

Show Information

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



SPE Annual Technical Conference & Exhibition 2019

BMO Centre, Stampede Park
September 30 - October 2, 2019

Discount Deadline Date:

Thursday, September 5, 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: 10x10 and larger
Backwall Drape: blue
Sidewall Drape: blue
Booth Carpet Colour: not included
Aisle Carpet Colour: speckled blue

Standard Booth Package Includes:

Standard booth draping (8-ft high back wall and 3-ft side rails, identification sign (7 in x 44 in) listing Exhibitor name and booth number will be provided to all linear booths. Standard material handling and nightly booth vacuuming is provided at no charge, courtesy of SPE.

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

Discount Deadline Date: Thursday, September 5, 2019 GES Orders must be received **with payment** by this date.

Advance Warehouse Receiving Dates: Thursday, August 22, 2019 Wednesday, September 18, 2019

Exhibitor Move In Dates: September 26, 2019 September 29, 2019

GES On-Site Service Desk Dates: GES on site from 8AM until 6PM

Show Open Dates: September 30 - October 2, 2019

Exhibitor Move Out Dates: October 2 - 4, 2019

Carrier Check-in Post Show: Friday, October 4, 2019 @ 2:00 PM

Facility must be clear by: Friday, October 4, 2019 @ 5:00 PM

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

Advance Shipments to Warehouse Address:

c/o GES/ SPE Annual Technical Conference & Exhibition 2019 Thursday, August 22, 2019
75 Dufferin PI SE
Calgary, AB Canada
T2C 4W2

Shipments should arrive on or between:

until Wednesday, September 18, 2019
Warehouse receiving hours are:
8:00 AM to 4:00 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/ SPE Annual Technical Conference & Exhibition 2019 September 26, 2019
BMO Centre, Stampede Park
20 Roundup Way SE
Calgary, AB Canada
T2T 2W1

Direct to Showsite Receiving Dates:

until September 29, 2019
Shipments to begin arriving at: 8AM Receiving dock closes at: 6PM

Please refer to the move-in schedule for your assigned move-in dates.

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.

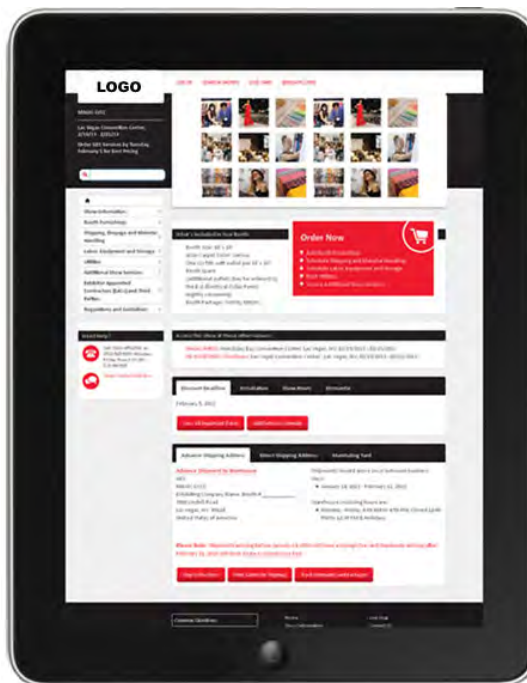
Exhibitors can:

- 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 | | |
| <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> | | | | | <div>MM/YY</div> | | <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 | <input checked="" type="checkbox"/> | 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 |
|------------------------------|-------|--------------|--------------|
|------------------------------|-------|--------------|--------------|

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

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

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 Firm Company Name | Email | Phone Number | 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 | |

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



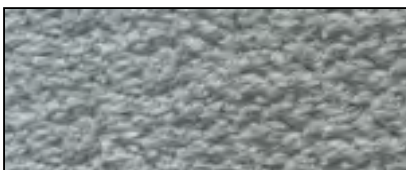
Black



Blue



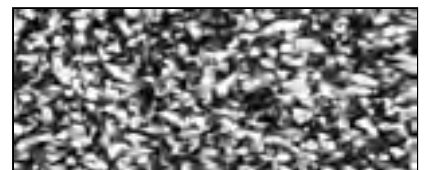
Blue Jay



Gray



Green



Pepper



Red

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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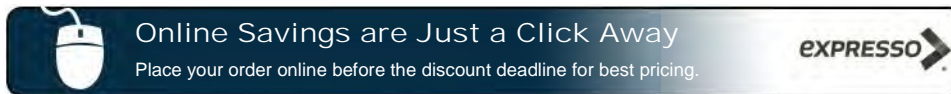
Thursday, September 5, 2019

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.
- 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)

| Item Code | Description | Color | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---------------------------------|-------|---------------|---------------|-----|-------|-------|
| C1010 | Pre-Cut Standard Carpet 10'x10' | | 224.00 | 314.00 | | 5.00 | \$ |
| C1020 | Pre-Cut Standard Carpet 10'x20' | | 449.00 | 629.00 | | 5.00 | \$ |
| C1030 | Pre-Cut Standard Carpet 10'x30' | | 673.00 | 942.00 | | 5.00 | \$ |

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. | | 2.24 / Sq.Ft. | 3.14 / Sq.Ft. | | 5.00 | \$ |

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|---------------|---------------|-----|-------|-------|
| CACU | Carpet Padding, 1/2" Thick, Per Sq.Ft. | 1.51 / Sq.Ft. | 2.11 / Sq.Ft. | | 5.00 | \$ |
| CACU | Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft. | 3.02 / Sq.Ft. | 4.23 / Sq.Ft. | | 5.00 | \$ |

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|-------------------------------------|---------------|---------------|-----|-------|-------|
| CAPC | Carpet Plastic Covering, Per Sq.Ft. | 0.34 / Sq.Ft. | 0.48 / Sq.Ft. | | 5.00 | \$ |

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

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: 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



Chair, Plastic Contour, Grey



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

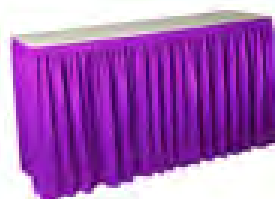


Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



White



Black



Blue



Silver



Green



Red

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.

Booth Cleaning Order Form

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SPE Annual Technical Conference & Exhibition 2019

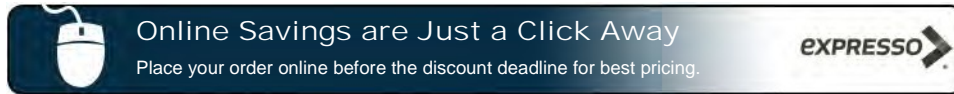
BMO Centre, Stampede Park

September 30 - October 2, 2019

Discount Deadline Date:

Thursday, September 5, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- Cost of services will be invoiced based on the total area of your booth.
- 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.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

Step 1. Calculate Booth Square Footage

Width 100 X Length 100 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

| Item Code | Description | Discount (\$) | Standard (\$) | Total Sq. Ft. | # of Days | Tax % | Total |
|-----------|--------------------------------------|----------------------|---------------|---------------|-----------|-------|-------|
| BCICSF1 | Initial Cleaning 50 – 600 sq. ft. | 0.57 / Sq.Ft. | 0.80 / Sq.Ft. | | 1 | 5.00 | \$ |
| BCICSF2 | Initial Cleaning 601 – 1000 sq. ft. | 0.44 / Sq.Ft. | 0.62 / Sq.Ft. | | 1 | 5.00 | \$ |
| BCICSF3 | Initial Cleaning over 1000 sq. ft. | 0.33 / Sq.Ft. | 0.46 / Sq.Ft. | | 1 | 5.00 | \$ |
| BCDCSF | Daily Cleaning (per sq. ft. per day) | 0.27 / Sq.Ft. | 0.38 / Sq.Ft. | | | 5.00 | \$ |

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 cancellations after move-in begins. 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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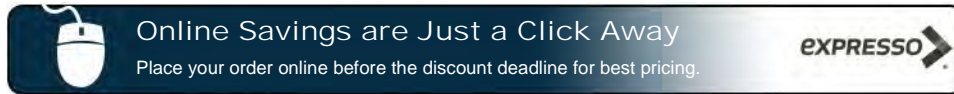
Thursday, September 5, 2019

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 |
|-----------|---------------------------|---------------|---------------|-----|-------|-------|
| 30050 | Grey Contour Chair | 42.50 | 59.50 | | 5.00 | \$ |
| FGFSC | Grey Fabric Side Chair | 57.00 | 80.00 | | 5.00 | \$ |
| FGFAC | Grey Fabric Arm Chair | 58.50 | 82.00 | | 5.00 | \$ |
| FGFCS | Grey Fabric Counter Stool | 124.00 | 174.00 | | 5.00 | \$ |

Pedestal Tables

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|--------------------------------------|---------------|---------------|-----|-------|-------|
| FPEDT40 | Cocktail Table – 30" round, 40" high | 125.00 | 175.00 | | 5.00 | \$ |
| FPEDT | Starbase Table – 30" round, 30" high | 104.00 | 146.00 | | 5.00 | \$ |
| FCOFT | Coffee Table – 30" round, 18" high | 79.00 | 111.00 | | 5.00 | \$ |

Accessories

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|---------------|---------------|-----|-------|-------|
| FCS | Pair of Tape Stanchions | 121.00 | 169.00 | | 5.00 | \$ |
| FCS | Additional Tape Stanchions / ea. | 60.00 | 84.00 | | 5.00 | \$ |
| FESL | Aluminum Easel | 57.00 | 80.00 | | 5.00 | \$ |
| FCT | Coat Tree | 45.00 | 63.00 | | 5.00 | \$ |
| FBH | Bag Stand 41"H | 95.00 | 133.00 | | 5.00 | \$ |
| FLR | Literature Rack | 111.00 | 155.00 | | 5.00 | \$ |
| FCSH | Sign Holder, Chrome, 22"x28" (Sign Extra) | 68.00 | 95.00 | | 5.00 | \$ |
| FSBD | Gold Ballot Drum, Small, Table Top | 90.00 | 126.00 | | 5.00 | \$ |
| FWB | Wastebasket | 31.00 | 43.50 | | 5.00 | \$ |
| FCSU | White Counter Storage Unit 40"H | 194.00 | 272.00 | | 5.00 | \$ |

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: 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/>



Furnishings Order Form

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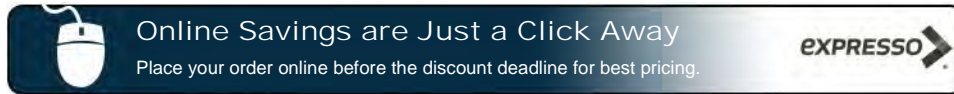
Thursday, September 5, 2019

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.
- 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.

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 | | 117.00 | 164.00 | | 5.00 | \$ |
| DT6 | Table 6', Skirted 3 Sides, 30" High, 24" Wide | | 128.00 | 179.00 | | 5.00 | \$ |
| DT8 | Table 8', Skirted 3 Sides, 30" High, 24" Wide | | 138.00 | 193.00 | | 5.00 | \$ |
| DTS4S | Table, Skirt 4th Side | | 50.00 | 70.00 | | 5.00 | \$ |

Unskirted Tables

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|---------------|---------------|-----|-------|-------|
| UD4 | Table 4', Unskirted, 30" High, 24" Wide | 66.00 | 92.00 | | 5.00 | \$ |
| UD6 | Table 6', Unskirted, 30" High, 24" Wide | 78.00 | 109.00 | | 5.00 | \$ |
| UD8 | Table 8', Unskirted, 30" High, 24" Wide | 88.00 | 123.00 | | 5.00 | \$ |

Skirted Counters

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|--------|---------------|---------------|-----|-------|-------|
| RD4 | Table 4', Skirted 4 Sides, 42" High, 24" Wide | | 133.00 | 186.00 | | 5.00 | \$ |
| RD6 | Table 6', Skirted 3 Sides, 42" High, 24" Wide | | 164.00 | 230.00 | | 5.00 | \$ |
| RD8 | Table 8', Skirted 3 Sides, 42" High, 24" Wide | | 201.00 | 281.00 | | 5.00 | \$ |
| DTS4S | Table, Skirt 4th Side | | 61.00 | 85.50 | | 5.00 | \$ |

Unskirted Counters

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|---|---------------|---------------|-----|-------|-------|
| RUD4 | Table 4', Unskirted, 42" High, 24" Wide | 83.00 | 116.00 | | 5.00 | \$ |
| RUD6 | Table 6', Unskirted, 42" High, 24" Wide | 113.00 | 158.00 | | 5.00 | \$ |
| RUD8 | Table 8', Unskirted, 42" High, 24" Wide | 150.00 | 210.00 | | 5.00 | \$ |

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

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



SPE Annual Technical Conference & Exhibition 2019

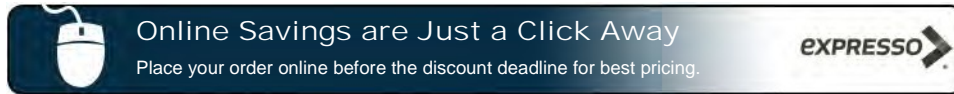
BMO Centre, Stampede Park

September 30 - October 2, 2019

Discount Deadline Date:

Thursday, September 5, 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.
- 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)



Regular Banjo Drape

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|-----------------------------------|--------|---------------|---------------|-----|-------|-------|
| D3 | 3 Ft. High Banjo (Per Linear Ft.) | | 9.45 | 13.20 | | 5.00 | \$ |
| D8 | 8 Ft. High Banjo (Per Linear Ft.) | | 11.10 | 15.60 | | 5.00 | \$ |

High Banjo Drape (Black Only)

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|------------------------------------|--------|---------------|---------------|-----|-------|-------|
| D12 | 12 Ft. High Banjo (Per Linear Ft.) | Black | 20.00 | 28.00 | | 5.00 | \$ |
| D16 | 16 Ft. High Banjo (Per Linear Ft.) | Black | 22.00 | 31.00 | | 5.00 | \$ |

High Velour Drape (Black Only)

| Item Code | Description | Colour | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|------------------------------------|--------|---------------|---------------|-----|-------|-------|
| D18 | 18 Ft. High Banjo (Per Linear Ft.) | Black | 33.00 | 46.00 | | 5.00 | \$ |

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: 50% refund will apply for draping 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/>



Exhibit Systems Order Form

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



SPE Annual Technical Conference & Exhibition 2019

BMO Centre, Stampede Park

September 30 - October 2, 2019

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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.



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.
- 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.

Show Special Booths

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

**Package A:
10' x 10'**



**Package B:
10' x 20'**



13 oz. Carpet Colour Options

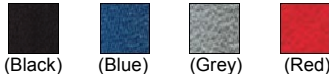


Exhibit Panel Colour Options

(Black) (White)

| Item Code | Description | Discount (\$) | Show Site (\$) | Qty | Tax % | Total |
|-----------|-----------------------------|---------------|----------------|-----|-------|-------|
| SS001 | Package A, 10' x 10' Inline | 1,431.00 | 2,003.00 | | 5.00 | \$ |
| SS002 | Package B, 10' x 20' Inline | 2,227.00 | 3,118.00 | | 5.00 | \$ |
| | Custom Header Sign | 130.00 | 182.00 | | 5.00 | \$ |

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:"

Package A, Identification Sign to Read: _____

Package B, Identification Signs to Read: _____

Left: _____

Right: _____

Carpet Colour: _____ Panel Colour: _____

All carpet and panel colours subject to availability

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

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 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 **mklemm@ges.com**.

10' x 10' Exhibit Rentals

STANDARD



Model 1



Model 2



Model 3

ENHANCED



Choice of coloured infill panels



Choice of carpet colour



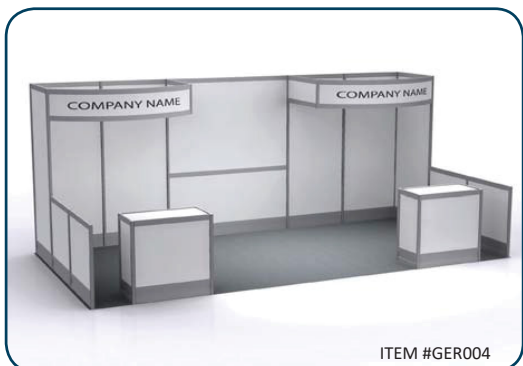
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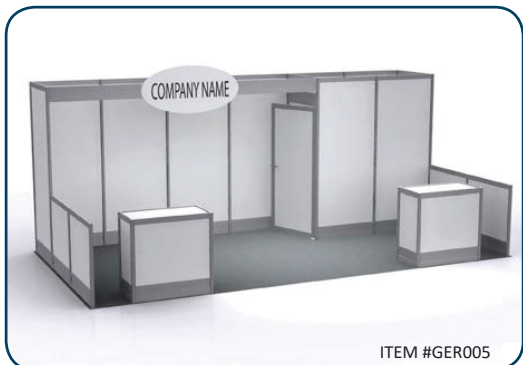
All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact **GES** at **403.243.2212** or **mklemm@ges.com**.

10' x 20' Exhibit Rentals

STANDARD



Model 4



Model 5



Model 6

ENHANCED



Choice of coloured infill panels



Choice of carpet colour



Exhibit Systems Order Form

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SPE Annual Technical Conference & Exhibition 2019

BMO Centre, Stampede Park
September 30 - October 2, 2019

Discount Deadline Date:

Thursday, September 5, 2019

Company Name

Email

Phone Number

Booth Number



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- 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

(Black) (White) (Grey) (Autumn Glow) (Hardrock Maple)

| Item Code | Description | Discount (\$) | Show Site (\$) | Qty | Tax % | Total |
|--|-------------------------------------|---------------|----------------|-----|-------|-------|
| GER001 | Standard Model #1, 10' x 10' Inline | 1,583.00 | 2,216.00 | | 5.00 | \$ |
| GER002 | Standard Model #2, 10' x 10' Inline | 1,768.00 | 2,475.00 | | 5.00 | \$ |
| GER003 | Standard Model #3, 10' x 10' Inline | 1,716.00 | 2,402.00 | | 5.00 | \$ |
| GER004 | Standard Model #4, 10' x 20' Inline | 2,350.00 | 3,290.00 | | 5.00 | \$ |
| GER005 | Standard Model #5, 10' x 20' Inline | 2,613.00 | 3,658.00 | | 5.00 | \$ |
| GER006 | Standard Model #6, 10' x 20' Inline | 2,557.00 | 3,580.00 | | 5.00 | \$ |
| | Custom Header Sign | 130.00 | 182.00 | | 5.00 | \$ |
| 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

Total Payment
Enclosed

\$

GST # R104060264

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

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/>



Exhibit Accessories Order Form

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SPE Annual Technical Conference & Exhibition 2019

BMO Centre, Stampede Park
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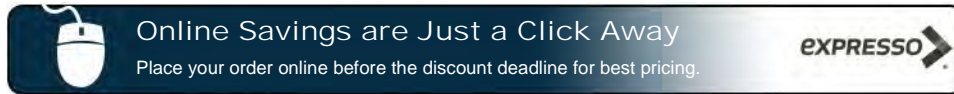
Thursday, September 5, 2019

Company Name

Email

Phone Number

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 | 131.00 | 183.00 | | 5.00 | \$ |
| PED002 | Pedestal (White) 20"L x 20"W x 36"H | 131.00 | 183.00 | | 5.00 | \$ |
| GPML | Multi-level Pedestal (White) 40"L X 40"W (Tops are 20" X 20") (Unit Heights - 16"- 28" & 28"- 40") | 656.00 | 918.00 | | 5.00 | \$ |
| GSC | Storage Counter (White) 80"L X 20"W X 40"H | 390.00 | 546.00 | | 5.00 | \$ |
| GCC | Curved Counter (White) 60"L X 20"W X 40"H | 267.00 | 374.00 | | 5.00 | \$ |
| G99A | 99A Showcase (White/Glass) 40"L X 20"W X 41"H | 267.00 | 374.00 | | 5.00 | \$ |
| G99B | 99B Showcase (White/Glass) 40"L X 20"W X 41"H | 272.00 | 381.00 | | 5.00 | \$ |
| G99C | 99C Showcase (White/Glass) 26"L X 26"W X 96"H | 395.00 | 553.00 | | 5.00 | \$ |
| G99D | 99D Showcase (White/Glass) 40"L X 20"W X 96"H | 558.00 | 781.00 | | 5.00 | \$ |

GEM Booth Accessories

Designed to fit GES hardwall booths.

| Item Code | Description | Discount (\$) | Show Site (\$) | Qty | Tax % | Total |
|-----------|---|---------------|----------------|-----|-------|-------|
| GWF | Waterfall With Eight Hooks | 26.00 | 36.00 | | 5.00 | \$ |
| GGR | Garment Rail 39"W | 68.00 | 95.00 | | 5.00 | \$ |
| GFS | Shelves - Flat 37"L X 12"W | 57.00 | 80.00 | | 5.00 | \$ |
| GAS | Shelves - Angled 37"L X 12"W | 57.00 | 80.00 | | 5.00 | \$ |
| GSWP | Slatwall Panels - 37"W X 96"H Grey (Upgrade for standard panels) | 158.00 | 221.00 | | 5.00 | \$ |

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
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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.*

Digital File Preparation

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Graphics

- Avoid setting type in Photoshop - instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred* AI/EPS (vector)

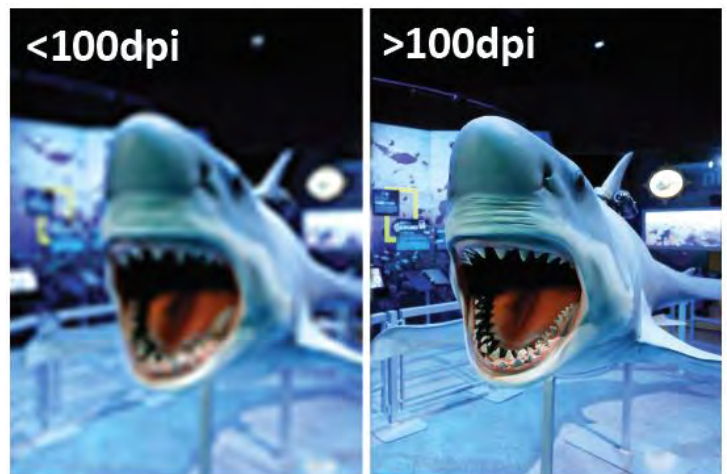


GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/016600259/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number (e.g. ABC Company_SHOW_Booth 1234.zip)

Digital File Preparation

Text

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts) are preferred.

Editable Text



Outlined Text - preferred*

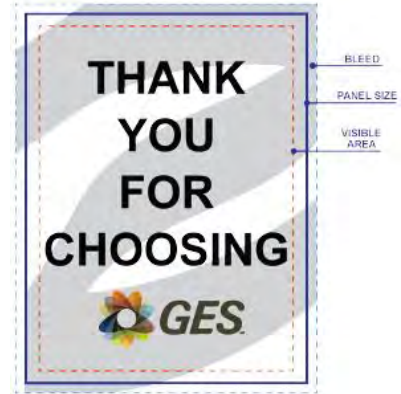


Final Print package should contain:

- Consistent color pallets in all files (if providing colors as CMYK please set colors as spot)
- All fonts converted to outlines and/or the fonts use
- Embedded images and/or linked image
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



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.



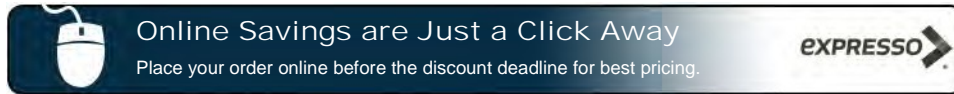
SPE Annual Technical Conference & Exhibition 2019

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September 30 - October 2, 2019

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Thursday, September 5, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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- Upload your artwork to <https://file.ges.com/>
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- 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 | 133.00 | 186.00 | | 5.00 | \$ |
| S2228 | 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided | 105.00 | 147.00 | | 5.00 | \$ |
| S2844 | 28"W x 44"H Vertical Sign w/ Easel, Single Sided | 142.00 | 199.00 | | 5.00 | \$ |
| SBAN | 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided | 198.00 | 277.00 | | 5.00 | \$ |
| SMISC | Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Double Sided | 296.00 | 414.00 | | 5.00 | \$ |
| SMISC | Freestanding 24"W x 84"H Vertical Ad Board w/ Base, Single Sided | 204.00 | 286.00 | | 5.00 | \$ |
| SMISC | Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Double Sided | 440.00 | 616.00 | | 5.00 | \$ |
| SMISC | Freestanding 38"W x 84"H Vertical Ad Board w/ Base, Single Sided | 294.00 | 412.00 | | 5.00 | \$ |
| SMISC | Layout and Design Work / hour | 76.00 | 106.00 | | 5.00 | \$ |

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

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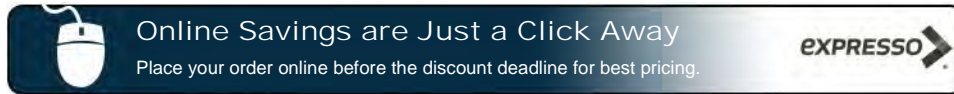
Thursday, September 5, 2019

Company Name

Email

Phone Number

Booth Number



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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.
- 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 | 90.00 | 126.00 | | 5.00 | \$ |
| PFP68 | 6 ft. to 8 ft. Tall | 150.00 | 210.00 | | 5.00 | \$ |
| PBF | Boston Fern | 79.00 | 111.00 | | 5.00 | \$ |
| PTP | Table Plant – 10" | 71.00 | 99.00 | | 5.00 | \$ |
| PMUM | Mums | 51.00 | 71.00 | | 5.00 | \$ |

Flower Arrangements

| Item Code | Description | Discount (\$) | Standard (\$) | Qty | Tax % | Total |
|-----------|-----------------------------------|---------------|---------------|-----|-------|-------|
| PFAS | Standard Fresh Flower Arrangement | 139.00 | 195.00 | | 5.00 | \$ |
| PFAP | Premium Fresh Flower Arrangement | 257.00 | 360.00 | | 5.00 | \$ |
| PFAE | Exotic Fresh Flower Arrangement | 181.00 | 253.00 | | 5.00 | \$ |

PLEASE NOTE: Prices for flowering plants may change depending on type of flowers requested. Please list below the types of flowers you require along with any specific instructions and 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

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 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.



SPE Annual Technical Conference & Exhibition 2019

BMO Centre, Stampede Park

September 30 - October 2, 2019

Discount Deadline Date:

Thursday, September 5, 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 from 8:00 AM to 4:00 PM.
- Double Time (DT): Monday through Sunday from 12:00 AM to 8:00 AM. Saturday & Sunday from 4:00 PM to 12:00 AM. All Holidays.

Step 1. Order Labour

| Item Code | Item Code | Description | Discount (\$) | Show Site (\$) | # Workers | X # Hours | Tax % | Total |
|-----------|-----------|----------------|---------------|----------------|-----------|-----------|-------|-------|
| LINREG | LOREG | ST Move In/Out | 101.50 | 132.00 | | | 5.00 | \$ |
| LINOT | LOOT | OT Move In/Out | 152.50 | 198.50 | | | 5.00 | \$ |
| LINDT | LODT | DT Move In/Out | 203.50 | 264.50 | | | 5.00 | \$ |

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.



SPE Annual Technical Conference & Exhibition 2019

BMO Centre, Stampede Park
September 30 - October 2, 2019

Discount Deadline Date:

Thursday, September 5, 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 from 8:00 AM to 4:00 PM.
- Double Time (DT): Monday through Sunday from 12:00 AM to 8:00 AM. Saturday & Sunday from 4:00 PM to 12:00 AM. All Holidays.

Step 1. Order Forklift

| Item Code | Item Code | Description | Discount (\$) | Show Site (\$) | # Forklifts | X # Hours | Tax % | Total |
|-----------|-----------|----------------|---------------|----------------|-------------|-----------|-------|-------|
| IBIRFL | IBORFL | ST Move In/Out | 155.00 | 217.00 | | | 5.00 | \$ |
| IBIOTFL | IBOOTFL | OT Move In/Out | 232.50 | 325.50 | | | 5.00 | \$ |
| IBIDTFL | IBODTFL | DT Move In/Out | 310.00 | 434.00 | | | 5.00 | \$ |

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 herefrom, 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/>



GES Logistics Services

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

Your Choice of Reliable Service Options

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



24-Hour Tracking

Call toll free 1-800-636-8235 for immediate information on the status of your shipment

On-Site Representation

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

Competitive Pricing

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

Simplified Budgeting

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

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.ordering.ges.com
- Phone: 403-243-2212
- Toll free: 800-636-8235
- Fax: 403-243-3868

Ship everywhere with GES Logistics Services.

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.



SPE Annual Technical Conference & Exhibition 2019

BMO Centre, Stampede Park
September 30 - October 2, 2019

Discount Deadline Date:

Thursday, September 5, 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 (F bre) 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"/> VISA <input type="checkbox"/> American Express | |
| <input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card | | | | |

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/>



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

Discount Deadline Date:

September 30 - October 2, 2019

Thursday, September 5, 2019

| Company Name | Email | Phone Number | Booth Number |
|--------------|-------|--------------|--------------|
|--------------|-------|--------------|--------------|



Easy Ordering Tips:

- 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.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.

Step 1. Review Freight Material Handling Rates and Information

| | Crated | Special Handling |
|--|-------------|------------------|
| Advance Warehouse Service (300 lbs. minimum per shipment) | \$77.50 cwt | \$101.00 cwt |

Shipment MUST arrive by:

Wednesday, September 18, 2019

Step 2. Provide Details of the items to be collected by GES

| Pieces | Description | Dimensions (in inches): | | | | | | Est. Weight | | | |
|-------------------|----------------------|-------------------------|--|---|---|--|---|---------------|--|--|--|
| | Cartons (cardboard) | H | | x | W | | x | L | | | |
| | Cases/Trunks (F bre) | Colour: | | | | | | | | | |
| | Crates (wooden) | | | | | | | | | | |
| | Skids/Pallets | H | | x | W | | x | L | | | |
| | Carpet | H | | x | W | | x | L | | | |
| | Other: | H | | x | W | | x | L | | | |
| Total # of Pieces | | | | | | | | Total Weight: | | | |

Step 3. Provide Payment Information

Cardholder Name - Please Print

| Billing Address | City | Province/State | Postal Code/Zip | Country |
|-----------------|------|----------------|-----------------|---------|
|-----------------|------|----------------|-----------------|---------|

Account Number

Expiration Date

☐ MasterCard☐ VISA☐ American Express☐ Corporate Card☐ Personal Card

The exhibitor is responsible for all freight charges. Collect shipments will be refused.

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

- 1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth.
- 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES CANADA to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

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 his order that I have
accepted GES Payment Policy and
GES Terms & Conditions of Contract.

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.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

SPE Annual Technical Conference & Exhibition 2019

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
75 Dufferin PI SE
Calgary, AB Canada
T2C 4W2

Shipment Should Arrive on or Between:

Thursday, August 22, 2019 **until** Wednesday, September 18, 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

SPE Annual Technical Conference & Exhibition 2019

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
75 Dufferin PI SE
Calgary, AB Canada
T2C 4W2

Shipment Should Arrive on or Between:

Thursday, August 22, 2019 **until** Wednesday, September 18, 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



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.

| | |
|----------|--------------------|
| D | RUSH! |
| | EXHIBITION FREIGHT |

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

SPE Annual Technical Conference & Exhibition 2019

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
BMO Centre, Stampede Park
20 Roundup Way SE
Calgary, AB Canada
T2T 2W1

Shipment Should Arrive on or Between:

September 26, 2019 until September 29, 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



| | |
|----------|--------------------|
| D | RUSH! |
| | EXHIBITION FREIGHT |

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

SPE Annual Technical Conference & Exhibition 2019

Name of Exhibition

042600669

BOOTH NUMBER

C/O GES
BMO Centre, Stampede Park
20 Roundup Way SE
Calgary, AB Canada
T2T 2W1

Shipment Should Arrive on or Between:

September 26, 2019 until September 29, 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



Please print this label on a color printer if possible

Please print this label on a color printer if possible

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.



SPE Annual Technical Conference & Exhibition 2019

BMO Centre, Stampede Park
September 30 - October 2, 2019

Discount Deadline Date:

Thursday, September 5, 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.