Pre-Cut Standard Carpet 10'x10'		341.00	432.00		12.00	\$
C1020	Pre-Cut Standard Carpet 10'x20'		681.00	862.00		12.00	\$
C1030	Pre-Cut Standard Carpet 10'x30'		914.00	1,033.00		12.00	\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq.Ft.

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CUSTC	Standard Carpet Custom-Cut, Per Sq.Ft.		8.45 / Sq.Ft.	10.71 / Sq.Ft.		12.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CACU	Carpet Padding, 1/2" Thick, Per Sq.Ft.	3.75 / Sq.Ft.	4.75 / Sq.Ft.		12.00	\$
CACU	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.	7.47 / Sq.Ft.	9.48 / Sq.Ft.		12.00	\$

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
CAPC	Carpet Plastic Covering, Per Sq.Ft.	1.85 / Sq.Ft.	2.35 / Sq.Ft.		12.00	\$

If ordering electrical or telecommunications services, will under carpet wiring be required?

☐ Yes

☐ No

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

I agree in placing this order that I have
accepted GES Payment Policy and
GES Terms & Conditions of Contract,

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **100%** of original price after installation.

Order Online <https://ordering.ges.com/>



Furniture and Accessories

Chairs



Padded Chair



Padded Stool

Tables



Table, Starbase, 30" Diameter x 40" High



Table, Starbase, 40" Diameter x 30" High

Skirted Tables



Table 4', Skirted 4 Sides, 24" x 30" High



Table 6', Skirted 3 Sides, 24" x 30" High

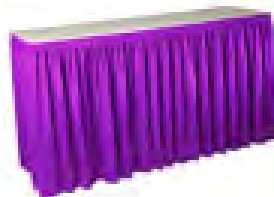


Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



White



Black



Blue



Silver



Green



Red

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Accessories



Aluminum Folding
Literature Rack



Chrome Bag Holder



Aluminum Easel



Waste Basket



Chrome Sign Holder



Fabric Poster Board / Horizontal or Vertical



Counter / White or Black



Jewelry Case - Half



Jewelry Case - Full

Furniture Package Order Form

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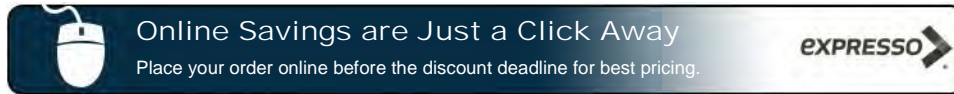
Monday, November 4, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:



- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental, and removal
- Return your orders three (3) weeks before show move-in to ensure availability. At show site, some items may not be available and substitutions might be necessary.

Furniture Package



Furniture Package 1

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
4906	Furniture Package 1		538.00	674.40		12.00	\$
Includes 10% Off: (2) Grey Padded Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.							

Table Skirt Color Options

(Black will be provided if no color is indicated below)



(Black) (Blue) (Yellow) (Green) (Red) (Silver) (White)



Furniture Package 2

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
490012	Furniture Package 2	1,077.70	1,365.60		12.00	\$
Includes 10% Off: (4) Grey Padded Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.						

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

GST # R104060264

Cancellation Policy: No refunds/exchanges on cancelled skirted tables prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Furnishings Order Form

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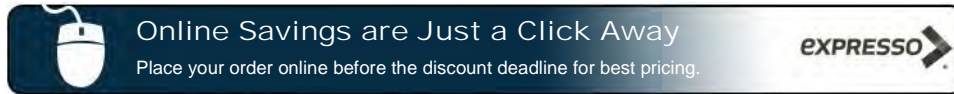
Monday, November 4, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.

Standard Furnishings

Chairs

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FGFSC	Grey Fabric Side Chair	136.00	172.00		12.00	\$
FGFAC	Grey Fabric Arm Chair	204.50	258.00		12.00	\$
FGFCS	Grey Fabric Counter Stool	229.00	289.00		12.00	\$

Pedestal Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FPEDT40	Cocktail Table – 30" round, 40" high	375.00	475.00		12.00	\$
FPEDT	Starbase Table – 30" round, 30" high	375.00	475.00		12.00	\$
FCOFT	Coffee Table – 30" round, 18" high	375.00	475.00		12.00	\$

Accessories

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
FCS	Pair of Tape Stanchions	107.00	135.00		12.00	\$
FCS	Additional Tape Stanchions / ea.	53.00	67.00		12.00	\$
FESL	Aluminum Easel	107.00	136.00		12.00	\$
FCT	Coat Tree	149.00	188.00		12.00	\$
FBH	Bag Stand 41"H	164.00	207.00		12.00	\$
FLR	Literature Rack	253.00	320.00		12.00	\$
FCSH	Sign Holder, Chrome, 22"x28" (Sign Extra)	136.00	172.00		12.00	\$
FSBD	Gold Ballot Drum, Small, Table Top	72.00	100.00		12.00	\$
FWB	Wastebasket	32.00	40.50		12.00	\$
FCSU	White Counter Storage Unit 40"H	666.00	844.00		12.00	\$

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Please
Sign

X

Authorized Signature

I agree in placing this order that I have
accepted GES Payment Policy and
GES Terms & Conditions of Contract,

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



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Company Name

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Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

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- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.

Standard Furnishings

Accessories Continued

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
	Poster Panel	301.80	382.00		12.00	\$
	Jewelry Case Half	993.00	1,257.00		12.00	\$
	Jewelry Case Full	993.00	1,257.00		12.00	\$
	Riser 4', Single Tier 48"x8"x8" High	66.18	83.69		12.00	\$
	Riser 6', Single Tier, 72"x8"x8" High	94.50	119.48		12.00	\$
	Riser 8', Single Tier, 96"x8"x8" High	119.48	155.32		12.00	\$

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

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GST # R104060264

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

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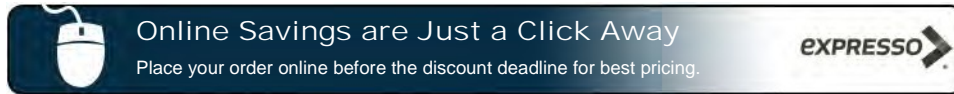
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Standard Furnishings

Table Skirt Color Options

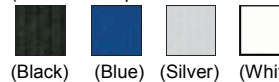
(Black will be provided if no color is indicated below)



(Black) (Blue) (Burgundy) (Green) (Red) (Silver) (White)

Counter Skirt Color Options

(Black will be provided if no color is indicated below)



(Black) (Blue) (Silver) (White)

Skirted Tables

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
DT4	Table 4', Skirted 4 Sides, 30" High, 24" Wide		247.00	313.00		12.00	\$
DT6	Table 6', Skirted 3 Sides, 30" High, 24" Wide		288.00	365.00		12.00	\$
DT8	Table 8', Skirted 3 Sides, 30" High, 24" Wide		330.00	418.00		12.00	\$
DTS4S	Table, Skirt 4 th Side		74.00	93.00		12.00	\$

Unskirted Tables

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
UD4	Table 4', Unskirted, 30" High, 24" Wide	199.00	251.00		12.00	\$
UD6	Table 6', Unskirted, 30" High, 24" Wide	232.00	294.00		12.00	\$
UD8	Table 8', Unskirted, 30" High, 24" Wide	263.00	333.00		12.00	\$

Skirted Counters

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RD4	Table 4', Skirted 4 Sides, 42" High, 24" Wide		304.00	384.00		12.00	\$
RD6	Table 6', Skirted 3 Sides, 42" High, 24" Wide		341.00	432.00		12.00	\$
RD8	Table 8', Skirted 3 Sides, 42" High, 24" Wide		380.00	481.00		12.00	\$
DTS4S	Table, Skirt 4 th Side		74.00	94.00		12.00	\$

Unskirted Counters

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
RUD4	Table 4', Unskirted, 42" High, 24" Wide	242.00	306.00		12.00	\$
RUD6	Table 6', Unskirted, 42" High, 24" Wide	272.00	344.00		12.00	\$
RUD8	Table 8', Unskirted, 42" High, 24" Wide	306.00	387.00		12.00	\$

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: No refunds/exchanges on cancelled skirted tables prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Custom Booth Draping Order Form

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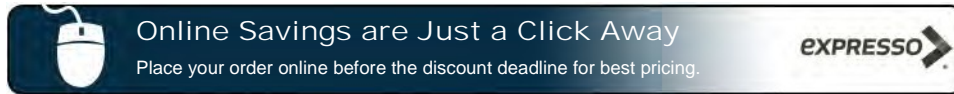
Monday, November 4, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

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- 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.
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- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Custom Booth Draping

Color Options

(Black will be provided if no color is indicated below)



(Black) (Blue) (Green) (Red) (Silver) (White)

Regular Banjo Drape

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
D3	3 Ft. High Banjo (Per Linear Ft.)		28.35	35.85		12.00	\$
D8	8 Ft. High Banjo (Per Linear Ft.)		33.15	42.00		12.00	\$

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Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

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GST # R104060264

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Order Online <https://ordering.ges.com/>





Prestige Furniture



Fleming Sofa
-saddle brown leather, walnut legs
85" x 35" x 30"



Fleming Chair
-saddle brown leather, walnut legs
35" x 35" x 30"



Georgia Sofa
-vinyl upholstery, chrome legs
78" x 31" x 33"



Georgia Arm Chair
-vinyl upholstery, chrome legs
37" x 31" x 33"



Alexander Sofa
-tufted leather, wood legs
93" x 37.5" x 33.5"



Alexander Loveseat
-tufted leather, wood legs
67" x 37.5" x 33.5"



Square Sofa
-fabric upholstered, chrome base
83" x 33.5" x 35"



Square Chair
-fabric upholstered, chrome base
28" x 28" x 32"



Alexander Chair
-tufted leather, wood legs
51.5" x 37.5" x 33.5"



Joey Sofa
-off white vinyl, wood legs
62" x 27" x 31.5"



Joey Chair
-white vinyl, wood legs
25" x 28" x 31.5"

Modular Seating

The following three (3) pieces work on their own or can be set up in a variety of different seating arrangements to suit your event.



Heathrow Sofa
-white vinyl, silver metal base
48" x 24" x 28"



Heathrow Corner Chair
-white vinyl, silver metal base
48" x 24" x 28"



Heathrow Chair
-white vinyl, silver metal base
24" x 24" x 28"



Prestige Furniture



Square Ottoman

-vinyl upholstery, wood feet
40" x 40" x 17"



Diva Bench Ottoman

-white vinyl, chrome legs
52" x 28" x 17"



L22 Curved Ottoman

-white viny, silver metal legs
96" x 40" x 18"



Cube Ottoman

-vinyl upholstery
17.5" x 17.5" x 17"



Beanbag Chairs

*more colours available
36" x 36" x 18"



Clark Chair

-white vinyl, chrome frame on castors
19.5" x 23" x 44"



Madrid Chair

-white vinyl, steel frame
20" x 30" x 30"



Globus Chair

-vinyl upholstery, chrome swivel base
30" x 28" x 29"



Smart Barstool

-vinyl chrome base, adjustable
15" x 17" x 23" -31"



Paramount Barstool

-vinyl upholstery, chrome base
18" x 18" x 35"



Elliot Tub Chair

-molded chair, wood dowel legs
19.5" x 19.5" x 33.5"



Carrall Chair

-highback lounge chair, swivel x-base
36" x 36" x 42"



Plexi Bar

-plexiglass, metal frame, internal shelving
64" x 24" x 39"



Avenue 6 Bar

-plexiglass, chrome frame, internal shelving
60" x 30" x 42"



L22 Seated Bar

-plexiglass, metal frame, internal shelving
86" x 32" x 42"



GESSM

Prestige Furniture

Coffee & End Tables



Beatty Coffee Table
-marble or glass top, steel base
47.5" x 24" x 17.5"



Beatty End Table
-marble or glass top, steel base
18" x 18" x 23.5"



Sydney Coffee Table
-laminate top, chrome base
48" x 26" x 18"



Heather Coffee Table
-glass top, rose gold metal base
47.2" x 15.7" x 23.6"



Heather End Table
-marble or glass top, rose gold metal base
19.7" x 19.7" x 19.7"



Davie Coffee Table
-laminate top, chrome frame legs
47" x 24" x 16"



Davie End Table
-laminate top, chrome base legs
22" x 15" x 20"



Laurel Table - Large
-brass with hammered imprint
34" x 34" x 16"



Laurel Table - Small
-brass with hammered imprint
22.7" x 25" x 22.7"



Plank Coffee Table
-laminate top, chrome base
48" x 22" x 18"



Plank End Table
-laminate top, chrome base
20" x 20" x 17.5"



Jasper Coffee Table
-ash wood, finished edge
39.5" x 39.5" x 14.5"



Slab Coffee Table
-solid wood, live edge
36" x 24" x 16.5"



Slab End Table
-solid wood, live edge
22" x 20" x 22.5"



Elliot Cafe Table
-molded top, wood dowel legs
27" x 27" x 29"



GESSM

Prestige Furniture



Railtown Bar Table

-distressed wood top, black steel base
42" x 42" x 39.5"



Harvest Dining Table

-reclaimed wood, black steel legs
96.5" x 39.5" x 30"



**Harvest Dining Table
w/ Charging Unit**

-reclaimed wood, black steel legs
96.5" x 39.5" x 30"



L22 Communal Table

-metal frame, acrylic top, recessed
centre trough
95" x 38" x 30"



**L22 Communal Table
w/ Charging Unit**

-metal frame, acrylic top, recessed
centre trough
95" x 38" x 30"



L22 High Straight Tables

-acrylic top, metal frame, internal lighting
72" x 18" x 40"



**L22 High Straight Tables
w/ Charging Unit**

-acrylic top, metal frame, internal lighting
72" x 18" x 40"



Girari Arc Buffet Table

-glass top, brushed aluminum base
60" x 30" x 42"

Decorative Pillows

We have various colours, styles and sizes to go with your decor and branding initiatives. Let us help find what you're looking for.



Small Pillows

approx sizes 16" x 16"



Large Pillows

approx sizes 20" x 20"

Furniture



Kerrisdale Lounge Chair
35" x 32" x 27"
White / Black Leather



Kerrisdale Love Seat
55" x 32" x 27"
White / Black Leather



Kerrisdale Sofa
76.5" x 32" x 27"
White / Black Leather

Furnishings Order Form

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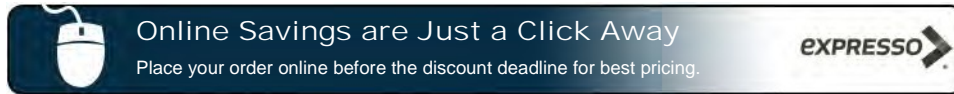
Monday, November 4, 2019

Company Name

Email

Phone Number

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Standard Furnishings

Prestige Furniture

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
	Square Ottoman – Black or White		679.25	883.00		12.00	\$
	Diva Bench Ottoman		594.25	772.50		12.00	\$
	L22 Curved Ottoman		997.50	1,296.75		12.00	\$
	Cube Ottoman – White, Black or Grey		106.00	138.00		12.00	\$
	Beanbag Chair – Carmel, Orange, Black, White, Royal Blue, Champagne, Chocolate, Dark Grey, Red, Silver, Turquoise or Lime Green		233.50	303.50		12.00	\$
	Clark Chair		254.75	331.00		12.00	\$
	Madrid Chair		276.00	358.75		12.00	\$
	Globus Chair		424.50	551.75		12.00	\$
	Smart Barstool – Black or White		364.00	455.00		12.00	\$
	Paramount Barstool – Black or White		372.00	465.00		12.00	\$
	Elliot Tub Chair		225.00	281.00		12.00	\$
	Carrall Chair – Black, Red or Blue		605.00	786.50		12.00	\$
	Plexi Bar – White		530.50	689.75		12.00	\$
	Avenue 6 Bar – Black or White		530.50	689.75		12.00	\$
	L22 Seated Bar – Leather, Red White, Orange, or Blue		891.25	1,158.75		12.00	\$
	Fleming Sofa		1,358.25	1,766.25		12.00	\$
	Fleming Chair		885.00	1,150.50		12.00	\$

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

GST # R104060264

Cancellation Policy: 50% refund will apply for furnishings cancelled prior to show opening. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



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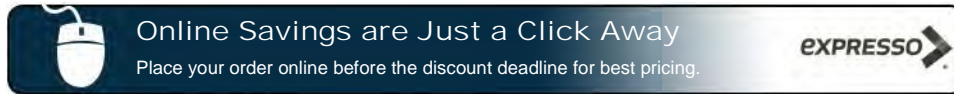
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Standard Furnishings

Prestige Furniture

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
	Georgia Sofa – Black or White		1,047.25	1,365.50		12.00	\$
	Georgia Arm Chair – Black or White		984.00	1,279.25		12.00	\$
	Alexander Chair		452.75	588.50		12.00	\$
	Alexander Loveseat		802.50	1,049.00		12.00	\$
	Alexander Sofa		1,193.75	1,550.75		12.00	\$
	Square Sofa – Olive, Black or Silver		806.50	1,048.50		12.00	\$
	Square Chair – Olive, Black, Silver, White, Silver Pattern, or Black Pattern		386.00	470.25		12.00	\$
	Joey Sofa		891.25	1,158.75		12.00	\$
	Joey Arm Chair		445.75	579.50		12.00	\$
	Heathrow Sofa		1,103.50	1,434.75		12.00	\$
	Heathrow Corner Chair		351.00	456.50		12.00	\$
	Heathrow Chair		351.00	456.50		12.00	\$
	Beatty Coffee Table – Glass or Marble		325.25	422.75		12.00	\$
	Beatty End Table – Glass or Marble		218.25	283.50		12.00	\$
	Sydney Coffee Table – Black or White		169.75	220.75		12.00	\$
	Heather Coffee Table		259.25	337.00		12.00	\$
	Heather End Table – Glass or Marble		172.75	224.75		12.00	\$
	Laurel Table – Large		141.12	183.45		12.00	\$

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Please
Sign

X

Authorized Signature

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Authorized Name - Please Print

Date

Total Payment
Enclosed

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GST # R104060264

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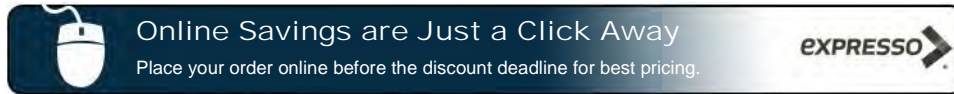
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Standard Furnishings

Prestige Furniture

Item Code	Description	Colour	Discount (\$)	Standard (\$)	Qty	Tax %	Total
	Laurel Table – Small		152.25	198.00		12.00	\$
	Davie Coffee Table – Grey		164.75	214.00		12.00	\$
	Davie End Table – Grey		123.50	160.50		12.00	\$
	Plank Coffee Table – White, Black or Walnut		254.75	331.00		12.00	\$
	Plank End Table – Black or White		127.25	165.50		12.00	\$
	Elliot Cafe Table – Black or White		172.75	224.75		12.00	\$
	Jasper Coffee Table		349.75	454.75		12.00	\$
	Slab Coffee Table		339.50	435.25		12.00	\$
	Slab End Table		276.00	358.75		12.00	\$
	Kerrisdale Lounge Chair – White or Black Leather		372.50	488.50		12.00	\$
	Kerrisdale Love Seat – White or Black Leather		536.25	701.50		12.00	\$
	Kerrisdale Sofa – White or Black Leather		681.75	894.50		12.00	\$
	Railtown Bar Table		339.50	441.50		12.00	\$
	Harvest Dining Table – 30' H or 40' H		636.75	827.75		12.00	\$
	Harvet Dining Table w/ Charging Unit – 30' H or 40' H		732.75	952.50		12.00	\$
	L22 High Straight Table - 30' H or 40' H / White, Black or Red		411.50	535.00		12.00	\$
	L22 High Straight Table w/ Charging Unit – 30' H or 40' H / White, Black or Red		1,029.00	1,337.75		12.00	\$
	L22 Communal Table		670.25	872.25		12.00	\$
	L22 Communal Table w/Charging Unit		1,337.75	1,739.00		12.00	\$
	Girari Arc Buffet Table		509.25	662.25		12.00	\$
	Small Pillows		25.50	33.25		12.00	\$
	Large Pillows		25.50	33.25		12.00	\$

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Authorized Signature

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Authorized Name - Please Print

Date

Total Payment Enclosed

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GST # R104060264

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Order Online <https://ordering.ges.com/>



Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **403.243.2212** or **DWarcup@ges.com**

10' x 10' Exhibit Rentals

STANDARD



Model 1



Model 2



Model 3

ENHANCED



Choice of coloured infill panels



Choice of carpet colour



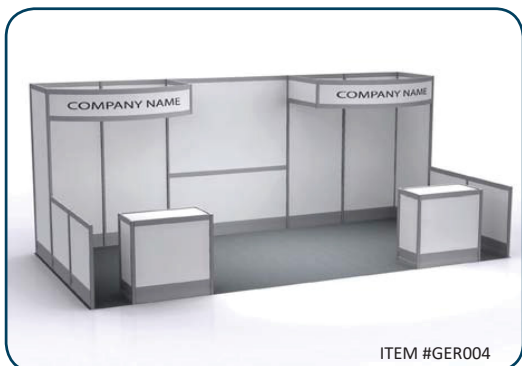
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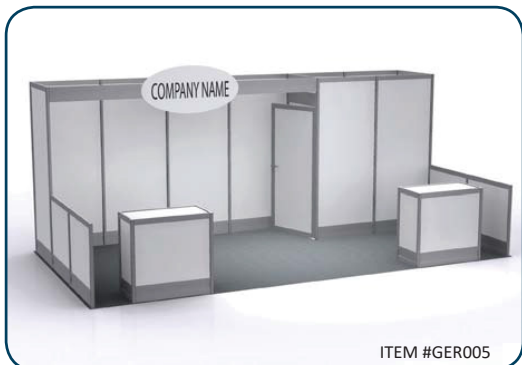
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10' x 20' Exhibit Rentals

STANDARD



Model 4



Model 5



Model 6

ENHANCED



Choice of coloured infill panels



Black White

Choice of carpet colour



Black Grey Red Blue

Exhibit Systems Order Form

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Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- All prices include delivery, rental, and removal. Printed graphics additional.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- 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.
- 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.

Standard Exhibits

13 oz. Carpet Colour Options



(Black)



(Blue)



(Grey)



(Red)

Exhibit Panel Colour Options

HARDWALL PANEL (non-fabric) SELECTION

☐ WHITE

FABRIC PANEL COLOUR SELECTIONS

☐ BLUE ☐ SILVER ☐ BLACK

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GER001	Standard Model #1, 10' x 10' Inline	5,535.00	7,005.00		12.00	\$
GER002	Standard Model #2, 10' x 10' Inline	6,183.00	7,825.00		12.00	\$
GER003	Standard Model #3, 10' x 10' Inline	6,005.00	7,600.00		12.00	\$
GER004	Standard Model #4, 10' x 20' Inline	11,042.00	15,349.00		12.00	\$
GER005	Standard Model #5, 10' x 20' Inline	12,278.00	17,068.00		12.00	\$
GER006	Standard Model #6, 10' x 20' Inline	12,025.00	18,589.00		12.00	\$
	Custom Header Sign	494.00	688.00		12.00	\$
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:"						
Models 1, 2, 5 Identification Sign to Read: _____						
Model 4, Identification Signs to Read: Left: _____ Right: _____						
Carpet Colour: _____ Panel Colour: _____ <i>All carpet and panel colours subject to availability</i>						

Please indicate date and time of arrival:

Date of Arrival

Time of Arrival:

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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Enclosed

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GST # R104060264

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Order Online <https://ordering.ges.com/>



Exhibit Accessories Order Form

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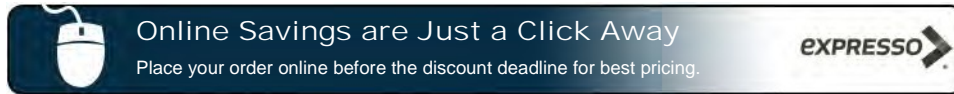
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Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- 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.
- GES is not responsible for exhibit materials left in any GES rental items.
- Changes to the structure design or graphics will result in additional fees.

Standard Accessories

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
PED001	Pedestal (White) 20"L x 20"W x 28"H	455.00	572.00		12.00	\$
PED002	Pedestal (White) 20"L x 20"W x 36"H	455.00	572.00		12.00	\$
GPML	Multi-level Pedestal (White) 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40")	911.00	1,154.00		12.00	\$
GSC	Storage Counter (White) 80"L X 20"W X 40"H	911.00	1,154.00		12.00	\$
GCC	Curved Counter (White) 60"L X 20"W X 40"H	911.00	1,154.00		12.00	\$
G99A	99A Showcase (White/Glass) 40"L X 20"W X 41"H	993.00	1,257.00		12.00	\$
G99B	99B Showcase (White/Glass) 40"L X 20"W X 41"H	993.00	1,257.00		12.00	\$
G99C	99C Showcase (White/Glass) 26"L X 26"W X 96"H	993.00	1,257.00		12.00	\$
G99D	99D Showcase (White/Glass) 40"L X 20"W X 96"H	1,489.00	2,085.00		12.00	\$

GEM Booth Accessories

Designed to fit GES hardwall booths.

Item Code	Description	Discount (\$)	Show Site (\$)	Qty	Tax %	Total
GWF	Waterfall With Eight Hooks	98.00	134.00		12.00	\$
GGR	Garment Rail 39"W	111.00	141.00		12.00	\$
GFS	Shelves - Flat 37"L X 12"W	111.00	141.00		12.00	\$
GAS	Shelves - Angled 37"L X 12"W	111.00	141.00		12.00	\$
GSWP	Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels)	838.00	1,061.00		12.00	\$

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have
accepted GES Payment Policy and
GES Terms & Conditions of Contract,

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.

Order Online <https://ordering.ges.com/>



Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

Graphics Order Form

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

2019 AAA/CASCA Annual Meeting

Vancouver Convention Centre

Wednesday, November 20, 2019 - Sunday, November 24, 2019

Discount Deadline Date:

Monday, November 4, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Tips

Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Upload your artwork to <https://file.ges.com/>
- Orders will not be processed until payment has been received.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Graphics and Signage

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	383.00	485.00		12.00	\$
S2228	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	299.00	379.00		12.00	\$
S2844	28"W x 44"H Vertical Sign w/ Easel, Single Sided	541.00	757.00		12.00	\$
SBAN	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	316.00	400.00		12.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Double Sided	567.00	718.00		12.00	\$
SMISC	Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Single Sided	349.00	442.00		12.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Double Sided	742.00	939.00		12.00	\$
SMISC	Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Single Sided	522.00	661.00		12.00	\$
SMISC	Layout and Design Work / hour	191.00	229.00		12.00	\$

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have
accepted GES Payment Policy and
GES Terms & Conditions of Contract,

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: No refunds/exchanges on signs unless error lies with GES production.

Order Online <https://ordering.ges.com/>



Plants and Floral Order Form

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

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Vancouver Convention Centre

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Discount Deadline Date:

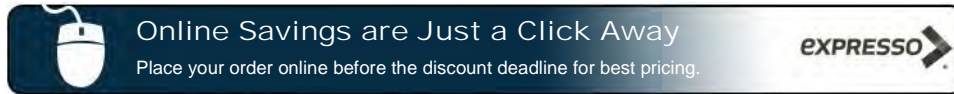
Monday, November 4, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Orders will not be processed until payment has been received.
- Return your orders two (2) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Plants and Flower Arrangements

Floor and Table Plants

Item Code	Description	Discount (\$)	Standard (\$)	Qty	Tax %	Total
PFP25	2 ft. to 5 ft. Tall	96.00	123.00		12.00	\$
PFP68	6 ft. to 8 ft. Tall	127.00	167.00		12.00	\$
PBF	Boston Fern	85.00	122.00		12.00	\$
PMUM	Mums	53.00	73.00		12.00	\$

Flower Arrangements

Item Code	Description	Please call for a quote on flower arrangement options to enhance your exhibit appearance.
PFAS	Standard Fresh Flower Arrangement	
PFAP	Premium Fresh Flower Arrangement	
PFAE	Exotic Fresh Flower Arrangement	

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 Exhibitor Services Department will check on availability and price:

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: No refunds/exchanges on site. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Installation and Dismantle Order Form

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

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Discount Deadline Date:

Monday, November 4, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- Orders placed at show site will be completed in the order in which they are received.
- Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the GES desk one-half (½) hour before time requested.
- Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received.
- The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:00 PM.
- Overtime (OT): Monday through Friday from 4:00 PM to 12:00 AM. Saturday & Sunday

Step 1. Order Labour

Item Code	Item Code	Description	Discount (\$)	Show Site (\$)	# Workers	X # Hours	Tax %	Total
LINREG	LOREG	ST Move In/Out	190.50	228.50			12.00	\$
LINOT	LOOT	OT Move In/Out	333.50	400.50			12.00	\$

Step 2. Indicate the Service

Option A: GES Supervision



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, please let us know when you are planning to arrive so that we can schedule accordingly.

- ☐ GES Supervised (OK to proceed without exhibitor.) **(A 30% (\$ 30.00 minimum) surcharge will be added)**

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract.

Date of Arrival

Time of Arrival

Option B: Exhibitor Supervision



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice. Exhibitor assumes the responsibility and any liability arising for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling.
 - Please estimate the number of workers and hours per worker needed for installation.

Move
In

Schedule
Dates

Schedule
Start Time

Schedule
End Time

Workers

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move
Out

Schedule
Dates

Schedule
Start Time

Schedule
End Time

Workers

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Show Site Contact

Show Site Phone Number

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

Cancellation Policy: Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

Order Online <https://ordering.ges.com/>



In-Booth Forklift Order Form

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

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Discount Deadline Date:

Monday, November 4, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for placing equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.
- Don't forget to order for Move In and Move Out.
- The exhibitor must check the forklift driver in and out at the GES desk.
- Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received.
- The minimum charge for in-booth forklift is one (1) hour per worker. Thereafter it is charged in half (½) hour increments.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:00 PM.
- Overtime (OT): Monday through Friday from 4:00 PM to 12:00 AM. Saturday & Sunday

Step 1. Order Forklift

Item Code	Item Code	Description	Discount (\$)	Show Site (\$)	# Forklifts	X # Hours	Tax %	Total
IBIRFL	IBORFL	ST Move In/Out	348.00	417.00			12.00	\$
IBIOTFL	IBOOTFL	OT Move In/Out	487.00	584.00			12.00	\$

Step 2. Indicate the Service

Option A: Exhibitor Supervision



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice. Exhibitor assumes the responsibility and any liability arising for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

☐ Exhibitor Supervised

- Indicate workers needed for installation and dismantling.
- Please estimate the number of workers and hours per worker needed for installation.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

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

Move In

Schedule Dates

Schedule Start Time

Schedule End Time

Forklifts

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates

Schedule Start Time

Schedule End Time

Forklifts

MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Show Site Contact

Show Site Phone Number

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

GST # R104060264

Cancellation Policy: Orders cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per forklift. If Exhibitor fails to use the forklift at the time confirmed, a one (1) hour "No-Show" charge per forklift will apply.

Order Online <https://ordering.ges.com/>



Material Handling/Drayage Information

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

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Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

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

Freight Carriers

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

Material Handling/Drayage Information

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

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Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

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

Material Handling/Drayage Information

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

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Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

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

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

Material Handling Order Form

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

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Discount Deadline Date:

Monday, November 4, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- 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.
- Straight Time is Monday through Friday 8:00 AM to 4:00 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.

Step 1. Review Freight Material Handling Rates and Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated

Straight Time \$165.00 cwt
Straight Time / Overtime \$214.75 cwt
Overtime \$264.75 cwt

Special Handling

\$223.00 cwt
\$290.00 cwt
\$357.00 cwt

Advance Shipments to Warehouse Dates:

Wednesday, October 30, 2019 Advance shipments may begin arriving at warehouse.

Thursday, November 14, 2019 Last day for shipments to arrive at warehouse.

Direct Shipments to Show Site Dates:

Wednesday, November 20, 2019 Direct shipments may begin arriving at exhibit site after 12:00 pm.

Wednesday, November 20, 2019 Last day for shipments to arrive at exhibit site by 4:30 pm.

Direct to Show Site (200 lbs. minimum per shipment)

Crated

Straight Time \$165.25 cwt
Straight Time / Overtime \$213.75 cwt
Overtime \$262.50 cwt

Special Handling

\$221.75 cwt
\$288.50 cwt
\$355.00 cwt

Uncrated

\$262.50 cwt
\$342.00 cwt
\$421.00 cwt

Small Packages (50 lbs. maximum per shipment)

First
Package
\$53.00

Additional
Package
\$26.50 ea



What is a small package shipment? Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Step 2. Estimate Order

Material Handling

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Subtotal + 12% GST

1st Small Package Piece = \$53.00 + _____ Additional Pieces x \$26.50 = _____ = _____ Subtotal + 12% GST

Shipment will be sent to:

☐ Show Site

☐ Advance Warehouse

On Date: _____ By Carrier: _____ Total Number of Pieces: _____

Total and Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Total Payment
Enclosed

\$

GST # R104060264

GES Policy: Please refer to GES' full Limits of Liability & Responsibility included in this Exhibitor Manual. All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Order Online <https://ordering.ges.com/>



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

2019 AAA/CASCA Annual Meeting

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
(Exhibitor Name & Booth #)

Vancouver Convention Centre West
1055 Canada Place
Vancouver, BC V6C 0C3

Shipment Should Arrive on or Between:

Wednesday, November 20, 2019 from 12:00 pm - 4:30 pm

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 9:00 AM - 3:00 PM; Closed Weekends & Holidays.

Carrier _____
Number _____ of _____ pieces



D	RUSH!
	EXHIBITION FREIGHT

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Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

2019 AAA/CASCA Annual Meeting

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
(Exhibitor Name & Booth #)
3985 Still Creek Avenue
Burnaby, BC, V5C 4E2
Canada

Shipment Should Arrive on or Between:

Wednesday, October 30, 2019 to Thursday, November 14, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

2019 AAA/CASCA Annual Meeting

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
(Exhibitor Name & Booth #)
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Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

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Shipping Order Form

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

2019 AAA/CASCA Annual Meeting

Vancouver Convention Centre

Wednesday, November 20, 2019 - Sunday, November 24, 2019

Discount Deadline Date:

Monday, November 4, 2019

Pick up Information

Company Name	Name of Primary Contact	Phone	Email		
Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor/Suite #	City	Province/State	Postal Code/ZIP	Country
Loading Dock	Business Hours	Pick up Date	Pick up Time	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Customs Broker	Broker Contact Name	Broker Phone Number	Customs Paperwork Attached		
My materials are shipping to the:	<input type="checkbox"/> Advance Warehouse	<input type="checkbox"/> Show Site			

Destination Information

Exhibiting Company Name	Booth Number	Showsite Contact Phone	Showsite Contact Email		
Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor/Suite #	City	Province/State	Postal Code/ZIP	Country
Loading Dock	Business Hours	Delivery Date	Delivery Time		

Details of the items to be shipped

Pieces	Description	Dimensions (in inches):				Est. 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: _____	H	x	W	x	L	
Total # of Pieces							Total Weight: _____

Payment Information

Cardholder Name - Please Print				
Billing Address	City	Province/State	Postal Code/Zip	Country
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card	
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card	
		<input type="checkbox"/> American Express		

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.

- GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth.
- 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 CANADA to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- 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.
- 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.
- 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.
- 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.

Sign: Return to GES by fax: (403) 243.3868 or by email: exhibitorserviceswest@ges.com

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract,

Please Sign	X
Authorized Signature	
Authorized Name - Please Print	Date

Order Online <https://ordering.ges.com/>



Limits of Liability and Responsibility

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

2019 AAA/CASCA Annual Meeting

Vancouver Convention Centre

Wednesday, November 20, 2019 - Sunday, November 24, 2019

Discount Deadline Date:

Monday, November 4, 2019

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.

Notice of Intent to Use EAC and Policies and Procedures

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

2019 AAA/CASCA Annual Meeting

Vancouver Convention Centre

Wednesday, November 20, 2019 - Sunday, November 24, 2019

Form Deadline Date:

Monday, November 4, 2019

Company Name	Email	Phone Number	Booth Number
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Attention:

- This form is to be completed by the Exhibitor.

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your 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 third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form 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. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ Province/State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

Please
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

Review and Return [Return to Fax: \(403\) 243.3868](#)

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

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

2019 AAA/CASCA Annual Meeting

Vancouver Convention Centre

Wednesday, November 20, 2019 - Sunday, November 24, 2019

Monday, November 4, 2019

Company Name	Email	Phone Number	Booth Number
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Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
4. EAC must have all business licenses and permits required by the Province/State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
5. This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
6. If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
7. EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
8. EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
9. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
10. During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
11. EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), American Anthropological Association (Show Management), 2019 AAA/CASCA (Show) and Vancouver Convention Centre (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
13. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
14. EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
16. The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.



Agreement and Rules and Regulations between GES and EAC

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

2019 AAA/CASCA Annual Meeting

Vancouver Convention Centre

Wednesday, November 20, 2019 - Sunday, November 24, 2019

Monday, November 4, 2019

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the Province of British Columbia.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, #25, 5805 76th Ave SE, Calgary AB T2C 5L8

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ Province/State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date



ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/19	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>			
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:			
COVERAGES 3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/19	01/01/20	EACH OCCURRENCE \$1,000,000		
	FIRE DAMAGE (Any one fire) \$ 50,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$1,000,000						
	GENERAL AGGREGATE \$2,000,000						
PRODUCTS-COMP/OP AGG \$2,000,000							
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/19	01/01/20	COMBINED SINGLE LIMIT \$1,000,000		
	(Ea accident)						
	BODILY INJURY \$						
	(Per person)						
	BODILY INJURY \$						
(Per accident)							
PROPERTY DAMAGE \$							
(Per accident)							
AUTO ONLY-EA ACCIDENT							
OTHER THAN \$							
AUTO ONLY: \$							
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/19	01/01/20	EACH OCCURRENCE \$1,000,000		
	AGGREGATE \$1,000,000						
	\$						
	\$						
	\$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/19	01/01/20	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	OTHER	
	E.L. EACH ACCIDENT \$1,000,000						
	E.L. DISEASE-EA EMPLOYEE \$1,000,000						
	E.L. DISEASE -POLICY LIMIT \$1,000,000						
D	OTHER				Each Occurrence & Aggregate		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. Global Experience Specialists, Inc. (GES) (Official Service Provider), American Anthropological Association (Show Management), Vancouver Convention Centre (Facility), and 2019 AAA/CASCA (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: November 20 - 24, 2019 at city of Vancouver.							
CERTIFICATE HOLDER		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
6. Global Experience Specialists, Inc. (GES) Exhibitor Services #25, 5805 76th Ave SE Calgary, AB T2C 5L8				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE <div style="text-align: right;"> 10. </div>			

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), American Anthropological Association (Show Management), 2019 AAA/CASCA (Show) and Vancouver Convention Centre (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)
7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.





EXHIBIT SERVICES CATERING 2019

This form is your official invoice – please keep a copy for your records. All services are sold on a per booth or per exhibitor basis, and must be accompanied by payment in Canadian funds. All prices are subject to applicable taxes and/or change without notice. Credit will not be given for orders cancelled with less than 5 business days' notice.

EVENT #

BOOTH #

EVENT INFORMATION

EVENT NAME

EVENT DATES

CONTACT INFORMATION

COMPANY NAME

ADDRESS

Street

City

Province / State

Postal / ZIP Code

CONTACT NAME

EMAIL

TELEPHONE

Please use a separate order form for each day an order is required, then fax directly to the Exhibit Services Department at 604-647-7325.
A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call 604-647-7480 to speak with Exhibit Services.

FOOD

Item	Qty.	Price	Total
Assorted muffins , scones or croissants served with butter & assorted preserves (min order of 12 pieces of any type)		\$54.00/dozen	
Carrot cake with cream cheese icing , belgian chocolate brownies , maple pecan tarts or coconut Nanaimo bars (min order of 12 pieces of any type)		\$54.00/dozen	
Assorted house made cookies		\$48.00/dozen	
Hearty sandwiches (one sandwich per person, min quantity 12)		\$14.00/guest	
Hearty sandwiches with salad (one sandwich per person, min quantity 12)		\$20.00/guest	
Individual natural yogurts (min quantity 12)		\$4.25/each	
Sliced fresh fruit & berries platter (min quantity 12)		\$7.50/guest	
Fresh whole fruit basket (min quantity 12)		\$3.50/guest	
Canadian & international cheese tray with baguette and biscuits (min quantity 12)		\$18.00/guest	
Fresh vegetable crudité with herb dip (min quantity 12)		\$7.00/guest	
Kettle chips (half pound basket, suggested serving size for 8 guests)		\$17.00/basket	
Pretzels or Japanese dry snacks (1 pound basket, suggested serving size for 8 guests)		\$17.00/basket	
Individual bags of smart food popcorn, kettle chips, pretzels (min quantity 12)		\$3.00/bag	

BEVERAGE

Item	Qty.	Price	Total
Freshly brewed Moja Certified Organic Coffee or decaf (serves 10 cups)		\$47.50/airpot	
Hot water with selection of tea bags (serves 10 cups)		\$47.50/airpot	
6 pack bottled orange or grapefruit juice (single servings)		\$30.00/pack	
6 pack soft drinks: Pepsi , Diet Pepsi , 7-Up or Ginger Ale (single servings)		\$28.50/pack	
6 pack bottled water (single servings)		\$28.50/pack	
Water cooler/equipment rental (includes power, does not include water jug)		\$25.00/day	
Water jug 18 L (does not include equipment rental)		\$18.00/each	
Ice (one bag is 20 lbs)		\$20.00/bag	

OTHERS	Item	Qty.	Price	Total
	Rental of black or white tablecloth in the size of 53"x53" or 90"x90"		\$20.00/each	

SUBTOTAL

19% SERVICE CHARGE

SUBTOTAL

GST 5%

PST 7% (RENTAL ONLY)

TOTAL

PAYMENT INFORMATION

Make cheques payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC, Canada
V6C 0C3

To fax your form or for further
inquiries Call: 604-647-7480 or
Fax: 604-647-7325

Visa MasterCard American Express

Bank Wire Transfer (Processing fees apply)

CREDIT CARD #

EXP

NAME AS IT APPEARS ON CARD

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above
and agree to assume complete responsibility for all charges for service.

Authorized Signature

Name & Title of Authorized Representative

Date MM/DD/YY

TERMS & CONDITIONS

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
- Please allow for a minimum of (10) ten business days to process booth delivery orders.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- Any orders received within 3 business days prior to service are subject to 20% surcharge and are subject to availability.
- On-site orders are subject to additional banquet labour charge of \$140 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to 19% service charge, 5% GST and 7% PST on Rentals.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$35.00/hour, minimum 4 hour shift.
- For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware and glassware.